



AGENDA AND NOTICE

Board of Commissioners Meeting
Tuesday, June 27, 2017



**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, June 27, 2017
04:00 P.M.**

NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled meeting at 04:00 P.M. Tuesday, June 27, 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 May 23, 2017**
- V. Commission Comments**
- VI. Public Comments on Agenda & Action Items**
- VII. Action Items and Resolutions**
 - 1. Resolution 2017-20: Board of Commissioner By Laws
 - 2. Resolution 2017-24: Annual and Five Year Plan
 - 3. Resolution 2017-25: Sale of Public Housing Unit
 - 4. Resolution 2017-26: Rubino & Co.
- VIII. Information Item(s)**
 - 1. Bed Bugs
 - 2. Cammie Clagett
 - 3. Smoke Free Initiative
- IX. Technology Report Presentation**
- X. Monthly Reports**
 - 1. CEO Report (Ms. Bates)
 - 2. Finance (Joe Calicdan)
 - 3. Asset Management (Jessica M. Holcomb)
 - 4. Development (Joseph Jackson)
 - 5. Capital Funds (Joseph Jackson)
 - 6. Human Resources (Shannell Hardwick)
 - 7. Community and Supportive Services (Shannell Hardwick)
 - 8. Housing Choice Voucher (Tiffany Askew)
 - 9. RAD – No Report
- XI. SHA Staff Comments**
- XII. Public Comments**
- Adjournment**



**Approval of Minutes –
Regular Board Meeting
May 23, 2017**

**Board of Commissioners Meeting
Tuesday, June 27, 2017**



**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
May 23, 2017**

MOMENT OF SILENCE: - *observed*

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

ABSENT: none

** Andrew Poliakoff arrived at 4:15PM, and was not present for the roll call.*

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

Board Chair Molly Talbot-Metz called the meeting to order at 4:02 p.m. After administering the roll call, Commissioner Talbot-Metz gave a brief statement acknowledging Commissioner Tullis' presence after her brief absence.

All Commissioners' photographs were taken. Ms. Bates acknowledged the photographer, Jim Gibson for supporting the Housing Authority with his service as a photographer at no cost to the authority

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE PREVIOUS MEETING MINUTES:

Commissioner Metz confirmed that the minutes were updated prior to the Board meeting with minor corrections. The updated version was presented to the public.

A motion to approve the minutes of the April 25, 2017 Board meeting was made by Commissioner Lounds, seconded by Commissioner Thomas, and unanimously carried.

COMMISSION COMMENTS:

None

PUBLIC COMMENTS ON AGENDA ACTION ITEMS:

None



ACTION ITEMS AND RESOLUTIONS:

1. Resolution 2017-18 – EMG Change Order #3

Ms. Bates gave a brief overview of the action item.

Commissioner White inquired about the total cost. Ms. Bates stated the cost for the increase totals \$19,455.00.

A motion to approve **Resolution 2017-18** – as presented was made by Commissioner White, seconded by Commissioner Myers.

The motion was unanimously carried.

2. Resolution 2017-19 – Maintenance Materials Contracts Change Order #1

Ms. Bates gave a brief overview of the action item.

Commissioner Lounds asked for the budget amount to be restated. Ms. Bates stated the total cost is \$223,101.00, which does not exceed the budgeted line item.

Commissioner Myers asked if the amount being asked for is sufficient to cover the expected expenses. Ms. Bates stated it is since the fiscal year ends in September and that most of the expense has taken place with the purchase of new appliances for units.

Commissioner White asked if the Housing Authority anticipates using the full amount requested. Ms. Bates stated that we have a maintenance plan that outlines the materials we will need and that the budget should be fully expended.

A motion to approve **Resolution 2017-19 Maintenance Materials Contracts Change Order #1** made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

3. Resolution 2017-20 – Board of Commissioner By Laws

Ms. Bates gave a brief overview of the action item.

After discussion with regard to the language and procedure of public comments, the resolution was tabled. Staff will amend the resolution to provide language giving the Chairperson the right to establish the total amount of time to be allotted for public comment. The Board discussed where public comment should be placed on the agenda without consensus. Ms. Bates agreed to propose language which the Board could consider at the June meeting.

A motion to table **Resolution 2017-20 – Board of Commissioner By Laws** was made by Commissioner Lounds, seconded by Commissioner Tullis, and unanimously carried.

4. Resolution 2017-21 – Commissioner Recognition (Mac Hogan)

Ms. Bates gave a brief overview acknowledging the service of Mac Hogan for the record. Mr. Hogan was not able to attend the meeting due to a scheduling conflict. He is welcomed to attend a future board meeting to be formally acknowledged.



A motion to approve **Resolution 2017-21 – Commissioner Recognition (Mac Hogan)** was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

5. Resolution 2017-22 – DOL-Governance and Federal Match & Leverage

Ms. Bates gave a brief overview of the action item.

A motion to approve **Resolution 2017-22 – DOL-Governance and Federal Match & Leverage** was made by Commissioner Lounds, seconded by Commissioner Thomas, and unanimously carried.

6. Resolution 2017-23 – Unit Turns Contract Change Order #1

Jessica Holcomb gave a brief overview of the action item.

Commissioner Myers asked how the contracts were determined with regard to costs, and if there was a cap on the cost. Ms. Holcomb stated that there is a cap on the contracts and that work orders vary in the scope of work as related to how the cost calculated per job.

Commissioner White asked how the scope of work is determined. Ms. Bates stated management and staff determine if the scope of work can be satisfied with internal staff or an outside vendor. Additionally, the timing of the necessary turn around plays a significant part in determining how to properly staff the work.

A motion to approve **Resolution 2017-23 – Unit Turns Contract Change Order #1** was made by Commissioner Lounds, seconded by Commissioner Thomas, and unanimously carried.

EXECUTIVE SESSION:

A motion to enter Executive Session was made by Commissioner Myers, and seconded by Commissioner White, and unanimously carried.

The Board entered Executive Session.

A motion to conclude Executive Session was made by Commissioner Poliakoff, and seconded by Commissioner Thomas, and unanimously carried.

Board Chair Talbot-Metz stated for the record that the Executive Session to discuss a personnel matter resulted in two items being presented for a Board vote.

- A. Commissioner Lounds made a motion to approve a bonus of 10% for Ms. Bates as noted in the Executive Director's contract. Commissioner Poliakoff seconded the motion, and the vote was unanimously carried.
- B. Commissioner Poliakoff made a motion to extend the contract of the Executive Director for a term of five years beginning June 8, 2017. Commissioner Myers seconded the motion, and the vote was unanimously carried.

INFORMATION ITEMS:

1. Annual and Five Year Plan



Ms. Bates gave brief comments about the item, informing the Board that the Annual and Five Year Plan will be presented at the June 27th meeting. A copy of the plan is available for review on the SHA website.

RESIDENT SERVICES PRESENTATION:

The Resident Services Staff gave an overview of the services that SHA offers.

- a. Natalie Hurd provided an overview of the Connections Program.
- b. Suzanne Young provided an overview of the Family Self-Sufficiency Program.
- c. Brenda Olgesby provided an overview of the Homeownership Program.
- d. Ryan Grace and Jayne Floyd provided an overview of the Resident Services Elderly and Disabled Services.

Commissioners made comments that related to how helpful the presentation was. It provided a better understanding of the Resident Services activity.

Commissioner Tullis expressed her thoughts regarding the need to provide incentives for residents to participate in self-sufficiency projects. She stated that she believes that HUD should provide regulations which would help residents make more responsible decisions.

It should be noted that Commissioner Lounds left the meeting during the Resident Services Presentation (5:38PM). A quorum was maintained in his absence.

MONTHLY REPORTS:

1. Executive Director (Ms. Bates):

Ms. Bates provided an overview of her written report.

2. Finance (Joe Calicdan): Mr. Calicdan attended a Department of Labor workshop and was unable to attend the Board meeting.

- a. Ms. Bates provided an overview of the written report.
- b. Please refer to written report for more detailed figures.

3. Human Resources (Shannell Hardwick): Ms. Hardwick attended a Department of Labor workshop and was unable to attend the Board meeting.

Ms. Bates provided an overview of the written report.

4. Resident Services (Shannell Hardwick): Ms. Hardwick attended a Department of Labor workshop and was unable to attend the Board meeting.

Ms. Bates provided an overview of the written report.

5. Housing Choice Voucher (Tiffany Askew):

- a. Tiffany Askew provided a brief overview of her written report.
- b. Ms. Bates emphasized that the Housing Choice Voucher program impacts the Spartanburg Community financially by an estimate of 10 million dollars annually.

6. Asset Management (Jessica Holcomb)

- a. Jessica Holcomb provided a brief overview of her written report.



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- b. A letter from HUD approving early demolition of the 25 buildings at Cammie Clagett was presented to the Board as an information item.
- c. Commissioner White asked about the cost of the demolition. Ms. Bates stated that the demolition will be funded by the City through use of NIP funds from the state.
- d. Commissioner Myers asked if there was an opportunity for the Housing Authority to develop new property at the Cammie Clagett site. Ms. Bates stated that the property will be owned by non-profits in a land-bank. If the Housing Authority wanted to plan for a new development, the land would have to be given back to the Housing Authority. The land-bank will hold the property and cannot sell it to a for-profit entity for three years, but has the opportunity to develop affordable housing before the end of the three years. The City is working with the Highland community on a master plan for the property.

7. Planning & Development (Joseph Jackson):

- Joseph Jackson provided a brief overview of his written report.
- Commissioner White asked about the eligibility of participants in the LED lighting program. Joseph Jackson stated anyone or entity that is replacing fixtures for LED lighting, and utilizes the LED lights that are rebated with Duke Energy is eligible for the program.
- Commissioner Myers commented regarding the savings less the cost of the fixtures. He stated that this is a net win for the Housing Authority.

8. Capital Funds (Joseph Jackson):

No report

9. RAD Report (Cindi Herrera):

No report

SHA STAFF COMMENTS:

- Ms. Bates provided information regarding the upcoming Father's Day Events on June 10th and June 16th.


PUBLIC COMMENTS:

- Commissioner White requested a tour of the properties as a refresher. Commissioner Talbot-Metz stated that other Board members could participate in the tour. Ms. Bates stated the tour will be scheduled based on the Board's availability.
- Commissioner White also requested a report about the GPS technology being utilized by the maintenance staff. Ms. Bates stated a technology presentation will be included in the July Board meeting, and an Asset Management department presentation in August.

ADJOURN:

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

Meeting Adjourned at 6:27PM.

Respectfully Submitted, 
Rickie D. Sarratt, Executive Assistant
The Housing Authority of the City of Spartanburg



Action Items & Resolution

2017-20

Board of Commissioner

By Laws

**Board of Commissioners Meeting
Tuesday, June 27, 2017**



June 27, 2017

The Housing of Authority of the City of Spartanburg
Spartanburg, SC 29302

HNONORABLE MEMBERS IN SESSION:

SUBJECT:

Board of Commissioner By Laws
Resolution 2017-20

CONTACT PERSON:

Terril Bates
Chief Executive Officer
864-598-6010

RECOMMENDATION:

Authorize the CEO to amend the By Laws to reflect language governing public comments at SHA, Board of Commission meeting(s).

SUMMARY:

The SHA Board of Commissioners wishes to amend its By Laws as follows:

Members of the public may address the SHA Board of Commissioners for a maximum of five (5) minutes each during the “Public Comment” section of the meeting agenda. The Chairperson, at his/her sole discretion may establish a maximum time during which public comments may be heard at any board meeting. Any member of the public wishing to make remarks, shall begin by providing their name and address for the record. Time will begin once this information has been provided. All remarks shall be addressed to the Commission as a whole. The Commission will consider providing remarks regarding the public comments during the portion of the agenda, “Commissioner Comments”. No person shall enter into any discussion regarding the public comment, except in the manner prescribed.

BACKGROUND:

The Spartanburg Housing Authority’s, Board of Commission adheres to governance established in its By Laws. The By Laws do not currently address the issue of public comments. All Commission meeting are open to the public. SHA recognizes that a policy should be established to insure fair and consistent response to public comments.

FINANCIAL CONSIDERATIONS:

None

Respectfully submitted, _____
Terril Bates, Chief Executive Officer
The Housing Authority of the City of Spartanburg



RESOLUTION NO.2017-20

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

June 27, 2017

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

Adopts an amendment to its By Laws with regard to public comment. Members of the public may address the SHA Board of Commissioners for a maximum of five (5) minutes during the “Public Comment” section of the meeting agenda. The Chairperson, at his/her sole discretion may establish a maximum time during which public comments may be heard at any board meeting. Any member of the public wishing to make remarks, shall begin by providing their name and address for the record. Time will begin once this information has been provided. All remarks shall be addressed to the Commission as a whole. The Commission will consider providing remarks regarding the public comments during the portion of the agenda, “Commissioner Comments”. No person shall enter into any discussion regarding the public comment, except in the manner prescribed.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-20

DATE ADOPTED: _____



Action Items & Resolution
2017-24
Annual and Five Year Plan

Board of Commissioners Meeting
Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Annual and Five-Year Plan
Resolution 2017-24**

RECOMMENDATION:

Authorize the CEO to approve and adopt the PHA plan, Public Housing Lease and Community Rules and HCV Administrative Plan and ACOP, all of which were made available during the public comment period. Upon approval and execution of all appropriate documents the Executive Director will submit the plan to HUD by the July 18, 2017 deadline.

CONTACT PERSON:

Terril Bates
Chief Executive Officer
864-598-6010

SUMMARY:

PHAs must update the 5-year plan and submit an Annual Plan for the year that Capital Funds will be utilized. The plan is prepared by staff and provided to the Resident Advisory Board as well as to the public through public notice and public hearing. A Resident Advisory Board Meeting was held on Friday, April 28, 2017 and a Public Hearing was held on June 19, 2017. Comments from both have been incorporated into the Annual Plan Submission. In addition, during the February 28, 2017 board retreat, SHA staff presented recommendations and changes to the plan to the Board of Commissioners. The plan identifies what projects SHA will complete with Capital Grant funds for the next year and provides a 5-Year plan for the next five years. In addition, the plan includes changes to the Public Housing Lease and Community Rules and HCV Administrative Plan. The plan allows for changes to the ACOP, which will be incorporated in the coming months.

FINANCIAL CONSIDERATIONS:

The plan incorporates 2016 Capital Funding, 2014 Replacement Housing Factor funding, status reports on all open Capital Fund programs and the 5-Year Plan for Capital Funds.

POLICY CONSIDERATIONS:

The plan was completed and provided for review in accordance with HUD regulations.

Respectfully Submitted, _____

Terril Bates, Chief Executive Officer
The Housing Authority of the City of Spartanburg



FY 2018 ANNUAL & FIVE YEAR PLAN

SEE ATTACHMENT



RESOLUTION NO. 2017-24

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

June 27, 2017

Staff recommends adoption of Resolution No. 2017-24, authorizing the CEO to approve and adopt the PHA plan, Public Housing Lease and Community Rules and HCV Administrative Plan and ACOP, all of which were made available during the public comment period. Upon approval and execution of all appropriate documents, the CEO will submit the plan to HUD by the July 18, 2017 deadline.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-24

DATE ADOPTED: _____



Action Items & Resolution

2017-25

Sale of Public Housing Unit

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION

**SUBJECT: Sale of Public Housing Unit
Resolution 2017-25
Section 32 Home at 141 Twin Creek Drive; Boiling Springs, SC 29316**

RECOMMENDATION:

Authorize the CEO to execute a contract for the sale of 141 Twin Creek Drive, a Section 32 home, for \$80,000.00 according to the corresponding Purchase Agreement and appraisal.

CONTACT PERSON:

Brenda Oglesby
Homeownership Coordinator
864-598-6124

SUMMARY:

SHA administers a Section 32 program whereby public housing scattered site homes may be sold to qualified low income individuals. These homes must be sold at the appraised price and the homes must be in good repair with major components having a useful life of at least five years. The home at 141 Twin Creek Drive; Boiling Springs, SC is occupied by current public housing residents who have been pre-approved to purchase this property. A contract has been submitted with an offer of \$80,000.00, which is the appraised value of the home.

BACKGROUND:

The Spartanburg Housing Authority established a Section 32 Homeownership Program in 2003 when it was approved by both the SHA Board of Commissioners and HUD. In this program, 38 single family units were designated as eligible properties for sale to qualified buyers through this program. Even though the plan called for two phases in which to sell these homes, to date some remain unsold. One of these designated homes is 141 Twin Creek Drive; Boiling Springs, SC. In the years following 2003, SHA followed Phase One of their plan by offering these homes for sale to individuals in the six preferences categories. The categories (in order of highest preference) are: The existing public housing resident occupying the home, other public housing residents occupying a Section 32 home, residents of other public housing neighborhoods, residents who receive a Housing Choice Voucher, applicants on both the



public housing and HCV Waiting list, and finally, other low or moderate income persons provided they are eligible for admission to the public housing program. Again in 2013, all public housing residents, HCV recipients and those on both waiting lists received information about all the Section 32 homes that SHA has for sale. A total of four homes in the Section 32 Program have been sold.

FINANCIAL CONSIDERATIONS:

The home will be sold at the appraised value of \$80,000. The proceeds from the sale of this home will remain in Scattered Sites Property AMP (104-SCA).

POLICY CONSIDERATIONS:

A release of the declaration of trust has been requested from HUD. Appraisal has been conducted on the home. Any income restrictions associated with the purchaser have been considered.

Respectfully Submitted, _____

Brenda Oglesby
Homeownership Coordinator



RESOLUTION NO. 2017-25

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

June 27, 2017

Staff recommends adoption of Resolution No. 2017-25, authorizing the CEO to execute a contract for the sale of 141 Twin Creek Drive, a Section 32 home, for \$80,000.00 according to the corresponding Purchase Agreement and appraisal.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-25

DATE ADOPTED: _____



Action Items & Resolution

2017-26

Rubino & Co.

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION

SUBJECT:

Change Order for SHA Agency-wide Audit Contract for the fiscal periods ending
September 30, 2017 and September 30, 2018

Resolution No. 2017-26

RECOMMENDATION:

Approve a Change Order to award an extension of an audit contract for Independent Public Accountant audit and financial services to Rubino & Company to perform the agency's Single Audit and tax returns at a cost not to exceed rate of \$39,500 for year 2017 and not to exceed \$41,500 for year 2018.

CONTACT PERSON:

Terril Bates
Chief Executive Officer
864-598-6010

BACKGROUND:

On November 3, 2015, the Spartanburg Housing Authority (SHA) issued Request for Proposals (RFP) No. 2015-071 to procure an independent public accountant to perform the annual audit and complete the related tax returns.

SHA awarded a contract to Rubino & Company. This firm has completed the audit process for SHA in years 2015 and 2016. SHA and the board of Commissioners agree that the firm has provided a professional service.

FINANCIAL CONSIDERATIONS:

The audits and tax services are for all SHA Federal programs, its COCC and other non-Federal programs. Funds are budgeted and available in each entity's budget for the needed services.

POLICY CONSIDERATIONS:

Annual audit reports are required by HUD under the Annual Contributions Contract (ACC) and tax returns are required by the Internal Revenue Service by law. In addition, grantors and stakeholders require that annual audit reports be provided as a component of many legal agreements.

Respectfully Submitted, _____
Terril Bates, Chief Executive Officer
The Housing Authority of the City of Spartanburg

June 5, 2017

To The Board of Commissioners and Executive Director
Housing Authority of the City of Spartanburg
2711 South Pine Street
Spartanburg, South Carolina 29302

We are pleased to confirm our understanding of the services we are to provide the Housing Authority of the City of Spartanburg (the Authority) for the year ended September 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities and the aggregate discretely presented component units, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Authority as of and for the year ended September 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedules of Funding Progress for the State Pension Plans

We have also been engaged to report on supplementary information other than RSI that accompanies the Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.
- 2) Financial Data Schedules
- 3) Statements of Certification of Actual Modernization Costs (as applicable)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners of the Housing Authority of the City of Spartanburg. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well

as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls

and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs. The purpose of these procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Authority in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor

relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on January 1, 2018.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Board of Commissioners and Management; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rubino & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Department of Housing and Urban Development (HUD) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rubino & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the HUD. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately January 15, 2018 and to issue our reports no later than April 30, 2018. J. Michael Stephens is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$39,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.


Housing Authority of the City of Spartanburg

June 5, 2017

Page 8 of 8

We appreciate the opportunity to be of service to the Housing Authority of the City of Spartanburg and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in black ink that reads "Rubino & Company". The signature is written in a cursive, flowing style. The word "Rubino" is connected to "&" which is connected to "Company".

Rubino & Company

RESPONSE:

This letter correctly sets forth the understanding of the Housing Authority of the City of Spartanburg.

Management signature: _____

Title: _____

Date: _____



RESOLUTION NO. 2017-26

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

June 27, 2017

Staff recommends adoption of Resolution No. 2017-26, approving a Change Order to award an extension of an audit contract for Independent Public Accountant audit and financial services to **Rubino & Company** to perform the agency's Single Audit and tax returns at a cost not to exceed rate of \$39,500 for year 2017 and \$41,500 for year 2018.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-26

DATE ADOPTED: _____



Information Item:

Bed Bugs

Ms. Jessica Holcomb

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**INFORMATION ITEM
SHA Bed Bug Treatments**

CONTACT PERSON:

Jessica Holcomb
Deputy Director
864-598-6023

BACKGROUND:

Bed bugs have become a serious issue, internationally throughout recent years. They're a pest like no other, and must be eradicated swiftly and properly. Upon notification from the tenant, the Spartanburg Housing Authority performs an initial inspection of the tenant's residence. If it is determined that bed bugs are present, SHA provides the tenant with documentation that outlines the tenant's roles and responsibilities. The document is explained to the tenant to ensure understanding and compliance prior to treatment. Upon successful completion by the tenant of their roles and responsibilities, SHA will treat the residence and perform follow-up to ensure treatment was successful.

HUD regulations require the tenant's cooperation in order to successfully eliminate the presence of bed bugs. Therefore, it is the tenant's responsibility to call in a work order as soon as the presence of bed bugs is suspected. This will allow SHA to address the potential infestation at its onset and before it affects other tenants. In addition, the tenant must be onsite when the initial inspection is conducted. If it is determined by SHA that bed bugs are present, the tenant must complete all items listed on the "SHA & Tenant Bed Bug Treatment Roles and Responsibilities" prior to treatment and as soon as possible. This will help to minimize the severity of bed bug presence and resolve the problem quickly.

The SHA is responsible for addressing bed bug infestation in Public Housing Units and common areas in an expeditious and cost effective manner. Currently the cost for heat treatment from a professional pest control company ranges from \$750.00 to \$1,100.00 per unit when performed by contracted vendors. The service time can also range from three to thirty days. In December 2015, the SHA purchased two industrial bed bug heat treatment machines in an effort to decrease the




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cost of treatment and increase the turnaround time for treatment within our Public Housing Units. All SHA Maintenance Technicians received proper training on these machines by the vendor. An additional machine will be purchased in June 2017 to address those occasions when SHA receives a report of more than one infested unit at the same time.

Gregory Pest Control reported that during the period January 2016 through March 2017, they provided 207 Heat Treatments for bedbugs; only 9 of those treatments occurred at SHA properties.

CY17 BED BUG TREATMENTS

PROPERTY	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Camp Croft	0	0	1	0	0	0
Archibald Village	0	0	0	2	0	0
Archibald Rutledge	4	6	8	7	8	0
Scattered Sites	0	0	0	0	0	0
Prince Hall	0	0	0	0	0	0
Victoria Gardens	0	2	0	0	1	1
Cambridge Place/Brawley	0	0	0	0	0	0
Page Lake	0	0	0	0	0	0
JC Bull	3	3	0	1	2	0
Spartanburg Leased Housing	1	0	0	0	0	0
Liberty	0	0	0	0	0	0
Appian	0	0	0	0	0	0
TOTAL	8	11	9	10	11	1

Respectfully Submitted, 
Jessica Holcomb, Deputy Director
The Housing Authority of the City of Spartanburg



Information Item:

Cammie Clagett Courts

Mr. Joseph Jackson

Board of Commissioners Meeting

Tuesday, June 27, 2017



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF RECAPITALIZATION

MAY 16 2017

Ms. Terril Bates
Executive Director
Spartanburg Housing Authority
2271 S Pine Street
Spartanburg, SC 29302

SUBJECT: Request for early demolition/disposition.
PROJECT NAME: Cammie Clagett Courts – Spartanburg Housing Authority
PIC DEVELOPMENT #: SC003000060

Dear Ms. Bates:

This letter is in response to the Spartanburg Housing Authority's (SHA) – Cammie Clagett Courts early demolition/disposition request under the Rental Assistance Demonstration (RAD). The request proposes the early demolition of 110 dwelling units in 25 residential buildings owned by SHA. All 110 units are currently vacant.

The request was reviewed to determine whether, given the totality of circumstances:

- o All residents are protected,
- o Failure to approve the request would create an unreasonable burden on the residents and/or the project,
- o The request is consistent with the goals of preserving, enhancing, or expanding the supply of affordable housing, and
- o There is a high probability of successful and timely completion of the approved replacement housing development plan.

After reviewing these criteria, we have approved SHA's request for early demolition of the 25 buildings. Please note that this approval does not eliminate or waive any applicable environmental requirements.

Thank you for your interest in the Department's programs. If you have any questions, please contact Roger St. Paul at 202-402-5195. The Department wishes SHA continued success in implementing its RAD conversion.

Sincerely,

Thomas R. Davis
Director, Office of Recapitalization

cc: Alan Kaufmann, Recap, Branch Manager
Roger St. Paul, Recap, Transaction Manager



Information Item:

No Smoking Initiative

Ms. Jessica Holcomb

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**INFORMATION ITEM
HUD No Smoking Initiative**

CONTACT PERSON:

Jessica Holcomb
Deputy Director
864-598-6023

Background

The Spartanburg Housing Authority (SHA) is preparing public housing communities for upcoming changes in the HUD regulations regarding smoking in public housing units. Throughout 2016, the SHA and the Forrester Center held a number of informational meetings with public housing residents in preparation for these changes.

On December 5, 2016, U.S. Department of Housing and Urban Development (HUD) published a final rule for each Public Housing Agency administering low-income, conventional public housing to initiate a smoke-free policy. The following timeline has been established to complete the implementation phase of this federally required policy.

SHA Smoke Free Housing Timeline

❖ **January 2017**

- Smoke free signage installed at all SHA public housing sites.
- Smoking cessation resource guides provided to all residents.

❖ **February 2017**

- Smoke free pamphlets, stickers, key chains and coloring books provided to all residents.

❖ **March 2017**

- Smoke Free Initiative section added to the SHA website.

❖ **April 2017**

- CDC “When Your Building Goes Smoke Free” flyer provided to all residents and posted at all sites.

❖ **May 2017**

- HUD Smoke Free Fact Sheets provided to all residents and posted at all sites.

❖ **June 2017**

- Draft of lease addendum and update to the ACOP is scheduled to be completed.

❖ **July 2017**

- Meeting with Resident Council and RAB to review lease addendum and ACOP revisions.
- Deputy Director Quarterly Site Meetings and Kick-off Celebration of 1 Year until Smoke Free.



❖ **August 2017**

- Public Hearing of lease addendum and ACOP revisions.
- Board approval of lease addendum and ACOP revisions.
- SHA Staff smoke free training.

❖ **September 2017**

- Begin optional onsite cessation classes with community partners and Community and Supportive Services Department.
- Implementation of lease addendum November Re-certifications.

❖ **October 2017**

- Implementation of lease addendum December Re-certifications.

❖ **November 2017**

- Implementation of lease addendum January Re-certifications.

❖ **December 2017**

- Implementation of lease addendum February Re-certifications.

❖ **January 2018**

- SHA staff smoke free training.
- Implementation of lease addendum March Re-certifications.

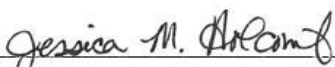
❖ **February 2018**

- Implementation of lease addendum April Re-certifications.
- Resident Meeting to discuss concerns of policy.
- Implement “Designated Smoking Areas” at all sites.



- ❖ **March 2018**
 - Implementation of lease addendum May Re-certifications.
- ❖ **April 2018**
 - Implementation of lease addendum June Re-certifications.
- ❖ **May 2018**
 - Implementation of lease addendum July Re-certifications.
 - Final resident meeting to discuss concerns of policy.
- ❖ **June 2018**
 - Replace any defaced smoke free signage.
 - Final SHA staff review of policy.
- ❖ **July 2018**
 - Effective July 30, 2018 all sites must be in compliance with HUD's No Smoking Initiative.



Respectfully Submitted, 
Jessica Holcomb, Deputy Director
The Housing Authority of the City of Spartanburg



Monthly Reports:

CEO

Terril Bates

Board of Commissioners Meeting

Tuesday, June 23, 2017



June 26, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

**SUBJECT:
CEO REPORT FOR THE MONTH OF MAY 2017**

CONTACT PERSON:

Terril Bates
Chief Executive Officer
864-598-6010

OVERVIEW:

This report provides an update of activities of the CEO during the month of May. The month's activity involved significant interaction with the YouthBuild Program. This included arrangements for a train the trainer visit from DOL to provide an NCCER course to staff. Ongoing engagement with a technical assistance expert associated with DOL in updating policies and procedures and my one on one training of the new Coordinator. I also met with

M B Kahn, a company providing construction services to District Seven. Finally a grant request for \$1,110,000 was submitted to DOL for 2018 funding.

A special Board of Commissioners meeting was held on May 3rd, while arrangements for the upcoming board retreat were finalized. Support was provided to an SHA Affiliate in the planning of their board meeting and follow up after the meeting.

Special meetings included Mungo Construction, at the invitation of the Northside Development Group, a meeting with VISTA Management, the owner of Park Place Apartments and a visit to an Executive Women's Day Conference at Furman University.

Several interviews were conducted for the Director of Finance position. Ongoing interviews will continue during the month of June. SHA is seeking a qualified candidate whose pay requirements are in line with our pay scales.

Planning, several meetings and ongoing communication occurred in support of the upcoming Father's Day Events. An event for boys will be held at Barnet Park on June 10th, an event for girls at CC Woodson on June 16th. SHA submitted a grant and was awarded \$1600 by the Rotary Club. The City of Spartanburg has provided \$1500 and numerous additional contributions. The Spartanburg County Foundation has contributed \$1000. Additional supporters include Clerk of Court Hope Blackley, BRUH Mentor, the Boys Scouts of America, the United Way, AKA Sorority and the Spartanburg Animal shelter.



I continue to manage a monthly meeting of the Resident Council. The Archibald Rutledge Council is becoming very well organized and productive. I have directly supported the Born Learning Centers. SHA received notice of an Award of Merit from NAHRO from this program. Discussions involving a special summer learning program are continuing with United Way.

Regular meetings include City Council as well as meetings with the City Manager, the Northside Development weekly calls and other community partner activities. SHA received notice from HUD regarding the disposition of Cammie Clagett. Conveyance of this property is scheduled for late June. There have been very preliminary discussions with Mr. Zuber the owner of 2271 S. Pine St regarding the purchase of the property. An appraisal has been ordered and a meeting scheduled with BBT to discuss possible financing options.

Communication occurred with the McNair Law Firm continue with regard to property transfers. Reno and Cavanaugh was contacted regarding a legal matter of a contractual nature. There have been numerous conversations initiated by Eric Bickley, Field Office Director, HUD with regard to Norris Ridge. SHA has contracted with a third party to conduct a Rent Reasonableness Study.

Respectfully Submitted, _____
Terril Bates, Chief Executive Officer
The Housing Authority of the City of Spartanburg



Monthly Reports:

FINANCE

Joe Calicdan

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MAY, 2017 - MONTHLY FINANCIAL AND CASH FLOW REPORTS

CONTACT PERSON:

Joe Gomez Calicdan
Accounting Manager

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 May, the total Inflows amounted to \$1,613,918 and the total Outflow was \$1,665,352 resulting in a net outflow of \$51,433.

III: Restricted Cash Position

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

Reserve Cash in Bank

HCVP (Sec8) HAP Savings + Checking	\$ 511,466
Sec 8 - HAP -NRP	538,801
Sec 8 Adm. Fees	241,381
<u>MOD Rehab Adm. Fees</u>	92,399
Total	\$1,384,047



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IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 6 properties, and 7 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	(\$0.05)	(\$1.6)	0	(\$1.6)
2	Archibald Hi-Rise	(0.7)	3.0	54.0	(50.7)
3	Archibald Village	1.2	16.0	11.4	4.6
4	Cammie Clagett	31.6	200.5	(6.5)	207.0
5	Camp Croft	4.7	(5.0)	22.5	(27.5)
6	Prince Hall	(3.7)	(52.0)	11.8	(63.8)
7	Scattered Sites	(2.4)	(1.3)	11.3	(12.6)
8	Victoria Gardens	(10.5)	(31.5)	(0.7)	(30.8)
9	JC Bull (100 units)	23.6	173.3	153.7	19.5
10	SLHC (32 units)	8.8	16.3	(2.4)	18.7
11	Cambridge Place	2.2	20.3	17.8	2.5
12	Liberty	0.5	1.4	0	1.4
13	Page Lake	0.6	(0.1)	0	(0.1)

V: Status of Grants Programs – May, 2017

SHA's open/unspent *capital fund grant awards* total \$2,018,114 dollars of which \$553,241 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,464,873 or 73.0 % 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 and Multi-family awards totaling \$1,345,793. The balance remaining unspent is \$332,383.
- 3) The **YOUTH BUILD** grant of \$994,474 for the year 2016-2019 and fund expended \$321,218.



- 4) The **Face Forward Grant** award totaled \$999,923 and fund expended \$864,622.

Respectfully Submitted, _____

Joe Caliedan, Accounting Manager
The Housing Authority of the City of Spartanburg

SHA - Summary of Financial Results - May, 2017								
						8 months	8 months	8 months
						PTD	PTD	PTD
						Actual	Budget	Variance
1	Public Housing							
	Total Revenue	\$ 291,000	\$ 237,000	\$ 54,000		\$ 2,581,000	\$ 2,060,000	\$ 521,000
	Total Operating Expenses	265,000	237,000	28,000		2,161,000	1,938,000	223,000
	Total Non- operating Expenses	1,600	-	1,600		283,000	-	283,000
	Net Operating Income	\$ 24,400	\$ -	\$ 24,400	1	\$ 137,000	\$ 122,000	\$ 15,000
Note (1) - Revenue for May is \$54k higher than budget primarily due to Cammie Claggett subsidy . The YTD revenue is \$15K higher than budgeted due to conservative 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	\$ 965,000	\$ 997,000	\$ (32,000)		\$ 7,066,000	\$ 6,932,000	\$ 134,000
	Total Expenses	\$ 944,000	\$ 957,000	\$ (13,000)		\$ 6,914,000	\$ 7,087,000	\$ (173,000)
	Net Operating Income	\$ 21,000	\$ 40,000	\$ (19,000)		\$ 152,000	\$ (155,000)	\$ 307,000
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. Due to voucher under utilization, the YTD excess cash received is \$152K.								
3	HCV Program - Admin Only							
	Total Revenue	\$ 101,000	\$ 109,000	\$ (8,000)		\$ 746,000	\$ 757,000	\$ (11,000)
	Total Expenses	\$ 91,000	\$ 92,000	\$ (1,000)		\$ 784,000	\$ 770,000	\$ 14,000
	Net Operating Income	\$ 10,000	\$ 17,000	\$ (7,000)		\$ (38,000)	\$ (13,000)	\$ (25,000)
For the month of May admin revenue received was \$101k as compared to total expenses of \$91K resulting to net income of \$10K . The YTD net loss is \$38K.								
4	COCC Program Only							
	Total Revenue	\$ 116,000	\$ 140,000	\$ (24,000)		\$ 1,052,000	\$ 1,023,000	\$ 29,000
	Total Expenses	\$ 97,000	\$ 124,000	\$ (27,000)		\$ 950,000	\$ 977,000	\$ (27,000)
	Net Operating Income	\$ 19,000	\$ 16,000	\$ 3,000	(2)	\$ 102,000	\$ 46,000	\$ 56,000
Note (2) - The YTD net income is higher by \$56K than budget primarily due to tax credit cash distribution .								
5	JC BULLS (100 & 32 units)							
	Total Revenue	\$ 82,000	\$ 86,000	\$ (4,000)		\$ 700,000	\$ 694,000	\$ 6,000
	Total Operating Expenses	\$ 50,000	\$ 81,000	\$ (31,000)		\$ 511,000	\$ 542,000	\$ (31,000)
	Net Operating Income	\$ 32,000	\$ 5,000	\$ 27,000	(3)	\$ 189,000	\$ 152,000	\$ 37,000
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

May 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	146,073.31	135,893.00	10,180.31	7.49	1,150,572.95	1,106,746.00	43,826.95	3.96
311900-000	Total Rental Income	146,073.31	135,893.00	10,180.31	7.49	1,150,572.95	1,106,746.00	43,826.95	3.96
312000-000	Other Tenant Income								
312003-000	Damages	1,573.87	1,851.00	(277.13)	-14.97	17,471.45	16,320.00	1,151.45	7.06
312004-000	Late Charges	1,520.00	1,196.00	324.00	27.09	10,857.50	10,471.00	386.50	3.69
312005-000	Legal Fees - Tenant	2,055.00	651.00	1,404.00	215.67	7,460.00	6,144.00	1,316.00	21.42
312006-000	NSF Charges	110.00	19.00	91.00	478.95	865.00	511.00	354.00	69.28
312007-000	Tenant Owed Utilities - Excess	7,776.59	6,764.00	1,012.59	14.97	53,018.11	53,788.00	(769.89)	-1.43
312009-000	Misc.Tenant Income	429.73	69.00	360.73	522.80	3,461.70	2,484.00	977.70	39.36
312900-000	Total Other Tenant Income	13,465.19	10,550.00	2,915.19	27.63	93,133.76	89,718.00	3,415.76	3.81
319900-000	NET TENANT INCOME	159,538.50	146,443.00	13,095.50	8.94	1,243,706.71	1,196,464.00	47,242.71	3.95
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	166,309.00	125,147.00	41,162.00	32.89	1,615,669.00	1,119,291.00	496,378.00	44.35
340111-000	Pet Fee Income	90.00	-	90.00	N/A	943.00	512.00	431.00	84.18
341001-000	Section 8 HAP Earned	963,928.00	995,820.00	(31,892.00)	-3.20	7,063,823.00	6,930,164.00	133,659.00	1.93
341002-000	Sec 8 Admin. Fee Inc-HCV	100,690.00	106,669.00	(5,979.00)	-5.61	737,724.00	745,277.00	(7,553.00)	-1.01
341004-000	Section 8 Port-In Admin Fees	42.20	-	42.20	N/A	(707.80)	(750.00)	42.20	5.63
341006-000	Port In HAP Earned	1,108.00	-	1,108.00	N/A	(5,674.00)	(6,782.00)	1,108.00	16.34
341010-000	Section 8 Admin Fee -Mod Rehab	-	13,703.00	(13,703.00)	-100.00	82,218.00	109,624.00	(27,406.00)	-25.00
341011-000	Mod Rehab- HAP EARNED	-	103,612.00	(103,612.00)	-100.00	714,726.00	890,932.00	(176,206.00)	-19.78
341500-000	Other Govt and Private Grants	47,248.00	50,691.00	(3,443.00)	-6.79	404,755.00	405,527.00	(772.00)	-0.19
349900-000	TOTAL GRANT INCOME	1,279,415.20	1,395,642.00	(116,226.80)	-8.33	10,613,476.20	10,193,795.00	419,681.20	4.12
360000-000	OTHER INCOME								
362000-000	Management Fee Income	69,413.80	65,266.00	4,147.80	6.36	556,867.45	541,653.00	15,214.45	2.81
362001-000	Bookkeeping fee income	22,185.00	22,234.00	(49.00)	-0.22	175,147.50	175,913.00	(765.50)	-0.44
364000-000	Fraud Recovery Income-Admin	512.73	750.00	(237.27)	-31.64	8,231.36	7,287.00	944.36	12.96
364001-000	Fraud Recovery - HAP	512.73	1,072.00	(559.27)	-52.17	8,231.34	8,575.00	(343.66)	-4.01
364002-000	TBRA - HAP Earned	462.00	-	462.00	N/A	1,848.00	-	1,848.00	N/A
365000-000	Miscellaneous Other Income	28,782.71	54,293.00	(25,510.29)	-46.99	364,877.48	335,885.00	28,992.48	8.63
365002-000	Bad Debt Recovery	1,234.84	500.00	734.84	146.97	19,460.00	7,063.00	12,397.00	175.52
369900-000	TOTAL OTHER INCOME	123,103.81	144,115.00	(21,011.19)	-14.58	1,134,663.13	1,076,376.00	58,287.13	5.42
399900-000	TOTAL INCOME	1,562,057.51	1,686,200.00	(124,142.49)	-7.36	12,991,846.04	12,466,635.00	525,211.04	4.21
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	109,541.41	130,324.00	20,782.59	15.95	943,350.56	963,313.00	19,962.44	2.07

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411002-000	Administrative Overtime	2,365.87	1,077.00	(1,288.87)	-119.67	16,362.03	9,890.00	(6,472.03)	-65.44
411003-000	Administrative: Employer FICA/SUI	10,089.67	14,206.00	4,116.33	28.98	89,372.19	93,712.00	4,339.81	4.63
411004-000	Administrative: Employee Benefits	30,789.15	30,523.00	(266.15)	-0.87	253,820.10	242,373.00	(11,447.10)	-4.72
411005-000	Administrative: Retirees Medical ER share	3,004.76	3,108.00	103.24	3.32	24,159.30	24,568.00	408.70	1.66
411006-000	Administrative: Emp Incentive	409.79	1,892.00	1,482.21	78.34	8,275.28	8,497.00	221.72	2.61
411099-000	Total Administrative Salaries	156,200.65	181,130.00	24,929.35	13.76	1,335,339.46	1,342,353.00	7,013.54	0.52
413000-000	Legal Expense	-	-	-	N/A	340.00	335.00	(5.00)	-1.49
413001-000	Legal Expense	-	-	-	N/A	340.00	335.00	(5.00)	-1.49
413003-000	Credit Reports	1,838.50	376.00	(1,462.50)	-388.96	5,744.00	2,860.00	(2,884.00)	-100.84
413100-000	Total Legal Expense	1,838.50	376.00	(1,462.50)	-388.96	6,084.00	3,195.00	(2,889.00)	-90.42
413900-000	Other Admin Expenses	-	-	-	-	-	-	-	-
414000-000	Staff Training	-	527.00	527.00	100.00	4,483.89	4,602.00	118.11	2.57
415000-000	Travel	97.59	597.00	499.41	83.65	1,301.96	2,718.00	1,416.04	52.10
417000-000	Bookkeeping Fees	20,685.00	20,673.00	(12.00)	-0.06	163,800.00	163,322.00	(478.00)	-0.29
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,675.00	175.00	10.45	11,947.50	12,626.00	678.50	5.37
417100-000	Auditing Fees	9,500.00	4,632.00	(4,868.00)	-105.10	35,475.00	20,028.00	(15,447.00)	-77.13
417200-000	Port Out Admin Fee	863.76	552.00	(311.76)	-56.48	6,937.11	5,792.00	(1,145.11)	-19.77
417300-000	Management Fee	59,253.80	58,599.00	(654.80)	-1.12	472,487.45	465,873.00	(6,614.45)	-1.42
417302-000	Asset Management Fee	6,560.00	5,961.00	(599.00)	-10.05	52,480.00	49,404.00	(3,076.00)	-6.23
417303-000	Management Fee- MOD Rehab	2,400.00	2,969.00	569.00	19.16	16,800.00	21,356.00	4,556.00	21.33
418000-000	Office Rent	11,889.38	11,919.00	29.62	0.25	94,415.65	94,300.00	(115.65)	-0.12
418900-000	Total Other Admin Expenses	112,749.53	108,104.00	(4,645.53)	-4.30	860,128.56	840,021.00	(20,107.56)	-2.39
419000-000	Miscellaneous Admin Expenses	-	-	-	-	-	-	-	-
419001-000	Office Expense	3,517.47	1,559.00	(1,958.47)	-125.62	25,686.72	15,754.00	(9,932.72)	-63.05
419003-000	Printing	1,397.18	63.00	(1,334.18)	-2,117.75	10,767.61	3,148.00	(7,619.61)	-242.05
419004-000	Telephone	6,030.45	6,549.00	518.55	7.92	49,349.14	48,908.00	(441.14)	-0.90
419005-000	Postage	4,574.18	2,034.00	(2,540.18)	-124.89	20,892.80	20,309.00	(583.80)	-2.87
419006-000	Forms and Computer Supplies	-	-	-	N/A	1,298.23	-	(1,298.23)	N/A
419007-000	Court Costs	1,890.00	888.00	(1,002.00)	-112.84	7,645.00	7,352.00	(293.00)	-3.99
419008-000	Subscriptions and Fees	1,373.00	-	(1,373.00)	N/A	9,232.88	6,595.00	(2,637.88)	-40.00
419009-000	Sundry Miscellaneous	2,197.73	3,296.00	1,098.27	33.32	28,154.83	32,770.00	4,615.17	14.08
419010-000	Newspaper ADS (Advertising)	100.00	126.00	26.00	20.63	1,477.11	1,578.00	100.89	6.39
419011-000	Sundry Service Contracts	14,186.96	14,421.00	234.04	1.62	186,523.64	146,450.00	(40,073.64)	-27.36
419012-000	Software	239.58	-	(239.58)	N/A	2,241.08	669.00	(1,572.08)	-234.99
419017-000	Temporary Administrative Labor	3,726.52	793.00	(2,933.52)	-369.93	44,480.30	38,028.00	(6,452.30)	-16.97
419018-000	False Alarms	-	-	-	N/A	240.00	230.00	(10.00)	-4.35
419020-000	Bank Fees	157.02	90.00	(67.02)	-74.47	3,470.47	490.00	(2,980.47)	-608.26
419021-000	Discretionary	163.81	63.00	(100.81)	-160.02	163.81	252.00	88.19	35.00
419022-000	Other Misc Admin Expenses	712.50	201.00	(511.50)	-254.48	7,506.63	5,610.00	(1,896.63)	-33.81
419023-000	Supportive Services	-	-	-	N/A	60.00	-	(60.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	40,266.40	30,083.00	(10,183.40)	-33.85	399,190.25	328,143.00	(71,047.25)	-21.65

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	311,055.08	319,693.00	8,637.92	2.70	2,600,742.27	2,513,712.00	(87,030.27)	-3.46
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	537.69	707.00	169.31	23.95	5,407.37	7,466.00	2,058.63	27.57
422001-000	Tenant Svcs.-Stipend only \$10	385.00	485.00	100.00	20.62	3,116.24	3,065.00	(51.24)	-1.67
423000-000	Tenant Svcs-PH ESDC	801.65	1,289.00	487.35	37.81	6,774.14	8,217.00	1,442.86	17.56
423001-000	Tenant Relocation	-	-	-	N/A	1,793.00	-	(1,793.00)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	1,724.34	2,481.00	756.66	30.50	17,090.75	18,748.00	1,657.25	8.84
430000-000	UTILITIES								
431000-000	Water	7,185.93	10,478.00	3,292.07	31.42	106,209.51	83,192.00	(23,017.51)	-27.67
432000-000	Electricity	30,621.98	38,710.00	8,088.02	20.89	274,794.46	312,276.00	37,481.54	12.00
433000-000	Gas	6,726.13	17,301.00	10,574.87	61.12	142,173.11	147,110.00	4,936.89	3.36
439000-000	Sewer	11,956.52	15,313.00	3,356.48	21.92	147,913.49	123,037.00	(24,876.49)	-20.22
439900-000	TOTAL UTILITY EXPENSES	56,490.56	81,802.00	25,311.44	30.94	671,090.57	665,615.00	(5,475.57)	-0.82
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	16,161.71	24,364.00	8,202.29	33.67	154,775.12	171,498.00	16,722.88	9.75
441002-000	Maintenance: Overtime	1,450.82	903.00	(547.82)	-60.67	14,972.54	9,799.00	(5,173.54)	-52.80
441003-000	Maintenance: Employer FICA/SUI	1,501.08	2,489.00	987.92	39.69	15,659.03	16,420.00	760.97	4.63
441004-000	Temp Maintenance Labor	15,261.62	1,467.00	(13,794.62)	-940.33	62,459.22	23,386.00	(39,073.22)	-167.08
441005-000	Maintenance: Employee Benefits	3,257.96	7,400.00	4,142.04	55.97	38,072.38	50,239.00	12,166.62	24.22
441100-000	Maintenance Uniforms	-	-	-	N/A	100.68	-	(100.68)	N/A
441200-000	Vehicle Repair	3,055.18	2,730.00	(325.18)	-11.91	20,617.65	21,331.00	713.35	3.34
441210-000	Equipment Repair	-	375.00	375.00	100.00	1,747.80	1,500.00	(247.80)	-16.52
441300-000	Gasoline Purchases	1,601.41	1,727.00	125.59	7.27	13,045.87	13,154.00	108.13	0.82
441900-000	Total General Maint Expense	42,289.78	41,455.00	(834.78)	-2.01	321,450.29	307,327.00	(14,123.29)	-4.60
442000-000	Materials								
442002-000	Appliance-Maint Materials	334.50	1,025.00	690.50	67.37	7,892.40	6,000.00	(1,892.40)	-31.54
442003-000	Painting-Maint Materials	620.75	276.00	(344.75)	-124.91	7,468.56	2,557.00	(4,911.56)	-192.08
442004-000	Electrical-Maint Materials	2,674.90	301.00	(2,373.90)	-788.67	10,672.99	2,159.00	(8,513.99)	-394.35
442005-000	Heating/AC-Maint Materials	430.72	613.00	182.28	29.74	7,324.49	6,948.00	(376.49)	-5.42
442006-000	Janitorial Supplies	286.99	194.00	(92.99)	-47.93	3,748.99	1,441.00	(2,307.99)	-160.17
442008-000	Plumbing-Maint Materials	2,807.77	1,238.00	(1,569.77)	-126.80	18,540.24	10,862.00	(7,678.24)	-70.69
442009-000	Hand Tools-Maint Materials	315.20	13.00	(302.20)	-2,324.62	806.42	80.00	(726.42)	-908.02
442010-000	Maintenance Materials	10,864.49	3,970.00	(6,894.49)	-173.66	49,097.07	33,518.00	(15,579.07)	-46.48
442011-000	Work Supplies/Safety/Materials	-	64.00	64.00	100.00	1,551.87	173.00	(1,378.87)	-797.03
442900-000	Total Materials	18,335.32	7,694.00	(10,641.32)	-138.31	107,103.03	63,738.00	(43,365.03)	-68.04
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	249.03	407.00	157.97	38.81	8,294.26	4,809.00	(3,485.26)	-72.47

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

May 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443002-000	Extermination Contract	4,419.93	2,976.00	(1,443.93)	-48.52	28,507.23	25,523.00	(2,984.23)	-11.69
443005-000	Unit Turnaround-Contract	12,781.56	2,625.00	(10,156.56)	-386.92	54,512.81	36,740.00	(17,772.81)	-48.37
443006-000	Electrical-Contract	577.45	250.00	(327.45)	-130.98	2,642.80	1,090.00	(1,552.80)	-142.46
443007-000	Disposal Contract	3,362.17	2,777.00	(585.17)	-21.07	27,136.49	22,537.00	(4,599.49)	-20.41
443009-000	Landscaping-Contract	23,358.00	11,830.00	(11,528.00)	-97.45	172,855.42	126,361.00	(46,494.42)	-36.79
443010-000	Contract:	-	-	-	N/A	119.96	-	(119.96)	N/A
443011-000	Heating/AC-Contract	5,009.60	2,813.00	(2,196.60)	-78.09	19,164.86	18,023.00	(1,141.86)	-6.34
443013-000	Contract: Uniform Rental	139.42	524.00	384.58	73.39	2,142.09	3,012.00	869.91	28.88
443015-000	Janitorial-Contract	285.54	1,446.00	1,160.46	80.25	10,761.79	10,378.00	(383.79)	-3.70
443017-000	Elevator-Contract	-	2,700.00	2,700.00	100.00	20,216.23	21,605.00	1,388.77	6.43
443018-000	Plumbing-Contract	5,941.75	3,313.00	(2,628.75)	-79.35	63,094.69	43,862.00	(19,232.69)	-43.85
443019-000	Miscellaneous Contracts	9,008.28	23,969.00	14,960.72	62.42	34,650.73	37,306.00	2,655.27	7.12
443023-000	Con:Consultant/Mentoring	11,391.55	14,336.00	2,944.45	20.54	131,839.78	132,624.00	784.22	0.59
443099-000	Maintenance Misc-Contracts	11,410.87	3,438.00	(7,972.87)	-231.90	61,334.91	32,641.00	(28,693.91)	-87.91
443900-000	Total Contract Costs	87,935.15	73,404.00	(14,531.15)	-19.80	637,274.05	516,511.00	(120,763.05)	-23.38
449900-000	TOTAL MAINTENACE EXPENSES	148,560.25	122,553.00	(26,007.25)	-21.22	1,065,827.37	887,576.00	(178,251.37)	-20.08
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	8,482.74	12,830.00	4,347.26	33.88	85,858.05	94,526.00	8,667.95	9.17
451100-000	Property Tax	-	-	-	N/A	64,872.91	60,358.00	(4,514.91)	-7.48
452100-000	Workers Comp Insurance	(4,776.39)	6,477.00	11,253.39	173.74	30,005.62	38,974.00	8,968.38	23.01
453010-000	SHA-Board/Commissioner exp	396.66	1,250.00	853.34	68.27	1,833.35	5,844.00	4,010.65	68.63
457000-000	Bad Debt-Tenant Rents	-	1,769.00	1,769.00	100.00	21,785.09	18,440.00	(3,345.09)	-18.14
458000-000	All Protective Services	940.00	-	(940.00)	N/A	7,819.03	3,333.00	(4,486.03)	-134.59
459900-000	TOTAL GENERAL EXPENSES	5,043.01	22,326.00	17,282.99	77.41	212,174.05	221,475.00	9,300.95	4.20
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	986,496.00	1,016,436.00	29,940.00	2.95	7,616,689.11	7,538,234.00	(78,455.11)	-1.04
471501-000	Tenant Utility Payments	36,469.00	29,843.00	(6,626.00)	-22.20	284,382.00	260,262.00	(24,120.00)	-9.27
471502-000	Portable Out HAP Payments	19,262.00	17,776.00	(1,486.00)	-8.36	142,745.89	142,462.00	(283.89)	-0.20
471503-000	FSS Escrow Payments	5,249.00	1,744.00	(3,505.00)	-200.97	34,778.00	20,596.00	(14,182.00)	-68.86
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,047,476.00	1,065,799.00	18,323.00	1.72	8,078,595.00	7,961,554.00	(117,041.00)	-1.47
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	248.82	-	(248.82)	N/A	1,880.91	-	(1,880.91)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	(5,179.02)	-	5,179.02	N/A
489900-000	TOTAL FINANCING EXPENSES	248.82	-	(248.82)	N/A	(3,298.11)	-	3,298.11	N/A
	TOTAL OPERATING EXPENSES	1,570,598.06	1,614,654.00	44,055.94	2.73%	12,642,221.90	12,268,680.00	(373,541.90)	-3.04%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(48,350.00)	14,200.00	62,550.00	440.49

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

May 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523401-000	Bedbug expense	132.00	-	(132.00)	N/A	687.94	490.00	(197.94)	-40.40
523405-000	Flow Through Subsidy remitted to RAD	-	-	-	N/A	280,842.79	-	(280,842.79)	N/A
523406-000	Mold Assessment and Abatement	-	-	-	N/A	550.00	-	(550.00)	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	1,323.01	-	(1,323.01)	N/A	27,145.38	25,822.00	(1,323.38)	-5.12
523414-000	RAD Rental Assistance Payment	278.00	-	(278.00)	N/A	278.00	-	(278.00)	N/A
523416-000	Donation-Fund Fall Fling	(150.00)	-	150.00	N/A	(150.00)	-	150.00	N/A
523418-000	Settlement offset due to HUD overpayment -HAP	(119,121.00)	-	119,121.00	N/A	(238,242.00)	-	238,242.00	N/A
523419-000	Settlement offset due to HUD overpayment -ADMIN	(13,703.00)	-	13,703.00	N/A	(27,406.00)	-	27,406.00	N/A
523420-000	Donation-Father's Day Fund	(1,600.00)	-	1,600.00	N/A	(1,600.00)	-	1,600.00	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(132,840.99)	-	132,840.99	N/A	(287,086.68)	40,512.00	327,598.68	808.65
900000-000	NET INCOME	124,300.44	71,546.00	52,754.44	73.73%	636,710.82	157,443.00	479,267.82	304.41%
	PROOF:								
	Sec 8 All	48,816.21				175,124.08			
	Conventional PH	23,863.46				136,389.69			
	COCC	18,902.15				101,952.51			
	JC BULL	32,452.73				189,558.06			
		124,034.55				603,024.34			
	025-bac	(965.41)				33,969.05			
	181-page	634.84				(125.88)			
	Appian	53.17				(1,590.40)			
	Liberty	543.29				1,433.71			
		124,300.44				636,710.82			
		-	checked			(0.00)	checked		

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
May 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	105,052.31	100,605.00	4,447.31	4.42	825,275.95	822,561.00	2,714.95	0.33
311900-000	Total Rental Income	105,052.31	100,605.00	4,447.31	4.42	825,275.95	822,561.00	2,714.95	0.33
312000-000	Other Tenant Income								
312003-000	Damages	1,573.87	1,826.00	(252.13)	-13.81	17,306.45	16,208.00	1,098.45	6.78
312004-000	Late Charges	1,470.00	1,183.00	287.00	24.26	10,557.50	10,279.00	278.50	2.71
312005-000	Legal Fees - Tenant	2,055.00	638.00	1,417.00	222.10	7,135.00	5,912.00	1,223.00	20.69
312006-000	NSF Charges	50.00	6.00	44.00	733.33	625.00	399.00	226.00	56.64
312007-000	Tenant Owed Utilities - Excess	7,776.59	6,576.00	1,200.59	18.26	51,583.47	51,622.00	(38.53)	-0.07
312009-000	Misc. Tenant Income	429.73	63.00	366.73	582.11	3,454.82	2,417.00	1,037.82	42.94
312900-000	Total Other Tenant Income	13,355.19	10,292.00	3,063.19	29.76	90,662.24	86,837.00	3,825.24	4.41
319900-000	NET TENANT INCOME	118,407.50	110,897.00	7,510.50	6.77	915,938.19	909,398.00	6,540.19	0.72
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	166,309.00	125,147.00	41,162.00	32.89	1,615,669.00	1,119,291.00	496,378.00	44.35
340111-000	Pet Fee Income	90.00	-	90.00	N/A	943.00	512.00	431.00	84.18
349900-000	TOTAL GRANT INCOME	166,399.00	125,147.00	41,252.00	32.96	1,616,612.00	1,119,803.00	496,809.00	44.37
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	4,711.02	-	4,711.02	N/A	29,666.48	24,159.00	5,507.48	22.80
365002-000	Bad Debt Recovery	1,089.27	500.00	589.27	117.85	19,173.43	7,063.00	12,110.43	171.46
369900-000	TOTAL OTHER INCOME	5,800.29	500.00	5,300.29	1,060.06	48,839.91	31,222.00	17,617.91	56.43
399900-000	TOTAL INCOME	290,606.79	236,544.00	54,062.79	22.86	2,581,390.10	2,060,423.00	520,967.10	25.28
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	32,830.65	39,265.00	6,434.35	16.39	263,263.34	270,271.00	7,007.66	2.59
411002-000	Administrative Overtime	1,624.91	581.00	(1,043.91)	-179.67	11,967.28	6,565.00	(5,402.28)	-82.29
411003-000	Administrative: Employer FICA/SUI	2,765.37	4,457.00	1,691.63	37.95	25,463.82	27,757.00	2,293.18	8.26
411004-000	Administrative: Employee Benefits	10,058.91	8,758.00	(1,300.91)	-14.85	77,428.69	69,442.00	(7,986.69)	-11.50
411006-000	Administrative: Emp Incentive	132.00	63.00	(69.00)	-109.52	1,584.00	813.00	(771.00)	-94.83
411099-000	Total Administrative Salaries	47,411.84	53,124.00	5,712.16	10.75	379,707.13	374,848.00	(4,859.13)	-1.30
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	335.00	335.00	-	0.00
413003-000	Credit Reports	1,739.50	263.00	(1,476.50)	-561.41	3,877.00	1,860.00	(2,017.00)	-108.44
413100-000	Total Legal Expense	1,739.50	263.00	(1,476.50)	-561.41	4,212.00	2,195.00	(2,017.00)	-91.89
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	63.00	63.00	100.00	2,055.85	1,510.00	(545.85)	-36.15

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
415000-000	Travel	68.70	125.00	56.30	45.04	1,202.33	804.00	(398.33)	-49.54
417000-000	Bookkeeping Fees	3,577.50	3,630.00	52.50	1.45	28,597.50	28,908.00	310.50	1.07
417100-000	Auditing Fees	4,661.00	2,329.00	(2,332.00)	-100.13	16,670.00	9,316.00	(7,354.00)	-78.94
417300-000	Management Fee	25,848.63	26,221.00	372.37	1.42	206,626.47	208,819.00	2,192.53	1.05
417302-000	Asset Management Fee	5,070.00	4,702.00	(368.00)	-7.83	40,560.00	39,088.00	(1,472.00)	-3.77
418900-000	Total Other Admin Expenses	39,225.83	37,070.00	(2,155.83)	-5.82	295,712.15	288,445.00	(7,267.15)	-2.52
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	442.98	627.00	184.02	29.35	5,994.21	4,305.00	(1,689.21)	-39.24
419003-000	Printing	374.11	-	(374.11)	N/A	2,355.39	566.00	(1,789.39)	-316.15
419004-000	Telephone	2,088.42	1,801.00	(287.42)	-15.96	16,585.14	14,160.00	(2,425.14)	-17.13
419005-000	Postage	-	258.00	258.00	100.00	903.49	1,928.00	1,024.51	53.14
419007-000	Court Costs	1,890.00	794.00	(1,096.00)	-138.04	7,275.00	6,886.00	(389.00)	-5.65
419009-000	Sundry Miscellaneous	160.77	1,214.00	1,053.23	86.76	6,082.27	8,559.00	2,476.73	28.94
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	99.30	99.00	(0.30)	-0.30
419011-000	Sundry Service Contracts	7,270.25	6,583.00	(687.25)	-10.44	83,005.53	56,842.00	(26,163.53)	-46.03
419017-000	Temporary Administrative Labor	3,726.52	-	(3,726.52)	N/A	15,465.52	7,376.00	(8,089.52)	-109.67
419018-000	False Alarms	-	-	-	N/A	180.00	170.00	(10.00)	-5.88
419022-000	Other Misc Admin Expenses	100.00	-	(100.00)	N/A	1,700.00	-	(1,700.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	16,053.05	11,277.00	(4,776.05)	-42.35	139,645.85	100,891.00	(38,754.85)	-38.41
419900-000	TOTAL ADMINISTRATIVE EXPENSES	104,430.22	101,734.00	(2,696.22)	-2.65	819,277.13	766,379.00	(52,898.13)	-6.90
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	12.69	447.00	434.31	97.16	3,362.25	5,302.00	1,939.75	36.59
422001-000	Tenant Svcs.-Stipend only \$10	240.00	485.00	245.00	50.52	2,035.00	2,840.00	805.00	28.35
423000-000	Tenant Svcs-PH ESDC	476.65	1,164.00	687.35	59.05	4,252.32	5,942.00	1,689.68	28.44
423001-000	Tenant Relocation	-	-	-	N/A	1,551.00	-	(1,551.00)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	729.34	2,096.00	1,366.66	65.20	11,200.57	14,084.00	2,883.43	20.47
430000-000	UTILITIES								
431000-000	Water	6,733.06	8,603.00	1,869.94	21.74	78,642.07	67,654.00	(10,988.07)	-16.24
432000-000	Electricity	22,710.45	29,085.00	6,374.55	21.92	215,668.21	241,284.00	25,615.79	10.62
433000-000	Gas	5,420.97	13,051.00	7,630.03	58.46	105,684.03	109,297.00	3,612.97	3.31
439000-000	Sewer	11,760.86	13,000.00	1,239.14	9.53	125,033.74	103,315.00	(21,718.74)	-21.02
439900-000	TOTAL UTILITY EXPENSES	46,625.34	63,739.00	17,113.66	26.85	525,028.05	521,550.00	(3,478.05)	-0.67
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	12,735.81	20,225.00	7,489.19	37.03	125,870.18	141,771.00	15,900.82	11.22
441002-000	Maintenance: Overtime	1,241.48	761.00	(480.48)	-63.14	13,522.47	8,611.00	(4,911.47)	-57.04
441003-000	Maintenance: Employer FICA/SUI	1,191.78	2,248.00	1,056.22	46.98	13,156.16	14,382.00	1,225.84	8.52

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441004-000	Temp Maintenance Labor	15,261.62	1,467.00	(13,794.62)	-940.33	57,115.57	18,042.00	(39,073.57)	-216.57
441005-000	Maintenance: Employee Benefits	2,293.77	6,165.00	3,871.23	62.79	33,143.18	44,446.00	11,302.82	25.43
441200-000	Vehicle Repair	241.04	702.00	460.96	65.66	4,515.83	5,636.00	1,120.17	19.88
441300-000	Gasoline Purchases	547.63	674.00	126.37	18.75	5,368.85	5,440.00	71.15	1.31
441900-000	Total General Maint Expense	33,513.13	32,242.00	(1,271.13)	-3.94	252,692.24	238,328.00	(14,364.24)	-6.03
442000-000	Materials								
442002-000	Appliance-Maint Materials	334.50	150.00	(184.50)	-123.00	5,865.18	1,172.00	(4,693.18)	-400.44
442003-000	Painting-Maint Materials	620.75	276.00	(344.75)	-124.91	7,468.56	2,557.00	(4,911.56)	-192.08
442004-000	Electrical-Maint Materials	2,674.90	301.00	(2,373.90)	-788.67	10,591.61	2,159.00	(8,432.61)	-390.58
442005-000	Heating/AC-Maint Materials	430.72	613.00	182.28	29.74	6,411.49	6,948.00	536.51	7.72
442006-000	Janitorial Supplies	190.53	194.00	3.47	1.79	2,741.67	1,441.00	(1,300.67)	-90.26
442008-000	Plumbing-Maint Materials	2,807.77	925.00	(1,882.77)	-203.54	14,473.30	6,768.00	(7,705.30)	-113.85
442009-000	Hand Tools-Maint Materials	315.20	13.00	(302.20)	-2,324.62	806.42	80.00	(726.42)	-908.02
442010-000	Maintenance Materials	7,770.81	2,532.00	(5,238.81)	-206.90	35,978.65	21,040.00	(14,938.65)	-71.00
442011-000	Work Supplies/Safety/Materials	-	26.00	26.00	100.00	1,099.23	168.00	(931.23)	-554.30
442900-000	Total Materials	15,145.18	5,030.00	(10,115.18)	-201.10	85,436.11	42,333.00	(43,103.11)	-101.82
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	201.03	219.00	17.97	8.21	6,021.76	4,009.00	(2,012.76)	-50.21
443002-000	Extermination Contract	3,627.93	2,376.00	(1,251.93)	-52.69	21,238.23	20,557.00	(681.23)	-3.31
443005-000	Unit Turnaround-Contract	10,466.56	2,375.00	(8,091.56)	-340.70	51,012.81	34,955.00	(16,057.81)	-45.94
443006-000	Electrical-Contract	577.45	250.00	(327.45)	-130.98	2,642.80	1,090.00	(1,552.80)	-142.46
443007-000	Disposal Contract	2,157.50	2,101.00	(56.50)	-2.69	20,623.95	16,914.00	(3,709.95)	-21.93
443009-000	Landscaping-Contract	15,746.75	7,772.00	(7,974.75)	-102.61	127,553.92	94,723.00	(32,830.92)	-34.66
443011-000	Heating/AC-Contract	4,934.60	313.00	(4,621.60)	-1,476.55	7,680.36	2,511.00	(5,169.36)	-205.87
443013-000	Contract: Uniform Rental	102.26	297.00	194.74	65.57	1,510.00	1,823.00	313.00	17.17
443015-000	Janitorial-Contract	285.54	126.00	(159.54)	-126.62	2,761.79	1,898.00	(863.79)	-45.51
443017-000	Elevator-Contract	-	2,700.00	2,700.00	100.00	20,216.23	21,605.00	1,388.77	6.43
443018-000	Plumbing-Contract	5,941.75	2,563.00	(3,378.75)	-131.83	50,172.97	35,510.00	(14,662.97)	-41.29
443019-000	Miscellaneous Contracts	9,008.28	1,344.00	(7,664.28)	-570.26	29,696.95	10,903.00	(18,793.95)	-172.37
443023-000	Con:Consultant/Mentoring	-	375.00	375.00	100.00	3,276.01	4,776.00	1,499.99	31.41
443099-000	Maintenance Misc-Contracts	9,234.44	3,313.00	(5,921.44)	-178.73	38,906.16	29,544.00	(9,362.16)	-31.69
443900-000	Total Contract Costs	62,284.09	26,124.00	(36,160.09)	-138.42	383,313.94	280,818.00	(102,495.94)	-36.50
449900-000	TOTAL MAINTENACE EXPENSES	110,942.40	63,396.00	(47,546.40)	-75.00	721,442.29	561,479.00	(159,963.29)	-28.49
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,640.57	2,676.00	35.43	1.32	20,785.84	21,088.00	302.16	1.43
451100-000	Property Tax	-	-	-	N/A	19,080.00	19,080.00	-	0.00
452100-000	Workers Comp Insurance	(1,638.55)	1,127.00	2,765.55	245.39	10,310.67	8,668.00	(1,642.67)	-18.95
457000-000	Bad Debt-Tenant Rents	-	1,769.00	1,769.00	100.00	21,785.09	18,440.00	(3,345.09)	-18.14
471503-000	FSS Escrow Payments	473.00	375.00	(98.00)	-26.13	4,788.00	4,448.00	(340.00)	-7.64

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
458000-000	All Protective Services	940.00	-	(940.00)	N/A	7,819.03	3,333.00	(4,486.03)	-134.59
459900-000	TOTAL GENERAL EXPENSES	2,415.02	5,947.00	3,531.98	59.39%	84,568.63	75,057.00	(9,511.63)	-12.67%
	TOTAL OPERATING EXPENSES	265,142.32	236,912.00	(28,230.32)	-11.92%	2,161,516.67	1,938,549.00	(222,967.67)	-11.50%
500000-000	NON-OPERATING ITEMS								
523401-000	Bedbug expense	-	-	-	N/A	489.94	490.00	0.06	0.01
523405-000	Flow Through Subsidy remitted to RAD	-	-	-	N/A	280,842.79	-	(280,842.79)	N/A
523406-000	Mold Assessment and Abatement	-	-	-	N/A	550.00	-	(550.00)	N/A
523413-000	Appliances Replacement	1,323.01	-	(1,323.01)	N/A	1,323.01	-	(1,323.01)	N/A
523414-000	RAD Rental Assistance Payment	278.00	-	(278.00)	N/A	278.00	-	(278.00)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	1,601.01	-	(1,601.01)	N/A	283,483.74	490.00	(282,993.74)	-57,753.82
900000-000	NET INCOME	23,863.46	(368.00)	24,231.46	-6584.64%	136,389.69	121,384.00	15,005.69	12.36%
	PROOF:								
	Archibald hi-Rise	697.53				3,031.06			
	Archibald Village	1,200.62				16,035.13			
	Cammie Clagget	31,590.31				200,542.55			
	Camp Croft	4,710.76				(4,947.52)			
	Prince Hall	(3,668.72)				(51,916.13)			
	Scattered Sites	(2,362.45)				(1,317.04)			
	Victoria Gardens	(10,518.10)				(31,509.20)			
	Cambridge Place	2,213.51				20,289.06			
	Sub-total	23,863.46				150,207.91			
	RAD SITES:								
	Tobias					(4,824.21)			
	Ellen C. Watson					(1,144.72)			
	Frank Gooch					(1,471.80)			
	JC Anderson					(2,207.70)			
	Barksdale					(1,798.58)			
	Leland					(1,880.62)			
	Spruce					(490.59)			
	Sub-total	-				(13,818.22)			
	Grand total	23,863.46				136,389.69			
		-	check			-	check		

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

May 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	69,413.80	65,266.00	4,147.80	6.36	556,867.45	541,653.00	15,214.45	2.81
362001-000	Bookkeeping fee income	22,185.00	22,234.00	(49.00)	-0.22	175,147.50	175,913.00	(765.50)	-0.44
365000-000	Miscellaneous Other Income	23,998.84	53,043.00	(29,044.16)	-54.76	319,707.83	305,537.00	14,170.83	4.64
369900-000	TOTAL OTHER INCOME	115,597.64	140,543.00	(24,945.36)	-17.75	1,051,722.78	1,023,103.00	28,619.78	2.80
399900-000	TOTAL INCOME	115,597.64	140,543.00	(24,945.36)	-17.75	1,051,722.78	1,023,103.00	28,619.78	2.80
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	35,366.75	50,955.00	15,588.25	30.59	344,517.18	364,866.00	20,348.82	5.58
411002-000	Administrative Overtime	499.82	250.00	(249.82)	-99.93	2,724.23	1,828.00	(896.23)	-49.03
411003-000	Administrative: Employer FICA/SUI	3,775.02	5,070.00	1,294.98	25.54	32,908.00	33,616.00	708.00	2.11
411004-000	Administrative: Employee Benefits	10,568.66	9,882.00	(686.66)	-6.95	95,629.78	85,688.00	(9,941.78)	-11.60
411005-000	Administrative: Retirees Medical ER share	3,004.76	3,108.00	103.24	3.32	24,159.30	24,568.00	408.70	1.66
411006-000	Administrative: Emp Incentive	277.79	1,829.00	1,551.21	84.81	6,181.94	7,684.00	1,502.06	19.55
411099-000	Total Administrative Salaries	53,492.80	71,094.00	17,601.20	24.76	506,120.43	518,250.00	12,129.57	2.34
413000-000	Legal Expense								
413003-000	Credit Reports	-	25.00	25.00	100.00	119.00	219.00	100.00	45.66
413100-000	Total Legal Expense	-	25.00	25.00	100.00	119.00	219.00	100.00	45.66
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	44.00	44.00	100.00	45.00	221.00	176.00	79.64
415000-000	Travel	-	75.00	75.00	100.00	-	300.00	300.00	100.00
417000-000	Bookkeeping Fees	-	-	-	N/A	600.00	-	(600.00)	N/A
417100-000	Auditing Fees	1,908.00	872.00	(1,036.00)	-118.81	7,472.00	4,138.00	(3,334.00)	-80.57
418000-000	Office Rent	8,319.38	8,340.00	20.62	0.25	66,135.65	65,984.00	(151.65)	-0.23
418900-000	Total Other Admin Expenses	10,227.38	9,331.00	(896.38)	-9.61	74,252.65	70,643.00	(3,609.65)	-5.11
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,503.62	187.00	(1,316.62)	-704.07	14,460.79	6,413.00	(8,047.79)	-125.49
419003-000	Printing	569.68	63.00	(506.68)	-804.25	4,608.05	1,346.00	(3,262.05)	-242.35
419004-000	Telephone	1,931.78	2,826.00	894.22	31.64	18,743.27	21,454.00	2,710.73	12.64
419005-000	Postage	2,351.21	500.00	(1,851.21)	-370.24	10,232.13	7,653.00	(2,579.13)	-33.70
419006-000	Forms and Computer Supplies	-	-	-	N/A	1,207.11	-	(1,207.11)	N/A
419008-000	Subscriptions and Fees	1,373.00	-	(1,373.00)	N/A	9,232.88	6,595.00	(2,637.88)	-40.00

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

May 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419009-000	Sundry Miscellaneous	2,036.96	1,331.00	(705.96)	-53.04	13,761.33	15,885.00	2,123.67	13.37
419010-000	Newspaper ADS (Advertising)	100.00	63.00	(37.00)	-58.73	723.23	617.00	(106.23)	-17.22
419011-000	Sundry Service Contracts	916.40	3,148.00	2,231.60	70.89	26,266.43	25,019.00	(1,247.43)	-4.99
419012-000	Software	239.58	-	(239.58)	N/A	1,814.76	669.00	(1,145.76)	-171.26
419017-000	Temporary Administrative Labor	-	793.00	793.00	100.00	26,261.68	27,899.00	1,637.32	5.87
419020-000	Bank Fees	157.02	81.00	(76.02)	-93.85	433.21	419.00	(14.21)	-3.39
419021-000	Discretionary	163.81	63.00	(100.81)	-160.02	163.81	252.00	88.19	35.00
419022-000	Other Misc Admin Expenses	612.50	201.00	(411.50)	-204.73	5,511.63	5,610.00	98.37	1.75
419100-000	Total Miscellaneous Admin Expenses	11,955.56	9,256.00	(2,699.56)	-29.17	133,420.31	119,831.00	(13,589.31)	-11.34
419900-000	TOTAL ADMINISTRATIVE EXPENSES	75,675.74	89,706.00	14,030.26	15.64	713,912.39	708,943.00	(4,969.39)	-0.70
430000-000	UTILITIES								
431000-000	Water	368.19	125.00	(243.19)	-194.55	1,227.68	806.00	(421.68)	-52.32
432000-000	Electricity	1,845.31	2,750.00	904.69	32.90	11,446.26	16,018.00	4,571.74	28.54
433000-000	Gas	1,305.16	125.00	(1,180.16)	-944.13	3,028.20	1,289.00	(1,739.20)	-134.93
439000-000	Sewer	77.02	188.00	110.98	59.03	427.74	947.00	519.26	54.83
439900-000	TOTAL UTILITY EXPENSES	3,595.68	3,188.00	(407.68)	-12.79	16,129.88	19,060.00	2,930.12	15.37
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	2,625.26	1,158.00	(1,467.26)	-126.71	14,435.17	11,862.00	(2,573.17)	-21.69
441210-000	Equipment Repair	-	375.00	375.00	100.00	1,758.26	1,500.00	(258.26)	-17.22
441300-000	Gasoline Purchases	761.76	788.00	26.24	3.33	5,151.26	5,395.00	243.74	4.52
441900-000	Total General Maint Expense	3,387.02	2,321.00	(1,066.02)	-45.93	21,344.69	18,757.00	(2,587.69)	-13.80
442000-000	Materials								
442006-000	Janitorial Supplies	96.46	-	(96.46)	N/A	941.91	-	(941.91)	N/A
442010-000	Maintenance Materials	62.33	563.00	500.67	88.93	3,935.65	4,890.00	954.35	19.52
442011-000	Work Supplies/Safety/Materials	-	38.00	38.00	100.00	452.64	5.00	(447.64)	-8,952.80
442900-000	Total Materials	158.79	601.00	442.21	73.58	5,330.20	4,895.00	(435.20)	-8.89
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	477.75	-	(477.75)	N/A
443007-000	Disposal Contract	277.45	88.00	(189.45)	-215.28	1,623.51	826.00	(797.51)	-96.55
443009-000	Landscaping-Contract	1,520.25	2,033.00	512.75	25.22	11,322.75	12,912.00	1,589.25	12.31
443013-000	Contract: Uniform Rental	24.76	73.00	48.24	66.08	180.38	431.00	250.62	58.15

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

May 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443015-000	Janitorial-Contract	-	1,200.00	1,200.00	100.00	6,080.00	7,520.00	1,440.00	19.15
443019-000	Miscellaneous Contracts	-	125.00	125.00	100.00	4,653.78	3,603.00	(1,050.78)	-29.16
443023-000	Con:Consultant/Mentoring	11,391.55	13,961.00	2,569.45	18.40	103,660.44	112,159.00	8,498.56	7.58
443099-000	Maintenance Misc-Contracts	99.92	125.00	25.08	20.06	2,844.25	2,830.00	(14.25)	-0.50
443900-000	Total Contract Costs	13,313.93	17,605.00	4,291.07	24.37	130,842.86	140,281.00	9,438.14	6.73
449900-000	TOTAL MAINTENACE EXPENSES	16,859.74	20,527.00	3,667.26	17.87	157,517.75	163,933.00	6,415.25	3.91
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	3,597.03	6,101.00	2,503.97	41.04	30,238.53	39,312.00	9,073.47	23.08
451100-000	Property Tax	-	-	-	N/A	22,452.35	22,452.00	(0.35)	0.00
452100-000	Workers Comp Insurance	(1,679.36)	3,318.00	4,997.36	150.61	9,436.02	17,276.00	7,839.98	45.38
453010-000	SHA-Board/Commissioner exp	396.66	1,250.00	853.34	68.27	1,833.35	5,844.00	4,010.65	68.63
459900-000	TOTAL GENERAL EXPENSES	2,314.33	10,669.00	8,354.67	78.31	63,960.25	84,884.00	20,923.75	24.65
	TOTAL OPERATING EXPENSES	98,445.49	124,090.00	25,644.51	20.67%	951,520.27	976,820.00	25,299.73	2.59%
500000-000	NON-OPERATING ITEMS								
523416-000	Donation-Fund Fall Fling	(150.00)	-	150.00	N/A	(150.00)	-	150.00	N/A
523420-000	Donation-Father's Day Fund	(1,600.00)	-	1,600.00	N/A	(1,600.00)	-	1,600.00	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(1,750.00)	-	1,750.00	N/A	(1,750.00)	-	1,750.00	N/A
900000-000	NET INCOME	18,902.15	16,453.00	2,449.15	14.89%	101,952.51	46,283.00	55,669.51	120.28%
	Proof								
	COCC	2,051.39				(24,242.31)			
	Landscape	16,850.76				126,194.82			
		18,902.15				101,952.51			

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
May 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	35,064.00	35,288.00	(224.00)	-0.63	282,158.00	284,185.00	(2,027.00)	-0.71
311900-000	Total Rental Income	35,064.00	35,288.00	(224.00)	-0.63	282,158.00	284,185.00	(2,027.00)	-0.71
312000-000	Other Tenant Income								
312003-000	Damages	-	25.00	(25.00)	-100.00	165.00	112.00	53.00	47.32
312004-000	Late Charges	50.00	13.00	37.00	284.62	240.00	192.00	48.00	25.00
312005-000	Legal Fees - Tenant	-	13.00	(13.00)	-100.00	225.00	232.00	(7.00)	-3.02
312006-000	NSF Charges	30.00	13.00	17.00	130.77	180.00	112.00	68.00	60.71
312007-000	Tenant Owed Utilities - Excess	-	188.00	(188.00)	-100.00	1,434.64	2,166.00	(731.36)	-33.77
312009-000	Misc.Tenant Income	-	6.00	(6.00)	-100.00	6.88	67.00	(60.12)	-89.73
312900-000	Total Other Tenant Income	80.00	258.00	(178.00)	-68.99	2,251.52	2,881.00	(629.48)	-21.85
319900-000	NET TENANT INCOME	35,144.00	35,546.00	(402.00)	-1.13	284,409.52	287,066.00	(2,656.48)	-0.93
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	47,248.00	50,691.00	(3,443.00)	-6.79	401,401.00	405,527.00	(4,126.00)	-1.02
349900-000	TOTAL GRANT INCOME	47,248.00	50,691.00	(3,443.00)	-6.79	401,401.00	405,527.00	(4,126.00)	-1.02
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	26.65	-	26.65	N/A	14,618.37	1,189.00	13,429.37	1,129.47
369900-000	TOTAL OTHER INCOME	26.65	-	26.65	N/A	14,618.37	1,189.00	13,429.37	1,129.47
399900-000	TOTAL INCOME	82,418.65	86,237.00	(3,818.35)	-4.43	700,428.89	693,782.00	6,646.89	0.96
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	9,027.67	9,381.00	353.33	3.77	63,237.84	63,351.00	113.16	0.18
411002-000	Administrative Overtime	139.03	120.00	(19.03)	-15.86	884.03	769.00	(115.03)	-14.96
411003-000	Administrative: Employer FICA/SUI	695.24	965.00	269.76	27.95	5,635.66	5,987.00	351.34	5.87
411004-000	Administrative: Employee Benefits	1,300.81	2,166.00	865.19	39.94	10,954.19	14,142.00	3,187.81	22.54
411006-000	Administrative: Emp Incentive	-	-	-	N/A	33.00	-	(33.00)	N/A
411099-000	Total Administrative Salaries	11,162.75	12,632.00	1,469.25	11.63	80,744.72	84,249.00	3,504.28	4.16
413000-000	Legal Expense								
413003-000	Credit Reports	14.50	13.00	(1.50)	-11.54	72.50	81.00	8.50	10.49
413100-000	Total Legal Expense	14.50	13.00	(1.50)	-11.54	72.50	81.00	8.50	10.49
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	420.00	420.00	100.00	1,191.04	2,871.00	1,679.96	58.51
415000-000	Travel	28.89	397.00	368.11	92.72	99.63	1,614.00	1,514.37	93.83

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417000-000	Bookkeeping Fees	945.00	960.00	15.00	1.56	7,627.50	7,674.00	46.50	0.61
417100-000	Auditing Fees	1,113.00	556.00	(557.00)	-100.18	4,830.00	3,074.00	(1,756.00)	-57.12
417300-000	Management Fee	6,827.94	6,936.00	108.06	1.56	55,111.23	55,434.00	322.77	0.58
417302-000	Asset Management Fee	1,320.00	1,259.00	(61.00)	-4.85	10,560.00	10,316.00	(244.00)	-2.37
418900-000	Total Other Admin Expenses	10,234.83	10,528.00	293.17	2.78	79,419.40	80,983.00	1,563.60	1.93
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,028.84	119.00	(909.84)	-764.57	1,947.40	788.00	(1,159.40)	-147.13
419003-000	Printing	76.58	-	(76.58)	N/A	499.03	120.00	(379.03)	-315.86
419004-000	Telephone	443.79	600.00	156.21	26.04	2,904.70	3,577.00	672.30	18.80
419005-000	Postage	-	26.00	26.00	100.00	-	194.00	194.00	100.00
419007-000	Court Costs	-	94.00	94.00	100.00	225.00	466.00	241.00	51.72
419009-000	Sundry Miscellaneous	-	563.00	563.00	100.00	5,378.27	7,554.00	2,175.73	28.80
419011-000	Sundry Service Contracts	1,677.69	1,188.00	(489.69)	-41.22	14,878.03	11,801.00	(3,077.03)	-26.07
419012-000	Software	-	-	-	N/A	426.32	-	(426.32)	N/A
419018-000	False Alarms	-	-	-	N/A	60.00	60.00	-	0.00
419020-000	Bank Fees	-	9.00	9.00	100.00	35.00	71.00	36.00	50.70
419022-000	Other Misc Admin Expenses	-	-	-	N/A	295.00	-	(295.00)	N/A
419023-000	Supportive Services	-	-	-	N/A	60.00	-	(60.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	3,226.90	2,599.00	(627.90)	-24.16	26,708.75	24,631.00	(2,077.75)	-8.44
419900-000	TOTAL ADMINISTRATIVE EXPENSES	24,638.98	25,772.00	1,133.02	4.40	186,945.37	189,944.00	2,998.63	1.58
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	525.00	260.00	(265.00)	-101.92	2,045.12	2,164.00	118.88	5.49
422001-000	Tenant Svcs.-Stipend only \$10	145.00	-	(145.00)	N/A	1,081.24	225.00	(856.24)	-380.55
423000-000	Tenant Svcs-PH ESDC	325.00	125.00	(200.00)	-160.00	2,521.82	2,275.00	(246.82)	-10.85
429900-000	TOTAL TENANT SERVICES EXPENSES	995.00	385.00	(610.00)	-158.44	5,648.18	4,664.00	(984.18)	-21.10
430000-000	UTILITIES								
431000-000	Water	-	1,750.00	1,750.00	100.00	15,859.86	14,732.00	(1,127.86)	-7.66
432000-000	Electricity	5,985.88	6,875.00	889.12	12.93	46,791.72	54,974.00	8,182.28	14.88
433000-000	Gas	-	4,125.00	4,125.00	100.00	33,460.88	36,524.00	3,063.12	8.39
439000-000	Sewer	-	2,125.00	2,125.00	100.00	21,294.47	18,775.00	(2,519.47)	-13.42
439900-000	TOTAL UTILITY EXPENSES	5,985.88	14,875.00	8,889.12	59.76	117,406.93	125,005.00	7,598.07	6.08
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	3,294.75	4,139.00	844.25	20.40	28,773.79	29,727.00	953.21	3.21
441002-000	Maintenance: Overtime	209.34	142.00	(67.34)	-47.42	1,450.07	1,188.00	(262.07)	-22.06

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441003-000	Maintenance: Employer FICA/SUI	299.28	241.00	(58.28)	-24.18	2,492.85	2,038.00	(454.85)	-22.32
441004-000	Temp Maintenance Labor	-	-	-	N/A	5,343.65	5,344.00	0.35	0.01
441005-000	Maintenance: Employee Benefits	918.56	1,235.00	316.44	25.62	4,675.94	5,793.00	1,117.06	19.28
441100-000	Maintenace Uniforms	-	-	-	N/A	100.68	-	(100.68)	N/A
441200-000	Vehicle Repair	147.23	557.00	409.77	73.57	308.22	2,274.00	1,965.78	86.45
441210-000	Equipment Repair	-	-	-	N/A	(10.46)	-	10.46	N/A
441300-000	Gasoline Purchases	59.55	115.00	55.45	48.22	672.69	839.00	166.31	19.82
441900-000	Total General Maint Expense	4,928.71	6,429.00	1,500.29	23.34	43,807.43	47,203.00	3,395.57	7.19
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	875.00	875.00	100.00	1,579.41	4,828.00	3,248.59	67.29
442004-000	Electrical-Maint Materials	-	-	-	N/A	81.38	-	(81.38)	N/A
442005-000	Heating/AC-Maint Materials	-	-	-	N/A	868.00	-	(868.00)	N/A
442006-000	Janitorial Supplies	-	-	-	N/A	65.41	-	(65.41)	N/A
442008-000	Plumbing-Maint Materials	-	313.00	313.00	100.00	3,744.32	4,094.00	349.68	8.54
442010-000	Maintenance Materials	3,005.43	875.00	(2,130.43)	-243.48	9,318.43	7,588.00	(1,730.43)	-22.80
442900-000	Total Materials	3,005.43	2,063.00	(942.43)	-45.68	15,656.95	16,510.00	853.05	5.17
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	48.00	188.00	140.00	74.47	893.99	800.00	(93.99)	-11.75
443002-000	Extermination Contract	792.00	600.00	(192.00)	-32.00	6,489.00	4,966.00	(1,523.00)	-30.67
443005-000	Unit Turnaround-Contract	2,315.00	250.00	(2,065.00)	-826.00	3,500.00	1,785.00	(1,715.00)	-96.08
443007-000	Disposal Contract	524.64	588.00	63.36	10.78	4,486.45	4,797.00	310.55	6.47
443009-000	Landscaping-Contract	4,459.00	2,025.00	(2,434.00)	-120.20	23,200.25	18,726.00	(4,474.25)	-23.89
443011-000	Heating/AC-Contract	-	2,500.00	2,500.00	100.00	5,512.50	15,512.00	9,999.50	64.46
443013-000	Contract: Uniform Rental	11.62	154.00	142.38	92.45	404.27	758.00	353.73	46.67
443018-000	Plumbing-Contract	-	750.00	750.00	100.00	12,921.72	8,352.00	(4,569.72)	-54.71
443019-000	Miscellaneous Contracts	-	22,500.00	22,500.00	100.00	300.00	22,800.00	22,500.00	98.68
443099-000	Maintenance Misc-Contracts	2,009.89	-	(2,009.89)	N/A	2,009.89	-	(2,009.89)	N/A
443900-000	Total Contract Costs	10,160.15	29,555.00	19,394.85	65.62	59,718.07	78,496.00	18,777.93	23.92
449900-000	TOTAL MAINTENACE EXPENSES	18,094.29	38,047.00	19,952.71	52.44	119,182.45	142,209.00	23,026.55	16.19
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	493.23	1,625.00	1,131.77	69.65	19,758.83	18,099.00	(1,659.83)	-9.17
451100-000	Property Tax	-	-	-	N/A	17,992.82	18,826.00	833.18	4.43
452100-000	Workers Comp Insurance	(373.46)	338.00	711.46	210.49	3,715.88	3,724.00	8.12	0.22
459900-000	TOTAL GENERAL EXPENSES	119.77	1,963.00	1,843.23	93.90	41,467.53	40,649.00	(818.53)	-2.01
	TOTAL OPERATING EXPENSES	49,833.92	81,042.00	31,208.08	38.51%	470,650.46	502,471.00	31,820.54	6.33%
500000-000	NON-OPERATING ITEMS								

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	14,200.00	14,200.00	-	0.00
523401-000	Bedbug expense	132.00	-	(132.00)	N/A	198.00	-	(198.00)	N/A
523413-000	Appliances Replacement	-	-	-	N/A	25,822.37	25,822.00	(0.37)	0.00
599900-000	TOTAL NON-OPERATING ITEMS	132.00	-	(132.00)	N/A	40,220.37	40,022.00	(198.37)	-0.50
900000-000	NET INCOME	32,452.73	5,195.00	27,257.73	524.69%	189,558.06	151,289.00	38,269.06	25.30%
	Proof :								
	JC Bull - 100 units	23,639.48				173,267.38			
	JC Bull - 32 units	8,813.25				16,290.68			
		32,452.73				189,558.06			

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	963,928.00	995,820.00	(31,892.00)	-3.20	7,063,823.00	6,930,164.00	133,659.00	1.93
341002-000	Sec 8 Admin. Fee Inc-HCV	100,690.00	106,669.00	(5,979.00)	-5.61	737,724.00	745,277.00	(7,553.00)	-1.01
341004-000	Section 8 Port-In Admin Fees	42.20	-	42.20	N/A	(707.80)	(750.00)	42.20	5.63
341006-000	Port In HAP Earned	1,108.00	-	1,108.00	N/A	(5,674.00)	(6,782.00)	1,108.00	16.34
341010-000	Section 8 Admin Fee -Mod Rehab	-	13,703.00	(13,703.00)	-100.00	82,218.00	109,624.00	(27,406.00)	-25.00
341011-000	Mod Rehab- HAP EARNED	-	103,612.00	(103,612.00)	-100.00	714,726.00	890,932.00	(176,206.00)	-19.78
349900-000	TOTAL GRANT INCOME	1,065,768.20	1,219,804.00	(154,035.80)	-12.63	8,592,109.20	8,668,465.00	(76,355.80)	-0.88
360000-000	OTHER INCOME								
364000-000	Fraud Recovery Income-Admin	512.73	750.00	(237.27)	-31.64	8,231.36	7,287.00	944.36	12.96
364001-000	Fraud Recovery - HAP	512.73	1,072.00	(559.27)	-52.17	8,231.34	8,575.00	(343.66)	-4.01
364002-000	TBRA -HAP Earned	462.00	-	462.00	N/A	1,848.00	-	1,848.00	N/A
365000-000	Miscellaneous Other Income	46.20	1,250.00	(1,203.80)	-96.30	884.80	5,000.00	(4,115.20)	-82.30
369900-000	TOTAL OTHER INCOME	1,533.66	3,072.00	(1,538.34)	-50.08	19,195.50	20,862.00	(1,666.50)	-7.99
399900-000	TOTAL INCOME	1,067,301.86	1,222,876.00	(155,574.14)	-12.72	8,611,304.70	8,689,327.00	(78,022.30)	-0.90
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	31,390.54	30,723.00	(667.54)	-2.17	267,672.72	264,825.00	(2,847.72)	-1.08
411002-000	Administrative Overtime	82.10	126.00	43.90	34.84	684.48	728.00	43.52	5.98
411003-000	Administrative: Employer FICA/SUI	2,773.96	3,714.00	940.04	25.31	24,888.84	26,352.00	1,463.16	5.55
411004-000	Administrative: Employee Benefits	8,547.26	9,717.00	1,169.74	12.04	68,199.66	73,101.00	4,901.34	6.70
411006-000	Administrative: Emp Incentive	-	-	-	N/A	476.34	-	(476.34)	N/A
411099-000	Total Administrative Salaries	42,793.86	44,280.00	1,486.14	3.36	361,922.04	365,006.00	3,083.96	0.84
413000-000	Legal Expense								
413003-000	Credit Reports	84.50	75.00	(9.50)	-12.67	1,451.00	700.00	(751.00)	-107.29
413100-000	Total Legal Expense	84.50	75.00	(9.50)	-12.67	1,451.00	700.00	(751.00)	-107.29
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	-	-	N/A	1,152.00	-	(1,152.00)	N/A
417000-000	Bookkeeping Fees	16,035.00	16,083.00	48.00	0.30	126,037.50	126,740.00	702.50	0.55
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,675.00	175.00	10.45	11,947.50	12,626.00	678.50	5.37
417100-000	Auditing Fees	1,751.00	875.00	(876.00)	-100.11	6,263.00	3,500.00	(2,763.00)	-78.94
417200-000	Port Out Admin Fee	863.76	552.00	(311.76)	-56.48	6,937.11	5,792.00	(1,145.11)	-19.77
417300-000	Management Fee	25,656.00	25,442.00	(214.00)	-0.84	203,976.00	201,620.00	(2,356.00)	-1.17
417303-000	Management Fee- MOD Rehab	2,400.00	2,969.00	569.00	19.16	16,800.00	21,356.00	4,556.00	21.33
418000-000	Office Rent	3,570.00	3,579.00	9.00	0.25	28,280.00	28,316.00	36.00	0.13
418900-000	Total Other Admin Expenses	51,775.76	51,175.00	(600.76)	-1.17	401,393.11	399,950.00	(1,443.11)	-0.36
419000-000	Miscellaneous Admin Expenses								

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419001-000	Office Expense	542.03	626.00	83.97	13.41	3,277.58	4,248.00	970.42	22.84
419003-000	Printing	361.89	-	(361.89)	N/A	3,261.45	1,116.00	(2,145.45)	-192.24
419004-000	Telephone	1,445.61	1,322.00	(123.61)	-9.35	10,757.42	9,717.00	(1,040.42)	-10.71
419005-000	Postage	2,222.97	1,250.00	(972.97)	-77.84	9,757.18	10,534.00	776.82	7.37
419006-000	Forms and Computer Supplies	-	-	-	N/A	91.12	-	(91.12)	N/A
419009-000	Sundry Miscellaneous	-	188.00	188.00	100.00	2,862.95	772.00	(2,090.95)	-270.85
419010-000	Newspaper ADS (Advertising)	-	63.00	63.00	100.00	654.58	862.00	207.42	24.06
419011-000	Sundry Service Contracts	4,123.70	3,502.00	(621.70)	-17.75	61,003.91	52,788.00	(8,215.91)	-15.56
419017-000	Temporary Administrative Labor	-	-	-	N/A	2,753.10	2,753.00	(0.10)	0.00
419100-000	Total Miscellaneous Admin Expenses	8,696.20	6,951.00	(1,745.20)	-25.11	94,419.29	82,790.00	(11,629.29)	-14.05
419900-000	TOTAL ADMINISTRATIVE EXPENSES	103,350.32	102,481.00	(869.32)	-0.85	859,185.44	848,446.00	(10,739.44)	-1.27
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	22.69	313.00	290.31	92.75	1,321.51	1,559.00	237.49	15.23
441300-000	Gasoline Purchases	224.80	150.00	(74.80)	-49.87	1,793.30	1,480.00	(313.30)	-21.17
441900-000	Total General Maint Expense	247.49	463.00	215.51	46.55	3,114.81	3,039.00	(75.81)	-2.49
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	120.00	120.00	100.00	1,920.00	960.00	(960.00)	-100.00
443023-000	Con:Consultant/Mentoring	-	-	-	N/A	24,903.33	15,689.00	(9,214.33)	-58.73
443099-000	Maintenance Misc-Contracts	66.62	-	(66.62)	N/A	549.61	267.00	(282.61)	-105.85
443900-000	Total Contract Costs	66.62	120.00	53.38	44.48	27,372.94	16,916.00	(10,456.94)	-61.82
449900-000	TOTAL MAINTENACE EXPENSES	314.11	583.00	268.89	46.12	30,487.75	19,955.00	(10,532.75)	-52.78
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,687.10	2,428.00	740.90	30.51	12,800.81	16,027.00	3,226.19	20.13
452100-000	Workers Comp Insurance	(1,044.88)	1,694.00	2,738.88	161.68	6,390.41	9,306.00	2,915.59	31.33
459900-000	TOTAL GENERAL EXPENSES	642.22	4,122.00	3,479.78	84.42	19,191.22	25,333.00	6,141.78	24.24
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	986,496.00	1,016,436.00	29,940.00	2.95	7,616,689.11	7,538,234.00	(78,455.11)	-1.04
471501-000	Tenant Utility Payments	36,469.00	29,843.00	(6,626.00)	-22.20	284,382.00	260,262.00	(24,120.00)	-9.27
471502-000	Portable Out HAP Payments	19,262.00	17,776.00	(1,486.00)	-8.36	142,745.89	142,462.00	(283.89)	-0.20
471503-000	FSS Escrow Payments	4,776.00	1,369.00	(3,407.00)	-248.87	29,990.00	16,148.00	(13,842.00)	-85.72
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,047,003.00	1,065,424.00	18,421.00	1.73	8,073,807.00	7,957,106.00	(116,701.00)	-1.47
	TOTAL OPERATING EXPENSES	1,151,309.65	1,172,610.00	21,300.35	1.82%	8,982,671.41	8,850,840.00	(131,831.41)	-1.49%
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

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
May 31, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523418-000	Settlement offset due to HUD overpayment -HAP	(119,121.00)	-	119,121.00	N/A	(238,242.00)	-	238,242.00	N/A
523419-000	Settlement offset due to HUD overpayment -ADMIN	(13,703.00)	-	13,703.00	N/A	(27,406.00)	-	27,406.00	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(132,824.00)	-	132,824.00	N/A	(546,490.79)	-	546,490.79	N/A
900000-000	NET INCOME	48,816.21	50,266.00	(1,449.79)	-2.88%	175,124.08	(161,513.00)	336,637.08	-208.43%
	Proof:								
	HCV HAP	21,601.73				152,271.13			
	HCV Admin	10,390.52				(38,207.00)			
	Mod Rehab HAP	16,527.00				75,961.00			
	Mod Rehab Admin	250.76				(15,085.85)			
	TBRA	46.20				184.80			
		48,816.21				175,124.08			

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM - HAP									
Actual to Budget Variance Comparison									
5/31/2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	963,928.00	995,820.00	(31,892.00)	-3.20	7,063,823.00	6,930,164.00	133,659.00	1.93
341006-000	Port In HAP Earned	1,108.00	-	1,108.00	N/A	(5,674.00)	(6,782.00)	1,108.00	16.34
364001-000	Fraud Recovery - HAP	512.73	1,072.00	(559.27)	-52.17	8,231.34	8,575.00	(343.66)	-4.01
399900-000	TOTAL INCOME	965,548.73	996,892.00	(31,343.27)	-3.14%	7,066,380.34	6,931,957.00	134,423.34	1.94%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	884,033.00	908,335.00	24,302.00	2.68	6,743,428.11	6,673,425.00	(70,003.11)	-1.05
471501-000	Tenant Utility Payments	35,876.00	29,163.00	(6,713.00)	-23.02	278,788.00	254,823.00	(23,965.00)	-9.40
471502-000	Portable Out HAP Payments	19,262.00	17,776.00	(1,486.00)	-8.36	142,745.89	142,462.00	(283.89)	-0.20
471503-000	FSS Escrow Payments	4,776.00	1,369.00	(3,407.00)	-248.87	29,990.00	16,148.00	(13,842.00)	-85.72
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	943,947.00	956,643.00	12,696.00	1.33	7,194,952.00	7,086,858.00	(108,094.00)	-1.53
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	21,601.73	40,249.00	21,601.73	53.67%	152,271.13	(154,901.00)	152,271.13	-98.30%

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

5/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	100,690.00	106,669.00	(5,979.00)	-5.61	737,724.00	745,277.00	(7,553.00)	-1.01
341004-000	Section 8 Port-In Admin Fees	42.20	-	42.20	N/A	(707.80)	(750.00)	42.20	5.63
364000-000	Fraud Recovery Income-Admin	512.73	750.00	(237.27)	-31.64	8,231.36	7,287.00	944.36	12.96
365000-000	Miscellaneous Other Income	-	1,250.00	(1,250.00)	-100.00	700.00	5,000.00	(4,300.00)	-86.00
399900-000	TOTAL INCOME	101,244.93	108,669.00	(7,424.07)	-6.83%	745,947.56	756,814.00	(10,866.44)	-1.44%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	25,691.01	25,193.00	(498.01)	-1.98	219,348.97	216,832.00	(2,516.97)	-1.16
411002-000	Administrative Overtime	67.31	103.00	35.69	34.65	560.20	595.00	34.80	5.85
411003-000	Administrative: Employer FICA/SUI	2,270.26	3,046.00	775.74	25.47	20,417.29	21,596.00	1,178.71	5.46
411004-000	Administrative: Employee Benefits	6,993.26	7,968.00	974.74	12.23	54,298.83	58,262.00	3,963.17	6.80
411006-000	Administrative: Emp Incentive	-	-	-	N/A	476.34	-	(476.34)	N/A
411099-000	Total Administrative Salaries	35,021.84	36,310.00	1,288.16	3.55	295,101.63	297,285.00	2,183.37	0.73
413000-000	Legal Expense								
413003-000	Credit Reports	84.50	75.00	(9.50)	-12.67	1,451.00	700.00	(751.00)	-107.29
413100-000	Total Legal Expense	84.50	75.00	(9.50)	-12.67	1,451.00	700.00	(751.00)	-107.29
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	-	-	N/A	1,152.00	-	(1,152.00)	N/A
417000-000	Bookkeeping Fees	16,035.00	16,083.00	48.00	0.30	126,037.50	126,740.00	702.50	0.55
417100-000	Auditing Fees	1,251.00	625.00	(626.00)	-100.16	4,473.00	2,500.00	(1,973.00)	-78.92
417200-000	Port Out Admin Fee	863.76	552.00	(311.76)	-56.48	6,937.11	5,792.00	(1,145.11)	-19.77
417300-000	Management Fee	25,656.00	25,442.00	(214.00)	-0.84	201,660.00	201,620.00	(40.00)	-0.02
418000-000	Office Rent	3,570.00	3,579.00	9.00	0.25	28,280.00	28,316.00	36.00	0.13
418900-000	Total Other Admin Expenses	47,375.76	46,281.00	(1,094.76)	-2.37	368,539.61	364,968.00	(3,571.61)	-0.98
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	444.46	513.00	68.54	13.36	2,575.26	3,370.00	794.74	23.58
419003-000	Printing	296.75	-	(296.75)	N/A	2,875.30	1,116.00	(1,759.30)	-157.64
419004-000	Telephone	1,407.10	1,084.00	(323.10)	-29.81	8,828.61	7,754.00	(1,074.61)	-13.86
419005-000	Postage	2,002.84	1,025.00	(977.84)	-95.40	5,460.42	5,918.00	457.58	7.73
419006-000	Forms and Computer Supplies	-	-	-	N/A	74.72	-	(74.72)	N/A
419009-000	Sundry Miscellaneous	-	154.00	154.00	100.00	2,837.30	3,352.00	514.70	15.36
419010-000	Newspaper ADS (Advertising)	-	63.00	63.00	100.00	646.62	862.00	215.38	24.99
419011-000	Sundry Service Contracts	3,381.43	2,872.00	(509.43)	-17.74	46,933.56	41,090.00	(5,843.56)	-14.22
419017-000	Temporary Administrative Labor	-	-	-	N/A	2,634.97	2,635.00	0.03	0.00

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

5/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419100-000	Total Miscellaneous Admin Expenses	7,532.58	5,711.00	(1,821.58)	-31.90	72,866.76	66,097.00	(6,769.76)	-10.24
419900-000	TOTAL ADMINISTRATIVE EXPENSES	90,014.68	88,377.00	(1,637.68)	-1.85	737,959.00	729,050.00	(8,909.00)	-1.22
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	22.69	313.00	290.31	92.75	1,321.51	1,559.00	237.49	15.23
441300-000	Gasoline Purchases	224.80	150.00	(74.80)	-49.87	1,793.30	1,480.00	(313.30)	-21.17
441900-000	Total General Maint Expense	247.49	463.00	215.51	46.55	3,114.81	3,039.00	(75.81)	-2.49
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	120.00	120.00	100.00	1,920.00	960.00	(960.00)	-100.00
443023-000	Con:Consultant/Mentoring	-	-	-	N/A	24,903.33	15,689.00	(9,214.33)	-58.73
443099-000	Maintenance Misc-Contracts	66.62	-	(66.62)	N/A	549.61	267.00	(282.61)	-105.85
443900-000	Total Contract Costs	66.62	120.00	53.38	44.48	27,372.94	16,916.00	(10,456.94)	-61.82
449900-000	TOTAL MAINTENACE EXPENSES	314.11	583.00	268.89	46.12	30,487.75	19,955.00	(10,532.75)	-52.78
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,380.80	1,991.00	610.20	30.65	10,477.35	13,132.00	2,654.65	20.22
452100-000	Workers Comp Insurance	(855.18)	1,389.00	2,244.18	161.57	5,230.46	7,628.00	2,397.54	31.43
459900-000	TOTAL GENERAL EXPENSES	525.62	3,380.00	2,854.38	84.45	15,707.81	20,760.00	5,052.19	24.34
	TOTAL OPERATING EXPENSES	90,854.41	92,340.00	1,485.59	1.61%	784,154.56	769,765.00	(14,389.56)	-1.87%
900000-000	NET INCOME	10,390.52	16,329.00	(5,938.48)	-36.37%	(38,207.00)	(12,951.00)	(25,256.00)	195.01%

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - MOD REHAB HAP

Actual to Budget Variance Comparison

5/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	-	103,612.00	(103,612.00)	-100.00	714,726.00	890,932.00	(176,206.00)	-19.78
399900-000	TOTAL INCOME	-	103,612.00	(103,612.00)	(100.00)	714,726.00	890,932.00	(176,206.00)	-20.35
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	102,038.00	108,101.00	6,063.00	5.61	871,561.00	864,809.00	(6,752.00)	-0.78
471501-000	Tenant Utility Payments	556.00	680.00	124.00	18.24	5,446.00	5,439.00	(7.00)	-0.13
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	102,594.00	108,781.00	6,187.00	5.69	877,007.00	870,248.00	(6,759.00)	-0.78
500000-000	NON-OPERATING ITEMS								
523418-000	Settlement offset due to HUD overpayment -HAP	(119,121.00)	-	119,121.00	N/A	(238,242.00)	-	238,242.00	N/A
900000-000	NET INCOME	16,527.00	(5,169.00)	21,696.00	-419.73%	75,961.00	20,684.00	55,277.00	267.25%

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

Actual to Budget Variance Comparison

5/31/2017

		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	(13,703.00)	-100.00	82,218.00	109,624.00	(27,406.00)	-25.00
399900-000	TOTAL INCOME	-	13,703.00	(13,703.00)	(100.00)	82,218.00	109,624.00	(27,406.00)	(25.00)
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	5,699.53	5,530.00	(169.53)	-3.07	48,323.75	47,993.00	(330.75)	-0.69
411002-000	Administrative Overtime	14.79	23.00	8.21	35.70	124.28	133.00	8.72	6.56
411003-000	Administrative: Employer FICA/SUI	503.70	668.00	164.30	24.60	4,471.55	4,756.00	284.45	5.98
411004-000	Administrative: Employee Benefits	1,554.00	1,749.00	195.00	11.15	13,900.83	14,839.00	938.17	6.32
411099-000	Total Administrative Salaries	7,772.02	7,970.00	197.98	2.48	66,820.41	67,721.00	900.59	1.33
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,675.00	175.00	10.45	11,947.50	12,626.00	678.50	5.37
417100-000	Auditing Fees	500.00	250.00	(250.00)	-100.00	1,790.00	1,000.00	(790.00)	-79.00
417300-000	Management Fee	-	-	-	N/A	2,316.00	-	(2,316.00)	N/A
417303-000	Management Fee- MOD Rehab	2,400.00	2,969.00	569.00	19.16	16,800.00	21,356.00	4,556.00	21.33
418900-000	Total Other Admin Expenses	4,400.00	4,894.00	494.00	10.09	32,853.50	34,982.00	2,128.50	6.08
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	97.57	113.00	15.43	13.65	702.32	878.00	175.68	20.01
419003-000	Printing	65.14	-	(65.14)	N/A	386.15	-	(386.15)	N/A
419004-000	Telephone	38.51	238.00	199.49	83.82	1,928.81	1,963.00	34.19	1.74
419005-000	Postage	220.13	225.00	4.87	2.16	4,296.76	4,616.00	319.24	6.92
419006-000	Forms and Computer Supplies	-	-	-	N/A	16.40	-	(16.40)	N/A
419009-000	Sundry Miscellaneous	-	34.00	34.00	100.00	25.65	(2,580.00)	(2,605.65)	-100.99
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	7.96	-	(7.96)	N/A
419011-000	Sundry Service Contracts	742.27	630.00	(112.27)	-17.82	14,070.35	11,698.00	(2,372.35)	-20.28
419017-000	Temporary Administrative Labor	-	-	-	N/A	118.13	118.00	(0.13)	-0.11
419100-000	Total Miscellaneous Admin Expenses	1,163.62	1,240.00	76.38	6.16	21,552.53	16,693.00	(4,859.53)	-29.11
419900-000	TOTAL ADMINISTRATIVE EXPENSES	13,335.64	14,104.00	768.36	5.45	121,226.44	119,396.00	(1,830.44)	-1.53
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	306.30	437.00	130.70	29.91	2,323.46	2,895.00	571.54	19.74
452100-000	Workers Comp Insurance	(189.70)	305.00	494.70	162.20	1,159.95	1,678.00	518.05	30.87
459900-000	TOTAL GENERAL EXPENSES	116.60	742.00	625.40	84.29	3,483.41	4,573.00	1,089.59	23.83
	TOTAL OPERATING EXPENSES	13,452.24	14,846.00	1,393.76	9.39%	124,709.85	123,969.00	(740.85)	-0.60%
500000-000	NON-OPERATING ITEMS								
523419-000	Settlement offset due to HUD overpayment -ADMIN	(13,703.00)	-	13,703.00	N/A	(27,406.00)	-	27,406.00	N/A
900000-000	NET INCOME	250.76	(1,143.00)	1,393.76	-121.94%	(15,085.85)	(14,345.00)	(740.85)	5.16%

All voucher properties (.hcv_all)						
Trial Balance Cr, Dr Details						
Period = May 2017						
Book = Accrual ; Tree = ysl_tb						
		Forward Balance	Debit	Credit	May transactions	Ending Balance
111102-000	Cash - Restricted	538,433.34	561.15	193.65		538,800.84
111111-000	Cash -Unrestricted	241,381.00	-	-		241,381.00
111117-000	HAP Disbursement Fund	(84,918.65)	1,185,522.00	1,174,708.96		(74,105.61)
111120-000	General Fund Operating	(25,957.46)	-	-		(25,957.46)
111124-000	Cash - FSS Escrow	23,660.85	-	-		23,660.85
112200-000	A/R-Tenants	53,933.62	2,133.46	556.31		55,510.77
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-		(16,058.13)
112928-000	A/R from Developers -TC 4%	189.75	-	-		189.75
113503-000	A/R-Other Government	79.26	42.20	-		121.46
129500-000	Interprogram-Due From	182,316.85	115,178.01	90,533.67		206,961.19
145001-000	Accum Depreciation-Site Improvement	(125,922.83)	-	-		(125,922.83)
147501-000	Non Dwelling Equip	133,977.43	-	-		133,977.43
211100-000	A/P Vendors and Contractors	(94,992.99)	1,194,192.08	1,195,056.87		(95,857.78)
211750-000	A/P-Medical Insurance	(3.85)	-	-		(3.85)
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-		(1,107.88)
211761-000	SRS-401-A Retirement Plan	(321.31)	-	-		(321.31)
224000-000	Tenant Prepaid Rents	(915.35)	193.65	4.84		(726.54)
226000-000	Accrued Paid Leave-Current	(5,068.65)	-	-		(5,068.65)
230500-000	Accrued Paid Leave-LT	(28,722.36)	-	-		(28,722.36)
230700-000	A/P FSS Escrow	(65,513.94)	963.00	5,739.00		(70,289.94)
280902-000	Unrestricted Net Assets (UNA)	(642,396.82)	-	-		(642,396.82)
341001-000	Section 8 HAP Earned	(6,099,895.00)	-	963,928.00	(963,928.00)	(7,063,823.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(637,034.00)	-	100,690.00	(100,690.00)	(737,724.00)
341004-000	Section 8 Port-In Admin Fees	750.00	-	42.20	(42.20)	707.80
341006-000	Port In HAP Earned	6,782.00	-	1,108.00	(1,108.00)	5,674.00
364000-000	Fraud Recovery Income-Admin	(7,718.63)	-	512.73	(512.73)	(8,231.36)
364001-000	Fraud Recovery - HAP	(7,718.61)	512.73	1,025.46	(512.73)	(8,231.34)
365000-000	Miscellaneous Other Income	(700.00)	-	-	-	(700.00)
411000-000	Administrative Salaries and Wages	193,657.96	25,691.01	-	25,691.01	219,348.97
411002-000	Administrative Overtime	492.89	67.31	-	67.31	560.20
411003-000	Administrative: Employer FICA/SUI	18,147.03	2,270.26	-	2,270.26	20,417.29
411004-000	Administrative: Employee Benefits	47,305.57	6,993.26	-	6,993.26	54,298.83
411006-000	Administrative: Emp Incentive	476.34	-	-	-	476.34
413003-000	Credit Reports	1,366.50	84.50	-	84.50	1,451.00
414000-000	Staff Training	1,152.00	-	-	-	1,152.00
417000-000	Bookkeeping Fees	110,002.50	16,035.00	-	16,035.00	126,037.50
417100-000	Auditing Fees	3,222.00	1,251.00	-	1,251.00	4,473.00
417200-000	Port Out Admin Fee	6,073.35	863.76	-	863.76	6,937.11
417300-000	Management Fee	176,004.00	25,656.00	-	25,656.00	201,660.00
418000-000	Office Rent	24,710.00	3,570.00	-	3,570.00	28,280.00
419001-000	Office Expense	2,130.80	542.03	97.57	444.46	2,575.26
419003-000	Printing	2,578.55	361.89	65.14	296.75	2,875.30
419004-000	Telephone	7,421.51	1,445.61	38.51	1,407.10	8,828.61
419005-000	Postage	3,457.58	2,222.97	220.13	2,002.84	5,460.42
419006-000	Forms and Computer Supplies	74.72	-	-	-	74.72
419009-000	Sundry Miscellaneous	2,837.30	-	-	-	2,837.30
419010-000	Newspaper ADS (Advertising)	646.62	-	-	-	646.62
419011-000	Sundry Service Contracts	43,552.13	4,123.70	742.27	3,381.43	46,933.56
419017-000	Temporary Administrative Labor	2,634.97	-	-	-	2,634.97
441200-000	Vehicle Repair	1,298.82	22.69	-	22.69	1,321.51

All voucher properties (.hcv_all)

Trial Balance Cr, Dr Details

Period = May 2017

Book = Accrual ; Tree = ysl_tb

		Forward Balance	Debit	Credit	May transactions	Ending Balance
441300-000	Gasoline Purchases	1,568.50	224.80	-	224.80	1,793.30
443015-000	Janitorial-Contract	1,920.00	-	-	-	1,920.00
443023-000	Con:Consultant/Mentoring	24,903.33	-	-	-	24,903.33
443099-000	Maintenance Misc-Contracts	482.99	66.62	-	66.62	549.61
451000-000	General Liability Insurance	9,096.55	1,380.80	-	1,380.80	10,477.35
452100-000	Workers Comp Insurance	6,085.64	1,166.03	2,021.21	(855.18)	5,230.46
					90,854.41	
				Less: Audit fees	(1,251.00)	
					89,603.41	
471500-000	Housing Assistance Payments	5,859,395.11	1,001,443.00	117,410.00	884,033.00	6,743,428.11
471501-000	Tenant Utility Payments	242,912.00	38,802.00	2,926.00	35,876.00	278,788.00
471502-000	Portable Out HAP Payments	123,483.89	23,229.00	3,967.00	19,262.00	142,745.89
471503-000	FSS Escrow Payments	25,214.00	5,739.00	963.00	4,776.00	29,990.00
523409-000	RAD SUBSIDY-LIHTC-PBV	(260,676.00)	-	-	-	(260,676.00)
523410-000	Pinnacle shortfall	(20,166.79)	-	-	-	(20,166.79)
	Total	-	3,662,550.52	3,662,550.52	943,947.00	-

TBRA-HCV Program (075-tbra)

Budget Comparison (with PTD)

Period = Oct 2016-May 2017

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
364002-000	TBRA -HAP Earned	462.00	-	462.00	N/A	1,848.00	-	1,848.00	N/A
365000-000	Miscellaneous Other Income	46.20	-	46.20	N/A	184.80	-	184.80	N/A
369900-000	TOTAL OTHER INCOME	508.20	-	508.20	N/A	2,032.80	-	2,032.80	N/A
399900-000	TOTAL INCOME	508.20	-	508.20	N/A	2,032.80	-	2,032.80	N/A
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	425.00	-	(425.00)	N/A	1,700.00	-	(1,700.00)	N/A
471501-000	Tenant Utility Payments	37.00	-	(37.00)	N/A	148.00	-	(148.00)	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	462.00	-	(462.00)	N/A	1,848.00	-	(1,848.00)	N/A
900000-000	NET INCOME	46.20	-	46.20	N/A	184.80	-	184.80	N/A

SPARTANBURG HOUSING AUTHORITY

Cash Flow

May 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	1,136,417	1,008,297	1,008,297	963,928					7,063,823	927
Section 8 Admin Subsidy	88,796	74,354	74,354	81,097	81,097	126,440	110,896	100,690					737,724	
Mod Rehab HAP	119,121	119,121	119,121	119,121	119,121	119,121	-	-					714,726	
Mod Rehab Admin	13,703	13,703	13,703	13,703	13,703	13,703	-	-					82,218	
Public Housing Subsidy	233,887	258,120	288,411	152,164	213,311	137,191	166,276	166,309					1,615,669	
Tax Credit Properties Subsidy	96,330	24,402	27,649	24,330	23,860	23,860	37,978	27,626					286,035	
SLHC PBV Subsidy	8,086	9,482	9,238	9,320	10,559	8,522	8,521	8,648					72,376	
SC State Grant for JCB	42,964	41,817	41,030	40,826	41,699	40,513	41,576	38,600					329,025	
1) HUD & State Subsidy	1,399,645	992,777	1,414,553	1,297,862	1,639,767	1,477,647	1,373,544	1,305,801	-	-	-	-	10,901,596	
ROSS	17,836	23,590	22,229	104,394	28,557	32,693	21,901	22,055					273,254	
Youthbuild - 022-yb -NEW GRANT	16,940	42,841	25,222	36,606	17,543	49,777	25,316	29,920					244,166	
YB -Face Forward	15,742	15,432	16,319	13,692	11,787	-	7,571	45,346					125,889	
CFP and RHF	98,964	-	-	-	-	204,170	-	44,004	-				347,138	
2) Other Grant Revenue	149,482	81,864	63,770	154,691	57,887	286,641	54,788	141,325	-	-	-	-	990,448	
Public Housing Rents	102,395	100,189	104,567	112,991	93,230	103,218	103,634	105,052					825,276	
JC Bull Rents	26,002	26,288	24,974	29,635	25,772	26,240	25,005	25,791					209,707	
SLHC Rents	8,906	9,241	9,241	8,746	9,197	8,896	8,951	9,273					72,451	
3) Rent Revenue	137,302	135,718	138,782	151,372	128,199	138,354	137,590	140,116	-	-	-	-	1,107,434	
4) Misc Receipts	24,630	69,238	5,461	3,852	57,186	143,247	142,437	26,676					472,726	
5) Other Cash-In														
Section 8 Reserves Transfer In				-	-	-					-	-	-	
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-			-	-	-	
TOTAL CASH INFLOW	1,711,059	1,279,596	1,622,566	1,607,777	1,883,040	2,045,888	1,708,359	1,613,918	-	-	-	-	13,472,203	
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.														
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.														
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.														
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income. Also, included the W/C refund of \$291,460.00														
5) Other cash-in will include transfers from reserve accounts, and any adjustment to working capital.														

SPARTANBURG HOUSING AUTHORITY

Cash Flow

May 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	892,221	896,847	920,808	943,947					6,914,109
Mod Rehab Vouchers	118,791	108,112	99,805	109,561	114,352	118,668	105,124	102,594					877,007
HAP Payments	899,679	908,826	897,187	990,863	1,006,573	1,015,515	1,025,932	1,046,541	-	-	-	-	7,791,116
Payroll	166,126	194,412	169,628	172,893	168,097	266,634	174,932	168,059					1,480,781
Benefits/Deductions	3,146	3,126	2,966	2,966	2,966	2,925	2,974	-					21,068
Payroll & Benefits	169,272	197,538	172,593	175,859	171,063	269,559	177,906	168,059	-	-	-	-	1,501,849
State Insurance	38,753	37,716	37,977	39,102	37,992	40,904	40,384	37,319					310,146
Rent	11,656	11,656	11,656	11,656	12,122	11,889	11,889	11,889					94,413
Wright Center Payables (301-wc & 300-mrc)	0	0	0	0	0	0	0	0					0
Debt/Insurance/Rent	50,409	49,372	49,633	50,758	50,114	52,793	52,273	49,208	-	-	-	-	404,560
Operating	509,946	567,905	601,359	311,599	517,475	458,318	431,931	385,256	0	0	0	0	3,783,787
Capital Fund and RHF	15,854	0	11,643	0	0	132,635	20,101	595					180,828
Ross	89	1,683	1,357	1,018	229	269	293	219					5,157
Youth Build and Face Forward	7,765	10,380	13,035	16,369	5,748	32,839	8,648	15,518					110,303
Homeownership	237	1,020	2,635	630	1,107	1,824	1,261	470					9,185
Other Transfers	0	0	-	-	-	-	-	-					0
HAP/ Admin Transfer	-	-	-	-	-	-	-	-					0
1 Payables/Check Adjustment	402,771	13,634	(1,154,642)	1,172,861	178,205	105,645	3,872	(514)					721,832
Capital & Program Expenses	426,717	26,718	(1,125,971)	1,190,878	185,290	273,212	34,175	16,288	-	-	-	-	1,027,305
TOTAL CASH OUTFLOW	2,056,022	1,750,359	594,801	2,719,957	1,930,514	2,069,397	1,722,217	1,665,352	-	-	-	-	14,508,618
Net Inflow(Outflow)	(344,962)	(470,763)	1,027,764	(1,112,180)	(47,474)	(23,508)	(13,857)	(51,433)	-	-	-	-	(1,036,414)
Net outflow offset by reserve	344,962	470,763		1,027,764									1,843,489
Total	(0)	0	1,027,764	(84,416)	(47,474)	(23,508)	(13,857)	(51,433)	-	-	-	-	807,075
Beginning Cash : (Unrestricted)	4,735,496	4,390,534	3,919,771	4,947,535	3,835,355	3,787,881	3,764,372	3,750,515	3,699,082	3,699,082	3,699,082	3,699,082	0
Ending Cash	4,390,534	3,919,771	4,947,535	3,835,355	3,787,881	3,764,372	3,750,515	3,699,082	3,699,082	3,699,082	3,699,082	3,699,082	(1,036,414)
Bank Account Balances-													
General A/C (Net of O/S Cks)	2,120,085	2,104,573	2,069,739	2,016,438	1,995,561	1,795,757	1,812,650	1,816,058					
Section 8 HAP Disbursements	1,284,678	859,242	1,830,621	278,588	510,321	656,023	601,469	511,466					
Transfer to UNA AND NRA				456,579	0	0	0	0					
J C Bull Operating	758,511	728,567	750,856	780,791	975,725	1,002,346	1,020,574	1,045,271					
SLHC Operating	227,261	227,389	296,320	302,959	306,274	310,246	315,822	326,288					
Sub Total	4,390,534	3,919,771	4,947,535	3,835,355	3,787,881	3,764,372	3,750,515	3,699,082	0	0	0	0	
Coventional Housing Surplus	4,874,290	4,890,942	4,930,490	4,952,366	4,929,716	4,866,144	4,889,791	4,913,654					
Average No. Of Months Cash Reserves	14.13	10.83	10.92	10.97	10.92	10.78	10.83	10.88	0.00	0.00	0.00	0.00	
Footnotes:													
1 Outstanding checks that were remaining at month end.													

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SPARTANBURG HOUSING AUTHORITY
Section 8 Reserved & Restricted Cash Flow
May 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	1,136,417	1,008,297	1,008,297	963,928					7,063,823
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-			-
Section 8 Admin Subsidy	88,796	74,354	74,354	81,097	81,097	126,440	110,896	100,690					737,724
Section 8 Port-In Admin Fees	-	(750)	-	-	-	-	-	-					(750)
Mod Rehab HAP	119,121	119,121	119,121	119,121	119,121	119,121	-	-					714,726
Mod Rehab Admin	13,703	13,703	13,703	13,703	13,703	13,703	-	-					82,218
Port in -HAP Earned	-	(6,782)	-	-	-	-	-	-					(6,782)
HCV Refunds/Recovery/Interest	2,546	2,087	2,012	1,927	3,196	2,938	2,955	1,534					19,195
HUD Subsidy	1,020,924	653,511	1,050,237	1,073,149	1,353,534	1,270,499	1,122,148	1,066,152	0	0	0	0	8,610,154
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	892,221	896,847	920,808	943,947					6,914,109
Mod Rehab Vouchers	118,791	108,112	99,805	109,561	114,352	118,668	105,124	102,594					877,007
Sec 8 Admin Expenses	81,187	105,890	97,114	110,769	94,626	129,787	100,200	90,854					810,428
Mod Rehab Admin	12,597	17,963	17,401	13,975	13,998	16,656	15,947	13,452					121,989
Total Payments	993,463	1,032,679	1,011,702	1,115,607	1,115,197	1,161,959	1,142,079	1,150,848	0	0	0	0	8,723,534
Net Inflow (Outflow)	27,462	(379,168)	38,535	(42,458)	238,336	108,541	(19,931)	(84,696)	0	0	0	0	(113,380)
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	18,416	(346,849)	45,677	(22,074)	247,392	114,388	90,444	21,515	-	-	-	-	
Net Mod Rehab HAP	330	11,009	19,316	9,560	4,769	453	(105,124)	(102,594)	-	-	-	-	
Section 8 Admin	7,609	(31,536)	(22,760)	(29,672)	(13,529)	(3,347)	10,696	9,836	-	-	-	-	
Mod Rehab Admin	1,106	(4,260)	(3,698)	(272)	(295)	(2,953)	(15,947)	(13,452)	-	-	-	-	
	27,462	(371,636)	38,535	(42,458)	238,336	108,541	(19,931)	(84,696)	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	1,284,678	859,242	1,830,621	278,588	510,321	656,023	601,469	511,466					
Sec 8 HAP -NRA	87,708	89,244	90,354	532,154	535,846	537,805	538,433	538,801					
Sec 8 - Operations -UNA	225,716	225,716	225,716	241,381	241,381	241,381	241,381	241,381					
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399					
	1,690,501	1,266,601	2,239,090	1,144,522	1,379,947	1,527,608	1,473,682	1,384,047	0	0	0	0	

Spartanburg Housing Authority							
Capital Grant Programs							
May 31, 2017							
CAPITAL FUND 2016					%		
Obligation Date: 4/13/2016		Budget	Drawn	Balance	Completion		
End date : 12/2018							
	1408 Management Improvement	125,500	5,980	119,520			
	1410 Administration	128,964	128,964	-			
	1430 Fees and Costs	300,000	18,340	281,660			
	1460 Dwelling Structures	310,726	50,079	260,647			
	1475 Non-Dwelling Structures	110,000		110,000			
	1495 Relocation Costs	45,000		45,000			
	1503 RAD-CFP	159,452	146,278	13,174			
	1504 RAD Investment Activity	110,000	27,497	82,503			
		1,289,642	377,138	912,504	29%		
Replacement Housing Factor Funds						Obligated in	
		Authorized	Draws	Balance	% Complete	ELOCCS	
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014							
Obligation Date:							
Term Date:							
	1410 Administration	17,051	-	17,051			
	1499 Development Activity	99,771	9,968	89,803			
	1501 Collateral Exp/Debt serv	167,360	166,135	1,225			
		284,182	176,103	108,079			
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015							
Obligation Date:							
Term Date:							
	1499 Development Activity	218,757	0	218,757	0%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016							
Obligation Date:							
Term Date:							
	1499 Development Activity	225,533	0	225,533	0%		
TOTAL RHF FUNDS		728,472	176,103	552,369	24%		
TOTAL CAPITAL GRANTS		2,018,114	553,241	1,464,873	27%		

Spartanburg Housing Authority					
Grant Programs					
Period Ending May 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	373,718	34,282	
	1268 - Training Costs	12,000	3,808	8,192	
	1868 - Administrative Costs	60,000	52,335	7,665	
		480,000	429,861	50,139	
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	69,694	39,670	
SC16HS04003					
Service Coordinator Multifamily (\$527,136)		Term Date: 12/31/2016			%
FUND 582		Budget	Drawn	Balance	Completion
	1010 - Salary	391,514	382,523	8,992	
	1020 - Fringe Benefits	72,034	68,511	3,523	
	1040 - Quality Assurance	8,405	8,405	-	
	1045 - Training	7,704	7,704	-	

Spartanburg Housing Authority					
Grant Programs					
Period Ending May 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	6,621	501	
	1070 - Indirect Costs	3,152	3,152	-	
		527,136	513,855	13,281	
YOUTH BUILD (\$994,474)				Obligation Date: 1/1/2016	
FUND 22		Term Date: 4/30/2019			
	SUMMARY	Budget	Drawn	Balance	
	PERSONNEL	359,143	124,029	235,114	
	FRINGE BENEFITS	146,393	37,219	109,174	
	TRAVEL	7,000	5,566	1,434	
	EQUIPMENT	5,707	2,016	3,691	
	STUDENT WORK SUPPLIES	115,306	44,646	70,660	
	CONTRACTUAL	50,000	3,298	46,702	
	OTHER	310,925	104,444	206,481	
	TOTAL DIRECT	994,474	321,218	673,256	
	INDIRECT	-	-	-	
	TOTALS	994,474	321,218	673,256	
FACE FORWARD (\$999,923)				Obligation Date: 7/1/2013	
FUND 22		Term Date: 9/30/2016			
	SUMMARY	Budget	Drawn	Balance	
	PERSONNEL	209,998	209,998	-	
	FRINGE BENEFITS	75,600	75,600	-	
	TRAVEL	6,400	6,400	-	

Spartanburg Housing Authority					
Grant Programs					
Period Ending May 31, 2017					
	SUPPLIES	36,338	32,135	4,203	
	CONTRACTUAL	26,000	26,000	-	
	OTHER	545,595	415,257	130,338	
	TOTAL DIRECT	899,931	765,390	134,541	
	ADMIN -10%	99,992	99,232	760	
	TOTALS	999,923	864,622	135,301	
	Total Money Remaining for all Grants			1,140,940	



Monthly Reports:

Asset Management

Jessica M. Holcomb

Board of Commissioners Meeting

Tuesday, June 27, 2017

June 27, 2017

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

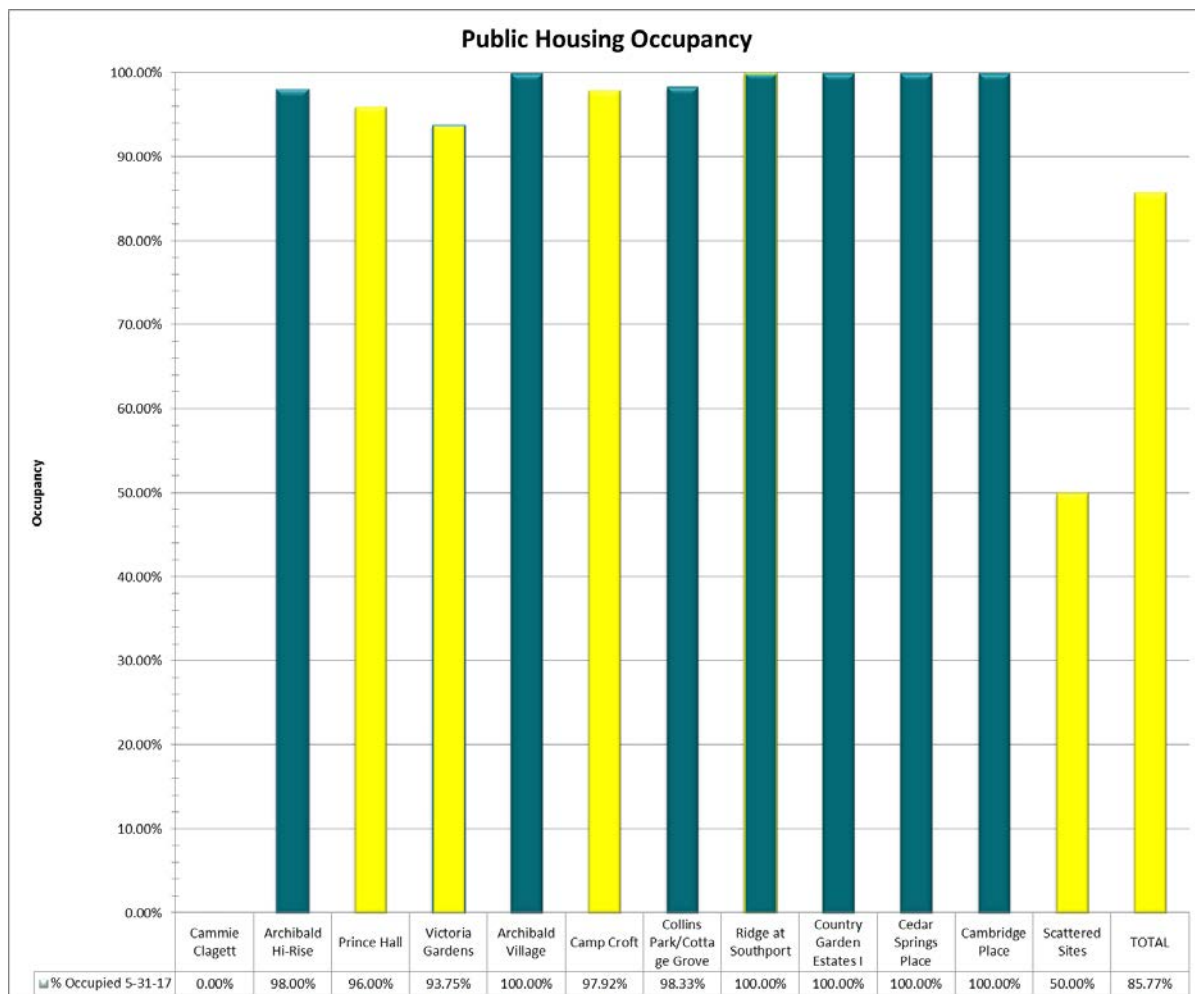
ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—MAY 2017

CONTACT PERSON:

Jessica Holcomb
Deputy Director
864-598-6023

OCCUPANCY

The occupancy rate at the end of May 2017 for all of our Public Housing is 85.77% or 15 (102) vacant units. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 97.91%. The HUD required minimum occupancy rate is 98%. SHA has received notice from HUD authorizing the disposition of Cammie Clagett. HUD has been contacted to implement the system mechanisms necessary to permit SHA to remove these units from inventory.

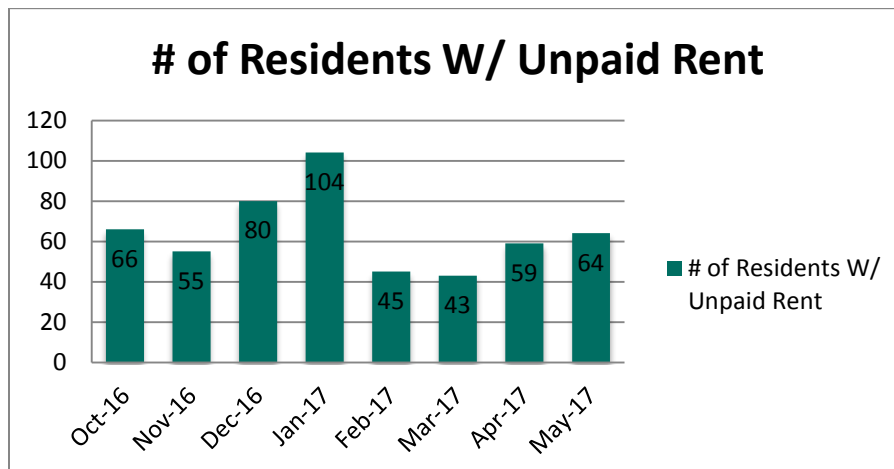


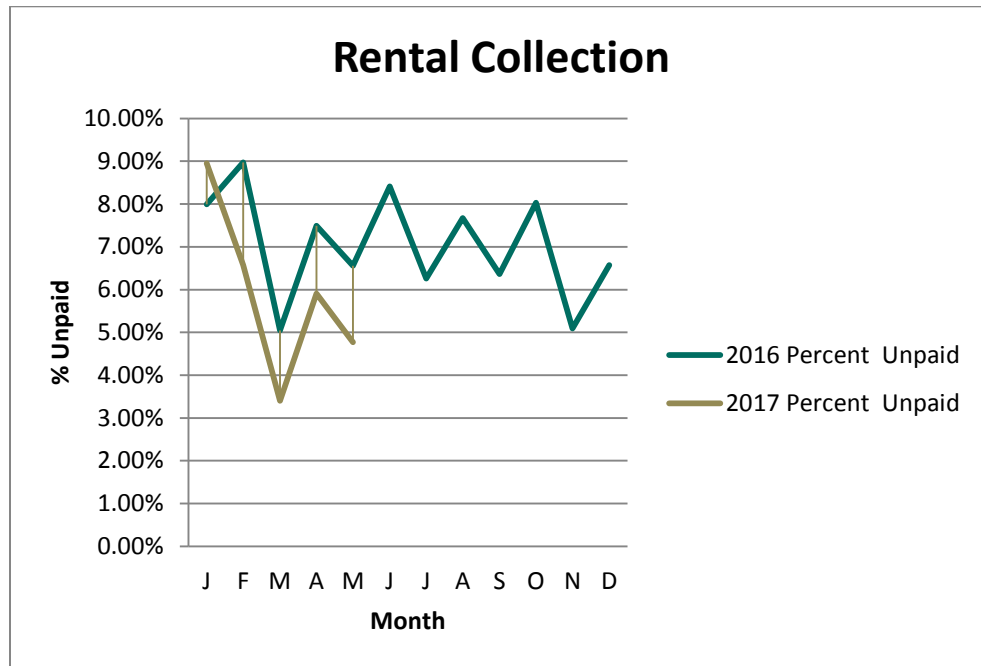
TENANT ACCOUNTS RECEIVABLE REPORTS:

The tenant accounts receivable rate at the end of May 2017 is 92.85% for all public housing properties and 95.22% for all SHA managed properties. A total of 4.77% of rent went uncollected from 64 residents.

RENT ANALYSIS REPORT FOR MAY 2017								
Property	CHARGED	COLLECTED	% COLLECTED	# of Tenants Not Paid	% of Tenants Not Paid	AGED TENANT ACCOUNTS RECEIVABLES		
						ACTIVE	INACTIVE	TOTAL
Camp Croft	\$ 21,231.00	19,837.83	93.44%	17	18%	\$ 1,092.10	2,926.91	\$4,019.01
Archibald Village	12,630.00	12,553.00	99.39%	4	8%	339.50	1,878.87	\$2,218.37
Archibald Rutledge	36,846.00	35,016.96	95.04%	7	5%	494.77	598.00	\$1,092.77
Scattered Sites	5,042.00	5,043.00	100.02%	1	13%	(545.19)	-	\$(545.19)
Prince Hall	10,116.00	8,377.10	82.81%	15	15%	1,868.04	1,522.95	\$3,390.99
Victoria Gardens	15,826.38	13,289.89	83.97%	20	25%	5,631.56	5,758.96	\$11,390.52
Cambridge Place/Brawley	1,814.75	1,983.00	109.27%	0	0%	(69.98)	-	\$(69.98)
Public Housing Total	103,506.13	96,100.78	92.85%	64	13%	8,810.80	12,685.69	\$21,496.49
Page Lake	3,038.00	3,038.00	100.00%	0	0%	(18.00)	-	\$(18.00)
JC Bull	25,833.00	26,114.15	101.09%	0	0%	(122.38)	(990.00)	\$(1,112.38)
Spartanburg Leased Housing	9,273.00	9,481.00	102.24%	0	0%	(356.84)	-	\$(356.84)
Liberty	2,207.00	2,207.00	100.00%	0	0%	15.00	-	\$15.00
Appian	712.00	712.00	100.00%	0	0%	(827.00)	-	\$(827.00)
Total	\$ 41,063.00	\$ 41,552.15	101.19%	0	0%	(1,309.22)	(990.00)	\$(2,299.22)

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





Respectfully Submitted, Jessica M. Holcomb
Jessica Holcomb, Deputy Director
The Housing Authority of the City of Spartanburg



Monthly Reports:

Development

Joseph Jackson

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE
MONTH OF MAY 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:

NCCER Certification

The Department of Labor facilitated a session on May 2-4 to prepare selected staff to receive certification for The National Center for Construction Education and Research (NCCER). This certification will initially serve YouthBuild by providing three instructors that can administer the assessments and craft training to the students as a part of the core curriculum. Once the students receive their certification and card they will have the opportunity for job placement at almost any construction site. SHA will explore other options for utilizing these credentials.

Northside Development

I continued to participate in the weekly call with the Northside to discuss the 78 RAD units. The group submitted the 4% tax credit application to the South Carolina State Housing Finance and Development Authority. They continue to apply for other sources of funds and secure those that have committed to the project.

NAHRO Mixed Finance Development Seminar

I attended the Introduction to Mixed Finance Development for Public Housing Authorities in Fort Worth, Texas on May 15-16. This seminar provided a basic guide and information on how to manage a mixed finance development. We discussed the four major components of mixed finance development which are: 1) Development Notion and Feasibility; 2) Contracts and Financing; 3) Construction; 4) Asset Management. The purpose of RAD and the use of it by PHA's was another highlight of the seminar.



141 Twin Creek

This is a scattered site house that SHA is in the process of selling. The lender required a few changes in order for the closing to take place. SHA did the following at the request of the lender: reroof house, installed new HVAC unit, installed new fascia, soffit, and gutters. A new damper was installed in the fireplace and the entire house was painted. SHA is anticipating a closing within the next 30-45 days.

Respectfully Submitted, _____
Joseph Jackson, Deputy Director, Capital Funds and Development
The Housing Authority of the City of Spartanburg



Monthly Reports:

Capital Funds

Joseph Jackson

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

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

OVERVIEW:

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

Replacement Housing

SHA received notification from HUD regarding. The extension of RHF grants SC16R003502-15 and SC16R003502-16. These funds have been obligated to the replacement of the 78 RAD units.

Capital Funds

Under the Capital Fund Grant SC16P003501-16, SHA dispersed \$44,003.91 in the month of May. The funds were dispensed for management improvements, inspections at three sites, and site work at Prince Hall.



Table 1

Replacement Housing Factor	Grant No. SC16R003502-14				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$284,182	10/29/2016	10/29/2019	\$176,103.22		\$108,078.78
Replacement Housing Factor	Grant No. SC16R003502-15				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$218,757	4/12/2020*	4/12/2022			\$218,757
Replacement Housing Factor	Grant No. SC16R003502-16				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$225,533	4/12/2021*	4/12/2023			\$225,533
Capital Fund Program	Grant No. SC16P003501-16				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,289,642.00	4/12/2018	4/12/2020	\$159,452.28	\$377,138.28	\$912,503.72

*Approved extension deadlines from HUD

Respectfully Submitted, _____
 Joseph Jackson, Deputy Director, Capital Funds and Development
 The Housing Authority of the City of Spartanburg



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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

GENERAL DEPUTY ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

Mr. Terril Bates
Executive Director
Spartanburg Housing Authority
2271 S. Pine Street
Spartanburg, SC 29302

Dear Mr. Bates:

This is in response to your letter of January 23, 2017, on behalf of the Spartanburg Housing Authority's (SHA) request for a 48-month extension to obligate its Capital Fund Formula grant, due to the time required to fully comply with the Rental Assistance Demonstration (RAD) requirements. However, according to a June 26, 2015 *Federal Register* notice (80 Fed. Reg. 36830) and §1.5(A) of PIH Notice 2012-32, REV-3 ("RAD Notice"), HUD will only extend a PHA's obligation end date for Capital Funds to be used in a RAD conversion for up to five years from the point when Capital Funds became available to the PHA for obligations. Thus, HUD considered a 36-month extension rather than a 48-month extension. The SHA requests an extension for the following grants: SC16R00350215 and SC16R00350216.

Overview of the Statutory and Regulatory Requirements

Section 9(j) of the United States Housing Act of 1937 (the Act), as amended, establishes periods for the obligation and expenditure of Capital Fund grant. The statute requires that 90 percent of the grant funds be obligated within 2 years and that all grant funds be expended within 4 years from the date that funds are made available. On November 25, 2013, a Capital Fund Final Rule at 24 CFR 905.306 (formerly 24 CFR 905.120) became effective and includes the Act's requirements and the ability of the Secretary or Deputy Secretary (now delegated to the Assistant Secretary) to grant time extensions of the obligation deadline, but only in very limited circumstances. Per section 9(j)(2)(A) of the Act and section 905.306(d), an obligation extension may be granted for such a period the Secretary determines is necessary, for one of the following reasons:

1. Litigation;
2. Delay in obtaining approvals from the Federal Government or a state or local government that is not the fault of the PHA;
3. Compliance with environmental assessment or abatement requirements;
4. Relocating residents;
5. An event beyond the control of the PHA; or
6. Any other reason established by the Secretary in a notice in the *Federal Register*. In a notice published June 26, 2015, at 80 *Federal Register* 36830, HUD indicated that it will extend the obligation end date for Capital Funds used in a RAD conversion for up to five years from the point when Capital Funds became available to the PHA for obligation.

Or, per section 9(j)(2)(C) of the Act and 24 CFR 905.306(c), an obligation extension may be granted for a period not to exceed 12 months, if the reason for requiring an extension is based on one of the following:

1. The size of the PHA;
2. The complexity of the Capital Fund program of the PHA;

3. Any limitation on the ability of the PHA to obligate amounts allocated for the PHA from the Capital Fund in a timely manner as a result of state or local law; or
4. Any other factors as the Secretary determines to be relevant.

Obligation Extension Request for Capital Fund and RHF Grants

Your letter provides a justification for an extension based on the reasons permitted by the Act and the regulations at 24 CFR 905.306(d)(6), specifically, for any other reason established by the Secretary in a *Federal Register* notice. The SHA has entered into a Commitment to enter into a Housing Assistance Payments (CHAP) contract with the RAD program, making it an approved RAD participant. RAD conversions are often complex and can take considerable time to complete. Therefore, Janet Golrick, Acting Deputy Secretary for the Department of Housing and Urban Development has approved pursuant to the authorities described above, an obligation end date extension for the grant listed below, in light of the approval of the SHA's CHAP for RAD. The approved dates are as follows:

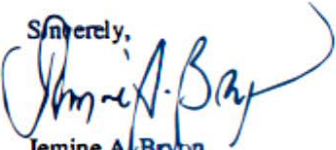
Capital Fund Formula Grant	Authorized Amount	Current Obligation End Date	Revised Obligation End Date	Revised Expenditure End Date
SC16R00350215	\$218,757	4/12/2017	4/12/2020	4/12/2022
SC16R00350216	\$225,533	4/12/2018	4/12/2021	4/12/2023

Expenditure Deadline for Capital Fund and RHF Grants

The SHA has until the revised expenditure end date in the table above to expend 100 percent of the grant. The Act and regulations do not provide for extensions of the expenditure deadlines. Consequently, if the SHA is unable to expend and use 100 percent of the funds by the expenditure deadline, all funds not disbursed by the deadline will be recaptured.

A copy of this letter has been provided to Eric Bickley, Director, Office of Public Housing in HUD's Field Office. If you have additional questions or concerns, please contact Ivan Pour, Director of HUD's Office of Capital Program Division, at 202-402-2488.

Thank you for your interest in the Department's programs.

Sincerely,

Jemine Al-Bryon
General Deputy Assistant Secretary
for Public and Indian Housing

cc: Eric Bickley, Director, Office of Public Housing



Monthly Reports:

Human Resources

Shannell Hardwick

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON HUMAN RESOURCES STAFFING ACTIVITIES FOR THE
MONTH OF MAY 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, a Director of Finance and a Youth Build Program Case Manager.

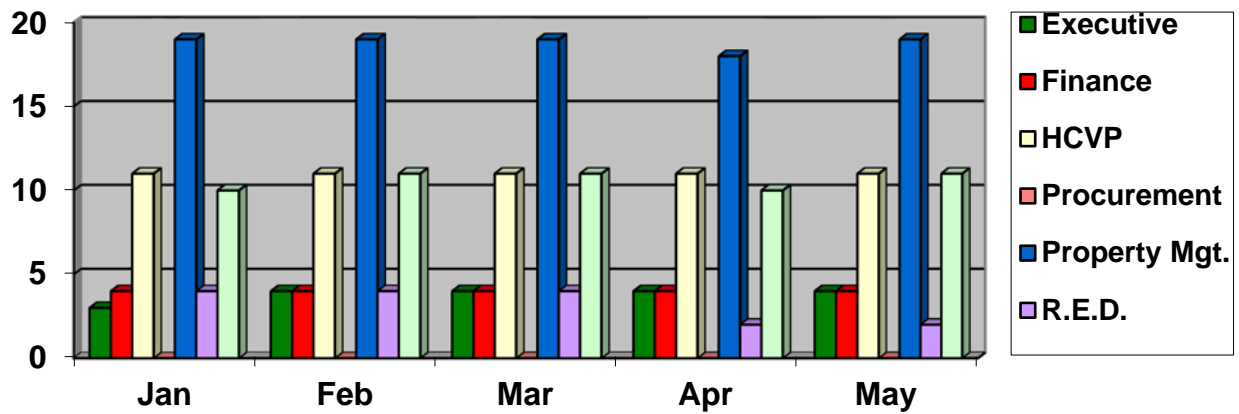
The following chart summarizes SHA's employee staff count, by department, and any temporary/contracted employees that we have procured.



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STAFF COUNT

(May 2017)



<u>DEPT.</u>	<u>FTE</u>	<u>TEMP</u>	<u>CONTRACT</u>
Executive	4	0	1
Finance	4	0	1
HCVP	11	0	0
Property Mgt.	19	4	0
R.E.D.	2	0	0
Resident Services	11	0	0

TOTAL FULL-TIME EMPLOYEES: 51
TOTAL TEMP/CONTRACT EMPLOYEES: 6

NEW HIRE(S): 4
 HCVP - 1
 Property Mgt. - 2
 Resident Services - 1

TERMINATION(S): 3
 Property Mgt. - 3

RESIGNATION(S): 0

Respectfully Submitted, _____

Shannell Hardwick, Director of Administration
 The Housing Authority of the City of Spartanburg



Monthly Reports:

Community and Supportive Services

Shannell Hardwick

Board of Commissioners Meeting

Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON RESIDENT SERVICES DEPARTMENT ACTIVITIES FOR
THE MONTH OF MAY 2017**

CONTACT PERSON:

Shannell Hardwick
Director of Administration
864-598-6084

SUMMARY:

This report details activities, of the Resident Services Department, for the month of May 2017.

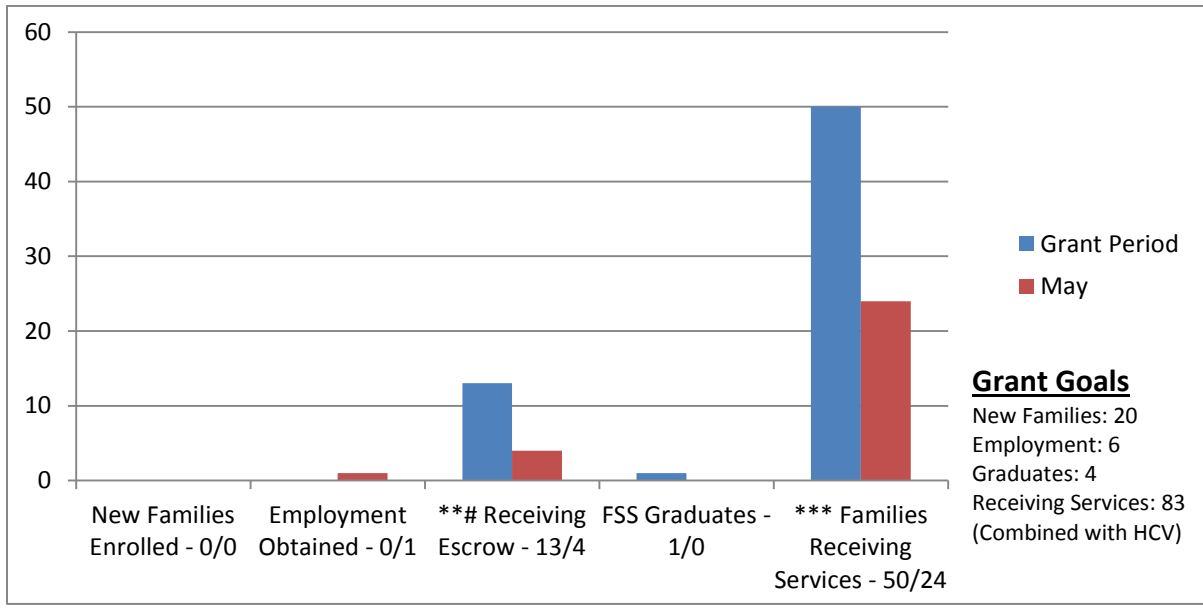
The Born Learning Centers hosted a “Mommy & Me Brunch” which generated greater participation at the centers. There will be on-going activities to keep residents engaged with this initiative.

A monthly meeting, of the Resident Councils, is facilitated by the Executive Director: Archibald has a very active council engaged in a variety of fundraising and service activity for their residents; Prince Hall does not currently have a Resident Council; Camp Croft has an inactive Resident Council; and Victoria Gardens has a council who expresses interest in supporting community activities, including summer lunch. SHA will continue to work with residents to strengthen the development of the councils.

During the month of May, the Director of Administration attended a Nan McKay training covering the Family Self Sufficiency program. This training provided the resources needed to support program administration and compliance.



PUBLIC HOUSING FSS PROGRAM
Grant Period Totals to the end of April 2017, with May 2017 Additions
(Grant Period runs from 1/1/17 to 12/31/17)

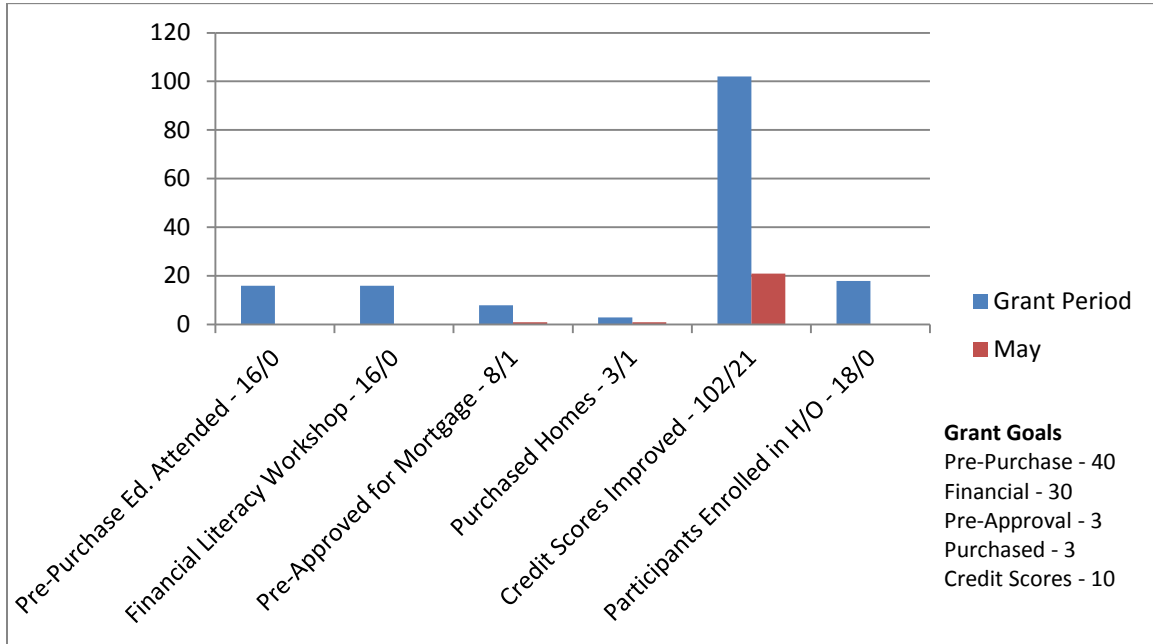


****This column indicates that 4, of the 13 escrow accounts opened during the grant cycle, received escrow funds, during the month of May 2017.**

*****This column indicates that 24, of the 50 families enrolled, participated in FSS service(s) offered, during the month of May 2017.**

HOMEOWNERSHIP PROGRAM:

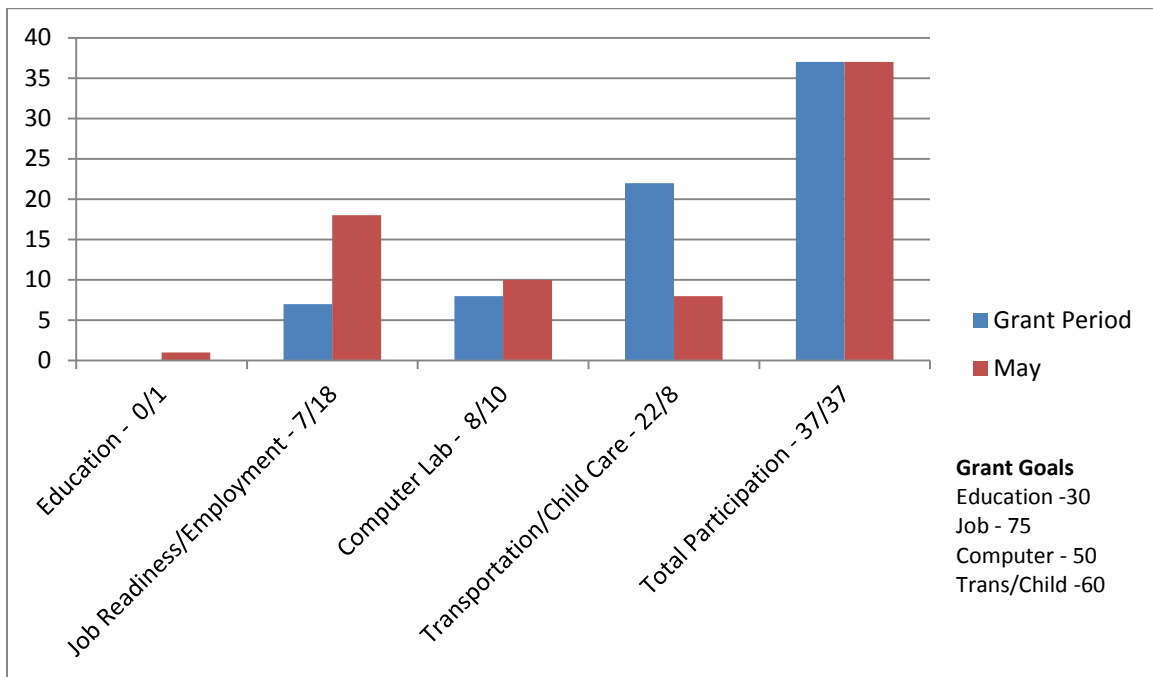
Grant Period Totals to the end of April 2017, with May 2017 Additions
(Grant Period runs from 8/28/16 to 8/27/17)



- The Coordinator is working with five families, currently in scattered-sites, to improve their credit scores to purchase their current residence
- Twenty-one participants improved their credit scores, by at least one point, this month
- The Coordinator counseled 20 residents on home ownership
- One participant purchased a home

CONNECTIONS PROGRAM:

Grant Period Totals to the end of April 2017, with May 2017 Additions
(*Grant Period runs from 3/24/17 to 3/24/18)



- Eighteen residents received help with completing job applications/resumes, career counseling and/or gathering needed information needed to enroll in training courses
- Eight residents were assisted with planning for transportation/childcare needs, in an effort to gain employment
- Ten residents used the computer lab to research/apply for jobs, gather information about vocational training classes enrollment and/or do homework for enrolled classes



ELDERLY AND DISABLED COORDINATOR PROGRAM:

The Elderly and Disabled Coordinator staff hosted multiple, routine workshops and activities, during the month of May, to include:

- **Daily**: Computer Lab, Walk-In appointments and referrals for health care, general care and advocacy services
- **Weekly**: Blood Pressure Clinics, Basic Adult Education and Bible Study classes
- **Bi-Weekly**: Shopping Excursions
- **Quarterly**: SHA CA\$H store

Special Programs offered during the month included:

- Fish Fry sale by Resident Council – over \$200 raised
- Residents were transported to CC Woodson and assisted with getting their Senior Farmers Market vouchers
- Spartanburg Parks and Recreation did a program, regarding their services for Seniors

Respectfully Submitted,

Shannell Hardwick, Director of Administration
The Housing Authority of the City of Spartanburg



Monthly Reports:
Housing Choice Voucher
Tiffany Askew

Board of Commissioners Meeting
Tuesday, June 27, 2017



June 27, 2017

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF APRIL 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.

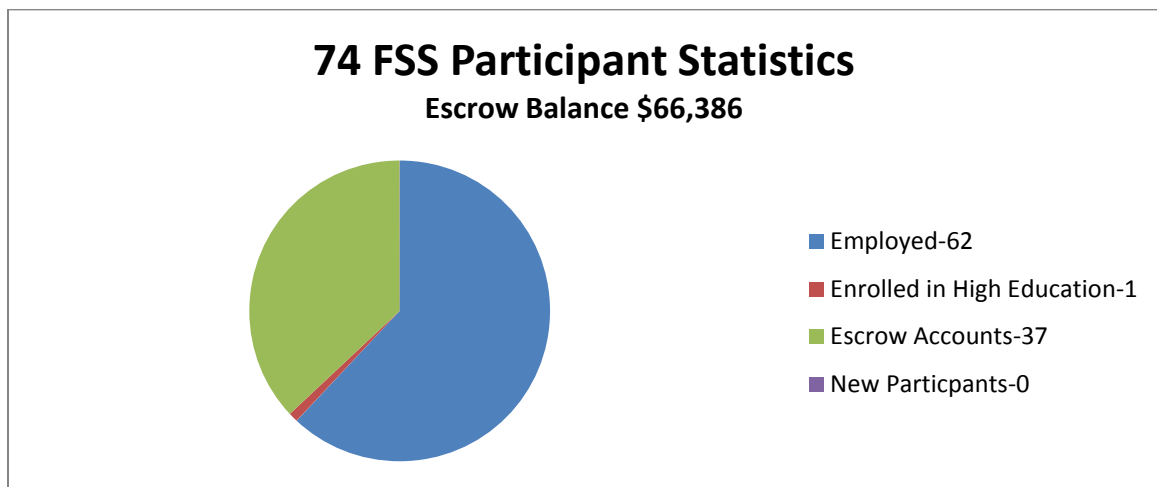


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**HOUSING CHOICE VOUCHER PROGRAM
STATUS REPORT
May 2017**

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.	98%	95% - 100%
	97%	
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants # of HUD required slots <small>*Total includes RAD participants, who were previous public housing families.</small>	71*	80% or more
	17	
FSS Escrow Accounts	34%	30% or more

2. HCV Family Self-Sufficiency Program



*One FSS Participant graduated from the program and received an escrow check for \$4356.00.



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	1691	99%
Project Based Vouchers	232	225	96%
Voucher Total	1952	1916	98%
Mod Rehab	228	205	89%
RAD	338	249	73%
TBRA	12	3	25%

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	\$726,595	\$786,188	\$799,304	(\$72,709)	(\$59,593)
Mar	\$924,804*	\$891,100	\$891,338	\$33,466	\$33,704
Apr	\$924,804	\$913,117	\$892,920	\$31,884	\$11,687
May	\$963,928	\$945,541	\$909,441	\$54,484	\$18,387
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
Total					

*Includes RAD funding

5. Homeownership

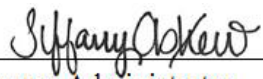
Current # of Participants	30
Total Homeownership Information Request Received for the month	4
Total Closings for the month	0



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6. Summary for May 2017

The Housing Choice Voucher Program's cumulative budget utilization is 98.0%. The current monthly lease up rate is 94%, which includes the RAD units. The HCV program lease up rate is 98%. We are working with the RAD properties on leasing to increase the rate. All waiting lists for the RAD properties, with the exception of Frank Gooch, are open for applications. We currently have eighteen (18) applications approved for move in at the RAD properties. For both the HCV and RAD programs, there were forty-six (46) move ins and sixteen (16) move outs this month. In the HCV program, eleven (11) vouchers were issued and twenty-seven (27) families are currently searching for housing. Fifteen (15) vouchers expired. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. The HCV Department is currently working to continue to increase leasing within the HCV program, the PBV and MOD Rehab programs to ensure that the program meets HUD requirements. The Tenant Based Rental Assistance Program (TBRA) has three (3) participants and currently has thirteen (13) veterans searching for housing.

Respectfully Submitted, 
Tiffany Askew, HCV Program Administrator
The Housing Authority of the City of Spartanburg



Monthly Reports:

RAD

Cindi Herrera

NO REPORT

Board of Commissioners Meeting

Tuesday, June 27, 2017