SPARTANBURG
HOUSING AUTHORITY

AGENDA AND NOTICE

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY

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Spartanburg Housing Authority
Regular Board Meeting
Tuesday, November 20, 2017
04:00 P.M.

NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled Board of Commissioner's meeting at 04:00 P.M. Tuesday, November 20, 2017, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302. In addition, the December monthly Board of Commissioner's meeting is cancelled.

AGENDA

CALL MEETING TO ORDER

I. Moment of Silence

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes—Regular Board Meeting September 26, 2017

V. Commission Comments

VI. Public/Staff Comments

VII. Special Presentation - Cindi Herrera

1. Resolution #2017-50 – Approval of Early Start Agreement (NHP)

VIII. Information Item- SEMAP- T. Askew

IX. Action Items and Resolutions

1. Resolution #2017-51 – SEMAP Certification
2. Resolution #2017-52 – Finance Policies
3. Resolution #2017-53 – Green Earth Partners – Change Order #3
4. Resolution #2017-54 – Maintenance Contract – Victoria Gardens
5. Resolution #2017-55 – Utility Allowance Updates- Asset Management

X. Monthly Reports

1. CEO Report (Ms. Bates)
2. Finance (Angela Leopard)
3. SHA Program Dashboard

XI. Adjournment

SPARTANBURG
HOUSING AUTHORITY

Approval of Minutes – Regular Board Meeting October 24, 2017

Board of Commissioners Meeting
Tuesday, November 20, 2017

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

MOMENT OF SILENCE: ***- observed***

PRESENT: Chuck White, John O. Fairey, Jr., Bryant Boyd*, Andrew Poliakoff, Brenda Thomas, Matthew Myers, Molly Talbot-Metz

ABSENT: None

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

Chairman Charles White called the meeting to order at 4:27 PM with a moment of silence.

**Commissioner Boyd arrived at 4:32 PM.*

APPROVAL OF THE AGENDA:

Commissioner Talbot-Metz made a motion to approve the agenda with an amendment, moving Resolution #2017-44 to follow the approval of minutes of the Special Board Meeting for October 4, 2017. The motion was seconded by Commissioner Poliakoff and unanimously carried.

APPROVAL OF THE PREVIOUS MEETING MINUTES:
A motion to approve the minutes of the September 26, 2017 regular Board of Commission meeting was made by Commissioner Thomas, seconded by Commissioner Talbot-Metz, and unanimously carried.

A motion to approve the minutes of the October 4, 2017 special Board of Commission meeting was made by Commissioner Thomas, seconded by Commissioner Talbot-Metz, and unanimously carried.

ACTION ITEM:
1) RESOLUTION NO. 2017-44
Terril Bates, CEO, presented the resolution.

RESOLUTION NO. 2017-44
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
October 24, 2017

A motion to approve **Resolution 2017-44** was made by Commissioner Talbot-Metz, seconded by Commissioner Thomas, and unanimously carried.

SPECIAL PRESENTATION:

The Stratford Capital Group, LLC presented the conceptual plan of the mixed-development project on the Northside. The Housing Authority's role in the development is the management of 78 RAD vouchers.

Agenda Amendment:
Commissioner Talbot-Metz made a motion to amend the agenda to delay the Executive Session until 5:15 PM. The motion was seconded by Commissioner Fairey, and unanimously carried.

Commission Comments:
Chairman White stated he would like for Board members to share a report of good news going forward during this portion of the agenda.

Commissioner Myers stated that the Board's first Finance Committee meeting took place on Monday, October 23rd.

Commissioner Talbot-Metz asked who the members of the Finance Committee were. Commissioner Myers stated Commissioner Fairey, Commissioner Poliakoff, Angela Leopard and himself.

Commissioner Boyd stated that after the previous day's tornadoes, we all have good news that we are alive and well.

Chairman White reflected on the October 12th RAD Community Committee meeting. He thanked Board members Thomas, Lounds, and Talbot-Metz for being in attendance. He stated he was impressed with the engagement of the residents and saw that they are supportive of the RAD transition. He also acknowledged the attendance of City and school-district representatives.

Chairman White recapped last Friday's site visit from the HUD regional office. Along with staff members Tyrone Meadows and Tiffany Askew, Chairman White accompanied the HUD staff members on a tour of SHA7 properties and various community projects. The visit was a precursor to an impending visit by United States Secretary of Housing and Urban Development Ben Carson scheduled for November 6th.

Ms. Bates stated that during the visit, the City Manager had a conversation with the HUD officials regarding Norris Ridge. Ms. Bates stated that the City has agreed to provide documentation of their perspective about Norris Ridge to HUD. She stated the Housing Authority will not weigh-in until the City sends their official communication. Upon being asked for input from the HUD regional office, the Housing Authority will respond accordingly.

Chairman White asked for clarification to the location of Norris Ridge. Ms. Bates stated it is located behind the Thornton Community Center. She stated that SHA is the contract administrator for Norris Ridge and has no other leverage or authority beyond that designation.

Chairman White thanked the Board for their engagement in the structural changes to the Board. He stated that the role of the Finance Committee is to assist in the review of finances, and as SHA moves forward with RAD, the Committee will assist with contractual agreements that will be made. Chairman White also stated that he has asked Commissioner Boyd to become the resident authority in RAD. Commissioner Boyd will attend RAD functions and meetings. Chairman White thanked Commissioner Thomas for attending resident functions and meetings, and the expectation is that she will continue to do so and keep the Board informed. Chairman White stated that the Board will rely on Commissioner Emeritus Thomas Lounds, Jr. for his historical perspective.

Chairman White reiterated to the Board the importance of using devices provided by SHA for all SHA communication and to not use personal equipment or e-mail when communicating SHA business.

Chairman White stated he will be attending the NAHRO Conference in Pennsylvania this week and will report back to the Board what he learns. His stated focus will be to learn more about RAD.

Chairman White stated there will be a Lunch and Learn for the Board on November 9th to focus on RAD. Commissioner Thomas and Commissioner Myers both had the Lunch and Learn date as November 1st. Ms. Bates stated there was enough information to discuss to have both days and the Board agreed to meet on both November 1st and 9th.

Commissioner Emeritus Lounds stated that at the RAD Community Committee meeting, Wofford College representatives there offering their services to support residents. Ms. Bates acknowledged Dr. Cynthia (Cissy) Fowler, Associate Professor, and the students from Wofford College who were in attendance.

Commissioner Myers gave a brief synopsis of his meeting with the NHP, developers for the RAD transition for Archibald Rutledge, Prince Hall, and Camp Croft. He stated NHP representatives were very impressive and they gave a strong impression of having concern for the residents and their well-being.

Chairman White acknowledged Commissioner Talbot-Metz as the new Vice-Chairperson of the Board.

PUBLIC/STAFF COMMENTS:

Ms. Bates stated that information about NAHRO and PHADA has been sent to the Board. She encouraged the Board to attend one of the meetings held by NAHRO and PHADA to provide a perspective of the Housing Authority business.

Ms. Bates advised the Board that as a result of the tornadic activity on yesterday, Archibald Rutledge was without electricity for the remainder of the day. Staff was on-site until 1:00 AM and served meals to the residents. At 4:00 AM maintenance was on-site to restore electricity to the building. Prince Hall apartments still remain without power, with the expectation of power being restored around midnight. Residents have received emergency shelter information along with arranged transportation.

Ms. Bates stated there was a REAC inspection for Prince Hall scheduled for Wednesday, October 25th.

Since SHA would automatically fail inspection if there was no power on-site, Ms. Bates stated the prudent thing to do was to cancel the inspection and seek to reschedule.

Ms. Bates stated that none of the other properties were impacted as much with the exception of fallen trees and limbs. Staff spent the day attending to those needs.

Ms. Bates introduced Karon Pilgrim. Effective January 2018, Karon will manage the Board Packet and Board Minutes.

Ms. Bates again acknowledged the Wofford students in attendance and asked them to introduce themselves.

EXECUTIVE SESSION:
Chairman White called for an Executive Session is to discuss a matter pertaining to real-estate, pursuant to Section 30-40-70 (a) (2) of the South Carolina Code.

A motion to enter Executive Session was made by Commissioner Poliakoff and seconded by Commissioner Boyd, and unanimously carried. The Board entered Executive Session.

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

Chairman White stated that no decision had been made during Executive Session.

Chairman White stated as part of one-on-one discussions with Board members, it was agreed that going forward, action items will not be read. The expectation is that Board members will have previously reviewed them and present any questions during the meeting.

ACTION ITEMS:
2) RESOLUTION NO. 2017-45
Ms. Bates gave a brief review of the resolution.

RESOLUTION NO. 2017-45
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
October 24, 2017

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

Staff recommends adoption of Resolution No. 2017-45, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the fourth quarter of Fiscal Year 2017 (July

1, 2017 – September 30, 2017) in the amount of $18,906.37. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Commissioner Myers asked what is the percentage of the write-offs is based on tenant rents. Ms. Bates stated less than 2% and, if the number of residents who qualify for no rent payment is factored in, less than 1%.

Commissioner Myers asked what percentage of the write-offs is from the total of collection of rent from the tenants, not from the government. Ms. Bates stated tenant rent is not just based on tenants who have a bill for rent. It also includes those who receive a check from the Housing Authority paid to the tenant who has a negative monthly amount due for rent.

Chairman White asked why the total for uncollected rent at Victoria Gardens is so high. Ms. Bates stated that Victoria Gardens has been historically hard to collect rent. It has a high number of larger families, and a low number of people who pay rent. The write-off amount includes rent and fees for damages to units. The cost of damage to some units is higher at this property due to the units having larger number of bedrooms. She also stated that management of the property has become better and the collection of rent has improved.

A motion to approve **Resolution 2017-34** was made by Commissioner Talbot-Metz, seconded by Commissioner Boyd and the motion was unanimously carried.

3) RESOLUTION NO. 2017-43

Ms. Bates gave a brief review of the resolution.

RESOLUTION NO. 2017-43
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
October 24, 2017

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Spartanburg adopts an amendment to Resolution 2017-43 to reflect a correction in verbiage, that Douglas-Schaumber is the fee developer to whom Victoria Gardens has been awarded. Amend the table in the resolution to reflect the scoring.

Development Team Evaluation Score	
Douglas & Schaumber Development	416
NHP Foundation	393
Spartanburg Housing Partners	380
Hunt-Pennrose-Tapestry Developers	349
PIHRL-Buckeye Community HOPE Foundation	306
SE Clark and Associates	255
Community Preservation Partners	203
The Benoit Group	Withdrew

RECORDING OFFICER'S CERTIFICATION
I, Charles White, the duly appointed Chairman of The Housing Authority of the City of Spartanburg, do hereby certify that this resolution was properly adopted at a regular meeting of The Housing Authority of the City of Spartanburg, held on October 24, 2017.

A motion to approve **Resolution 2017-43** was made by Commissioner Talbot-Metz, seconded by Commissioner Thomas, and unanimously carried.

4) RESOLUTION NO. 2017-47

Ms. Bates gave a review of the resolution.

Commissioner Myers asked is the values were market values as is. Ms. Bates stated they are.

Commissioner Myers stated that the value of the repairs were considered the appraisal should be higher. Ms. Bates stated that at a higher value the residents would not qualify for the loan. Commissioner Myers asked why the residents would not qualify. Ms. Bates stated the residents are barely eligible for approval at the current value. Ms. Bates stated the cost of repairs is significant and that she has spoken to HUD with regard to shifting the repair conditions to the buyer by offering a financial incentive. Commissioner Lounds stated his concern would be that the buyer would not utilize the incentive to make the repairs. Ms. Bates stated that a condition for the incentive to be used for repairs would be made in the loan agreement.

Commissioner Myers asked if the Housing Authority would be paying for the repair incentive after the reduction in price. Ms. Bates stated that the loan amount is the loan (Commissioner Fairey stated the buyer is getting a 100% loan), and the reduced sale cost would leave the remaining amount of the loan as the portion for repairs.

Commissioner Boyd asked about an alternative to not selling the homes. Ms. Bates stated the long-term residents do not want to move to another public housing property. SHA's responsibility would be to relocate the resident as part of the RAD transition. Commissioner Thomas asked if the homes were part of the scattered site properties. Ms. Bates stated they are.

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY
October 24, 2017

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

Staff recommends adoption of Resolution No. 2017-47, that the Board of Commissioners authorize the CEO to execute contracts for the sale of the following Sec 32 Homes:

370 Belcher Rd	$60,000
531 Pleasant Breezes Way	$54,000
414 Bellingham Dr	$70,000
222 Edenbridge Ln	$40,000

A motion to approve **Resolution 2017-47** was made by Commissioner Boyd, seconded by Commissioner Thomas, and unanimously carried.

5) RESOLUTION NO. 2017-48

Ms. Bates presented the resolution.

RESOLUTION NO. 2017-48
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
October 24, 2017

Adopted this 24th day of October, 2017

A motion to approve **Resolution 2017-48** was made by Commissioner Myers, seconded by Commissioner Boyd, and unanimously carried.

6) RESOLUTION NO. 2017-49

Ms. Bates presented the resolution.

Commissioner Fairey asked the Board if the word "all" could be removed in item four of the resolution because it may not be possible for a Board member to make all Board meetings. Ms. Bates stated that the By-Laws already have an attendance clause.

A motion to approve an amendment to Resolution 2017-49 was made by Commissioner Fairey to remove the world "all" in item #4, seconded by Commissioner Talbot-Metz.

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY
October 24, 2017

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

Authorizes the amendment and adoption of Resolution No. 2017-49 to revise the By-Laws of
The Housing Authority of the City of Spartanburg to include:

A motion to approve **Resolution 2017-49** was made by Commissioner Poliakoff with the amendment to remove the word "all" in item #4, seconded by Commissioner Fairey, and unanimously carried.

INFORMATION ITEMS:

1. McNair Agreement
Terril Bates gave brief remarks.

2. YB Grant Memo
Terril Bates gave brief remarks.

Commissioner Talbot-Metz asked how many employees are in the YouthBuild program. Ms. Bates stated three employees, along with contracted hours for Tyrone Meadows, and the new vendor that is assuming the Construction Supervisor position.

Commissioner Myers asked if Doug Kissel was the grant writer. Ms. Bates stated she wrote the grant and Mr. Kissel edited and submitted the grant, along with providing the comments from the Department of Labor's review about the point system used to score the grant submission.

MONTHLY REPORTS:

1. Chief Executive Office (Ms. Bates):
Ms. Bates provided highlights of her written report.

2. Finance (Angela Leopard):
Ms. Bates asked the Board for their pleasure in reporting the finances. Chairman White asked Commissioner Myers for his preference in reporting as he is the chairperson of the Finance Committee. Commissioner Myers suggested that the report represent a high-level view with Angela Leopard highlighting items that need to be known/or addressed.

Angela Leopard stated that changes to the previously presented Financial Dashboard should help to summarize the finances efficiently. Commissioner Talbot-Metz asked what changes were made to the dashboard. Commissioner Myers stated that the dashboard was not included in the Board packet, but reviewed in the Finance Committee meeting. Commissioner Myers stated that it is important that we have the dashboard due to the fiduciary responsibility of the Board. Ms. Bates stated for the next Board meeting, the dashboard can be presented with an amendment for this month's report. Commissioner Talbot-Metz stated for the next meeting, the Board can focus on reviewing the dashboard.

Commissioner Talbot-Metz asked if the finance committee can give an overview of their first meeting. Commissioner Myers stated that they discussed how public housing, HAP, MOD, Rehab, and Housing Choice Vouchers were all pass-through entities. Ms. Bates stated that Public Housing program is not a pass-through entity. Public Housing receives subsidy and tenant rent to operate the

property. Commissioner Fairey stated the majority of the time was spent getting an understanding of the financial structure of the agency.

Ms. Bates stated that a scheduled time to meet with the Finance Committee would be beneficial. Commissioner Myers stated that the third Tuesday of the month will be the standing day for the meeting, 11:00 AM – 12:00 PM. Commissioner Talbot-Metz stated she was pleased that there is a Finance Committee who is willing to interpret the finances to give the Board a better understanding.

Commissioner Myers stated the overarching thought is that the programs are running well with the things that the agency can control. There was some concern with raising the amount of funds the Housing Choice Voucher program receives, primarily with the reduction in funds received from HUD compared to our budgeted amount. Ms. Bates stated that HUD determines the proration and that the agency does not have any control of that determination. The publishing of the proration is currently on a continuing resolution until December. When it is published, the proration will be retroactive to January 1, 2017. Each year, the notice is normally published after the first quarter of the calendar year.

Commissioner Myers stated the finance committee spent some time thinking about how to increase the HUD money in Spartanburg. Ms. Bates stated unless the City or the County contributes to the Housing Authority so that it can house more families, the increase would not be able to happen.

Chairman White stated that this type of discussion is linked to the importance of having all Board members complete the Lead the Way training. He asked the Board for a commitment to have the training completed before the end of the year.

Ms. Bates thanked the Board for having a Finance Committee . This committee will be vital in the upcoming RAD transactions to make sure SHA's best interest is intact.

Programs Dashboard:
No verbal report was given. Board members did not have any questions with regard to the written report.

A motion to adjourn the meeting was made by Commissioner Talbot-Metz, second by Commissioner Boyd.

Ms. Bates reminded the Board that the November meeting is scheduled for November 21st.

Chairman White reminded the Board that the December meeting has been canceled.

Board unanimously voted to adjourn.

Meeting Adjourned at 6:50PM.

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

SPARTANBURG
HOUSING AUTHORITY

Special Presentation
Resolution # 2017-50

Approval of Early Start Agreement (NHP)

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY
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November 20, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Early Start Agreement for Developer, NHP Foundation
Resolution# 2017-50

RECOMMENDATION:
Authorize the CEO to execute an "Early Start" agreement with Developer, NHP Foundation for Fee Developer Services at Archibald Rutledge, Camp Croft and Prince Hall communities in an amount not to exceed $200,000.

CONTACT PERSON:

Terril Bates
CEO
864-598-6010

SUMMARY:

The SHA Board of Commissioners approved NHP as a Fee Developer by Resolution 2016-43 on September 26, 2017 for the repositioning of its public housing communities, generally incorporating the HUD, RAD (Rental Assistance Demonstration) Program. The fee developer will provide Architectural, Financial, Construction, and Property Management services. Resolution 2016-43 authorized the CEO to execute documents necessary for the creation of a related affiliate to serve as members of the General Partner for the owner entities to be formed for the properties.

BACKGROUND:

An RFP for Fee Developer Services was issued on July 18, 2017 with a closing date of August 10, 2018. There were eight responses. The submissions were scored by a panel including representatives from South State Bank; Northside Development Group; SHA; and the City of Spartanburg. Interviews were held with respondents who wished to participate on September 20th and 21st, 2017. NHP Foundation was one of the two developers chosen. They will work with the SHA, the Community at Large, Municipal interest, State and Federal funders, as well as investors. The SHA will have regular contact with the developers via the SHA Consultant, Cindi Herrera, the Deputy Director of Capital and Development and the CEO. There will be ongoing

information provided to the Board of Commissioners, as well as several actions requiring formal board approval.

FINANCIAL CONSIDERATIONS:

Funds for this project are committed in the SHA Capital Fund Grant approved by HUD. These funds do not impact other operations.

Respectfully submitted, _____

Terril Bates, CEO
The Housing Authority of the City of Spartanburg

SPARTANBURG
HOUSING AUTHORITY

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RESOLUTION NO. 2017-50
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 20, 2017

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

WHEREAS, SHA has four remaining properties for which it must prepare a redevelopment plan under RAD; and the Authority determined that a development partner was needed to assist with the redevelopment efforts of the remaining four properties and provide the necessary guarantees to finance the projects; and

WHEREAS, on June 13, 2017, the Authority issued a Request for Qualifications ("RFQ") seeking one or more development partners to redevelop various Public Housing Communities under the RAD Program; and, the Authority selected The NHP Foundation as a Development Partner; and

WHEREAS, it is imperative for the Developer to commence work on the Development immediately in order, among other reasons, to comply with deadlines associated with the Low-Income Housing Tax Credit Program and the RAD Program; and,

WHEREAS, in order to meet program deadlines, the Developer will be required to expend funds and effort for staff time, third party consultants and professional advisers, and the Authority is unwilling to support the same, without the certain assurances; SHA will authorize funds in an amount not to exceed $200,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution hereby approves an Early Start Agreement with The NHP Foundation as attached hereto.

RECORDING OFFICER'S CERTIFICATION

I, Charles White, the duly appointed Chairman of The Housing Authority of the City of Spartanburg do hereby certify that this resolution was properly adopted at a regular meeting of The Housing Authority of the City of Spartanburg held on November 20, 2017.

_____
Charles White, CHAIRMAN

ATTEST:

_____
SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2017-50
DATE ADOPTED: November 20, 2017

SPARTANBURG
HOUSING AUTHORITY

Information Item:

SEMAP Indicators

(Section Eight Management Assessment Program)

Tiffany Askew

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY
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November 20, 2017

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT: INFORMATION ITEM

SEMAP INDICATORS

CONTACT PERSON:

Tiffany Askew
HCV Administrator
864-598-6053

Background
The Housing Choice Voucher (HCV) program is required to submit a SEMAP (Section Eight Management Assessment Program) certification to HUD annually. This is a self –certification involving a prescribed number of file reviews. Below are the definitions of the fourteen indicators which are measured for this certification as well as associated scoring.

Indicator 1: Selection from the waiting list
Maximum Score: 15
This indicator shows whether the SHA has written policies in its administrative plan for selecting applicants from the waiting list and whether the SHA follows these policies when selecting applicants for admission from the waiting list.

Points are based on the percent of families that are selected from the waiting list in accordance with the SHA's written policies, according to the SHA's quality control sample.

Indicator 2: Rent reasonableness
Maximum Score: 20
This indicator shows whether the SHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units

Points are based on the percent of units for which the SHA follows its written method to determine reasonable rent and has documented its determination that the rent to owner is reasonable, according to the SHA's quality control sample.

Indicator 3: Determination of adjusted income
Maximum Score: 20
This indicator measures whether the SHA verifies and correctly determines adjusted income for each assisted family, and where applicable, uses the appropriate utility allowances for the unit leased in determining the gross rent.

Points are based on the percent of files that are calculated and verified correctly, according to the SHA's quality control sample.

Indicator 4: Utility allowance schedule
Maximum Score: 5
This indicator shows whether the SHA maintains an up-to-date utility allowance schedule.

Points are based on whether the SHA has reviewed the utility allowance schedule and adjusted it when required, according to the SHA's certification.

Indicator 5: HQS quality control inspections
Maximum Score: 5
This indicator shows whether a SHA supervisor reinspects a sample of units under contract during the SHA fiscal year, which meets the minimum sample size requirements for quality control of HQS inspections.

Points are based on whether the required quality control reinspections were completed, according to the SHA's certification.

Indicator 6: HQS enforcement
Maximum Score: 10
This indicator shows whether, following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening deficiencies are corrected within 24 hours from the inspection and all other deficiencies are corrected within no more than 30 calendar days from the inspection or any SHA-approved extension.

Points are based on whether the SHA corrects all HQS deficiencies in accordance with required time frames, according to the SHA's certification.

Indicator 7: Expanding housing opportunities Maximum Points: 5
Only applies to PHAs with jurisdiction in metropolitan FMR areas.
This indicator shows whether the SHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration; informs voucher holders of the full range of areas where they may lease units both inside and outside the SHA's jurisdiction; and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.

Points are based on whether the SHA has adopted and implemented written policies in accordance with SEMAP requirements, according to the SHA's certification**.**

Indicator 8: FMR limit and payment standards
Maximum Points: 5 points

This indicator shows whether the SHA has adopted a payment standard schedule that establishes payment standard amounts by unit size for each FMR area in the SHA's jurisdiction, that are within the basic range of 90 to 110 percent of the published FMR.

Points are based on whether the SHA has appropriately adopted a payment standard schedule(s), according to the SHA's certification.

Indicator 9: Annual reexaminations
Maximum Points: 10
This indicator shows whether the SHA completes a reexamination for each participating family at least every 12 months.

Points are based on the percent of reexaminations that are more than 2 months overdue, according to data from PIC.

Indicator 10: Correct tenant rent calculations
Maximum Points: 5
This indicator shows whether the SHA correctly calculates the family's share of the rent to owner.

Points are based on the percent of correct calculations of family share of the rent, according to data from PIC.

Indicator 11: Pre-contract HQS inspections
Maximum Points: 5
This indicator shows whether newly leased units pass HQS inspection on or before the effective date of the assisted lease and HAP contract.
Points are based on the percent of newly leased units that passed HQS inspection prior to the effective date of the lease and HAP contract, according to data from PIC.

Indicator 12: Annual HQS inspections
Maximum Points: 10
This indicator shows whether the SHA inspects each unit under contract at least annually.

Points are based on the percent of annual HQS inspections of units under contract that are more than 2 months overdue, according to data from PIC.

Indicator 13: Lease-up
Maximum Points: 20 points
This indicator shows whether the SHA enters HAP contracts for the number of units or funding reserved under ACC for at least one year.

Points are based on the percent of units leased during the last completed SHA fiscal year, or the percent of allocated budget authority that has been expended by the SHA, according to data from the SHA's last year-end operating statement that is recorded in HUD's accounting system.

Indicator 14: Family self-sufficiency (FSS) enrollment and escrow account balances Maximum Points: 10
Only applies to PHAs with mandatory FSS programs.

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This indicator shows whether the SHA has enrolled families in the FSS program as required, and measures the percent of current FSS participants that have had increases in earned income which resulted in escrow account balances.

Points are based on the percent of mandatory FSS slots that are filled and the percent of families with escrow account balances, according to data from PIC.

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

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution

2017-51

SEMAP Certification

Board of Commissioners Meeting
Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY
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November 20, 2017

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION
Resolution 2017-51

RECOMMENDATION:

Approval of the Section 8 Management Assessment Program (SEMAP) Certification

CONTACT PERSON:

Tiffany Askew
Housing Choice Voucher Administrator
864-598-6053

SUMMARY:

Housing Urban Development (HUD) requires that all Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

The 14 key indicators of PHA performance are:

- Proper selection of applicants from the housing choice voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment

- Maintenance of a current schedule of allowances for tenant utility costs
- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration
- Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income.

BACKGROUND:

The data and files have been reviewed and collected to complete the attached Section 8 Management Assessment Program (SEMAP) Certification.

Indicator #	Possible Score	SHA Score
1.Waiting List Selection	15	15
2.Rent Reasonableness	20	20
3.Determination of Adjusted Income	20	20
4.Utility Allowance Schedule	5	5
5.HQS Quality Control Inspections	5	5
6.HQS Enforcement	10	10
7.Expanding Housing Opportunities	5	5
8.Payment Standards	5	5
9.Annual Reexaminations	10	10
10.Correct Tenant Rent Calculations	5	5
11.Precontract Inspections	5	5
12.Annual HQS Inspections	10	10
13.Lease Up	20	20
14.Family Self-Sufficiency Enrollment	10	10
Deconcentrating Bonus Indicator	-	-
Total Points	145	145

FINANCIAL CONSIDERATIONS:

None

POLICY CONSIDERATIONS:

None

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

SPARTANBURG
HOUSING AUTHORITY

WWW.SHASC.ORG

RESOLUTION NO. 2017-51

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

November 20, 2017

Staff recommends adoption of Resolution No. 2017-51, approving the SEMAP certification with a score of 145 points.

_____
Charles White, CHAIRMAN

ATTEST:

_____
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-51

DATE ADOPTED: November 20, 2017

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution

2017-52

Finance Policies

Board of Commissioners Meeting
Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

November 20, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

SHA Financial Management Policy
Resolution 2017-52

RECOMMENDATION:

Review, approve and adopt the SHA Financial Management Policy to be effective October 01, 2017

CONTACT PERSON:

Angela Leopard
Director of Finance
864-598-6138

PURPOSE:

This document has been prepared to demonstrate the internal accounting procedures for the Spartanburg Housing Authority (SHA). Its purpose is to ensure that assets are safeguarded, financial statements are in conformity with generally accepted accounting principles, and finances are managed with responsible stewardship.

BACKGROUND:

Financial policies are key to defining financial management practices and establishing internal controls for any organization. It is the job of the Chief Executive Officer and Board of Commissioners to bear ultimate responsibility to ensure that adequate financial management systems are in place and operating efficiently and effectively.

FINANCIAL IMPACT:

Adequate policies and controls are essential to ensure financial stability and compliance.

POLICY CONSIDERATIONS:

This policy governs the financial management system of the Spartanburg Housing Authority and complies with the provisions of 2 CFR, Part 200 of the Uniform Administrative Requirements,

Cost Principles, and Audit Requirements for Federal Awards. The uniform guidance was applicable for Federal agencies, including HUD, effective December 26, 2013. Federal agencies, including HUD, adopted 2 CFR part 200 as requirements for Federal financial assistance programs by the interim final rule published December 19, 2014. It was made applicable to non-Federal entities (recipients of Federal financial assistance) effective December 26, 2014, with one exception: §200.110(a) was revised to give a one-year grace period for implementation of the procurement standards.

Respectfully Submitted, _____

Angela Leopard, Director of Finance
The Housing Authority of the City of Spartanburg

Financial Management Policy

2017 Edition

2271 S. Pine Street

Spartanburg, SC 29302

Phone: (864) 598-6100

www.shasc.org

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Introduction

This document has been prepared to demonstrate the internal accounting procedures for the Spartanburg Housing Authority (SHA). Its purpose is to ensure that assets are safeguarded, financial statements are in conformity with generally accepted accounting principles, and finances are managed with responsible stewardship.

This Financial Management Policy and Manual has been presented, reviewed and approved by the SHA Board of Commissioners and Administration. Staff members have contributed to the development of this manual utilizing resources including:

HUD and OMB
State of South Carolina Auditors Office
SHA Procurement Policy
SHA Board of Commissioners
SHA Chief Executive Officer
SHA Finance Department

This policy serves the Spartanburg Housing Authority (SHA) by helping to identify and reduce risks and ensuring that policies, procedures, laws and regulations are followed and that established standards are met. It is the intention that SHA objectives are achieved and that resources are used efficiently and effectively. The finance department operates under the supervision of the Director of Finance and the general direction of SHA's Chief Executive Officer with a direct reporting relationship to the Board of Commissioners.

The SHA commitment by staff and management is to deliver the core values throughout our daily procedures. All personnel with a role in the management of SHA's fiscal operations are expected to uphold the policies in this manual. It is the intention that the financial management policy and manual serves as staffs' commitment to transparent, accurate and consistent financial management and reporting.

Housing Authority & Compliance

Department of Housing & Urban Development (HUD)

The mission of SHA is "Empowering people in our community through affordable housing and self-sufficiency opportunities." This is accomplished through various funding sources, most notably the Department of Housing and Urban Development (HUD). SHA policies and procedures are guided to meet the requirements of the regulations of the funding source provided in the awards of our grants from both HUD and the regulations of the State of South Carolina. This Financial Management Policy addresses and considers both the guidelines set by HUD and State of South Carolina requirements for reporting and fiduciary responsibilities.

HUD Financial Assessment

SHA follows the Basic UFRS Rule Requirements (Uniform Financial Reporting Standards) as recommended by HUD. HUD developed the Financial Assessment Subsystem (FASS) specifically to facilitate the PHA metric as the financial health portion of the overall assessment. Financial and other information must be submitted to the HUD Real Estate Assessment Center (REAC) electronically by the PHA.

The Public Housing Assessment System (PHAS) rule establishes procedures for the assessment of:

1. Physical condition
2. **Financial condition**
3. Management operations
4. Resident service and satisfaction

The PHAS indicators listed above act as an annual "report card" to indicate how the agency is performing based on HUD standards. For the 2) Financial condition listed above, information must be submitted to REAC electronically by the PHA through the FASS using a template known as the Financial Data Schedule (FDS).

Financial Compliance

The SHA annual financial reports are completed and audited by an independent audit firm. It is made available to the public via our website. It is also submitted to HUD via the REAC FDS.

The annual FDS is prepared by the PHA using Generally Accepted Accounting Principles (GAAP) standards for state and local governments and is reported on by the independent auditor as to its fair presentation in relation to the audited financial statements. The Government Accounting Standards Board (GASB) issues relative accounting practices on an annual basis. As these documents are released, SHA modifies the procedures to conform to the new GASB standards, if applicable.
GASB provides for two bases of accounting depending on the activities of the governmental entity - "enterprise fund" or "governmental fund" accounting. Since the overwhelming majority of PHAs possess the characteristics of enterprise funds, they follow GASB enterprise fund accounting principles.

GASB issued Statement No. 34, Basic Financial Statements--and Management's Discussion and Analysis--for State and Local Governments, which mandates government-wide or other financial statements using full accrual accounting like that utilized by enterprise funds.

Under Statement No. 34, SHA will be considered a special purpose government entity. It is engaged only in business type activities and therefore, will follow enterprise fund accounting in accordance with the provisions of paragraph 138 of the Statement.

Compliance with External Policies

Housing Authority accounting policies and procedures are compliant with GAAP accounting principles as established by the Financial Accounting Standards Board (FASB), the Government Accounting Standards Board (GASB) to maintain U.S. Department of Housing and Urban Development (HUD) regulations. The policies are provided through:

- **OMB Directives** – T*he audit of an entity's basic financial statements, Grant compliance and internal controls.*
- **Uniform Financial Reporting Standards (UFRS)** – *Rule implementing requirements of 24 CFR, Part 5, Subpart H, for the electronic filing of financial information to REAC by entities receiving HUD financial assistance.*
- **GASB Statements –** *New accounting rules as implemented by the South Carolina Office of the State Auditor (OSA).*
- **Statement on Auditing Standards** – (SAS) No. 29, *Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents*
- **AICPA Statement on Standards for Attestation Engagements** – *(SSAE) No. 10, Attestation Standards: Revision and Recodification, where the auditor compares the electronically submitted data in REAC and is prepared by the auditor.*

The Spartanburg Housing Authority Board of Commissioners was created and appointed by the City of Spartanburg City Council. The Spartanburg Housing Authority Board of Commissioners and the Mayor appoints interested candidates to the Board. The SHA Board of Commissioners is the governing body to SHA.

Board Authority

Board of Housing Commissioners

The SHA encourages community members to stay informed on current issues and business actions pertaining to its housing programs and policies. All meetings of the Board shall be open to the public unless, for a specifically named and limited purpose, a meeting is scheduled as a closed meeting or an open meeting is called into a closed session.

Board Meetings

Regular Meetings are held on the 4th Tuesday of each month, unless otherwise posted. Meetings are held at 4:00 pm in the Main Conference Room, at the Spartanburg Housing Authority Central Office, 2271 S. Pine Street, unless otherwise posted.

Board Responsibilities

The Board of Housing Commissioners has a role of oversight to the SHA and is appointed by the Mayor of the City of Spartanburg. The Board is responsible for electing Board Member roles and officers, drafting bylaws and articles, and registering with regulatory bodies.

Housing Commissioners provide leadership, set policy, approve budgets, and earn support in the community for housing programs. The role of the Board Members is that of policy maker, while

the responsibility of the Authority's administration belongs to the Chief Executive Officer (CEO). The CEO manages the operations and reports to the board.
The Board of Commissioners and the CEO work together in a positive working relationship in order to have the balanced and effective agency for the community.

The Accounting Function

To ensure compliance on a daily basis with regards to all accounting functions, this policy is a regulatory guide to the various functions including but not limited to; cash management, receipts, disbursements, accounting, funding, purchasing and grant or contract management. The finance department has evaluated the process and procedures that staff follows to ensure all industry regulations are being followed. Desktop procedures exist and are reviewed annually to ensure consistent and compliant practice.

Prevention and detection of fraud and mismanagement is another factor in considering process and procedures. HUD's Office of the Inspector General (OIG) recommends the implementation of strong internal controls, through accounting policies and procedures, in order to help mitigate the potential for fraud. The most effective internal control concept is separation of duties.

An ideal system of internal controls will separate the below functions:

- Authorizing transactions
- Keeping books
- Handling funds

When two or more of these functions are in the control of one person, the potential for fraud is greatly increased. On occasion, when staff size is too small to permit separation of duties, a closer level of supervision is utilized which may include the Director of Finance, CEO, Deputy Director, Department Manager, or Board Member being called in to verify a process.

The Finance Department recognizes this role and is responsible in communicating the education of the current state of affairs to the Board of Commissioners and the CEO who hold direct responsibility for ensuring that the PHA's housing programs are carried out in an honest, efficient, and effective manner.

Some key components to reporting the fiscal state of affairs and oversight to the internal controls includes reducing opportunity for fraud or mismanagement through the following:

- Annual review of the manual for any updates or necessary changes
- Employee Performance Review and monthly coaching of staff to suggest improvement in daily process
- Vacation and leave time for regular staff. This can provide the back-up staff the ability to check the validity of a process for accuracy
- Review of processes outside of the annual review when either new staff is hired or

new industry regulations are implemented
- Strong Internal Controls supported through procedures
- Rotation of staff duties for staff responsible for cash management
- Annual training and skill enhancement opportunities to review roles and responsibilities

Fraud Prevention & Cash Management

Education and strict adherence to the roles and procedures of daily cash management is the first step to fraud prevention. This begins by hiring and educating staff on the importance of cash management handling, which includes reviewing all preventative measures as well as ensuring all SHA procedures are being followed.

Cash Management & Investment Policy

The Annual Contributions Contract (ACC) requires the PHA to deposit and invest all program funds for projects under an ACC in accordance with the terms of a General Depository Agreement. The General Depository Agreement must be in a form approved by HUD and is executed between the PHA and the depository. In addition, the ACC requires the PHA to invest General Fund (program) monies only in HUD approved investments.

Cash management is the process of managing the cash flow of a PHA to optimize its use of funds. This process involves the timing of receipts and disbursements to assure the availability of funds to meet expenditures and to maximize the yield from the investment of temporarily surplus funds.
Effective cash management calls for organized planning. Good relations between the PHA and the financial institution can improve the effectiveness of a cash management program.

- Banking services should be obtained in a competitive solicitation
- A General Depository Agreement is signed Form HUD 51999
- Collateralization of deposits shall be fully secured (100%) that are in excess of the insured amount (FDIC)

The Authority has in place an Investment Policy that guides investment activity in accordance with HUD PIH Notice 96-33.The Investment Policy is published as an additional document but the policy shall adhere to the following; SHA shall implement the following internal controls to assist in controlling investments and preventing loss or misuse:

1. Individuals responsible for custody of securities shall be someone other than an individual maintaining the accounting records.
2. Deposits are protected by FDIC insurance and collateralization for deposits in excess of FDIC insurance limit, as required by HUD.
3. The Authority invests only in conservative investment vehicles, as required by HUD.
4. Investments shall be recorded in detail in an investment ledger.
5. A system shall be in place to insure that all interest earned is collected and credited to the appropriate SHA records.
6. Investments shall be reconciled periodically to the detailed record (investment ledger).

Fixed Assets

Assets are comprised of the items owned by the SHA which constitute economic resources. Assets shall be safeguarded through the application of the Capitalization Policy, the Procurement and Disposition Policy and related procedures to enhance the internal control of SHA assets. The Authority shall conduct an annual inventory of assets in order to assure the accuracy of its financial statements and to safeguard the assets of the SHA. Assets shall be reflected accurately on the financial statements in accordance with the Accounting for Assets procedure. SHA shall implement the following internal controls to assist in controlling fixed assets:

1. Proper training for key personnel on HUD and GAAP requirements for Fixed Assets;
2. There is a written Procurement Policy that has been adopted by the Board of Commissioners;
3. There is a separation of duties between purchasing the fixed asset, recording the asset, and tracking the asset;
4. There are detailed data bases maintained for Dwelling and Non-Dwelling Equipment containing information unique to each fixed asset;
5. There is a periodic physical inventory of fixed assets utilizing the fixed asset data based (performed at least annually).

Cash Disbursements and Approval Process

In the disbursement process, there are two independent verification steps to be taken before the payments are sent. It is performed by a person removed from custodial, recording and approval duties. This control step addresses the issue of fraudulent supporting documents, which can easily be produced and inserted into the invoice processing and check preparation stages.

1. All Purchase Orders are reviewed by a manager for payment.
2. Approved PO and receiving report (if applicable) must be attached behind the Invoice, before given the Finance Specialist
3. Invoices are entered into the system by the Finance Specialist.
4. The Pre-Check report is run and verified by an Accounting Manager and Director of Finance.
5. Check stock is controlled and disbursed by the Director of Finance.
6. Checks are run by the Finance Specialist.
7. Positive pay report is run that includes the check number, amount and quantity to verify against the check listing report.
8. The report is then submitted to the bank by the Finance Specialist
9. Checks are distributed. ***Note:*** *All checks are required to be signed by two signatory authorities prior to being distributed. Currently signed by CEO and Director of Finance. Accounting Manager is secondary to Director of Finance.*
10. Disbursements are reconciled during the monthly bank reconciliation process performed by the Senior Accounts Receivables Specialist.

Purchasing

Purchasing is the procurement of goods and services in a competitive manner and consistent with HUD requirements for use in conducting operational activities for the agency. Purchasing shall be conducted in accordance with the Procurement Policy in compliance with HUD Handbook 7460.8, 24 CFR 85.36, and other applicable State or local regulations. Authorization shall be necessary in order to purchase on behalf of the SHA in accordance with the Purchasing and Requisition Procedure.

1. Proper training for all personnel involved in Purchasing on compliance issues concerning HUD Procurement rules and regulations;
2. A written Procurement Policy that has been adopted by the Board of Commissioners;
3. A separation of duties exists between purchasing (the Procurement division) and receiving (the Department);
4. Review and approval is required for items requested – all items are approved by Finance, the Department Director, the division Manager, or the Chief Executive Officer;
5. All purchase orders are submitted through our accounting system;
6. There are thresholds in accordance with the written policy requiring multiple quotes and, for larger purchases, advertised bids.

Purchase Requisitions

All purchase requisitions are prepared through the *Yardi* PO Dashboard module. All purchase requisitions must follow authority threshold for approval, before procurement activities are initiated. All requisitions are then approved by Department heads with appropriate budgetary authority for expense request.

Approvers will review purchase requisitions for the following:

- Availability of budgeted funds
- Eligibility of expense
- Correct coding of General Ledger ("GL") account and activity

If no other issues exist, the purchase requisition will be approved. If issues exist with the requisition, the approver will deny or reject the purchase requisition and return it to the preparer for further updates or modifications. Upon denial, the approver will note why the requisition was not approved and, the required course of action.

If an approved requisition's estimated cost becomes an actual expense over the approved amount, the requestor will resubmit the requisition to the user department for approval of additional funds before adjusting the dollar amount on the purchase order.

Cash Receipts Process

There are specific measures when managing cash receipts or disbursements. All cash processes, either manual or automated, meet their objectives to:

1. Safeguard the asset
2. Prevent, deter, and detect errors and fraud

To achieve these objectives SHA ensures receipts and disbursements are appropriately directed and recorded. The controls in cash processes are segregation of duties and independent verification. To verify information independently, there is a separation of duties.

The person who performs the verification is not the same person who has access and control over the assets. In performing bank account reconciliations, the verification procedures include:

1. Tracing all cash receipts to the bank record.
2. Supporting all bank debits with approved internal records.
3. Performing the daily Positive Pay process, where the bank has SHA resolve check issues that do not match with their Positive Pay file.

Controls for Cash Receipts

SHA has a three-person team in the cash receipts process. This is absolutely necessary in protecting cash and contributions processed on a daily basis.

- Properties may only accept move-in expenses at the site and may only be in the form of money order.
- Property Managers (or designee) secures money order in a locked location.
- Other Miscellaneous monies are dropped at Central Office immediately.
- Monies are dropped in a lockbox, located outside the Accounting Manager's office at the Central Office.
- Deposits are verified at End of Month, when the bank statement is reconciled by the Finance Specialist or Accounting Manager. All receipts are verified and reconciled.

Segregation of Duties

Segregation of duties is a preventive and detective control. The division of responsibilities serves to cross-check the work of each function, thereby increasing the chance of detection, while reducing the chance of concealment without collusion. The **custodial duties** direct the actual asset flow and must be separated from the cash recording duties.

Custodial Duties

Custodial duties include cash counting, check endorsement, bank deposits, blank check stock custody, check printing and check signing. The electronic fund transfer application operator who processes and submits the fund transfer request is a cash custodian.

Custodial Duties:

1. Chief Executive Officer– Signature authority for all disbursements.
2. Director of Finance – Signature authority for all disbursements.
3. Director of Finance – Audits all bank reconciliations, financial transfers and ensures

the chain of command
4. Director of Finance – reviews and approves all outgoing disbursements.
5. Accounting Manager – reviews and approves all outgoing disbursements.
6. Accounting Manager – Performs some financial reconciliations and audits month end
7. Accounting Manager – Audits deposits and ensures tracking of deposits and original receipts
8. Finance Specialist – Performs some financial reconciliation
9. Finance Specialist – Processes invoices, electronic payments and disburses funds
10. Senior Accounts Receivable Specialist – Deposits cash
11. Senior Accounts Receivable Specialist –Performs some financial reconciliations
12. Senior Accounts Receivable Specialist –Reviews and approves payable batches

The independent verification control in a cash process is verifying internal records of receipts and disbursements against externally sourced records. This is commonly known as the bank account reconciliation. There are accurate and reliable internal records with the recording duties separated from the custodial duties. The bank account reconciliation is a detective control and stop-loss procedure.

Bank Reconciliation Process

Bank Reconciliation shall be completed monthly and reconciled with the General Ledger in order to provide an accurate update of cash availability to meet the cash requirements of the agency.

Capital Fund

The Capital Fund Program is based upon annual subsidy from HUD which is utilized to address the capital needs of the developments.

The SHA shall ensure that funds from the Capital Fund Program, other than the CFP management fee, are used to directly support the AMPs and its residents. Capital Fund Program funds shall not be used to directly support the COCC other than certain exceptions as allowable by HUD.

The COCC shall perform management and owner functions related to long-term capital planning, budgeting, oversight, monitoring, and reporting of the CFP. Management fees shall be utilized to fund costs incurred for these functions.

Related CFP costs, including construction, purchase of project equipment, and other related expenses, along with corresponding grant revenue, shall be accounted for on the individual AMP's financial statements. FDS-reported amounts shall be reconciled to the financial statements and costs shall be easily tracked to the AMP and the CFP funding year for which expenditures are incurred.

Housing Choice Voucher Program (HCV)

The Housing Choice Voucher Program (HCV) is a HUD-subsidized program in which eligible low-income participants receive assistance to rent units belonging to landlords who agree to participant in the program.

Housing Assistance Payment checks are generated on the first and the fifteenth of each month to pay program participants in accordance with HUD regulations.

Payments are reconciled at each check run between the Accounting Department and the Housing Choice Voucher Program (HCV) in order to assure accuracy.

Housing Choice Voucher Program (HCV) Net Restricted Assets shall be maintained as a Restricted Reserve which shall only be utilized for Housing Assistance Payments in accordance with HUD regulations.

SHA will fully and effectively utilize HUD's Voucher Management System (VMS) in a timely and accurate manner according to HUD requirements, submitting financial information (HAP expenses, Restricted and Unrestricted Net Assets, etc.) for all HCV programs, including tenant based voucher, project based voucher, rental assistance demonstration and mod-rehabilitation programs.

Staff shall be trained on new and existing regulations. SHA shall implement the following internal controls:

1. Proper training for the HCV Administrator on program issues;
2. Landlord (HAP) payments on direct deposit, eliminates checks ;
3. Independent review of HAP payments;
4. Physical controls over Utility Assistance Payment checks - review and independent processing of these checks
5. Separation of duties in the distribution of reconciliation of HAP checks.

Asset Management

The Finance Department shall comply with all HUD regulations governing Asset Management as contained in 24 CFR 900. The Finance Department shall develop and maintain separate budgets for each AMP and the COCC.

COCC fees shall be charged and treated as income in strict compliance with OMB Circular A-87, 24 CFR 85, and 24 CFR 900. Auditable documentation shall be maintained to substantiate fees charged to all programs. SHA shall implement the following internal controls:

1. Monthly reporting to individual AMPS
2. Documentation substantiating fees and charges
3. Independent review and monitoring

Personnel and Payroll

Personnel

The Director of Administration is responsible for certain personnel issues, such as insurance, benefits, and processing of pay increases. Changes to payroll are appropriately authorized by the CEO. Source documents are provided for any changes in personnel benefits, duties, or pay.

The administration of personnel is conducted in accordance with the SHA's Personnel Policy and in compliance with governing Federal regulations.

Payroll

Payroll is issued, via Direct Deposit, to employees in compliance with the Personnel Policy. SHA shall implement the following internal controls:

- Proper training for Accounting staff on current law, rules and regulations concerning compensation, benefits and payroll taxes;
- Approval of pay rates by CEO who is independent from payroll preparation and processing;
- Review and approval of final payroll by an employee who is independent from payroll preparation and processing;
- Direct deposit for pay checks, no check stocks involved.
- Separation of duties within the hiring, compensation determination, and issuing of payroll checks

Interfund Transfers

lnterfund Transfers are the amounts which are transferred among various programs administered by the Authority.

All interfund transfers shall be substantiated by source documents.

lnterfund transfers shall only be made with the express permission of the Director of Finance and in accordance with HUD or appropriate regulations.

Fungibility shall be subject to HUD governing regulations and limitations. Restricted funds are designated by Federal regulations and may only be utilized for the purpose designated and shall not be subject to transfer.

The Housing Choice Voucher Program (HCV) Net Restricted Assets shall be contained within a separate bank account for the sole purpose of Housing Assistance Payments.

Resident security deposits shall be contained within a separate account and is restricted to refund for those residents vacating with no outstanding balance due.

Internal Accounting Controls

Internal controls ensure that an organization's objectives can be achieved. An adequate system of internal controls is set to properly safeguard assets through the timely recording, reconciling and summarizing of transactions.

It is the job of the Chief Executive Officer and Board of Commissioners to bear ultimate responsibility to ensure that an adequate system of internal controls is in place and operating efficiently and effectively.

The Internal Controls are designed to reach accurate and transparent record keeping, assisting in the annual goals of the Finance Department:

- Conduct financial and financial-related audits.
- Conduct compliance and quality assurance reviews of operating controls and transactions to determine compliance with laws, regulations, and procedures.
- Conduct performance/operational audits to determine efficiency, economy, and effectiveness of all program areas and operations.
- Notify management and the Board of any investigations involving allegations of impropriety, fraud, criminal activities, conflicts of interest, waste, mismanagement, etc.
- Serve as a liaison and coordinator of PHA's interest with HUD, local and federal regulatory and investigative bodies.
- Respond to requests from the Board of Commissioners, the Chief Executive Officer and the Senior Management team for independent analyses of management or internal control systems.
- Coordinate audit efforts between departments for external auditors to avoid duplication of efforts.

Adopted Internal Controls

The following items are internal controls recommended by HUD for PHA's. The following Internal Controls are adopted and maintained by SHA.

- The bank and credit card statements are reconciled by an independent person.
- Reduced handlings of cash where two people count receipts and verify deposits.
- Required vacations for finance staff.
- Independent Audit firm is rotated at least every 3 years, and assures audit findings are resolved.
- Maximum dollar limits for credit card purchases.
- Credit Card receipts are obtained and verified against billings by someone other than the card holder.
- One person does not have total oversight and authority over cash and accounting functions and a backup plan includes higher level review and approval should key

staff be absent.

- All payments are reviewed and signed by the Chief Executive Officer or designee and Director of Finance.
- The Chief Executive Officer and Director of Finance have primary signatory authority; Accounting Manager has secondary signatory authority in the event either of the primaries is not available to sign. Two signatures are required on disbursements.
- All check and cash disbursements are accompanied by an invoice showing that the payment is justified.
- Background checks are completed on all new employees, including Chief Executive Officers, to avoid a bad hire.
- The Finance Specialist initiates payroll and the Accounting Manager or Director of Finance reviews payroll disbursements against a list of employees from the human resources department.
- Training programs are instituted by Human Resources that emphasize good behavior such as ethics classes.
- News articles are shared with staff when housing authorities experience fraud or misappropriation of funds to share and educate the importance of internal controls.
- SHA encourages fraud reporting through HUD contact information available OIG Hotline telephone number is: (800) 347-3735.
- All employees are made aware of the serious nature of embezzlement and that they have an obligation to report suspected abuse to Management or a Board Member.

Internal Controls in Action

One of the most important characteristics of a good system of internal controls is separation of duties SHA separation of duties is outlined as follows:

- **Mail –** The person responsible for opening the mail is not be the same person responsible, posting payments or signing off on bank reconciliation. The mail person is located in the Finance Department and is responsible for receiving, sorting and distributing mail to the assigned staff members. For example, all Bank, Investment or Financial documents are delivered to the Accounting Manager unopened. All Human Resource documents are delivered to HR unopened.
- Two **check signers** are required for all disbursements and wire transfers.
- All batches are reviewed and approved for payment by the Senior Accounts Receivable Specialist.
- The Director of Finance is responsible for **assigning staff** for recording or reconciling responsibility of revenues and expenditures. All processes have at least two levels of review prior to approval for distribution or allocation.
- **Bank reconciliations** are completed by Accounting Manager, Finance Specialist and Senior Accounts Receivable Specialist and reviewed and approved by the Director of Finance. Bank statements are delivered directly to the Accounting Manager and can be accessed directly online at the bank.
- **Journal Entries** (JE) are reviewed and approved prior to being posted to the general

ledger. Manual JE's are processed through the software, but hard copies of all JE's are maintained to ensure documentation of approval. Automated JE's are not reviewed and approved prior to posting since it is an internal process, but back-up documentation can be provided.

- **Cash management** is balanced and reconciled by the finance department, which includes two levels of review and approval prior to funds being deposited at the bank.
- **Capital Fund projects** are reviewed and reconciled by the Deputy Director of Development.
- **Fixed Assets** are identified annually and are posted to the general ledger and depreciated once they have been placed into service.
- **Wire Transfers** are conducted to prevent misappropriation of cash and investments. Finance is instructed to wire transfer funds only to accounts in the name of the organization and with the specific account numbers provided. Two levels of review and approval are required by the bank and SHA.
- **Date and Submission of Approval and** proof of the preparer and reviewer are provided by each piece of documentation in the internal control chain (e.g., deposit slips, the disbursements register, check authorizations, and bank reconciliations). The accounting software, YARDI, also provides authorized user and time stamp information for all accounting entries and changes.
- **Crime Insurance for the Housing Authority** is obtained since even the best system of internal controls cannot protect against fraud in the case of employee collusion. Specifically, SHA possesses crime insurance, which is there to cover SHA for employees who have access to the organization's funds and other assets.
- **Decreasing Opportunity -** The goal of internal controls is to minimize opportunity for theft, fraud or error. When a regular accounting employee is on vacation, the assumption of these duties by another employee provides a good opportunity to spot inefficiencies or fraud.

Division of Duties

The following is a list of personnel who have responsibilities within the accounting department:

Director of Finance:

1. Reviews and approves all financial reports.
2. Reviews and approves annual budget.
3. Reviews all vouchers and invoices which require his or her signature.
4. Develops the annual budget with assistance from the Accounting Manager and input from the Executive and Program Directors.
5. Ensures regulatory compliance within department.
6. Authorizes all interfund transfers (One manager initiates while the other manager authorizes at the bank).
7. Manages the Fixed Asset accounts.
8. Supervises Daily Operations.
9. Budget Preparation (Accounting Manager, CEO, Senior Leadership, Property Managers)
10. Manages budget revisions
11. Assists in management of compliance for all affiliates

12. Liaison to external auditor and CPA firm.

Accounting Manager:

1. Receives unopened bank statements.
2. Prepares financial reports.
3. Reviews and approves list of pending check disbursements.
4. Initiates all interfund transfers (One manager initiates while the other manager authorizes at the bank).
5. Reviews the payroll summary for the correct payee, hours worked and check amount.
6. Reviews and approves VMS report.
7. Approves all reimbursements.
8. Verifies the daily deposit.
9. Manages Capital Fund disbursements and reimbursements.
10. Supervises daily operations with month-end close duties.
11. Prepares yearly budget and settlements for HCV programs
12. Budget Preparation (Accounting Manager, CEO, Senior Leadership, Property Managers)

Finance Specialist:

1. Processes the payroll, including payroll tax returns.
2. Maintains and reconciles the general ledger monthly.
3. Processes Utility Allowance Payment (UAP).
4. Processes Housing Assistance Payments (HAP).
5. Reconciles vendor accounts.
6. Processes vendor invoices for payments.
7. Maintains the utility consumption reports.
8. Reconciles the AP sub-ledger to the G/L monthly.
9. Prints and mails all vendor checks for payments.

Senior Accounts Receivable Specialist:

1. Receives incoming mail, does not open bank statements, RFP's and all HR documents.
2. Reconciles the bank accounts.
3. Receives monthly payments.
4. Small supply purchasing agent
5. Reconciles the statement of credit card deposits and service charges.
6. Handles charges concerning move-outs and processes security deposit refunds.
7. Creates POs for Finance Department

Desktop Procedures

Desktop procedures ensure that the employee is following appropriate measures for Internal Controls and Separation of Duties. In the case of an employee's absence the desktop procedures can be utilized to ensure consistent operational practices are being followed.

Interim Financial Reports

The purpose of the Finance Department is to provide financials to the board, administration of the authority and to the public throughout the fiscal year. Generally, interim financial reports are un-audited and do not consist of a complete set of financial statements like those issued at the completion of the year-end audit.

The following reports are typically produced during the audit. On a monthly basis, the board receives a condensed version of set of these reports, referred to as the financial dashboard. This allows the Board and Management to be informed of any changes in the financials throughout the year.

1. Combined Balance Sheet - Statement of Financial Position.
2. Income Statement - Statement of Activities and Changes in Net Assets.
3. Notes to the Financial Statements.

The information in these statements can be a useful tool for:

1. Monitoring revenue, support, expenses and comparing them to prior periods and budgeted amounts.
2. Planning additional programs and services for current or future years.
3. Determining if additional cost containment, need for additional funding or budget adjustments are warranted.
4. Analyzing the results of a specific program area.

Other reports available upon request include:

- Budget Progress Reports
- Capital Funds Report
- Central Office Cost Center Report
- Budget Variance Reports
- Reclassification Log
- Inter-fund Transfers
- Financial Data Schedule

The SHA shall update the Financial Data Schedule (FDS) monthly in order to monitor its financial performance and its portfolio. The FDS shall be provided to HUD on an annual basis as supplementary information to the SHA's financial statements.

The SHA shall adhere to the reporting requirements of 0MB Circular A-133 issued by the Office of Management and Budget. The SHA shall report and present its financial data in accordance with

GAAP.

The SHA shall report gross potential revenues based on all units under the ACC contrasted with actual rental revenue, with the difference designated as vacancy loss. This information shall be presented on the income statement of the SHA. The SHA shall include the reporting of gross potential rental income, the associated vacancy loss, the gross potential subsidy and the associated subsidy loss. A weighted average may be used to determine the average rent for gross rent potential and losses due to vacancies in compliance with HUD guidelines.

Year End Process & Compliance Plan

An Independent Audit

SHA is required by HUD and the State of South Carolina to have an annual financial audit by an Independent Certified Public Accountant. The audit is an examination of the organizations financial statements to ensure that they are presented fairly in all material respects according to GAAP. An audit involves detailed levels of testing.

Selecting an Auditor

A Request for Proposals (RFP) should be prepared to solicit bids for accounting services. The RFP should briefly describe the organization, its accounting system, the type of service requested (e.g., audit of basic financial statements, an A-133 audit, preparation of the 990 tax return, a management letter, and a presentation to the board) and the desired timing of the work and delivery of the reports.

Since the Housing Authority is an agency that expends more than $750,000 in federal awards in a given year, it is required to have a single audit conducted. Single audit are conducted in accordance with 2 CFR 200 Subpart F, and audits are performed in accordance with Uniform Guidance standards issued by the Government Accountability Office.

- **Financial audits** focus on the financial statement balances and disclosures.
- **Single audit,** (2 CFR 200, Subpart F), uniform administrative requirements, cost principles, and audit requirements for federal awards.

After the audit is completed, SHA is required to submit its financials to the following:

- HUD – FDS is due June 30th online and at the Regional HUD office.

SHA is makes copies available upon request to the following:

- Current or potential banking partners
- State of South Carolina Auditor
- Insurance company
- City of Spartanburg
- General public will be directed to the website

Year End Plan

The Finance Department works on a year-end plan that allows staff to be prepared for the Fiscal Year end on September 30th.

- Year-end Processing check list is followed as well as scheduled staff meetings.
- Revenue schedules for the year are reconciled to the General Ledger.
- Expense by fund – A review of all AP and expense accounts to the budget.
- Escrow accounts – FSS participants and Security and Pet Deposits are reconciled.
- Liability accounts – Reconciled.
- Program and Project Fees are reviewed and closed for the year.
- Capital Fund – Projects, files and reconciliations to the annual Fiscal Year vs. Calendar Year grant.
- Interfund accounts are reconciled, bank transfers completed and journal entries processed.
- Accruals – Vendor accounts audited and obligations to HUD or COA.
- Pre-payments – Insurance, benefits and lease payments.
- Accounts Payable – year end procedures, verify any open PO's, PR's and invoices, reconcile sub-ledger to G/L.
- Purchasing – Manual audit and review of existing purchase orders and commitments.
- Inventory –manual and G/L audit.
- Work Order – Work in conjunction with the Maintenance department to close out.

All documentation is reviewed and prepared for the audit by the Finance Staff.

Federal grants are awarded and reconciled based on funding schedule.

The Budget

SHA staff is accountable for the creation of the individual Capital Fund budgets, Five (5) year Budget Plan, annual Action Goals, specific Program and Project budgets, as well as the Annual Financial Budget for all SHA Departments. All budgets and master plans for SHA are a collaborative process among key staff members, management, the Executive team and the Board of Commissioners. This section discusses the Annual Financial Budget which includes the basic operating fund and includes the various agency funding programs utilized by SHA. Upon completion and adoption of the budgets, all information is presented and made available to the public. The Board Approved Budget is submitted to HUD no later than September 30th, which is the close of the fiscal year for SHA.

> *In accordance with 24 CFR 990.255, the SHA shall adhere to project-based management, project-based budgeting and project-based accounting. The Property Manager of each AMP shall be actively involved in the preparation and monitoring of the respective budget as an integral part of asset management within the SHA.*

Operating budgets shall be developed for each AMP and the COCC annually. Necessary actions shall be taken to ensure that budgeted asset management fees will be available at the AMP and not limited due to excess cash restrictions. The SHA shall ensure that sufficient cash flow is anticipated at any AMP where an asset management fee will be assessed. Separate bank accounts shall be maintained for each AMP.

Budgets shall be easily reconcilable to FDS line items and shall allow for comparative analysis of budgeted line items to actual revenues and expenses. Budgets shall include estimates for all revenue and expenses under the Operating Fund and Capital Fund Programs (CFP) that directly or indirectly support the operations of each AMP, in addition to capital expenses to be paid with operating funds. This shall include all data needed to complete AMP-based financial statements in accordance with GAAP. The budgets shall further contain CFP activities such as operating transfers, management improvements, and any other CFP activity allowed by the program that is not capital in nature

Operating budget revenues shall include operating subsidy, dwelling rents, Capital Fund fused for non-capital activities, and all other revenue used to support the AMP. Subsidy levels shall be based on the project formula components with an estimate of any projected proration percentage. Budgets shall include any transfers allowed under the fungibility provisions of HUD's final rule.

Operating expenses shall include direct administrative costs, utilities, maintenance, security, general expenses, and non-routine or capital frontline costs charged as fee-for- service. The budgets shall also show any anticipated uses of excess cash expected to be generated by the AMP. Such amounts will be made available for transfer to other AMPs, paid under the asset management fee, or for any other eligible purposes.

The development and implementation of the annual financial budget is an integral part to the daily operating success of the agency.

- It provides comparative monthly reporting to the Board and Executive team.

- It is completed in collaboration with staff members and departments over a series of meetings throughout the year.
- It is a roadmap for utilizing resources and meeting the agency goals.
- It supports SHA program success and ensures fiscal viability throughout the year.

The Chief Executive Officer and Director of Finance are responsible for presenting the budget to the Board of Commissioners. Development of the budget takes into consideration the following ideology:

- **Budget assumptions** are realistic and objective with respect to market conditions (e.g., personnel costs are in line with similar positions in the community or field of expertise).
- **Specific types of revenue or expense** will not jeopardize the organization's tax-exempt status (e.g., unrelated business income, lobbying expenses, and unallowable costs).
- **Relative seasonality** of the organization has been addressed and provisions have been made to manage funds available or short-term borrowings (cash receipts and disbursements seldom occur uniformly over a twelve-month period).
- **Indirect costs** associated with management and general activities can be justified to total program expenses.
- **Budget is prepared in sufficient detail**, including a narrative that clearly explains the magnitude of the projected dollars for both revenue and expense categories.
- **Projected individual expenses** as a percentage of total projected revenues, gains and other resources are reasonable in relation to other non-profit organizations of a similar size and nature of operations.

Every effort is made to combine program, department and agency goals in the budget. Limited resources will be utilized to maximize benefits to the recipients of SHA programs. The staff incorporates SHA core values in applying the approved budget to each department. SHA also provides the following key internal control features:

- **Proper training** and understanding for site level Managers and Accounting staff regarding Project Level and program Budget Preparation;
- **Proper training** and understanding for Finance staff regarding calculation of Public Housing Operating Subsidy;
- **Separation of duties** in the areas of Preparation and Approval, Adoption, and Execution of the Budgets;
- **Board of Commissioners** review and adoption of Operating Budgets;
- **Budget monitoring** and reporting through monthly statements, including budget variances on monthly financial statements.
- **Adherence** to budget development and submission deadlines in accordance with HUD guidelines
- **Development** of the Capital Fund Program budget based upon an AMP level in accordance with asset management requirements**.**

Budget Management & Monitoring

Throughout the fiscal year, key finance staff will monitor and evaluate the operating performance of the PHA by using a variety of analytical tools and techniques, namely *Yardi* dashboards and reports. Reports will be monitored for variances between approved budget and actual expenditures and obligations.

Post-Budget development, the finance department will be responsible for the following management and monitoring activities:

1. Monitoring budgeted resources for the Authority during the fiscal year;
2. Analyzing and reporting on budget variances for operating, capital, and grant budgets;
3. Approving budget availability for all purchase requisitions, contracts and contract modifications presented to the Board of Commissioners (Board) for approval;
4. Reviewing and acting appropriately (approve, deny, or submit for editing) on transfers between budget lines within a cost center; and,
5. Monitoring the Authority's positions roster and payroll expenditures.

The finance department will also be responsible for monitoring the following on behalf of SHA:

6. Performance impact related to expenditure plan modifications and revenue fluctuations;
7. Preparing monthly, quarterly, and annual reports to reflect the fiscal performance of SHA. These reports will compare actual expenditures relative to the fiscal year budget to determine whether the Authority is operating efficiently;
8. Reviewing budget vs. actual reports including encumbrances. These reports will detail the year to date expenses, obligations and fund availability by major HUD account. In addition; and,
9. Monitoring financial forecasts in order to project future operating revenues based on analytical assumptions, as well as agreements with HUD and other organizations including developers and contractors.

Budget Revisions

Operating Budget revision procedures are required to assure consistency, accuracy, and tracking. Ideally, any significant budget revisions will be foreseen through the monthly review process and handled in a compiled way. The following budget revisions require Board approval:

- The acceptance of all new grant funding awards.
- Increases or decreases in the Authority's Annual Comprehensive Budget
- Significant changes to subsidies that alter SHA revenue.

Budget revision requests for new funding increases or decreases to the Authority's comprehensive budget should be submitted to the finance department as they are received. Any new revenue sources should be fully budgeted within 30 days of award.

Year End Close- Requisitions & Open Purchase Orders

A year end closing procedure for open purchase orders will be initiated by the finance department. Department Directors and Managers will be responsible for reviewing open purchase orders to determine if any remaining balances at year-end need to be accrued. Accruals can only be made for goods or services received during the current fiscal year.

All purchase orders will be closed at year-end according to cut-off dates established in conjunction finance department year end close schedule.

Purchases received but not paid should be properly accrued by forwarding a request to the Finance Specialist. This request must be made by the due date specified by the year end close procedure timeline. An accrual should not exceed the available budget or remaining balance of the purchase order.

Capital Fund and specific grant requisitions are not included in this cut-off process.

SPARTANBURG
HOUSING AUTHORITY

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RESOLUTION NO. 2017-52

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

November 20, 2017

Staff recommends adoption of Resolution No. 2017-52, approving the Financial Management Policy as submitted, effective October 01, 2017.

_____
Charles White, CHAIRMAN

ATTEST:

_____
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-52

DATE ADOPTED: November 20, 2017

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution

2017-53

GreenEarth Partners C/O #3

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

November 20, 2017

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

GreenEarth Partners C/O #3
Resolution 2017-53

RECOMMENDATION:

Authorize the CEO to execute a change order to GreenEarth Partners in an amount not to exceed $30,000.

CONTACT PERSON:

Joseph Jackson
Deputy Director Capital Fund and Development
864-598-6052

SUMMARY:

Sha WISHES TO CONTRACT WITH Green Earth to repair significant damage to a unit at Archibald, caused by a fire. GreenEarth Partners is a general contractor that has done quality work for SHA at Camp Croft Apartments, Archibald Hi-Rise, and JC Bull Community Office. They have also assisted with the completion of REAC work at Prince Hall and Victoria Gardens.

BACKGROUND:

On March 15, 2016, the SHA Board of Commissioners approved Resolution 2016-28 authorizing a contract for $40,000 to a qualified vendor to complete office spaces at Victoria Gardens, Camp Croft, and Archibald Hi-Rise. GreenEarth Partners was selected as the vendor for two of the three office spaces in the amount of $30,000. On January 24, 2017, the Commissioners approved Change Order #01 to GreenEarth Partners in an amount NTE an additional $50,000 for FY2017. This change order allowed for improvements to Prince Hall and Victoria Gardens in preparation for REAC. In addition, it added to the construction costs of the Archibald Offices. On April 25, 2017, the Commissioners approved Change Order #02 to GreenEarth Partners in an amount NTE an additional $25,000 for FY2017. This change order allowed for the office renovations at JC Bull. SHA would like to amend this contract as Change Order #03 to add an additional $30,000. The additional cost will allow for repairs to the fire and smoke damaged unit at Archibald Village 46-D plus contingencies.

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FINANCIAL CONSIDERATIONS:

All cost associated with this change order will come from the insurance funds received for the damage.

POLICY CONSIDERATIONS:

The Board of Commissioners shall approve the award of all contracts in the amount greater than $35,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceeds $35,000, or will exceed $35,000 if such change order is approved.
b. Any change order that would increase the contract to an amount that exceeds $35,000.

Respectfully Submitted, _____

Joseph Jackson, Deputy Director Capital Fund and Development
The Housing Authority of the City of Spartanburg

SPARTANBURG
HOUSING AUTHORITY

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RESOLUTION NO.2017-53

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

November 20, 2017

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

Staff recommends adoption of Resolution No.2017-53, that the Board of Commissioners authorize the CEO, to execute Change Order #3 to GreenEarth Partners in an amount NTE $30,000.

_____
Charles White, Chairman

ATTEST:

_____
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-53

DATE ADOPTED: November 20, 2017

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution

2017-54

Maintenance Service
Victoria Gardens

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

November 20, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Contracted Maintenance Service for Victoria Gardens Apartments and Cambridge Place Townhomes
Resolution# 2017-54

RECOMMENDATION:

Authorize the CEO to enter into a contract with Atchison Rosemond Management Services, a qualified vendor, to provide emergency, routine, non-routine maintenance services to Victoria Gardens Apartments and Cambridge Place Townhomes.

CONTACT PERSON:

Jessica M. Holcomb
Deputy Director of Asset Management and Special Projects
864-598-6023

SUMMARY:

The Spartanburg Housing Authority (SHA) is preparing public housing communities for upcoming changes in its portfolio because of the Rental Assistance Demonstration (RAD) program. We wish to onboard a third-party vendor to provide maintenance services at Victoria Gardens and Cambridge Place. This will ensure that we are able to respond to resident maintenance needs during the transition to RAD. It is our hope that all employees will remain with SHA over the next few years as this transition occurs. We do however wish to prepare an alternative plan in the event of voluntary loss of maintenance staff.

BACKGROUND:

The SHA advertised in an RFP 2017-05-22 for a Maintenance Service Provider. Two qualified proposals were submitted. The second proposer elected to withdraw their proposal. Over the last month, staff has met with Atchison to conduct contract negotiations and to discuss SHA and HUD requirements for maintenance. An initial contract for a six-month period will be issued, with monthly monitoring and follow-up. The contract may be extended on an annual basis for a

period not to exceed five years. The annualized contract amount would not exceed $87,000, which is in line with the current maintenance budget for the sites.

FINANCIAL CONSIDERATIONS:

The funds are budgeted in the maintenance line item of the Victoria Gardens and Cambridge Place budgets for FY2018.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of $35,000 provisions of our Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

Respectfully Submitted,

Jessica M. Holcomb

Jessica Holcomb, Deputy Director Asset Management and Special Projects
The Housing Authority of the City of Spartanburg

SPARTANBURG
HOUSING AUTHORITY

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RESOLUTION NO.2017-54

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

November 20, 2017

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

Staff recommends adoption of Resolution No.2017-54, that the Board of Commissioners authorizing the CEO to enter into a contract with Atchison Rosemond Management Services, a qualified vendor, to provide emergency, routine, non-routine maintenance services to Victoria Gardens Apartments and Cambridge Place Townhomes.

_____
Charles White, CHAIRMAN

ATTEST:

_____
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-54

DATE ADOPTED: November 20, 2017

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution

2017-55

Utility Allowance Schedules for Public Housing

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY

WWW.SHASC.ORG

November 20, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Utility Allowance Schedules for Public Housing

RECOMMENDATION:

Resolution 2017-55
Review and Approve Public Housing Utility Allowance

CONTACT PERSON:

Jessica M. Holcomb
Deputy Director of Asset Management and Special Projects
864-598-6023

BACKGROUND:

Housing Urban Development (HUD) requires that the Public Housing Program establish and maintain a utility allowance schedule that provides reasonable allowances for Tenant-paid and Authority paid utilities. The utility allowance is intended to enable participating families to pay typical costs for utilities and services paid by energy-conserving households occupying units of similar size and type in the same locality. HUD requires a PHA to review the utility allowance annually. If there has been more than a 10% increase, the PHA must update the allowances.

Spartanburg Housing Authority is required to maintain a utility allowance schedule for Tenant-paid and Authority paid utilities, tenant supplied refrigerators and ranges, and other tenant-paid housing services (such as trash collection). In 2017, the Nelrod Company completed a comprehensive survey and study to develop utility allowance for the Public Housing Program based upon a reasonable consumption of an energy conservative family of modest circumstances to provide for the basic essentials needed for a living environment that is safe, sanitary and healthful.

A change of 10% for the utilities used in the Public Housing Program triggers the requirement for an adjustment. Utility allowance information is attached.

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FINANCIAL CONSIDERATIONS:

Utility allowances impact tenant rent. Tenant rent is reflected in all AMP budgets. Asset Management and Finance staff will monitor Rent Payments and Utility Reimbursement expenses.

POLICY CONSIDERATIONS:

SHA is required to provide a 30 day notice to tenants regarding changes in income which have an adverse impact. The revised utility allowances will be effective February 01, 2018 and will apply to new tenants and existing tenants as they recertify.

Respectfully submitted,

Jessica M. Holcomb

Jessica M. Holcomb
Deputy Director of Asset Management and Special Projects

SPARTANBURG HOUSING AUTHORITY

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RESOLUTION NO. 2017-55

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

November 20, 2017

Staff recommends adoption of Resolution No. 2017-55, approving the updated utility allowances for Asset Management Properties as follows:

PUBLIC HOUSING UTILITY ALLOWANCES							
SITE							
Camp Croft: FY18 Proposed	Check Metered/Excess Utilities						
			1BR	2BR	3BR	4BR	5BR
	Nelrod Consumption Summer	Nat. Gas	17	21	23		
	Nelrod Consumption-Winter	Nat. Gas	37	45	54		
	Nelrod Consumption	Elect.	168	209	256		
Variance			1BR	2BR	3BR	4BR	5BR
	Nelrod Consumption Summer	Nat. Gas	0	0	0		
	Nelrod Consumption-Winter	Nat. Gas	-1	-2	-2		
	Nelrod Consumption	Elect.	0	0	0		
Victoria Gardens: FY18 Proposed	Check Metered / Excess Utilities						
			1BR	2BR	3BR	4BR	5BR
	Nelrod Consumption-Summer	Nat. Gas	5	7	7	8	9
	Nelrod Consumption-Winter	Nat. Gas	19	24	29	32	35
	Nelrod Consumption	Elect.	397	489	588	683	781
Variance			1BR	2BR	3BR	4BR	5BR
	Nelrod Consumption-Summer	Nat. Gas	0	0	0	0	0
	Nelrod Consumption-Winter	Nat. Gas	-1	-1	-1	-1	-2
	Nelrod Consumption	Elect.	2	3	3	4	4
Prince Hall: FY18 Proposed	Check Metered / Excess Utilities for Elect only						
			1BR	2BR	3BR	4BR	5BR
	Nelrod Consumption-Summer	Nat. Gas		20	22		
	Nelrod Consumption-Winter	Nat. Gas		36	43		
	Nelrod Consumption	Elect.		209	256		
	NELROD	Elect.		$36.00	$42.00		
Variance			1BR	2BR	3BR	4BR	5BR
	Nelrod Consumption-Summer	Nat. Gas		0	0		
	Nelrod Consumption-Winter	Nat. Gas		-1	-1		
	Nelrod Consumption	Elect.		0	0		
	NELROD	Elect.		$5.00	$6.00		
Scattered Sites: FY18 Proposed	Tenant Paid Utilities	ALL ELECTRIC					
			1BR	2BR	3BR	4BR	5BR
	NELROD	Water			$33.00	$41.00	
	NELROD	Sewer			$53.00	$67.00	
	NELROD	Elect.			$146.00	$166.00	
Variance			1BR	2BR	3BR	4BR	5BR
	NELROD	Water			$33.00	$41.00	
	NELROD	Sewer			$53.00	$67.00	
	NELROD	Elect.			$17.00	$19.00	

SPARTANBURG HOUSING AUTHORITY

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Scattered Sites: FY18 Proposed	Tenant Paid Utilities	Gas Heating					
			1BR	2BR	3BR	4BR	5BR
	NELROD	Water			$33.00	$41.00	
	NELROD	Sewer			$53.00	$67.00	
	NELROD	Nat. Gas			$27.00	$29.00	
	NELROD	Elect.			$118.00	$136.00	
			1BR	2BR	3BR	4BR	5BR
Variance	NELROD	Water			$33.00	$41.00	
	NELROD	Sewer			$53.00	$67.00	
	NELROD	Nat. Gas			$3.00	$4.00	
	NELROD	Elect.			$14.00	$16.00	
Cambridge Place/Brawley Street: FY18 Proposed	Tenant Paid Utilities	ALL ELECTRIC					
			1BR	2BR	3BR Type A	3BR Type B	5BR
	NELROD	Elect.			$52.00	$52.00	
	NELROD	Nat. Gas			$20.00	$20.00	
	NELROD	Water			$26.00	$26.00	
	NELROD	Sewer			$40.00	$40.00	
	NELROD	Total			$138.00	$138.00	
			1BR	2BR	3BR Type A	3BR Type B	5BR
Variance	NELROD	Elect.			-$65.00	-$65.00	
	NELROD	Nat. Gas			-$14.00	-$23.00	
	NELROD	Water			$4.00	$4.00	
	NELROD	Sewer			-$9.00	-$9.00	
	NELROD	Total			-$84.00	-$93.00	

_____

Charles White, CHAIRMAN

ATTEST:

_____

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-55

DATE ADOPTED: November 20, 2017

SPARTANBURG
HOUSING AUTHORITY

Monthly Reports:

CEO

Terril Bates

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

November 20, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:
CEO REPORT FOR THE MONTH OF OCTOBER 2017

CONTACT PERSON:
Terril Bates
CEO
864-598-6010

OVERVIEW:
This report provides an update of activities of the CEO during the month of October. I attended the Purpose Built Community conference in Omaha, NE along with City of Spartanburg Staff, Northside Voyagers and NDG staff. The conference focused on intentional community redevelopment and included speakers from the medical, philanthropic, investment and banking organizations. Warren Buffet was the key note speaker. There were also tours through numerous communities recently developed or under development. I also attended the NAHRO annual conference, along with Commissioner White. The conference was held in Pittsburg, PA and featured numerous valuable sessions, including Procurement and RAD updates, both from a development and financial perspectives.

SHA hosted the HUD Regional Administrator, Ms. Legette and her Deputy Regional Administrator, Mr. Taylor on October 20th. The guests visited several PHA assets as well as projects on the Northside. Spartanburg has received national notice as a result of this visit and a potential visit from the HUD Secretary, Dr. Ben Carson, is expected in early November.

SHA hosted its second RAD Community Committee meeting at CC Woodson. Over 50 persons attended. Residents, staff, School District 7, Wofford College, Professors as well as students, a member of the faith community, Forrester Center and NDG. The SHA RAD Consultant, Cindi Herrera and several members of the NHP Developer group were introduced to the community. Meetings at the community level are schedule to begin in November.

On October 7th, I participated in a project facilitated by the Clerk of Court. Its design addresses the provision of feminine products to low income and homeless females. SHA will be the recipient of some of the items. On the 25th I met with United Way and WSPA. The WSPA board will consider having SHA as the recipient of the Caring for the Carolinas Coat Drive during their November board meeting.

Preparations are under way for a mentoring program on November 1, 2017, which will involve residents, staff and community partners.

Recurring meetings included the United Way, the monthly meeting with Ed Memmott and Bill Barnet, and the weekly calls with the development teams for the units in the Northside and NHP as well as the Schaumber group. There are now multiple scheduled calls and visits associated with the RAD project. There are senior staff meetings monthly and individual senior staff meetings on a weekly basis.

Upcoming events include the HUD Secretary visit, ten boys will attend a Clemson game, and twenty girls will attend the Nutcracker. A RAD meeting will be held at Victoria Gardens on November 17th. An RFP is being published by the county for a consultant to manage the AFFH project. SHA is partners with the City and County in this requirement. A visit to the Aiken Housing Authority to review their food project is scheduled for November 8th.

Respectfully Submitted, _____

Terril Bates, CEO
The Housing Authority of the City of Spartanburg

SPARTANBURG
HOUSING AUTHORITY

Monthly Reports:

FINANCE

Angela Leopard/Joe Calicdan

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

For one month ending October 31, 2017

		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	$ Variance	% Variance	PTD Actual	PTD Budget	$ Variance	% Variance		% Used PTD	Annual Target
1	**Public Housing**											
	Total Revenue	$ 252,499	$ 246,410	$ 6,089	2%	$ 252,499	$ 246,410	$ 6,089	2%	2,956,870	8.5%	8.3%
	Total Operating Expenses	242,669	304,883	62,214	20%	242,669	304,883	62,214	20%	3,020,196	8%	8.3%
	Total Non- operating Expenses	184	-	(184)		184	-	(184)				
	Reserve transfer out (in)									(101,574)	0%	
↑	Net Operating Income	$ 9,646	$ (58,473)	$ 68,119	116%	$ 9,646	$ (58,473)	$ 68,119	706%	38,248	25%	

*116% variance due to numerous BLI's reflecting annualized budget amounts and timing of receiving invoices. Note: Cammie Claggett receipts of $38k not included as these will likely be returned to HUD.

2	**HCV Program - HAP only**											
	Total Revenue	$ 898,141	$ 957,226	$ (59,085)	-6%	$ 898,141	$ 957,226	$ (59,085)	-6%	11,486,712	7.8%	8.3%
	Total Expenses	$ 963,136	$ 956,434	(6,702)	-1%	$ 963,136	$ 956,434	(6,702)	-1%	11,477,212	8.4%	8.3%
↓	Net Operating Income (loss)	$ (64,995)	$ 792	$ (65,787)	-101%	$ (64,995)	$ 792	$ (65,787)	-101%	9,500	-684%	

* HCV continues to manage unstable HAP receipts from HUD, received notice of receipts through end of CY during the month of October. No funding bill has been passed yet. Staff continues to monitor and will update as information is available.

3	**HCV Program - Admin only**											
	Total Revenue	$ 96,529	$ 91,763	$ 4,766	5%	$ 96,529	$ 91,763	$ 4,766	5%	1,101,149	8.8%	8.3%
	Total Expenses	$ 88,273	$ 105,370	17,097	16%	$ 88,273	$ 105,370	17,097	16%	1,233,529	7.2%	8.3%
	Reserve transfer out (in)									(132,380)	0.0%	
↑	Net Operating Income (loss)	$ 8,256	$ (13,607)	$ 21,863	265%	$ 8,256	$ (13,607)	$ 21,863	265%	-		

*Variance due to some expenses incurred in October being lower than budgeted and annualized BLI's.

4	**Mod Rehab Program - HAP only**											
	Total Revenue	116,323	119,326	$ (3,003)	-3%	116,323	119,326	$ (3,003)	-3%	1,431,914	8.1%	8.3%
	Total Expenses	109,742	119,326	9,584	8%	109,742	119,326	9,584	8%	1,431,914	7.7%	8.3%
↑	Net Operating Income	$ 6,581	$ -	$ 6,581	100%	$ 6,581	$ -	$ 6,581	100%	-		

*Variance due to annualized BLI's and timing for payables. No concerns.

5	**Mod Rehab Program - Admin only**											
	Total Revenue	$ 14,150	$ 13,702	$ 448	3%	$ 14,150	$ 13,702	$ 448	3%	164,428	8.6%	8.3%
	Total Expenses	6,886	9,264	2,378	26%	6,886	9,264	2,378	26%	105,581	6.5%	8.3%
↑	Net Operating Income (loss)	$ 7,264	$ 4,438	$ 2,826	39%	$ 7,264	$ 4,438	$ 2,826	39%	58,847	12%	

*Variance due to some expenses incurred in October being lower than budgeted and annualized BLI's.

6	**COCC Program Only**													
	Total Revenue	$ 190,636	$ 111,196	$ 79,440	71%	$ 190,636	$ 111,196	$ 79,440	71%	1,423,394	13.4%	8.3%
	Total Expenses	$ 93,795	$ 143,257	$ 49,462	35%	$ 93,795	$ 143,257	$ 49,462	35%	1,663,853	5.6%	8.3%
	Reserve transfer out (in)									(280,000)	0.0%	
	Net Operating Income	$ 96,840	$ (32,061)	$ 128,901	133%	$ 96,840	$ (32,061)	$ 128,901	133%	39,541	245%	

*Variance due to lower expenses incurred, annualized BLI's and timing for payables. Also, and the developer's fee received from Highland Crossing of $85K which was not budgeted.

7	**JC BULLS (100 & 32 units)**													
	Total Revenue	$ 88,335	$ 85,233	$ 3,102	4%	$ 88,335	$ 85,233	$ 3,102	4%	1,022,796	8.6%	8.3%
	Total Operating Expenses	$ 39,175	$ 81,182	$ 42,007	52%	$ 39,175	$ 81,182	$ 42,007	52%	911,690	4.3%	8.3%
	Net Operating Income	$ 49,160	$ 4,051	$ 45,109	92%	$ 49,160	$ 4,051	$ 45,109	92%	111,106	44%	

*Variance due to some expenses incurred in October being lower than budgeted, annualized BLI's and timing for payables. No concerns.

SPARTANBURG HOUSING AUTHORITY

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CONVENTIONAL PUBLIC HOUSING

Actual to Budget Variance Comparison

October 31, 2018

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
310000-000	TENANT INCOME									
310100-000	Rental Income									
311100-000	Tenant Rent	100,412.46	98,420.00	1,992.46	2.02	100,412.46	98,420.00	1,992.46	2.02	
311900-000	Total Rental Income	100,412.46	98,420.00	1,992.46	2.02	100,412.46	98,420.00	1,992.46	2.02	
312000-000	Other Tenant Income									
312003-000	Damages	3,073.41	1,350.00	1,723.41	127.66	3,073.41	1,350.00	1,723.41	127.66	Did not experience the level of move out damages anticipated
312004-000	Late Charges	1,275.00	1,358.00	(83.00)	-6.11	1,275.00	1,358.00	(83.00)	-6.11	
312005-000	Legal Fees - Tenant	1,255.00	1,013.00	242.00	23.89	1,255.00	1,013.00	242.00	23.89	Did not experience legal expense as anticipated
312006-000	NSF Charges	50.00	58.00	(8.00)	-13.79	50.00	58.00	(8.00)	-13.79	
312007-000	Tenant Owed Utilities - Excess	6,906.35	7,067.00	(160.65)	-2.27	6,906.35	7,067.00	(160.65)	-2.27	
312009-000	Misc.Tenant Income	767.45	1,861.00	(1,093.55)	-58.76	767.45	1,861.00	(1,093.55)	-58.76	receive from the laundry machines, cannot control the amount that we receive and can only estimate based on previous years.
312010-000	Maintenance Charges	344.40	-	344.40	N/A	344.40	-	344.40	N/A	
312900-000	Total Other Tenant Income	13,671.61	12,707.00	964.61	7.59	13,671.61	12,707.00	964.61	7.59	
319900-000	NET TENANT INCOME	114,084.07	111,127.00	2,957.07	2.66	114,084.07	111,127.00	2,957.07	2.66	
340000-000	GRANT INCOME									
340100-000	HUD PH Subsidy	175,905.00	133,281.00	42,624.00	31.98	175,905.00	133,281.00	42,624.00	31.98	Received more than anticipated, no rational
340111-000	Pet Fee Income	123.00	-	123.00	N/A	123.00	-	123.00	N/A	
349900-000	TOTAL GRANT INCOME	176,028.00	133,281.00	42,747.00	32.07	176,028.00	133,281.00	42,747.00	32.07	
360000-000	OTHER INCOME									
365000-000	Miscellaneous Other Income	101.80	1,168.00	(1,066.20)	-91.28	101.80	1,168.00	(1,066.20)	-91.28	Annualized Budget
365002-000	Bad Debt Recovery	285.00	834.00	(549.00)	-65.83	285.00	834.00	(549.00)	-65.83	Annualized Budget
369900-000	TOTAL OTHER INCOME	386.80	2,002.00	(1,615.20)	-80.68	386.80	2,002.00	(1,615.20)	-80.68	
399900-000	TOTAL INCOME	290,498.87	246,410.00	44,088.87	17.89	290,498.87	246,410.00	44,088.87	17.89	
410000-000	ADMINISTRATIVE									
410099-000	Administrative Salaries									
411000-000	Administrative Salaries and Wages	25,796.44	33,825.00	8,028.56	23.74	25,796.44	33,825.00	8,028.56	23.74	2 vacant positions
411002-000	Administrative Overtime	2,962.73	-	(2,962.73)	N/A	2,962.73	-	(2,962.73)	N/A	
411003-000	Administrative: Employer FICA/SUI	2,104.14	3,135.00	1,030.86	32.88	2,104.14	3,135.00	1,030.86	32.88	
411004-000	Administrative: Employee Benefits	12,112.82	12,125.00	12.18	0.10	12,112.82	12,125.00	12.18	0.10	
411099-000	Total Administrative Salaries	42,976.13	49,085.00	6,108.87	12.45	42,976.13	49,085.00	6,108.87	12.45	
413000-000	Legal Expense									
413003-000	Credit Reports	21.50	577.00	555.50	96.27	21.50	577.00	555.50	96.27	Less move outs/move ins during period, annualized
413100-000	Total Credit and Legal Expense	21.50	577.00	555.50	96.27	21.50	577.00	555.50	96.27	
413900-000	Other Admin Expenses									
414000-000	Staff Training	-	725.00	725.00	100.00	-	725.00	725.00	100.00	Annualized Budget
415000-000	Travel	37.99	434.00	396.01	91.25	37.99	434.00	396.01	91.25	Annualized Budget
417000-000	Bookkeeping Fees	3,562.50	3,513.00	(49.50)	-1.41	3,562.50	3,513.00	(49.50)	-1.41	
417100-000	Auditing Fees	-	1,555.00	1,555.00	100.00	-	1,555.00	1,555.00	100.00	Annualized Budget
417300-000	Management Fee	25,740.25	25,379.00	(361.25)	-1.42	25,740.25	25,379.00	(361.25)	-1.42	
417302-000	Asset Management Fee	5,070.00	4,930.00	(140.00)	-2.84	5,070.00	4,930.00	(140.00)	-2.84	
418900-000	Total Other Admin Expenses	34,410.74	36,536.00	2,125.26	5.82	34,410.74	36,536.00	2,125.26	5.82	
419000-000	Miscellaneous Admin Expenses									
419001-000	Office Expense	19.22	613.00	593.78	96.86	19.22	613.00	593.78	96.86	Annualized Budget
419003-000	Printing	566.08	573.00	6.92	1.21	566.08	573.00	6.92	1.21	
419004-000	Telephone	2,807.77	2,947.00	139.23	4.72	2,807.77	2,947.00	139.23	4.72	
419005-000	Postage	-	218.00	218.00	100.00	-	218.00	218.00	100.00	Annualized Budget

SPARTANBURG HOUSING AUTHORITY

CONVENTIONAL PUBLIC HOUSING

Actual to Budget Variance Comparison

October 31, 2018

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
419006-000	Forms and Computer Supplies	106.00	240.00	134.00	55.83	106.00	240.00	134.00	55.83	Annualized Budget
419007-000	Court Costs	675.00	936.00	261.00	27.88	675.00	936.00	261.00	27.88	Annualized Budget
419008-000	Subscriptions and Fees	-	151.00	151.00	100.00	-	151.00	151.00	100.00	Annualized Budget
419009-000	Sundry Miscellaneous	193.14	700.00	506.86	72.41	193.14	700.00	506.86	72.41	Annualized Budget
419010-000	Newspaper ADS (Advertising)	-	50.00	50.00	100.00	-	50.00	50.00	100.00	Annualized Budget
419011-000	Sundry Service Contracts	7,857.31	7,435.00	(422.31)	-5.68	7,857.31	7,435.00	(422.31)	-5.68	
419018-000	False Alarms	360.00	372.00	12.00	3.23	360.00	372.00	12.00	3.23	
419022-000	Other Misc Admin Expenses	400.00	370.00	(30.00)	-8.11	400.00	370.00	(30.00)	-8.11	
419100-000	Total Miscellaneous Admin Expenses	12,984.52	14,605.00	1,620.48	11.10	12,984.52	14,605.00	1,620.48	11.10	
419900-000	TOTAL ADMINISTRATIVE EXPENSES	90,392.89	100,803.00	10,410.11	10.33	90,392.89	100,803.00	10,410.11	10.33	
420000-000	TENANT SERVICES									
422000-000	Tenant Svcs-Participation Fund $15	1,189.67	1,399.00	209.33	14.96	1,189.67	1,399.00	209.33	14.96	Timing
422001-000	Tenant Svcs.-Stipend only $10	240.00	402.00	162.00	40.30	240.00	402.00	162.00	40.30	Councils have not submitted bills
423000-000	Tenant Svcs-PH ESDC	3,366.31	4,624.00	1,257.69	27.20	3,366.31	4,624.00	1,257.69	27.20	Timing
429900-000	TOTAL TENANT SERVICES EXPENSES	4,795.98	6,425.00	1,629.02	25.35	4,795.98	6,425.00	1,629.02	25.35	
430000-000	UTILITIES									
431000-000	Water	8,703.02	13,850.00	5,146.98	37.16	8,703.02	13,850.00	5,146.98	37.16	Timing
432000-000	Electricity	22,572.19	26,458.00	3,885.81	14.69	22,572.19	26,458.00	3,885.81	14.69	Timing
433000-000	Gas	4,343.29	12,125.00	7,781.71	64.18	4,343.29	12,125.00	7,781.71	64.18	Timing
439000-000	Sewer	12,178.06	20,367.00	8,188.94	40.21	12,178.06	20,367.00	8,188.94	40.21	Timing
439900-000	TOTAL UTILITY EXPENSES	47,796.56	72,800.00	25,003.44	34.35	47,796.56	72,800.00	25,003.44	34.35	
440000-000	MAINTENANCE AND OPERATIONS									
440099-000	General Maint Expense									
441000-000	Labor Maintenance	11,353.39	22,488.00	11,134.61	49.51	11,353.39	22,488.00	11,134.61	49.51	Vacant position
441002-000	Maintenance: Overtime	4,432.07	416.00	(4,016.07)	-965.40	4,432.07	416.00	(4,016.07)	-965.40	O/T due to power outages
441003-000	Maintenance: Employer FICA/SUI	1,331.87	2,227.00	895.13	40.19	1,331.87	2,227.00	895.13	40.19	
441004-000	Temp Maintenance Labor	10,066.75	4,077.00	(5,989.75)	-146.92	10,066.75	4,077.00	(5,989.75)	-146.92	Offset by variance in staff line

SPARTANBURG HOUSING AUTHORITY

CONVENTIONAL PUBLIC HOUSING

Actual to Budget Variance Comparison

October 31, 2018

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
441005-000	Maintenance: Employee Benefits	2,783.22	7,413.00	4,629.78	62.45	2,783.22	7,413.00	4,629.78	62.45	item
441006-000	On Call- after hours work	-	1,536.00	1,536.00	100.00	-	1,536.00	1,536.00	100.00	
441200-000	Vehicle Repair	-	476.00	476.00	100.00	-	476.00	476.00	100.00	
441300-000	Gasoline Purchases	-	655.00	655.00	100.00	-	655.00	655.00	100.00	
441900-000	Total General Maint Expense	29,967.30	39,288.00	9,320.70	23.72	29,967.30	39,288.00	9,320.70	23.72	
442000-000	Materials									
442002-000	Appliance-Maint Materials	187.07	665.00	477.93	71.87	187.07	665.00	477.93	71.87	Annualized budgets
442003-000	Painting-Maint Materials	1,294.85	1,485.00	190.15	12.80	1,294.85	1,485.00	190.15	12.80	
442004-000	Electrical-Maint Materials	1,804.43	2,209.00	404.57	18.31	1,804.43	2,209.00	404.57	18.31	
442005-000	Heating/AC-Maint Materials	(279.77)	1,489.00	1,768.77	118.79	(279.77)	1,489.00	1,768.77	118.79	Refund
442006-000	Janitorial Supplies	361.24	364.00	2.76	0.76	361.24	364.00	2.76	0.76	
442008-000	Plumbing-Maint Materials	1,404.89	2,418.00	1,013.11	41.90	1,404.89	2,418.00	1,013.11	41.90	
442009-000	Hand Tools-Maint Materials	90.22	313.00	222.78	71.18	90.22	313.00	222.78	71.18	
442010-000	Maintenance Materials	4,494.49	4,600.00	105.51	2.29	4,494.49	4,600.00	105.51	2.29	
442011-000	Work Supplies/Safety/Materials	166.19	279.00	112.81	40.43	166.19	279.00	112.81	40.43	Annualized budgets
442012-000	Landscaping Materials	2,618.78	5,398.00	2,779.22	51.49	2,618.78	5,398.00	2,779.22	51.49	Timing
442900-000	Total Materials	12,142.39	19,220.00	7,077.61	36.82	12,142.39	19,220.00	7,077.61	36.82	
443000-000	Contract Costs									
443001-000	Alarm/Extinguisher Contract	4,739.77	4,065.00	(674.77)	-16.60	4,739.77	4,065.00	(674.77)	-16.60	Timing
443002-000	Extermination Contract	1,126.50	3,409.00	2,282.50	66.96	1,126.50	3,409.00	2,282.50	66.96	Timing
443005-000	Unit Turnaround-Contract	7,362.81	8,583.00	1,220.19	14.22	7,362.81	8,583.00	1,220.19	14.22	Annualized budgets
443006-000	Electrical-Contract	819.00	1,011.00	192.00	18.99	819.00	1,011.00	192.00	18.99	Annualized budgets
443007-000	Disposal Contract	-	2,182.00	2,182.00	100.00	-	2,182.00	2,182.00	100.00	Annualized budgets
443009-000	Landscaping-Contract	6,452.50	6,074.00	(378.50)	-6.23	6,452.50	6,074.00	(378.50)	-6.23	Annualized budgets
443011-000	Heating/AC-Contract	2,831.89	3,446.00	614.11	17.82	2,831.89	3,446.00	614.11	17.82	Annualized budgets
443013-000	Contract: Uniform Rental	123.69	321.00	197.31	61.47	123.69	321.00	197.31	61.47	Annualized budgets
443017-000	Elevator-Contract	5,714.80	5,850.00	135.20	2.31	5,714.80	5,850.00	135.20	2.31	Annualized budgets
443018-000	Plumbing-Contract	1,881.45	3,169.00	1,287.55	40.63	1,881.45	3,169.00	1,287.55	40.63	Annualized budgets
443019-000	Miscellaneous Contracts	778.71	800.00	21.29	2.66	778.71	800.00	21.29	2.66	Annualized budgets
443099-000	Maintenance Misc-Contracts	18,749.73	19,978.00	1,228.27	6.15	18,749.73	19,978.00	1,228.27	6.15	Annualized budgets
443900-000	Total Contract Costs	50,580.85	58,888.00	8,307.15	14.11	50,580.85	58,888.00	8,307.15	14.11	
449900-000	TOTAL MAINTENACE EXPENSES	92,690.54	117,396.00	24,705.46	21.04	92,690.54	117,396.00	24,705.46	21.04	
450000-000	GENERAL EXPENSES									
451000-000	General Liability Insurance	2,788.00	3,042.00	254.00	8.35	2,788.00	3,042.00	254.00	8.35	
451100-000	Property Tax	-	1,304.00	1,304.00	100.00	-	1,304.00	1,304.00	100.00	Timing
452100-000	Workers Comp Insurance	2,479.00	2,663.00	184.00	6.91	2,479.00	2,663.00	184.00	6.91	
471503-000	FSS Escrow Payments	633.00	450.00	(183.00)	-40.67	633.00	450.00	(183.00)	-40.67	
458000-000	All Protective Services	1,093.00	-	(1,093.00)	N/A	1,093.00	-	(1,093.00)	N/A	
459900-000	TOTAL GENERAL EXPENSES	6,993.00	7,459.00	466.00	6.25%	6,993.00	7,459.00	466.00	6.25%	
	TOTAL OPERATING EXPENSES	**242,668.97**	**304,883.00**	**62,214.03**	**20.41%**	**242,668.97**	**304,883.00**	**62,214.03**	**20.41%**	
500000-000	NON-OPERATING ITEMS									
523417-000	Fund Day/Fall Fling Expense	184.33	-	(184.33)	N/A	184.33	-	(184.33)	N/A	
599900-000	TOTAL NON-OPERATING ITEMS	184.33	-	(184.33)	N/A	184.33	-	(184.33)	N/A	
900000-000	NET INCOME	**47,645.57**	**(58,473.00)**	**106,118.57**	**-181.48%**	**47,645.57**	**(58,473.00)**	**106,118.57**	**-181.48%**	

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
340000-000	GRANT INCOME									
341001-000	Section 8 HAP Earned	891,189.00	956,434.00	(65,245.00)	-6.82	891,189.00	956,434.00	(65,245.00)	-6.82	HCV continues to manage unstable HAP receipts from HUD, received notice of receipts through end of CY during the month of October.
341002-000	Sec 8 Admin. Fee Inc-HCV	95,427.00	90,971.00	4,456.00	4.90	95,427.00	90,971.00	4,456.00	4.90	
341004-000	Section 8 Port-In Admin Fees	396.74	-	396.74	N/A	396.74	-	396.74	N/A	
341006-000	Port In HAP Earned	6,247.00	-	6,247.00	N/A	6,247.00	-	6,247.00	N/A	
341010-000	Section 8 Admin Fee -Mod Rehab	14,150.00	13,702.00	448.00	3.27	14,150.00	13,702.00	448.00	3.27	
341011-000	Mod Rehab- HAP EARNED	116,323.00	119,326.00	(3,003.00)	-2.52	116,323.00	119,326.00	(3,003.00)	-2.52	
349900-000	TOTAL GRANT INCOME	1,123,732.74	1,180,433.00	(56,700.26)	-4.80	1,123,732.74	1,180,433.00	(56,700.26)	-4.80	
360000-000	OTHER INCOME									
364000-000	Fraud Recovery Income-Admin	705.33	792.00	(86.67)	-10.94	705.33	792.00	(86.67)	-10.94	
364001-000	Fraud Recovery - HAP	705.32	792.00	(86.68)	-10.94	705.32	792.00	(86.68)	-10.94	
364002-000	TBRA -HAP Earned	2,874.96	-	2,874.96	N/A	2,874.96	-	2,874.96	N/A	
365000-000	Miscellaneous Other Income	319.44	-	319.44	N/A	319.44	-	319.44	N/A	
369900-000	TOTAL OTHER INCOME	4,605.05	1,584.00	3,021.05	190.72	4,605.05	1,584.00	3,021.05	190.72	
399900-000	TOTAL INCOME	1,128,337.79	1,182,017.00	(53,679.21)	-4.54	1,128,337.79	1,182,017.00	(53,679.21)	-4.54	
410000-000	ADMINISTRATIVE									
410099-000	Administrative Salaries									
411000-000	Administrative Salaries and Wages	23,461.86	35,456.00	11,994.14	33.83	23,461.86	35,456.00	11,994.14	33.83	Reviewing Labor Allocations
411002-000	Administrative Overtime	75.09	-	(75.09)	N/A	75.09	-	(75.09)	N/A	
411003-000	Administrative: Employer FICA/SUI	1,832.90	3,342.00	1,509.10	45.16	1,832.90	3,342.00	1,509.10	45.16	
411004-000	Administrative: Employee Benefits	9,082.77	9,148.00	65.23	0.71	9,082.77	9,148.00	65.23	0.71	
411099-000	Total Administrative Salaries	34,452.62	47,946.00	13,493.38	28.14	34,452.62	47,946.00	13,493.38	28.14	
413000-000	Legal Expense									
413002-000	Yardi Screening Background Checks	119.00	292.00	173.00	59.25	119.00	292.00	173.00	59.25	Annualized BLI
413100-000	Total Credit and Legal Expense	119.00	292.00	173.00	59.25	119.00	292.00	173.00	59.25	
413900-000	Other Admin Expenses									
414000-000	Staff Training	-	500.00	500.00	100.00	-	500.00	500.00	100.00	Annualized BLI
415000-000	Travel	-	333.00	333.00	100.00	-	333.00	333.00	100.00	Annualized BLI
417000-000	Bookkeeping Fees	16,185.00	16,248.00	63.00	0.39	16,185.00	16,248.00	63.00	0.39	
417001-000	Bookkeeping Fees-MOD Rehab	1,447.50	1,613.00	165.50	10.26	1,447.50	1,613.00	165.50	10.26	
417100-000	Auditing Fees	-	458.00	458.00	100.00	-	458.00	458.00	100.00	Annualized BLI
417200-000	Port Out Admin Fee	539.85	667.00	127.15	19.06	539.85	667.00	127.15	19.06	
417300-000	Management Fee	25,896.00	25,996.00	100.00	0.38	25,896.00	25,996.00	100.00	0.38	
417303-000	Management Fee- MOD Rehab	2,316.00	2,580.00	264.00	10.23	2,316.00	2,580.00	264.00	10.23	
418000-000	Office Rent	3,570.00	3,570.00	-	0.00	3,570.00	3,570.00	-	0.00	
418900-000	Total Other Admin Expenses	49,954.35	51,965.00	2,010.65	3.87	49,954.35	51,965.00	2,010.65	3.87	
419000-000	Miscellaneous Admin Expenses									
419001-000	Office Expense	268.77	417.00	148.23	35.55	268.77	417.00	148.23	35.55	Annualized BLI
419003-000	Printing	556.00	573.00	17.00	2.97	556.00	573.00	17.00	2.97	Annualized BLI
419004-000	Telephone	2,559.96	2,548.00	(11.96)	-0.47	2,559.96	2,548.00	(11.96)	-0.47	

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var			
419005-000	Postage	1,000.00	1,002.00	2.00	0.20	1,000.00	1,002.00	2.00	0.20			
419006-000	Forms and Computer Supplies	-	125.00	125.00	100.00	-	125.00	125.00	100.00	Annualized BLI		
419008-000	Subscriptions and Fees	-	13.00	13.00	100.00	-	13.00	13.00	100.00	Annualized BLI		
419009-000	Sundry Miscellaneous	24.84	83.00	58.16	70.07	24.84	83.00	58.16	70.07	Annualized BLI		
419010-000	Newspaper ADS (Advertising)	-	42.00	42.00	100.00	-	42.00	42.00	100.00	Annualized BLI		
419011-000	Sundry Service Contracts	2,635.90	3,500.00	864.10	24.69	2,635.90	3,500.00	864.10	24.69	Annualized BLI		
419017-000	Temporary Administrative Labor	-	25.00	25.00	100.00	-	25.00	25.00	100.00	Annualized BLI		
419100-000	Total Miscellaneous Admin Expenses	7,045.47	8,328.00	1,282.53	15.40	7,045.47	8,328.00	1,282.53	15.40			
419900-000	TOTAL ADMINISTRATIVE EXPENSES	91,571.44	108,531.00	16,959.56	15.63	91,571.44	108,531.00	16,959.56	15.63			
440000-000	MAINTENANCE AND OPERATIONS											
440099-000	General Maint Expense											
441200-000	Vehicle Repair	-	208.00	208.00	100.00	-	208.00	208.00	100.00	Annualized BLI		
441300-000	Gasoline Purchases	-	175.00	175.00	100.00	-	175.00	175.00	100.00	Annualized BLI		
441900-000	Total General Maint Expense	-	383.00	383.00	100.00	-	383.00	383.00	100.00			
443000-000	Contract Costs											
443015-000	Janitorial-Contract	480.00	480.00	-	0.00	480.00	480.00	-	0.00			
443023-000	Con:Consultant/Mentoring	-	2,008.00	2,008.00	100.00	-	2,008.00	2,008.00	100.00	Annualized BLI		
443900-000	Total Contract Costs	480.00	2,488.00	2,008.00	80.71	480.00	2,488.00	2,008.00	80.71			
449900-000	TOTAL MAINTENACE EXPENSES	480.00	2,871.00	2,391.00	83.28	480.00	2,871.00	2,391.00	83.28			
450000-000	GENERAL EXPENSES											
451000-000	General Liability Insurance	1,645.00	1,724.00	79.00	4.58	1,645.00	1,724.00	79.00	4.58			
452100-000	Workers Comp Insurance	1,462.00	1,508.00	46.00	3.05	1,462.00	1,508.00	46.00	3.05			
459900-000	TOTAL GENERAL EXPENSES	3,107.00	3,232.00	125.00	3.87	3,107.00	3,232.00	125.00	3.87			
470000-000	HOUSING ASSISTANCE PAYMENTS											
471500-000	Housing Assistance Payments	1,020,197.00	1,018,906.00	(1,291.00)	-0.13	1,020,197.00	1,018,906.00	(1,291.00)	-0.13			
471501-000	Tenant Utility Payments	37,637.00	37,201.00	(436.00)	-1.17	37,637.00	37,201.00	(436.00)	-1.17			
471502-000	Portable Out HAP Payments	12,719.00	15,185.00	2,466.00	16.24	12,719.00	15,185.00	2,466.00	16.24			
471503-000	FSS Escrow Payments	5,229.00	4,468.00	(761.00)	-17.03	5,229.00	4,468.00	(761.00)	-17.03			
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,075,782.00	1,075,760.00	(22.00)	0.00	1,075,782.00	1,075,760.00	(22.00)	0.00			
	TOTAL OPERATING EXPENSES	**1,170,940.44**	**1,190,394.00**	**19,453.56**	**1.63%**	**1,170,940.44**	**1,190,394.00**	**19,453.56**	**1.63%**			
900000-000	**NET INCOME**	**(42,602.65)**	**(8,377.00)**	**(34,225.65)**	**408.57%**	**(42,602.65)**	**(8,377.00)**	**(34,225.65)**	**408.57%**			

SPARTANBURG HOUSING AUTHORITY

JC BULL (100 units) & SLHC (32 units)

Actual to Budget Variance Comparison

October 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	36,137.00	35,294.00	843.00	2.39	36,137.00	35,294.00	843.00	2.39	
311900-000	Total Rental Income	36,137.00	35,294.00	843.00	2.39	36,137.00	35,294.00	843.00	2.39	
312000-000	Other Tenant Income									
312003-000	Damages	-	50.00	(50.00)	-100.00	-	50.00	(50.00)	-100.00	
312004-000	Late Charges	40.00	50.00	(10.00)	-20.00	40.00	50.00	(10.00)	-20.00	
312005-000	Legal Fees - Tenant	90.00	25.00	65.00	260.00	90.00	25.00	65.00	260.00	
312006-000	NSF Charges	-	25.00	(25.00)	-100.00	-	25.00	(25.00)	-100.00	
312007-000	Tenant Owed Utilities - Excess	149.15	250.00	(100.85)	-40.34	149.15	250.00	(100.85)	-40.34	
312009-000	Misc.Tenant Income	8.98	-	8.98	N/A	8.98	-	8.98	N/A	
312010-000	Maintenance Charges	62.50	-	62.50	N/A	62.50	-	62.50	N/A	
312900-000	Total Other Tenant Income	350.63	400.00	(49.37)	-12.34	350.63	400.00	(49.37)	-12.34	
319900-000	NET TENANT INCOME	36,487.63	35,694.00	793.63	2.22	36,487.63	35,694.00	793.63	2.22	
340000-000	GRANT INCOME									
341500-000	Other Govt and Private Grants	51,693.00	49,439.00	2,254.00	4.56	51,693.00	49,439.00	2,254.00	4.56	
349900-000	TOTAL GRANT INCOME	51,693.00	49,439.00	2,254.00	4.56	51,693.00	49,439.00	2,254.00	4.56	
360000-000	OTHER INCOME									
365000-000	Miscellaneous Other Income	154.15	100.00	54.15	54.15	154.15	100.00	54.15	54.15	
369900-000	TOTAL OTHER INCOME	154.15	100.00	54.15	54.15	154.15	100.00	54.15	54.15	
399900-000	TOTAL INCOME	88,334.78	85,233.00	3,101.78	3.64	88,334.78	85,233.00	3,101.78	3.64	
410000-000	ADMINISTRATIVE									
410099-000	Administrative Salaries									
411000-000	Administrative Salaries and Wages	4,869.54	7,221.00	2,351.46	32.56	4,869.54	7,221.00	2,351.46	32.56	Vacant position
411002-000	Administrative Overtime	291.25	-	(291.25)	N/A	291.25	-	(291.25)	N/A	
411003-000	Administrative: Employer FICA/SUI	544.77	661.00	116.23	17.58	544.77	661.00	116.23	17.58	
411004-000	Administrative: Employee Benefits	1,584.11	1,490.00	(94.11)	-6.32	1,584.11	1,490.00	(94.11)	-6.32	
411099-000	Total Administrative Salaries	7,289.67	9,372.00	2,082.33	22.22	7,289.67	9,372.00	2,082.33	22.22	
413000-000	Legal Expense									
413003-000	Credit Reports	-	17.00	17.00	100.00	-	17.00	17.00	100.00	Annualized BLI
413100-000	Total Credit and Legal Expense	-	17.00	17.00	100.00	-	17.00	17.00	100.00	
413900-000	Other Admin Expenses									
414000-000	Staff Training	-	463.00	463.00	100.00	-	463.00	463.00	100.00	Annualized BLI
415000-000	Travel	22.47	350.00	327.53	93.58	22.47	350.00	327.53	93.58	Annualized BLI

SPARTANBURG HOUSING AUTHORITY

JC BULL (100 units) & SLHC (32 units)

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
417000-000	Bookkeeping Fees	952.50	941.00	(11.50)	-1.22	952.50	941.00	(11.50)	-1.22		
417100-000	Auditing Fees	-	454.00	454.00	100.00	-	454.00	454.00	100.00	Annualized BLI	
417300-000	Management Fee	6,882.13	6,795.00	(87.13)	-1.28	6,882.13	6,795.00	(87.13)	-1.28		
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	1,320.00	1,320.00	-	0.00		
418900-000	Total Other Admin Expenses	9,177.10	10,323.00	1,145.90	11.10	9,177.10	10,323.00	1,145.90	11.10		
419000-000	Miscellaneous Admin Expenses										
419001-000	Office Expense	141.90	192.00	50.10	26.09	141.90	192.00	50.10	26.09		
419003-000	Printing	120.70	113.00	(7.70)	-6.81	120.70	113.00	(7.70)	-6.81		
419004-000	Telephone	667.47	581.00	(86.47)	-14.88	667.47	581.00	(86.47)	-14.88		
419005-000	Postage	-	100.00	100.00	100.00	-	100.00	100.00	100.00	Annualized BLI	
419006-000	Forms and Computer Supplies	-	108.00	108.00	100.00	-	108.00	108.00	100.00	Annualized BLI	
419007-000	Court Costs	145.00	188.00	43.00	22.87	145.00	188.00	43.00	22.87		
419008-000	Subscriptions and Fees	-	156.00	156.00	100.00	-	156.00	156.00	100.00	Annualized BLI	
419009-000	Sundry Miscellaneous	204.78	598.00	393.22	65.76	204.78	598.00	393.22	65.76		
419010-000	Newspaper ADS (Advertising)	-	42.00	42.00	100.00	-	42.00	42.00	100.00	Annualized BLI	
419011-000	Sundry Service Contracts	1,799.26	1,817.00	17.74	0.98	1,799.26	1,817.00	17.74	0.98		
419018-000	False Alarms	-	5.00	5.00	100.00	-	5.00	5.00	100.00	Annualized BLI	
419022-000	Other Misc Admin Expenses	-	50.00	50.00	100.00	-	50.00	50.00	100.00	Annualized BLI	
419100-000	Total Miscellaneous Admin Expenses	3,079.11	3,950.00	870.89	22.05	3,079.11	3,950.00	870.89	22.05		
419900-000	TOTAL ADMINISTRATIVE EXPENSES	19,545.88	23,662.00	4,116.12	17.40	19,545.88	23,662.00	4,116.12	17.40		
420000-000	TENANT SERVICES										
422000-000	Tenant Svcs-Participation Fund $15	449.26	415.00	(34.26)	-8.26	449.26	415.00	(34.26)	-8.26		
422001-000	Tenant Svcs.-Stipend only $10	-	452.00	452.00	100.00	-	452.00	452.00	100.00		
423000-000	Tenant Svcs-PH ESDC	357.00	350.00	(7.00)	-2.00	357.00	350.00	(7.00)	-2.00		
429900-000	TOTAL TENANT SERVICES EXPENSES	806.26	1,217.00	410.74	33.75	806.26	1,217.00	410.74	33.75		
430000-000	UTILITIES										
431000-000	Water	-	2,100.00	2,100.00	100.00	-	2,100.00	2,100.00	100.00	Timing	
432000-000	Electricity	5,480.88	6,000.00	519.12	8.65	5,480.88	6,000.00	519.12	8.65	Timing	
433000-000	Gas	30.08	4,600.00	4,569.92	99.35	30.08	4,600.00	4,569.92	99.35	Timing	
439000-000	Sewer	-	2,750.00	2,750.00	100.00	-	2,750.00	2,750.00	100.00	Timing	
439900-000	TOTAL UTILITY EXPENSES	5,510.96	15,450.00	9,939.04	64.33	5,510.96	15,450.00	9,939.04	64.33		
440000-000	MAINTENANCE AND OPERATIONS										
440099-000	General Maint Expense										
441000-000	Labor Maintenance	1,941.25	4,660.00	2,718.75	58.34	1,941.25	4,660.00	2,718.75	58.34		
441002-000	Maintenance: Overtime	151.20	-	(151.20)	N/A	151.20	-	(151.20)	N/A		

SPARTANBURG HOUSING AUTHORITY
JC BULL (100 units) & SLHC (32 units)
Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
441003-000	Maintenance: Employer FICA/SUI	140.42	304.00	163.58	53.81	140.42	304.00	163.58	53.81		
441005-000	Maintenance: Employee Benefits	1,031.72	1,253.00	221.28	17.66	1,031.72	1,253.00	221.28	17.66		
441006-000	On Call- after hours work	-	512.00	512.00	100.00	-	512.00	512.00	100.00	Annualized BLI	
441200-000	Vehicle Repair	-	125.00	125.00	100.00	-	125.00	125.00	100.00	Annualized BLI	
441300-000	Gasoline Purchases	-	129.00	129.00	100.00	-	129.00	129.00	100.00	Annualized BLI	
441900-000	Total General Maint Expense	3,264.59	6,983.00	3,718.41	53.25	3,264.59	6,983.00	3,718.41	53.25		
442000-000	Materials										
442002-000	Appliance-Maint Materials	-	584.00	584.00	100.00	-	584.00	584.00	100.00	Annualized BLI	
442003-000	Painting-Maint Materials	-	192.00	192.00	100.00	-	192.00	192.00	100.00	Annualized BLI	
442004-000	Electrical-Maint Materials	-	417.00	417.00	100.00	-	417.00	417.00	100.00	Annualized BLI	
442005-000	Heating/AC-Maint Materials	-	1,000.00	1,000.00	100.00	-	1,000.00	1,000.00	100.00	Annualized BLI	
442006-000	Janitorial Supplies	43.92	59.00	15.08	25.56	43.92	59.00	15.08	25.56		
442008-000	Plumbing-Maint Materials	(151.69)	6,042.00	6,193.69	102.51	(151.69)	6,042.00	6,193.69	102.51		
442009-000	Hand Tools-Maint Materials	-	67.00	67.00	100.00	-	67.00	67.00	100.00	Annualized BLI	
442010-000	Maintenance Materials	588.46	1,083.00	494.54	45.66	588.46	1,083.00	494.54	45.66		
442011-000	Work Supplies/Safety/Materials	-	96.00	96.00	100.00	-	96.00	96.00	100.00	Annualized BLI	
442012-000	Landscaping Materials	145.90	969.00	823.10	84.94	145.90	969.00	823.10	84.94		
442900-000	Total Materials	626.59	10,509.00	9,882.41	94.04	626.59	10,509.00	9,882.41	94.04		
443000-000	Contract Costs										
443001-000	Alarm/Extinguisher Contract	48.00	209.00	161.00	77.03	48.00	209.00	161.00	77.03	Annualized BLI	
443002-000	Extermination Contract	858.00	942.00	84.00	8.92	858.00	942.00	84.00	8.92		
443005-000	Unit Turnaround-Contract	-	584.00	584.00	100.00	-	584.00	584.00	100.00	Annualized BLI	
443006-000	Electrical-Contract	-	417.00	417.00	100.00	-	417.00	417.00	100.00	Annualized BLI	
443007-000	Disposal Contract	-	658.00	658.00	100.00	-	658.00	658.00	100.00	Annualized BLI	
443009-000	Landscaping-Contract	1,523.00	1,316.00	(207.00)	-15.73	1,523.00	1,316.00	(207.00)	-15.73	Annualized BLI	
443011-000	Heating/AC-Contract	-	2,583.00	2,583.00	100.00	-	2,583.00	2,583.00	100.00	Annualized BLI	
443013-000	Contract: Uniform Rental	27.75	84.00	56.25	66.96	27.75	84.00	56.25	66.96	Annualized BLI	
443015-000	Janitorial-Contract	-	83.00	83.00	100.00	-	83.00	83.00	100.00	Annualized BLI	
443018-000	Plumbing-Contract	-	1,988.00	1,988.00	100.00	-	1,988.00	1,988.00	100.00	Annualized BLI	
443099-000	Maintenance Misc-Contracts	4,425.00	10,283.00	5,858.00	56.97	4,425.00	10,283.00	5,858.00	56.97	Annualized BLI	
443900-000	Total Contract Costs	6,881.75	19,147.00	12,265.25	64.06	6,881.75	19,147.00	12,265.25	64.06		
449900-000	TOTAL MAINTENACE EXPENSES	10,772.93	36,639.00	25,866.07	70.60	10,772.93	36,639.00	25,866.07	70.60		
450000-000	GENERAL EXPENSES										
451000-000	General Liability Insurance	2,049.08	2,130.00	80.92	3.80	2,049.08	2,130.00	80.92	3.80		
451100-000	Property Tax	-	1,533.00	1,533.00	100.00	-	1,533.00	1,533.00	100.00	Timing	
452100-000	Workers Comp Insurance	490.00	551.00	61.00	11.07	490.00	551.00	61.00	11.07		
459900-000	TOTAL GENERAL EXPENSES	2,539.08	4,214.00	1,674.92	39.75	2,539.08	4,214.00	1,674.92	39.75		

SPARTANBURG HOUSING AUTHORITY

JC BULL (100 units) & SLHC (32 units)

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	TOTAL OPERATING EXPENSES	39,175.11	81,182.00	42,006.89	51.74%	39,175.11	81,182.00	42,006.89	51.74%
900000-000	NET INCOME	49,159.67	4,051.00	45,108.67	1113.52%	49,159.67	4,051.00	45,108.67	1113.52%
	Proof :								
	JC Bull - 100 units	40,485.46	6,223.00			40,485.46	6,223.00		
	JC Bull - 32 units	8,674.21	(2,172.00)			8,674.21	(2,172.00)		
		49,159.67	4,051.00			49,159.67	4,051.00		
		-				-			

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
360000-000	OTHER INCOME									
362000-000	Management Fee Income	69,515.61	67,555.00	1,960.61	2.90	69,515.61	67,555.00	1,960.61	2.90	
362001-000	Bookkeeping fee income	22,275.00	22,378.00	(103.00)	-0.46	22,275.00	22,378.00	(103.00)	-0.46	
365000-000	Miscellaneous Other Income	98,845.11	21,263.00	77,582.11	364.87	98,845.11	21,263.00	77,582.11	364.87	*Received $85 in developer fees, expected, but did not have a way to gage when the receipts would come in.
369900-000	TOTAL OTHER INCOME	190,635.72	111,196.00	79,439.72	71.44	190,635.72	111,196.00	79,439.72	71.44	
399900-000	TOTAL INCOME	190,635.72	111,196.00	79,439.72	71.44	190,635.72	111,196.00	79,439.72	71.44	
410000-000	ADMINISTRATIVE									
410099-000	Administrative Salaries									
411000-000	Administrative Salaries and Wages	35,884.26	56,182.00	20,297.74	36.13	35,884.26	56,182.00	20,297.74	36.13	Vacant positions
411002-000	Administrative Overtime	552.77	-	(552.77)	N/A	552.77	-	(552.77)	N/A	
411003-000	Administrative: Employer FICA/SUI	2,254.87	4,771.00	2,516.13	52.74	2,254.87	4,771.00	2,516.13	52.74	
411004-000	Administrative: Employee Benefits	13,146.27	13,186.00	39.73	0.30	13,146.27	13,186.00	39.73	0.30	
411005-000	Administrative: Retirees Medical ER share	3,001.76	3,083.00	81.24	2.64	3,001.76	3,083.00	81.24	2.64	
411006-000	Administrative: Emp Incentive	85.00	417.00	332.00	79.62	85.00	417.00	332.00	79.62	
411099-000	Total Administrative Salaries	54,924.93	77,639.00	22,714.07	29.26	54,924.93	77,639.00	22,714.07	29.26	
413000-000	Legal Expense									
413001-000	Legal Expense	90.00	4,167.00	4,077.00	97.84	90.00	4,167.00	4,077.00	97.84	Annualized BLI
413003-000	Credit Reports	-	42.00	42.00	100.00	-	42.00	42.00	100.00	
413100-000	Total Credit and Legal Expense	90.00	4,209.00	4,119.00	97.86	90.00	4,209.00	4,119.00	97.86	
413900-000	Other Admin Expenses									
414000-000	Staff Training	165.76	1,283.00	1,117.24	87.08	165.76	1,283.00	1,117.24	87.08	Annualized BLI
415000-000	Travel	1,105.51	1,167.00	61.49	5.27	1,105.51	1,167.00	61.49	5.27	Annualized BLI
417100-000	Auditing Fees	-	625.00	625.00	100.00	-	625.00	625.00	100.00	Annualized BLI
418000-000	Office Rent	8,300.72	8,168.00	(132.72)	-1.62	8,300.72	8,168.00	(132.72)	-1.62	
418900-000	Total Other Admin Expenses	9,571.99	11,243.00	1,671.01	14.86	9,571.99	11,243.00	1,671.01	14.86	
419000-000	Miscellaneous Admin Expenses									
419001-000	Office Expense	823.93	846.00	22.07	2.61	823.93	846.00	22.07	2.61	
419003-000	Printing	1,709.30	1,672.00	(37.30)	-2.23	1,709.30	1,672.00	(37.30)	-2.23	
419004-000	Telephone	3,369.61	3,450.00	80.39	2.33	3,369.61	3,450.00	80.39	2.33	
419005-000	Postage	1,145.55	1,150.00	4.45	0.39	1,145.55	1,150.00	4.45	0.39	
419008-000	Subscriptions and Fees	-	1,533.00	1,533.00	100.00	-	1,533.00	1,533.00	100.00	Annualized, Timing
419009-000	Sundry Miscellaneous	1,000.88	1,108.00	107.12	9.67	1,000.88	1,108.00	107.12	9.67	
419010-000	Newspaper ADS (Advertising)	-	125.00	125.00	100.00	-	125.00	125.00	100.00	Annualized BLI
419011-000	Sundry Service Contracts	3,157.53	3,848.00	690.47	17.94	3,157.53	3,848.00	690.47	17.94	
419017-000	Temporary Administrative Labor	-	4,633.00	4,633.00	100.00	-	4,633.00	4,633.00	100.00	Annualized BLI
419020-000	Bank Fees	-	83.00	83.00	100.00	-	83.00	83.00	100.00	Annualized BLI
419021-000	Discretionary	-	42.00	42.00	100.00	-	42.00	42.00	100.00	Annualized BLI

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM
Actual to Budget Variance Comparison
October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
419022-000	Other Misc Admin Expenses	-	254.00	254.00	100.00	-	254.00	254.00	100.00	Annualized BLI
419100-000	Total Miscellaneous Admin Expenses	11,206.80	18,744.00	7,537.20	40.21	11,206.80	18,744.00	7,537.20	40.21	
419900-000	TOTAL ADMINISTRATIVE EXPENSES	75,793.72	111,835.00	36,041.28	32.23	75,793.72	111,835.00	36,041.28	32.23	
430000-000	UTILITIES									
431000-000	Water	-	167.00	167.00	100.00	-	167.00	167.00	100.00	Timing
432000-000	Electricity	1,260.58	1,667.00	406.42	24.38	1,260.58	1,667.00	406.42	24.38	Timing
433000-000	Gas	85.93	333.00	247.07	74.20	85.93	333.00	247.07	74.20	Timing
439000-000	Sewer	-	167.00	167.00	100.00	-	167.00	167.00	100.00	Timing
439900-000	TOTAL UTILITY EXPENSES	1,346.51	2,334.00	987.49	42.31	1,346.51	2,334.00	987.49	42.31	
440000-000	MAINTENANCE AND OPERATIONS									
440099-000	General Maint Expense									
441200-000	Vehicle Repair	279.00	1,583.00	1,304.00	82.38	279.00	1,583.00	1,304.00	82.38	Annualized BLI
441210-000	Equipment Repair	-	250.00	250.00	100.00	-	250.00	250.00	100.00	Annualized BLI
441300-000	Gasoline Purchases	-	750.00	750.00	100.00	-	750.00	750.00	100.00	Annualized BLI
441900-000	Total General Maint Expense	279.00	2,583.00	2,304.00	89.20	279.00	2,583.00	2,304.00	89.20	
442000-000	Materials									
442006-000	Janitorial Supplies	-	108.00	108.00	100.00	-	108.00	108.00	100.00	Annualized BLI
442010-000	Maintenance Materials	847.40	663.00	(184.40)	-27.81	847.40	663.00	(184.40)	-27.81	
442011-000	Work Supplies/Safety/Materials	-	25.00	25.00	100.00	-	25.00	25.00	100.00	Annualized BLI
442012-000	Landscaping Materials	-	92.00	92.00	100.00	-	92.00	92.00	100.00	Annualized BLI
442900-000	Total Materials	847.40	888.00	40.60	4.57	847.40	888.00	40.60	4.57	
443000-000	Contract Costs									
443001-000	Alarm/Extinguisher Contract	265.94	273.00	7.06	2.59	265.94	273.00	7.06	2.59	
443007-000	Disposal Contract	-	200.00	200.00	100.00	-	200.00	200.00	100.00	Timing
443009-000	Landscaping-Contract	1,310.00	2,090.00	780.00	37.32	1,310.00	2,090.00	780.00	37.32	
443013-000	Contract: Uniform Rental	40.35	58.00	17.65	30.43	40.35	58.00	17.65	30.43	
443015-000	Janitorial-Contract	720.00	720.00	-	0.00	720.00	720.00	-	0.00	
443019-000	Miscellaneous Contracts	-	147.00	147.00	100.00	-	147.00	147.00	100.00	Annualized BLI
443023-000	Con:Consultant/Mentoring	6,044.87	9,584.00	3,539.13	36.93	6,044.87	9,584.00	3,539.13	36.93	Annualized BLI
443099-000	Maintenance Misc-Contracts	37.24	3,170.00	3,132.76	98.83	37.24	3,170.00	3,132.76	98.83	Annualized BLI
443900-000	Total Contract Costs	8,418.40	16,242.00	7,823.60	48.17	8,418.40	16,242.00	7,823.60	48.17	
449900-000	TOTAL MAINTENACE EXPENSES	9,544.80	19,713.00	10,168.20	51.58	9,544.80	19,713.00	10,168.20	51.58	
450000-000	GENERAL EXPENSES									
451000-000	General Liability Insurance	3,931.33	4,083.00	151.67	3.71	3,931.33	4,083.00	151.67	3.71	
451100-000	Property Tax	-	1,875.00	1,875.00	100.00	-	1,875.00	1,875.00	100.00	Timing
452100-000	Workers Comp Insurance	2,407.00	2,500.00	93.00	3.72	2,407.00	2,500.00	93.00	3.72	

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM
Actual to Budget Variance Comparison
October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
453010-000	SHA-Board/Commissioner exp	772.56	917.00	144.44	15.75	772.56	917.00	144.44	15.75
459900-000	TOTAL GENERAL EXPENSES	7,110.89	9,375.00	2,264.11	24.15	7,110.89	9,375.00	2,264.11	24.15
	TOTAL OPERATING EXPENSES	**93,795.92**	**143,257.00**	**49,461.08**	**34.53%**	**93,795.92**	**143,257.00**	**49,461.08**	**34.53%**
900000-000	**NET INCOME**	**96,839.80**	**(32,061.00)**	**128,900.80**	**-402.05%**	**96,839.80**	**(32,061.00)**	**128,900.80**	**-402.05%**

SPARTANBURG HOUSING AUTHORITY

AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

October 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	143,515.46	133,714.00	9,801.46	7.33	143,515.46	133,714.00	9,801.46	7.33
311900-000	Total Rental Income	143,515.46	133,714.00	9,801.46	7.33	143,515.46	133,714.00	9,801.46	7.33
312000-000	Other Tenant Income								
312003-000	Damages	3,073.41	1,400.00	1,673.41	119.53	3,073.41	1,400.00	1,673.41	119.53
312004-000	Late Charges	1,315.00	1,408.00	(93.00)	-6.61	1,315.00	1,408.00	(93.00)	-6.61
312005-000	Legal Fees - Tenant	1,345.00	1,038.00	307.00	29.58	1,345.00	1,038.00	307.00	29.58
312006-000	NSF Charges	50.00	83.00	(33.00)	-39.76	50.00	83.00	(33.00)	-39.76
312007-000	Tenant Owed Utilities - Excess	7,055.50	7,317.00	(261.50)	-3.57	7,055.50	7,317.00	(261.50)	-3.57
312009-000	Misc.Tenant Income	776.43	1,861.00	(1,084.57)	-58.28	776.43	1,861.00	(1,084.57)	-58.28
312010-000	Maintenance Charges	406.90	-	406.90	N/A	406.90	-	406.90	N/A
312900-000	Total Other Tenant Income	14,022.24	13,107.00	915.24	6.98	14,022.24	13,107.00	915.24	6.98
319900-000	NET TENANT INCOME	157,537.70	146,821.00	10,716.70	7.30	157,537.70	146,821.00	10,716.70	7.30
340000-000	GRANT INCOME								
340100-000	HUD PH Subsidy	175,905.00	133,281.00	42,624.00	31.98	175,905.00	133,281.00	42,624.00	31.98
340111-000	Pet Fee Income	123.00	-	123.00	N/A	123.00	-	123.00	N/A
341001-000	Section 8 HAP Earned	891,189.00	956,434.00	(65,245.00)	-6.82	891,189.00	956,434.00	(65,245.00)	-6.82
341002-000	Sec 8 Admin. Fee Inc-HCV	95,427.00	90,971.00	4,456.00	4.90	95,427.00	90,971.00	4,456.00	4.90
341004-000	Section 8 Port-In Admin Fees	396.74	-	396.74	N/A	396.74	-	396.74	N/A
341006-000	Port In HAP Earned	6,247.00	-	6,247.00	N/A	6,247.00	-	6,247.00	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	14,150.00	13,702.00	448.00	3.27	14,150.00	13,702.00	448.00	3.27
341011-000	Mod Rehab- HAP EARNED	116,323.00	119,326.00	(3,003.00)	-2.52	116,323.00	119,326.00	(3,003.00)	-2.52
341500-000	Other Govt and Private Grants	51,693.00	49,439.00	2,254.00	4.56	51,693.00	49,439.00	2,254.00	4.56
349900-000	TOTAL GRANT INCOME	1,351,453.74	1,363,153.00	(11,699.26)	-0.86	1,351,453.74	1,363,153.00	(11,699.26)	-0.86
360000-000	OTHER INCOME								
362000-000	Management Fee Income	69,515.61	67,555.00	1,960.61	2.90	69,515.61	67,555.00	1,960.61	2.90
362001-000	Bookkeeping fee income	22,275.00	22,378.00	(103.00)	-0.46	22,275.00	22,378.00	(103.00)	-0.46
364000-000	Fraud Recovery Income-Admin	705.33	792.00	(86.67)	-10.94	705.33	792.00	(86.67)	-10.94
364001-000	Fraud Recovery - HAP	705.32	792.00	(86.68)	-10.94	705.32	792.00	(86.68)	-10.94
364002-000	TBRA -HAP Earned	2,874.96	-	2,874.96	N/A	2,874.96	-	2,874.96	N/A
365000-000	Miscellaneous Other Income	99,420.50	22,531.00	76,889.50	341.26	99,420.50	22,531.00	76,889.50	341.26
365002-000	Bad Debt Recovery	285.00	834.00	(549.00)	-65.83	285.00	834.00	(549.00)	-65.83
369900-000	TOTAL OTHER INCOME	195,781.72	114,882.00	80,899.72	70.42	195,781.72	114,882.00	80,899.72	70.42
399900-000	TOTAL INCOME	1,704,773.16	1,624,856.00	79,917.16	4.92	1,704,773.16	1,624,856.00	79,917.16	4.92
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	90,520.95	132,684.00	42,163.05	31.78	90,520.95	132,684.00	42,163.05	31.78
411002-000	Administrative Overtime	3,916.86	-	(3,916.86)	N/A	3,916.86	-	(3,916.86)	N/A

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS
Actual to Budget Variance Comparison
October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411003-000	Administrative: Employer FICA/SUI	6,776.98	11,909.00	5,132.02	43.09	6,776.98	11,909.00	5,132.02	43.09
411004-000	Administrative: Employee Benefits	36,114.71	35,949.00	(165.71)	-0.46	36,114.71	35,949.00	(165.71)	-0.46
411005-000	Administrative: Retirees Medical ER share	3,001.76	3,083.00	81.24	2.64	3,001.76	3,083.00	81.24	2.64
411006-000	Administrative: Emp Incentive	85.00	417.00	332.00	79.62	85.00	417.00	332.00	79.62
411099-000	Total Administrative Salaries	140,416.26	184,042.00	43,625.74	23.70	140,416.26	184,042.00	43,625.74	23.70
413000-000	Legal Expense								
413001-000	Legal Expense	90.00	4,167.00	4,077.00	97.84	90.00	4,167.00	4,077.00	97.84
413002-000	Yardi Screening Background Checks	119.00	292.00	173.00	59.25	119.00	292.00	173.00	59.25
413003-000	Credit Reports	21.50	636.00	614.50	96.62	21.50	636.00	614.50	96.62
413100-000	Total Credit and Legal Expense	230.50	5,095.00	4,864.50	95.48	230.50	5,095.00	4,864.50	95.48
413900-000	Other Admin Expenses								
414000-000	Staff Training	165.76	2,971.00	2,805.24	94.42	165.76	2,971.00	2,805.24	94.42
415000-000	Travel	1,165.97	2,284.00	1,118.03	48.95	1,165.97	2,284.00	1,118.03	48.95
417000-000	Bookkeeping Fees	20,827.50	20,702.00	(125.50)	-0.61	20,827.50	20,702.00	(125.50)	-0.61
417001-000	Bookkeeping Fees-MOD Rehab	1,447.50	1,613.00	165.50	10.26	1,447.50	1,613.00	165.50	10.26
417100-000	Auditing Fees	-	3,092.00	3,092.00	100.00	-	3,092.00	3,092.00	100.00
417200-000	Port Out Admin Fee	539.85	667.00	127.15	19.06	539.85	667.00	127.15	19.06
417300-000	Management Fee	59,439.61	58,170.00	(1,269.61)	-2.18	59,439.61	58,170.00	(1,269.61)	-2.18
417302-000	Asset Management Fee	6,560.00	6,250.00	(310.00)	-4.96	6,560.00	6,250.00	(310.00)	-4.96
417303-000	Management Fee- MOD Rehab	2,316.00	2,580.00	264.00	10.23	2,316.00	2,580.00	264.00	10.23
418000-000	Office Rent	11,870.72	11,738.00	(132.72)	-1.13	11,870.72	11,738.00	(132.72)	-1.13
418900-000	Total Other Admin Expenses	104,332.91	110,067.00	5,734.09	5.21	104,332.91	110,067.00	5,734.09	5.21
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,253.82	2,068.00	814.18	39.37	1,253.82	2,068.00	814.18	39.37
419003-000	Printing	2,960.30	2,931.00	(29.30)	-1.00	2,960.30	2,931.00	(29.30)	-1.00
419004-000	Telephone	9,564.77	9,526.00	(38.77)	-0.41	9,564.77	9,526.00	(38.77)	-0.41
419005-000	Postage	2,145.55	2,470.00	324.45	13.14	2,145.55	2,470.00	324.45	13.14
419006-000	Forms and Computer Supplies	106.00	473.00	367.00	77.59	106.00	473.00	367.00	77.59
419007-000	Court Costs	820.00	1,124.00	304.00	27.05	820.00	1,124.00	304.00	27.05
419008-000	Subscriptions and Fees	-	1,853.00	1,853.00	100.00	-	1,853.00	1,853.00	100.00
419009-000	Sundry Miscellaneous	1,423.64	2,489.00	1,065.36	42.80	1,423.64	2,489.00	1,065.36	42.80
419010-000	Newspaper ADS (Advertising)	-	259.00	259.00	100.00	-	259.00	259.00	100.00
419011-000	Sundry Service Contracts	15,657.07	16,600.00	942.93	5.68	15,657.07	16,600.00	942.93	5.68
419017-000	Temporary Administrative Labor	-	4,658.00	4,658.00	100.00	-	4,658.00	4,658.00	100.00
419018-000	False Alarms	360.00	377.00	17.00	4.51	360.00	377.00	17.00	4.51
419020-000	Bank Fees	-	83.00	83.00	100.00	-	83.00	83.00	100.00
419021-000	Discretionary	-	42.00	42.00	100.00	-	42.00	42.00	100.00
419022-000	Other Misc Admin Expenses	400.00	674.00	274.00	40.65	400.00	674.00	274.00	40.65
419100-000	Total Miscellaneous Admin Expenses	34,691.15	45,627.00	10,935.85	23.97	34,691.15	45,627.00	10,935.85	23.97
419900-000	TOTAL ADMINISTRATIVE EXPENSES	279,670.82	344,831.00	65,160.18	18.90	279,670.82	344,831.00	65,160.18	18.90
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund $15	1,638.93	1,814.00	175.07	9.65	1,638.93	1,814.00	175.07	9.65

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS
Actual to Budget Variance Comparison
October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
422001-000	Tenant Svcs.-Stipend only $10	240.00	854.00	614.00	71.90	240.00	854.00	614.00	71.90
423000-000	Tenant Svcs-PH ESDC	3,723.31	4,974.00	1,250.69	25.14	3,723.31	4,974.00	1,250.69	25.14
429900-000	TOTAL TENANT SERVICES EXPENSES	5,602.24	7,642.00	2,039.76	26.69	5,602.24	7,642.00	2,039.76	26.69
430000-000	UTILITIES								
431000-000	Water	11,643.90	16,117.00	4,473.10	27.75	11,643.90	16,117.00	4,473.10	27.75
432000-000	Electricity	29,159.27	34,125.00	4,965.73	14.55	29,159.27	34,125.00	4,965.73	14.55
433000-000	Gas	4,459.30	17,058.00	12,598.70	73.86	4,459.30	17,058.00	12,598.70	73.86
439000-000	Sewer	13,398.77	23,284.00	9,885.23	42.46	13,398.77	23,284.00	9,885.23	42.46
439900-000	TOTAL UTILITY EXPENSES	58,661.24	90,584.00	31,922.76	35.24	58,661.24	90,584.00	31,922.76	35.24
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	13,308.61	27,148.00	13,839.39	50.98	13,308.61	27,148.00	13,839.39	50.98
441002-000	Maintenance: Overtime	4,583.27	416.00	(4,167.27)	-1,001.75	4,583.27	416.00	(4,167.27)	-1,001.75
441003-000	Maintenance: Employer FICA/SUI	1,473.24	2,531.00	1,057.76	41.79	1,473.24	2,531.00	1,057.76	41.79
441004-000	Temp Maintenance Labor	10,066.75	4,077.00	(5,989.75)	-146.92	10,066.75	4,077.00	(5,989.75)	-146.92
441005-000	Maintenance: Employee Benefits	3,859.09	8,666.00	4,806.91	55.47	3,859.09	8,666.00	4,806.91	55.47
441006-000	On Call- after hours work	-	2,048.00	2,048.00	100.00	-	2,048.00	2,048.00	100.00
441200-000	Vehicle Repair	279.00	2,392.00	2,113.00	88.34	279.00	2,392.00	2,113.00	88.34
441210-000	Equipment Repair	-	250.00	250.00	100.00	-	250.00	250.00	100.00
441300-000	Gasoline Purchases	-	1,709.00	1,709.00	100.00	-	1,709.00	1,709.00	100.00
441900-000	Total General Maint Expense	33,569.96	49,237.00	15,667.04	31.82	33,569.96	49,237.00	15,667.04	31.82
442000-000	Materials								
442002-000	Appliance-Maint Materials	187.07	1,249.00	1,061.93	85.02	187.07	1,249.00	1,061.93	85.02
442003-000	Painting-Maint Materials	1,294.85	1,677.00	382.15	22.79	1,294.85	1,677.00	382.15	22.79
442004-000	Electrical-Maint Materials	1,804.43	2,626.00	821.57	31.29	1,804.43	2,626.00	821.57	31.29
442005-000	Heating/AC-Maint Materials	(279.77)	2,489.00	2,768.77	111.24	(279.77)	2,489.00	2,768.77	111.24
442006-000	Janitorial Supplies	405.16	531.00	125.84	23.70	405.16	531.00	125.84	23.70
442008-000	Plumbing-Maint Materials	1,253.20	8,460.00	7,206.80	85.19	1,253.20	8,460.00	7,206.80	85.19
442009-000	Hand Tools-Maint Materials	90.22	380.00	289.78	76.26	90.22	380.00	289.78	76.26
442010-000	Maintenance Materials	5,930.35	6,346.00	415.65	6.55	5,930.35	6,346.00	415.65	6.55
442011-000	Work Supplies/Safety/Materials	166.19	400.00	233.81	58.45	166.19	400.00	233.81	58.45
442012-000	Landscaping Materials	2,764.68	6,459.00	3,694.32	57.20	2,764.68	6,459.00	3,694.32	57.20
442900-000	Total Materials	13,616.38	30,617.00	17,000.62	55.53	13,616.38	30,617.00	17,000.62	55.53
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	5,053.71	4,547.00	(506.71)	-11.14	5,053.71	4,547.00	(506.71)	-11.14
443002-000	Extermination Contract	2,044.50	4,351.00	2,306.50	53.01	2,044.50	4,351.00	2,306.50	53.01
443005-000	Unit Turnaround-Contract	7,362.81	9,167.00	1,804.19	19.68	7,362.81	9,167.00	1,804.19	19.68
443006-000	Electrical-Contract	819.00	1,428.00	609.00	42.65	819.00	1,428.00	609.00	42.65
443007-000	Disposal Contract	-	3,040.00	3,040.00	100.00	-	3,040.00	3,040.00	100.00
443009-000	Landscaping-Contract	9,770.50	9,480.00	(290.50)	-3.06	9,770.50	9,480.00	(290.50)	-3.06
443011-000	Heating/AC-Contract	2,831.89	6,029.00	3,197.11	53.03	2,831.89	6,029.00	3,197.11	53.03

SPARTANBURG HOUSING AUTHORITY

AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443013-000	Contract: Uniform Rental	195.36	463.00	267.64	57.81	195.36	463.00	267.64	57.81
443015-000	Janitorial-Contract	1,200.00	1,283.00	83.00	6.47	1,200.00	1,283.00	83.00	6.47
443017-000	Elevator-Contract	5,714.80	5,850.00	135.20	2.31	5,714.80	5,850.00	135.20	2.31
443018-000	Plumbing-Contract	1,881.45	5,157.00	3,275.55	63.52	1,881.45	5,157.00	3,275.55	63.52
443019-000	Miscellaneous Contracts	2,458.71	947.00	(1,511.71)	-159.63	2,458.71	947.00	(1,511.71)	-159.63
443023-000	Con:Consultant/Mentoring	6,044.87	11,592.00	5,547.13	47.85	6,044.87	11,592.00	5,547.13	47.85
443099-000	Maintenance Misc-Contracts	23,211.97	33,431.00	10,219.03	30.57	23,211.97	33,431.00	10,219.03	30.57
443900-000	Total Contract Costs	68,589.57	96,765.00	28,175.43	29.12	68,589.57	96,765.00	28,175.43	29.12
449900-000	TOTAL MAINTENACE EXPENSES	115,775.91	176,619.00	60,843.09	34.45	115,775.91	176,619.00	60,843.09	34.45
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	10,465.41	10,979.00	513.59	4.68	10,465.41	10,979.00	513.59	4.68
451100-000	Property Tax	-	4,712.00	4,712.00	100.00	-	4,712.00	4,712.00	100.00
452100-000	Workers Comp Insurance	6,885.00	7,222.00	337.00	4.67	6,885.00	7,222.00	337.00	4.67
453010-000	SHA-Board/Commissioner exp	772.56	917.00	144.44	15.75	772.56	917.00	144.44	15.75
458000-000	All Protective Services	1,093.00	-	(1,093.00)	N/A	1,093.00	-	(1,093.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	19,215.97	23,830.00	4,614.03	19.36	19,215.97	23,830.00	4,614.03	19.36
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	1,020,197.00	1,018,906.00	(1,291.00)	-0.13	1,020,197.00	1,018,906.00	(1,291.00)	-0.13
471501-000	Tenant Utility Payments	37,637.00	37,201.00	(436.00)	-1.17	37,637.00	37,201.00	(436.00)	-1.17
471502-000	Portable Out HAP Payments	12,719.00	15,185.00	2,466.00	16.24	12,719.00	15,185.00	2,466.00	16.24
471503-000	FSS Escrow Payments	5,862.00	4,918.00	(944.00)	-19.19	5,862.00	4,918.00	(944.00)	-19.19
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,076,415.00	1,076,210.00	(205.00)	-0.02	1,076,415.00	1,076,210.00	(205.00)	-0.02
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	260.31	-	(260.31)	N/A	260.31	-	(260.31)	N/A
489900-000	TOTAL FINANCING EXPENSES	260.31	-	(260.31)	N/A	260.31	-	(260.31)	N/A
	TOTAL OPERATING EXPENSES	**1,555,601.49**	**1,719,716.00**	**164,114.51**	**9.54%**	**1,555,601.49**	**1,719,716.00**	**164,114.51**	**9.54%**
500000-000	NON-OPERATING ITEMS								
523417-000	Fund Day/Fall Fling Expense	184.33	-	(184.33)	N/A	184.33	-	(184.33)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	184.33	-	(184.33)	N/A	184.33	-	(184.33)	N/A
900000-000	**NET INCOME**	**148,987.34**	**(94,860.00)**	**243,847.34**	**-257.06%**	**148,987.34**	**(94,860.00)**	**243,847.34**	**-257.06%**
	PROOF:								
	Sec 8 All	(42,602.65)				(42,602.65)			
	Conventional PH	47,645.57				47,645.57			
	COCC	96,839.80				96,839.00			
	JC BULL	49,159.67				49,159.67			
		151,042.39				151,041.59			

SPARTANBURG HOUSING AUTHORITY

AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	025-bac	(3,192.41)				(3,192.41)			
	181-page	(615.71)				(615.71)			
	Appian	(380.65)				(380.65)			
	Liberty	2,133.72				2,133.72			
		148,987.34				**148,986.54**			
		-	checked			0.80	checked		

SPARTANBURG HOUSING AUTHORITY
Cash Flow
October 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	891,189												891,189
	Section 8 Admin Subsidy	95,427												95,427
	Mod Rehab HAP	116,323												116,323
	Mod Rehab Admin	14,150												14,150
	Public Housing Subsidy	175,905												175,905
	Tax Credit Properties Subsidy	30,044												30,044
	SLHC PBV Subsidy	40,944												40,944
	SC State Grant for JCB	10,749												10,749
1)	**HUD & State Subsidy**	**1,374,731**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,374,731**
	ROSS	16,784												16,784
	Youthbuild - 022-yb -NEW GRANT	23,840												23,840
	YB -Face Forward	-												0
	CFP and RHF													0
2)	**Other Grant Revenue**	**40,624**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**40,624**
	Public Housing Rents	100,412												100,412
	JC Bull Rents	26,939												26,939
	SLHC Rents	9,198												9,198
3)	**Rent Revenue**	**136,549**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**136,549**
4)	**Misc Receipts**	**119,909**												**119,909**
5)	**Other Cash-In**													
	Section 8 Reserves Transfer In				-	-	-						-	-
	Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-			-	-	-
	TOTAL CASH INFLOW	**1,671,813**	**0**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,671,813**

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
October 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	963,136												963,136
	Mod Rehab Vouchers	109,742												109,742
	HAP Payments	**1,072,878**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,072,878**
	Payroll	180,556												180,556
	Benefits/Deductions	1,629												1,629
	Payroll & Benefits	**182,185**	**0**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**182,185**
	State Insurance	36,995												36,995
	Rent	11,889												11,889
	Debt/Insurance/Rent	**48,884**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**48,884**
	Operating	293,870	0	0	0	0	0	0	0	0	0	0	0	**293,870**
	Capital Fund and RHF	0												0
	Ross	0												0
	Youth Build and Face Forwarc	6,921												6,921
	Homeownership	528												528
	Other Transfers	0	0	-		-		-			-			-
	HAP/ Admin Transfer	-	-	-	-	-	-	-			-			-
1	Payables/Check Adjustment	**50,014**												**50,014**
	Capital & Program Expenses	**57,463**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**57,463**
	TOTAL CASH OUTFLOW	**1,655,279**	**0**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,655,279**
	Net Inflow(Outflow)	**16,533**	**0**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**16,533**
	Net outflow offset by reserve				**0**							**-**		**0**
	Total	**16,533**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**16,533**
	Beginning Cash : (Unrestricted)	**3,805,035**												**0**
	Ending Cash	**3,821,568**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16,533**
	Bank Account Balances-													
	General A/C (Net of O/S Cks)	2,169,326												
	Section 8 HAP Disbursements	236,064												
	Transfer to UNA AND NRA	0												
	J C Bull Operating	1,067,739												
	SLHC Operating	307,816												
	Sub Total	**3,780,945**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	Coventional Housing Surplus	5,598,379												
	Average No. Of Months Cash Reserves	16.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Footnotes:													
1	**Outstanding checks that were remaining at month end.**													

SPARTANBURG HOUSING AUTHORITY
Cash Flow
October 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	891,189												891,189
	Section 8 Admin Subsidy	95,427												95,427
	Mod Rehab HAP	116,323												116,323
	Mod Rehab Admin	14,150												14,150
	Public Housing Subsidy	175,905												175,905
	Tax Credit Properties Subsidy	30,044												30,044
	SLHC PBV Subsidy	40,944												40,944
	SC State Grant for JCB	10,749												10,749
1)	**HUD & State Subsidy**	**1,374,731**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,374,731**
	ROSS	16,784												16,784
	Youthbuild - 022-yb -NEW GRANT	23,840												23,840
	YB -Face Forward	-												0
	CFP and RHF													0
2)	**Other Grant Revenue**	**40,624**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**40,624**
	Public Housing Rents	100,412												100,412
	JC Bull Rents	26,939												26,939
	SLHC Rents	9,198												9,198
3)	**Rent Revenue**	**136,549**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**136,549**
4)	**Misc Receipts**	**119,909**												**119,909**
5)	**Other Cash-In**													
	Section 8 Reserves Transfer In				-	-	-						-	-
	Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-			-	-	-
	TOTAL CASH INFLOW	**1,671,813**	**0**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,671,813**

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
October 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	963,136												963,136
	Mod Rehab Vouchers	109,742												109,742
	HAP Payments	**1,072,878**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,072,878**
	Payroll	180,556												180,556
	Benefits/Deductions	1,629												1,629
	Payroll & Benefits	**182,185**	**0**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**182,185**
	State Insurance	36,995												36,995
	Rent	11,889												11,889
	Debt/Insurance/Rent	**48,884**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**48,884**
	Operating	293,870	0	0	0	0	0	0	0	0	0	0	0	**293,870**
	Capital Fund and RHF	0												0
	Ross	0												0
	Youth Build and Face Forwarc	6,921												6,921
	Homeownership	528												528
	Other Transfers	0	0	-		-		-			-			-
	HAP/ Admin Transfer	-	-	-	-	-	-	-			-			-
1	Payables/Check Adjustment	**50,014**												**50,014**
	Capital & Program Expenses	**57,463**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**57,463**
	TOTAL CASH OUTFLOW	**1,655,279**	**0**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,655,279**
	Net Inflow(Outflow)	**16,533**	**0**	**0**	**0**	**0**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**16,533**
	Net outflow offset by reserve				**0**							**-**		**0**
	Total	**16,533**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**16,533**
	Beginning Cash : (Unrestricted)	**3,805,035**												**0**
	Ending Cash	**3,821,568**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16,533**
	Bank Account Balances-													
	General A/C (Net of O/S Cks)	2,169,326												
	Section 8 HAP Disbursements	236,064												
	Transfer to UNA AND NRA	0												
	J C Bull Operating	1,067,739												
	SLHC Operating	307,816												
	Sub Total	**3,780,945**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	Coventional Housing Surplus	5,598,379												
	Average No. Of Months Cash Reserves	16.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Footnotes:													
1	**Outstanding checks that were remaining at month end.**													

SPARTANBURG HOUSING AUTHORITY
Section 8 Reserved & Restricted Cash Flow
October 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	891,189												891,189
Inter fund settlement //HAP acct	-												-
Section 8 Admin Subsidy	95,427												95,427
Section 8 Port-In Admin Fees	397												397
Mod Rehab HAP	116,323												116,323
Mod Rehab Admin	14,150												14,150
Port in -HAP Earned	6,247												6,247
HCV Refunds/Recovery/Interest	4,605												4,605
HUD Subsidy	**1,128,338**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,128,338**

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	963,136												963,136
Mod Rehab Vouchers	109,742												109,742
Sec 8 Admin Expenses	88,273												88,273
Mod Rehab Admin	6,886												6,886
Total Payments	**1,168,036**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,168,036**
Net Inflow (Outflow)	(39,699)	0	0	0	0	0	0	0	0	0	0	0	**(39,699)**
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	(67,342)	-	-	-	-	-	-	-	-	-	-	-	
Net Mod Rehab HAP	6,581	-	-	-	-	-	-	-	-	-	-	-	
Section 8 Admin	7,154	-	-	-	-	-	-	-	-	-	-	-	
Mod Rehab Admin	7,264	-	-	-	-	-	-	-	-	-	-	-	
	(46,342)	-	-	-	-	-	-	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	236,064												
Sec 8 HAP -NRA	341,474												
Sec 8 - Operations -UNA	191,381												
Mod Rehab -ADMIN	92,399												
	861,318	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING
Actual to Budget Variance Comparison
October 31, 2018

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	100,412.46	98,420.00	1,992.46	2.02	100,412.46	98,420.00	1,992.46	2.02
311900-000	Total Rental Income	100,412.46	98,420.00	1,992.46	2.02	100,412.46	98,420.00	1,992.46	2.02
312000-000	Other Tenant Income								
312003-000	Damages	3,073.41	1,350.00	1,723.41	127.66	3,073.41	1,350.00	1,723.41	127.66
312004-000	Late Charges	1,275.00	1,358.00	(83.00)	-6.11	1,275.00	1,358.00	(83.00)	-6.11
312005-000	Legal Fees - Tenant	1,255.00	1,013.00	242.00	23.89	1,255.00	1,013.00	242.00	23.89
312006-000	NSF Charges	50.00	58.00	(8.00)	-13.79	50.00	58.00	(8.00)	-13.79
312007-000	Tenant Owed Utilities - Excess	6,906.35	7,067.00	(160.65)	-2.27	6,906.35	7,067.00	(160.65)	-2.27
312009-000	Misc.Tenant Income	767.45	1,861.00	(1,093.55)	-58.76	767.45	1,861.00	(1,093.55)	-58.76
312010-000	Maintenance Charges	344.40	-	344.40	N/A	344.40	-	344.40	N/A
312900-000	Total Other Tenant Income	13,671.61	12,707.00	964.61	7.59	13,671.61	12,707.00	964.61	7.59
319900-000	NET TENANT INCOME	114,084.07	111,127.00	2,957.07	2.66	114,084.07	111,127.00	2,957.07	2.66
340000-000	GRANT INCOME								
340100-000	HUD PH Subsidy	175,905.00	133,281.00	42,624.00	31.98	175,905.00	133,281.00	42,624.00	31.98
340111-000	Pet Fee Income	123.00	-	123.00	N/A	123.00	-	123.00	N/A
349900-000	TOTAL GRANT INCOME	176,028.00	133,281.00	42,747.00	32.07	176,028.00	133,281.00	42,747.00	32.07
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	101.80	1,168.00	(1,066.20)	-91.28	101.80	1,168.00	(1,066.20)	-91.28
365002-000	Bad Debt Recovery	285.00	834.00	(549.00)	-65.83	285.00	834.00	(549.00)	-65.83
369900-000	TOTAL OTHER INCOME	386.80	2,002.00	(1,615.20)	-80.68	386.80	2,002.00	(1,615.20)	-80.68
399900-000	TOTAL INCOME	290,498.87	246,410.00	44,088.87	17.89	290,498.87	246,410.00	44,088.87	17.89
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	25,796.44	33,825.00	8,028.56	23.74	25,796.44	33,825.00	8,028.56	23.74
411002-000	Administrative Overtime	2,962.73	-	(2,962.73)	N/A	2,962.73	-	(2,962.73)	N/A
411003-000	Administrative: Employer FICA/SUI	2,104.14	3,135.00	1,030.86	32.88	2,104.14	3,135.00	1,030.86	32.88
411004-000	Administrative: Employee Benefits	12,112.82	12,125.00	12.18	0.10	12,112.82	12,125.00	12.18	0.10
411099-000	Total Administrative Salaries	42,976.13	49,085.00	6,108.87	12.45	42,976.13	49,085.00	6,108.87	12.45
413000-000	Legal Expense								
413003-000	Credit Reports	21.50	577.00	555.50	96.27	21.50	577.00	555.50	96.27
413100-000	Total Credit and Legal Expense	21.50	577.00	555.50	96.27	21.50	577.00	555.50	96.27
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	725.00	725.00	100.00	-	725.00	725.00	100.00
415000-000	Travel	37.99	434.00	396.01	91.25	37.99	434.00	396.01	91.25
417000-000	Bookkeeping Fees	3,562.50	3,513.00	(49.50)	-1.41	3,562.50	3,513.00	(49.50)	-1.41
417100-000	Auditing Fees	-	1,555.00	1,555.00	100.00	-	1,555.00	1,555.00	100.00

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING
Actual to Budget Variance Comparison
October 31, 2018

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417300-000	Management Fee	25,740.25	25,379.00	(361.25)	-1.42	25,740.25	25,379.00	(361.25)	-1.42
417302-000	Asset Management Fee	5,070.00	4,930.00	(140.00)	-2.84	5,070.00	4,930.00	(140.00)	-2.84
418900-000	Total Other Admin Expenses	34,410.74	36,536.00	2,125.26	5.82	34,410.74	36,536.00	2,125.26	5.82
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	19.22	613.00	593.78	96.86	19.22	613.00	593.78	96.86
419003-000	Printing	566.08	573.00	6.92	1.21	566.08	573.00	6.92	1.21
419004-000	Telephone	2,807.77	2,947.00	139.23	4.72	2,807.77	2,947.00	139.23	4.72
419005-000	Postage	-	218.00	218.00	100.00	-	218.00	218.00	100.00
419006-000	Forms and Computer Supplies	106.00	240.00	134.00	55.83	106.00	240.00	134.00	55.83
419007-000	Court Costs	675.00	936.00	261.00	27.88	675.00	936.00	261.00	27.88
419008-000	Subscriptions and Fees	-	151.00	151.00	100.00	-	151.00	151.00	100.00
419009-000	Sundry Miscellaneous	193.14	700.00	506.86	72.41	193.14	700.00	506.86	72.41
419010-000	Newspaper ADS (Advertising)	-	50.00	50.00	100.00	-	50.00	50.00	100.00
419011-000	Sundry Service Contracts	7,857.31	7,435.00	(422.31)	-5.68	7,857.31	7,435.00	(422.31)	-5.68
419018-000	False Alarms	360.00	372.00	12.00	3.23	360.00	372.00	12.00	3.23
419022-000	Other Misc Admin Expenses	400.00	370.00	(30.00)	-8.11	400.00	370.00	(30.00)	-8.11
419100-000	Total Miscellaneous Admin Expenses	12,984.52	14,605.00	1,620.48	11.10	12,984.52	14,605.00	1,620.48	11.10
419900-000	TOTAL ADMINISTRATIVE EXPENSES	90,392.89	100,803.00	10,410.11	10.33	90,392.89	100,803.00	10,410.11	10.33
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund $15	1,189.67	1,399.00	209.33	14.96	1,189.67	1,399.00	209.33	14.96
422001-000	Tenant Svcs.-Stipend only $10	240.00	402.00	162.00	40.30	240.00	402.00	162.00	40.30
423000-000	Tenant Svcs-PH ESDC	3,366.31	4,624.00	1,257.69	27.20	3,366.31	4,624.00	1,257.69	27.20
429900-000	TOTAL TENANT SERVICES EXPENSES	4,795.98	6,425.00	1,629.02	25.35	4,795.98	6,425.00	1,629.02	25.35
430000-000	UTILITIES								
431000-000	Water	8,703.02	13,850.00	5,146.98	37.16	8,703.02	13,850.00	5,146.98	37.16
432000-000	Electricity	22,572.19	26,458.00	3,885.81	14.69	22,572.19	26,458.00	3,885.81	14.69
433000-000	Gas	4,343.29	12,125.00	7,781.71	64.18	4,343.29	12,125.00	7,781.71	64.18
439000-000	Sewer	12,178.06	20,367.00	8,188.94	40.21	12,178.06	20,367.00	8,188.94	40.21
439900-000	TOTAL UTILITY EXPENSES	47,796.56	72,800.00	25,003.44	34.35	47,796.56	72,800.00	25,003.44	34.35
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	11,353.39	22,488.00	11,134.61	49.51	11,353.39	22,488.00	11,134.61	49.51
441002-000	Maintenance: Overtime	4,432.07	416.00	(4,016.07)	-965.40	4,432.07	416.00	(4,016.07)	-965.40
441003-000	Maintenance: Employer FICA/SUI	1,331.87	2,227.00	895.13	40.19	1,331.87	2,227.00	895.13	40.19
441004-000	Temp Maintenance Labor	10,066.75	4,077.00	(5,989.75)	-146.92	10,066.75	4,077.00	(5,989.75)	-146.92

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING
Actual to Budget Variance Comparison
October 31, 2018

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441005-000	Maintenance: Employee Benefits	2,783.22	7,413.00	4,629.78	62.45	2,783.22	7,413.00	4,629.78	62.45
441006-000	On Call- after hours work	-	1,536.00	1,536.00	100.00	-	1,536.00	1,536.00	100.00
441200-000	Vehicle Repair	-	476.00	476.00	100.00	-	476.00	476.00	100.00
441300-000	Gasoline Purchases	-	655.00	655.00	100.00	-	655.00	655.00	100.00
441900-000	Total General Maint Expense	29,967.30	39,288.00	9,320.70	23.72	29,967.30	39,288.00	9,320.70	23.72
442000-000	Materials								
442002-000	Appliance-Maint Materials	187.07	665.00	477.93	71.87	187.07	665.00	477.93	71.87
442003-000	Painting-Maint Materials	1,294.85	1,485.00	190.15	12.80	1,294.85	1,485.00	190.15	12.80
442004-000	Electrical-Maint Materials	1,804.43	2,209.00	404.57	18.31	1,804.43	2,209.00	404.57	18.31
442005-000	Heating/AC-Maint Materials	(279.77)	1,489.00	1,768.77	118.79	(279.77)	1,489.00	1,768.77	118.79
442006-000	Janitorial Supplies	361.24	364.00	2.76	0.76	361.24	364.00	2.76	0.76
442008-000	Plumbing-Maint Materials	1,404.89	2,418.00	1,013.11	41.90	1,404.89	2,418.00	1,013.11	41.90
442009-000	Hand Tools-Maint Materials	90.22	313.00	222.78	71.18	90.22	313.00	222.78	71.18
442010-000	Maintenance Materials	4,494.49	4,600.00	105.51	2.29	4,494.49	4,600.00	105.51	2.29
442011-000	Work Supplies/Safety/Materials	166.19	279.00	112.81	40.43	166.19	279.00	112.81	40.43
442012-000	Landscaping Materials	2,618.78	5,398.00	2,779.22	51.49	2,618.78	5,398.00	2,779.22	51.49
442900-000	Total Materials	12,142.39	19,220.00	7,077.61	36.82	12,142.39	19,220.00	7,077.61	36.82
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	4,739.77	4,065.00	(674.77)	-16.60	4,739.77	4,065.00	(674.77)	-16.60
443002-000	Extermination Contract	1,126.50	3,409.00	2,282.50	66.96	1,126.50	3,409.00	2,282.50	66.96
443005-000	Unit Turnaround-Contract	7,362.81	8,583.00	1,220.19	14.22	7,362.81	8,583.00	1,220.19	14.22
443006-000	Electrical-Contract	819.00	1,011.00	192.00	18.99	819.00	1,011.00	192.00	18.99
443007-000	Disposal Contract	-	2,182.00	2,182.00	100.00	-	2,182.00	2,182.00	100.00
443009-000	Landscaping-Contract	6,452.50	6,074.00	(378.50)	-6.23	6,452.50	6,074.00	(378.50)	-6.23
443011-000	Heating/AC-Contract	2,831.89	3,446.00	614.11	17.82	2,831.89	3,446.00	614.11	17.82
443013-000	Contract: Uniform Rental	123.69	321.00	197.31	61.47	123.69	321.00	197.31	61.47
443017-000	Elevator-Contract	5,714.80	5,850.00	135.20	2.31	5,714.80	5,850.00	135.20	2.31
443018-000	Plumbing-Contract	1,881.45	3,169.00	1,287.55	40.63	1,881.45	3,169.00	1,287.55	40.63
443019-000	Miscellaneous Contracts	778.71	800.00	21.29	2.66	778.71	800.00	21.29	2.66
443099-000	Maintenance Misc-Contracts	18,749.73	19,978.00	1,228.27	6.15	18,749.73	19,978.00	1,228.27	6.15
443900-000	Total Contract Costs	50,580.85	58,888.00	8,307.15	14.11	50,580.85	58,888.00	8,307.15	14.11
449900-000	TOTAL MAINTENACE EXPENSES	92,690.54	117,396.00	24,705.46	21.04	92,690.54	117,396.00	24,705.46	21.04
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,788.00	3,042.00	254.00	8.35	2,788.00	3,042.00	254.00	8.35
451100-000	Property Tax	-	1,304.00	1,304.00	100.00	-	1,304.00	1,304.00	100.00
452100-000	Workers Comp Insurance	2,479.00	2,663.00	184.00	6.91	2,479.00	2,663.00	184.00	6.91
471503-000	FSS Escrow Payments	633.00	450.00	(183.00)	-40.67	633.00	450.00	(183.00)	-40.67
458000-000	All Protective Services	1,093.00	-	(1,093.00)	N/A	1,093.00	-	(1,093.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	6,993.00	7,459.00	466.00	6.25%	6,993.00	7,459.00	466.00	6.25%
	TOTAL OPERATING EXPENSES	**242,668.97**	**304,883.00**	**62,214.03**	**20.41%**	**242,668.97**	**304,883.00**	**62,214.03**	**20.41%**

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING
Actual to Budget Variance Comparison
October 31, 2018

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
500000-000	NON-OPERATING ITEMS								
523417-000	Fund Day/Fall Fling Expense	184.33	-	(184.33)	N/A	184.33	-	(184.33)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	184.33	-	(184.33)	N/A	184.33	-	(184.33)	N/A
900000-000	NET INCOME	**47,645.57**	**(58,473.00)**	**106,118.57**	**-181.48%**	**47,645.57**	**(58,473.00)**	**106,118.57**	**-181.48%**
	PROOF:								
	Archibald hi-Rise	80.23	(10,024.00)			80.23	(10,024.00)		
	Archibald Village	7,621.70	(3,551.00)			7,621.70	(3,551.00)		
	Cammie Clagget	35,219.09	-			35,219.09	-		
	Camp Croft	16,399.60	(9,381.00)			16,399.60	(9,381.00)		
	Prince Hall	(10,006.36)	(17,501.00)			(10,006.36)	(17,501.00)		
	Scattered Sites	(4,451.83)	(6,828.00)			(4,451.83)	(6,828.00)		
	Victoria Gardens	874.83	(12,527.00)			874.83	(12,527.00)		
	Cambridge Place	1,908.31	1,339.00			1,908.31	1,339.00		
	Sub-total	47,645.57	(58,473.00)			47,645.57	(58,473.00)		

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	891,189.00	956,434.00	(65,245.00)	-6.82	891,189.00	956,434.00	(65,245.00)	-6.82
341002-000	Sec 8 Admin. Fee Inc-HCV	95,427.00	90,971.00	4,456.00	4.90	95,427.00	90,971.00	4,456.00	4.90
341004-000	Section 8 Port-In Admin Fees	396.74	-	396.74	N/A	396.74	-	396.74	N/A
341006-000	Port In HAP Earned	6,247.00	-	6,247.00	N/A	6,247.00	-	6,247.00	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	14,150.00	13,702.00	448.00	3.27	14,150.00	13,702.00	448.00	3.27
341011-000	Mod Rehab- HAP EARNED	116,323.00	119,326.00	(3,003.00)	-2.52	116,323.00	119,326.00	(3,003.00)	-2.52
349900-000	TOTAL GRANT INCOME	1,123,732.74	1,180,433.00	(56,700.26)	-4.80	1,123,732.74	1,180,433.00	(56,700.26)	-4.80
360000-000	OTHER INCOME								
364000-000	Fraud Recovery Income-Admin	705.33	792.00	(86.67)	-10.94	705.33	792.00	(86.67)	-10.94
364001-000	Fraud Recovery - HAP	705.32	792.00	(86.68)	-10.94	705.32	792.00	(86.68)	-10.94
364002-000	TBRA -HAP Earned	2,874.96	-	2,874.96	N/A	2,874.96	-	2,874.96	N/A
365000-000	Miscellaneous Other Income	319.44	-	319.44	N/A	319.44	-	319.44	N/A
369900-000	TOTAL OTHER INCOME	4,605.05	1,584.00	3,021.05	190.72	4,605.05	1,584.00	3,021.05	190.72
399900-000	TOTAL INCOME	1,128,337.79	1,182,017.00	(53,679.21)	-4.54	1,128,337.79	1,182,017.00	(53,679.21)	-4.54
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	23,461.86	35,456.00	11,994.14	33.83	23,461.86	35,456.00	11,994.14	33.83
411002-000	Administrative Overtime	75.09	-	(75.09)	N/A	75.09	-	(75.09)	N/A
411003-000	Administrative: Employer FICA/SUI	1,832.90	3,342.00	1,509.10	45.16	1,832.90	3,342.00	1,509.10	45.16
411004-000	Administrative: Employee Benefits	9,082.77	9,148.00	65.23	0.71	9,082.77	9,148.00	65.23	0.71
411099-000	Total Administrative Salaries	34,452.62	47,946.00	13,493.38	28.14	34,452.62	47,946.00	13,493.38	28.14
413000-000	Legal Expense								
413002-000	Yardi Screening Background Checks	119.00	292.00	173.00	59.25	119.00	292.00	173.00	59.25
413100-000	Total Credit and Legal Expense	119.00	292.00	173.00	59.25	119.00	292.00	173.00	59.25
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	500.00	500.00	100.00	-	500.00	500.00	100.00
415000-000	Travel	-	333.00	333.00	100.00	-	333.00	333.00	100.00
417000-000	Bookkeeping Fees	16,185.00	16,248.00	63.00	0.39	16,185.00	16,248.00	63.00	0.39
417001-000	Bookkeeping Fees-MOD Rehab	1,447.50	1,613.00	165.50	10.26	1,447.50	1,613.00	165.50	10.26
417100-000	Auditing Fees	-	458.00	458.00	100.00	-	458.00	458.00	100.00
417200-000	Port Out Admin Fee	539.85	667.00	127.15	19.06	539.85	667.00	127.15	19.06
417300-000	Management Fee	25,896.00	25,996.00	100.00	0.38	25,896.00	25,996.00	100.00	0.38
417303-000	Management Fee- MOD Rehab	2,316.00	2,580.00	264.00	10.23	2,316.00	2,580.00	264.00	10.23
418000-000	Office Rent	3,570.00	3,570.00	-	0.00	3,570.00	3,570.00	-	0.00
418900-000	Total Other Admin Expenses	49,954.35	51,965.00	2,010.65	3.87	49,954.35	51,965.00	2,010.65	3.87
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	268.77	417.00	148.23	35.55	268.77	417.00	148.23	35.55
419003-000	Printing	556.00	573.00	17.00	2.97	556.00	573.00	17.00	2.97

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419004-000	Telephone	2,559.96	2,548.00	(11.96)	-0.47	2,559.96	2,548.00	(11.96)	-0.47
419005-000	Postage	1,000.00	1,002.00	2.00	0.20	1,000.00	1,002.00	2.00	0.20
419006-000	Forms and Computer Supplies	-	125.00	125.00	100.00	-	125.00	125.00	100.00
419008-000	Subscriptions and Fees	-	13.00	13.00	100.00	-	13.00	13.00	100.00
419009-000	Sundry Miscellaneous	24.84	83.00	58.16	70.07	24.84	83.00	58.16	70.07
419010-000	Newspaper ADS (Advertising)	-	42.00	42.00	100.00	-	42.00	42.00	100.00
419011-000	Sundry Service Contracts	2,635.90	3,500.00	864.10	24.69	2,635.90	3,500.00	864.10	24.69
419017-000	Temporary Administrative Labor	-	25.00	25.00	100.00	-	25.00	25.00	100.00
419100-000	Total Miscellaneous Admin Expenses	7,045.47	8,328.00	1,282.53	15.40	7,045.47	8,328.00	1,282.53	15.40
419900-000	TOTAL ADMINISTRATIVE EXPENSES	91,571.44	108,531.00	16,959.56	15.63	91,571.44	108,531.00	16,959.56	15.63
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	-	208.00	208.00	100.00	-	208.00	208.00	100.00
441300-000	Gasoline Purchases	-	175.00	175.00	100.00	-	175.00	175.00	100.00
441900-000	Total General Maint Expense	-	383.00	383.00	100.00	-	383.00	383.00	100.00
443000-000	Contract Costs								
443015-000	Janitorial-Contract	480.00	480.00	-	0.00	480.00	480.00	-	0.00
443023-000	Con:Consultant/Mentoring	-	2,008.00	2,008.00	100.00	-	2,008.00	2,008.00	100.00
443900-000	Total Contract Costs	480.00	2,488.00	2,008.00	80.71	480.00	2,488.00	2,008.00	80.71
449900-000	TOTAL MAINTENACE EXPENSES	480.00	2,871.00	2,391.00	83.28	480.00	2,871.00	2,391.00	83.28
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,645.00	1,724.00	79.00	4.58	1,645.00	1,724.00	79.00	4.58
452100-000	Workers Comp Insurance	1,462.00	1,508.00	46.00	3.05	1,462.00	1,508.00	46.00	3.05
459900-000	TOTAL GENERAL EXPENSES	3,107.00	3,232.00	125.00	3.87	3,107.00	3,232.00	125.00	3.87
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	1,020,197.00	1,018,906.00	(1,291.00)	-0.13	1,020,197.00	1,018,906.00	(1,291.00)	-0.13
471501-000	Tenant Utility Payments	37,637.00	37,201.00	(436.00)	-1.17	37,637.00	37,201.00	(436.00)	-1.17
471502-000	Portable Out HAP Payments	12,719.00	15,185.00	2,466.00	16.24	12,719.00	15,185.00	2,466.00	16.24
471503-000	FSS Escrow Payments	5,229.00	4,468.00	(761.00)	-17.03	5,229.00	4,468.00	(761.00)	-17.03
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,075,782.00	1,075,760.00	(22.00)	0.00	1,075,782.00	1,075,760.00	(22.00)	0.00
	TOTAL OPERATING EXPENSES	**1,170,940.44**	**1,190,394.00**	**19,453.56**	**1.63%**	**1,170,940.44**	**1,190,394.00**	**19,453.56**	**1.63%**
900000-000	**NET INCOME**	**(42,602.65)**	**(8,377.00)**	**(34,225.65)**	**408.57%**	**(42,602.65)**	**(8,377.00)**	**(34,225.65)**	**408.57%**
	Proof:								
	HCV HAP	**(64,994.68)**				**(64,994.68)**			
	HCV Admin	**8,256.41**				**8,256.41**			

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	Mod Rehab HAP	**6,581.00**				**6,581.00**			
	Mod Rehab Admin	**7,264.22**				**7,264.22**			
	TBRA	**290.40**				**290.40**			
		(42,602.65)				**(42,602.65)**			
		0.00	check			0.00	check		

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - HAP

Actual to Budget Variance Comparison

10/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	891,189.00	956,434.00	-65,245.00	-6.82	891,189.00	956,434.00	-65,245.00	-6.82
341006-000	Port In HAP Earned	6,247.00	0.00	6,247.00	N/A	6,247.00	0.00	6,247.00	N/A
364001-000	Fraud Recovery - HAP	705.32	792.00	-86.68	-10.94	705.32	792.00	-86.68	-10.94
399900-000	TOTAL INCOME	898,141.32	957,226.00	-59,084.68	-6.17%	898,141.32	957,226.00	-59,084.68	-6.17%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	908,403.00	900,537.00	-7,866.00	-0.87	908,403.00	900,537.00	-7,866.00	-0.87
471501-000	Tenant Utility Payments	36,785.00	36,244.00	-541.00	-1.49	36,785.00	36,244.00	-541.00	-1.49
471502-000	Portable Out HAP Payments	12,719.00	15,185.00	2,466.00	16.24	12,719.00	15,185.00	2,466.00	16.24
471503-000	FSS Escrow Payments	5,229.00	4,468.00	-761.00	-17.03	5,229.00	4,468.00	-761.00	-17.03
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	963,136.00	956,434.00	-6,702.00	-0.70	963,136.00	956,434.00	-6,702.00	-0.70
900000-000	**NET INCOME**	**(64,994.68)**	**792.00**	**(65,786.68)**	**-8306.40%**	**(64,994.68)**	**792.00**	**(65,786.68)**	**-8306.40%**

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - ADMINISTRATIVE

Actual to Budget Variance Comparison

10/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	95,427.00	90,971.00	4,456.00	4.90	95,427.00	90,971.00	4,456.00	4.90
341004-000	Section 8 Port-In Admin Fees	396.74	0.00	396.74	N/A	396.74	0.00	396.74	N/A
364000-000	Fraud Recovery Income-Admin	705.33	792.00	-86.67	-10.94	705.33	792.00	-86.67	-10.94
399900-000	TOTAL INCOME	96,529.07	91,763.00	4,766.07	5.19%	96,529.07	91,763.00	4,766.07	5.19%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	22,286.04	33,602.00	11,315.96	33.68	22,286.04	33,602.00	11,315.96	33.68
411002-000	Administrative Overtime	74.70	0.00	-74.70	N/A	74.70	0.00	-74.70	N/A
411003-000	Administrative: Employer FICA/SUI	1,748.85	3,174.00	1,425.15	44.90	1,748.85	3,174.00	1,425.15	44.90
411004-000	Administrative: Employee Benefits	8,646.46	8,672.00	25.54	0.29	8,646.46	8,672.00	25.54	0.29
411099-000	Total Administrative Salaries	32,756.05	45,448.00	12,691.95	27.93	32,756.05	45,448.00	12,691.95	27.93
413000-000	Legal Expense								
413002-000	Yardi Screening Background Checks	119.00	292.00	173.00	59.25	119.00	292.00	173.00	59.25
413100-000	Total Credit and Legal Expense	119.00	292.00	173.00	59.25	119.00	292.00	173.00	59.25
413900-000	Other Admin Expenses								
414000-000	Staff Training	0.00	500.00	500.00	100.00	0.00	500.00	500.00	100.00
415000-000	Travel	0.00	333.00	333.00	100.00	0.00	333.00	333.00	100.00
417000-000	Bookkeeping Fees	16,185.00	16,248.00	63.00	0.39	16,185.00	16,248.00	63.00	0.39
417100-000	Auditing Fees	0.00	458.00	458.00	100.00	0.00	458.00	458.00	100.00
417200-000	Port Out Admin Fee	539.85	667.00	127.15	19.06	539.85	667.00	127.15	19.06
417300-000	Management Fee	25,896.00	25,996.00	100.00	0.38	25,896.00	25,996.00	100.00	0.38
418000-000	Office Rent	3,570.00	3,570.00	0.00	0.00	3,570.00	3,570.00	0.00	0.00
418900-000	Total Other Admin Expenses	46,190.85	47,772.00	1,581.15	3.31	46,190.85	47,772.00	1,581.15	3.31
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	220.39	342.00	121.61	35.56	220.39	342.00	121.61	35.56
419003-000	Printing	455.92	468.00	12.08	2.58	455.92	468.00	12.08	2.58
419004-000	Telephone	2,099.17	2,083.00	-16.17	-0.78	2,099.17	2,083.00	-16.17	-0.78
419005-000	Postage	820.00	822.00	2.00	0.24	820.00	822.00	2.00	0.24
419006-000	Forms and Computer Supplies	0.00	125.00	125.00	100.00	0.00	125.00	125.00	100.00
419008-000	Subscriptions and Fees	0.00	13.00	13.00	100.00	0.00	13.00	13.00	100.00
419009-000	Sundry Miscellaneous	24.84	83.00	58.16	70.07	24.84	83.00	58.16	70.07
419010-000	Newspaper ADS (Advertising)	0.00	42.00	42.00	100.00	0.00	42.00	42.00	100.00
419011-000	Sundry Service Contracts	2,161.44	2,870.00	708.56	24.69	2,161.44	2,870.00	708.56	24.69
419017-000	Temporary Administrative Labor	0.00	25.00	25.00	100.00	0.00	25.00	25.00	100.00
419100-000	Total Miscellaneous Admin Expenses	5,781.76	6,873.00	1,091.24	15.88	5,781.76	6,873.00	1,091.24	15.88
419900-000	TOTAL ADMINISTRATIVE EXPENSES	84,847.66	100,385.00	15,537.34	15.48	84,847.66	100,385.00	15,537.34	15.48

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - ADMINISTRATIVE

Actual to Budget Variance Comparison

10/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	0.00	208.00	208.00	100.00	0.00	208.00	208.00	100.00
441300-000	Gasoline Purchases	0.00	175.00	175.00	100.00	0.00	175.00	175.00	100.00
441900-000	Total General Maint Expense	0.00	383.00	383.00	100.00	0.00	383.00	383.00	100.00
443000-000	Contract Costs								
443015-000	Janitorial-Contract	480.00	480.00	0.00	0.00	480.00	480.00	0.00	0.00
443023-000	Con:Consultant/Mentoring	0.00	1,175.00	1,175.00	100.00	0.00	1,175.00	1,175.00	100.00
443900-000	Total Contract Costs	480.00	1,655.00	1,175.00	71.00	480.00	1,655.00	1,175.00	71.00
449900-000	TOTAL MAINTENACE EXPENSES	480.00	2,038.00	1,558.00	76.45	480.00	2,038.00	1,558.00	76.45
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,559.00	1,572.00	13.00	0.83	1,559.00	1,572.00	13.00	0.83
452100-000	Workers Comp Insurance	1,386.00	1,375.00	-11.00	-0.80	1,386.00	1,375.00	-11.00	-0.80
459900-000	TOTAL GENERAL EXPENSES	2,945.00	2,947.00	2.00	0.07	2,945.00	2,947.00	2.00	0.07
	TOTAL OPERATING EXPENSES	**88,272.66**	**105,370.00**	**17,097.34**	**16.23%**	**88,272.66**	**105,370.00**	**17,097.34**	**16.23%**
900000-000	**NET INCOME**	**8,256.41**	**(13,607.00)**	**21,863.41**	**-160.68%**	**8,256.41**	**(13,607.00)**	**21,863.41**	**-160.68%**

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - MOD REHAB HAP

Actual to Budget Variance Comparison

10/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	116,323.00	119,326.00	-3,003.00	-2.52	116,323.00	119,326.00	-3,003.00	-2.52
399900-000	TOTAL INCOME	116,323.00	119,326.00	-3,003.00	-2.52	116,323.00	119,326.00	-3,003.00	-2.52
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	108,927.00	118,369.00	9,442.00	7.98	108,927.00	118,369.00	9,442.00	7.98
471501-000	Tenant Utility Payments	815.00	957.00	142.00	14.84	815.00	957.00	142.00	14.84
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	109,742.00	119,326.00	9,584.00	8.03	109,742.00	119,326.00	9,584.00	8.03
900000-000	**NET INCOME**	**6,581.00**	**-**	**6,581.00**	**N/A**	**6,581.00**	**-**	**6,581.00**	**N/A**

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - MOD REHAB ADMINISTRATIVE

Actual to Budget Variance Comparison

10/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	14,150.00	13,702.00	448.00	3.27	14,150.00	13,702.00	448.00	3.27
399900-000	TOTAL INCOME	14,150.00	13,702.00	448.00	3.27	14,150.00	13,702.00	448.00	3.27
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	1,175.82	1,854.00	678.18	36.58	1,175.82	1,854.00	678.18	36.58
411002-000	Administrative Overtime	0.39	-	(0.39)	N/A	0.39	-	(0.39)	N/A
411003-000	Administrative: Employer FICA/SUI	84.05	168.00	83.95	49.97	84.05	168.00	83.95	49.97
411004-000	Administrative: Employee Benefits	436.31	476.00	39.69	8.34	436.31	476.00	39.69	8.34
411099-000	Total Administrative Salaries	1,696.57	2,498.00	801.43	32.08	1,696.57	2,498.00	801.43	32.08
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,447.50	1,613.00	165.50	10.26	1,447.50	1,613.00	165.50	10.26
417303-000	Management Fee- MOD Rehab	2,316.00	2,580.00	264.00	10.23	2,316.00	2,580.00	264.00	10.23
418900-000	Total Other Admin Expenses	3,763.50	4,193.00	429.50	10.24	3,763.50	4,193.00	429.50	10.24
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	48.38	75.00	26.62	35.49	48.38	75.00	26.62	35.49
419003-000	Printing	100.08	105.00	4.92	4.69	100.08	105.00	4.92	4.69
419004-000	Telephone	460.79	465.00	4.21	0.91	460.79	465.00	4.21	0.91
419005-000	Postage	180.00	180.00	-	0.00	180.00	180.00	-	0.00
419011-000	Sundry Service Contracts	474.46	630.00	155.54	24.69	474.46	630.00	155.54	24.69
419100-000	Total Miscellaneous Admin Expenses	1,263.71	1,455.00	191.29	13.15	1,263.71	1,455.00	191.29	13.15
419900-000	TOTAL ADMINISTRATIVE EXPENSES	6,723.78	8,146.00	1,422.22	17.46	6,723.78	8,146.00	1,422.22	17.46
440000-000	MAINTENANCE AND OPERATIONS								
443000-000	Contract Costs								
443023-000	Con:Consultant/Mentoring	-	833.00	833.00	100.00	-	833.00	833.00	100.00
443900-000	Total Contract Costs	-	833.00	833.00	100.00	-	833.00	833.00	100.00
449900-000	TOTAL MAINTENACE EXPENSES	-	833.00	833.00	100.00	-	833.00	833.00	100.00
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	86.00	152.00	66.00	43.42	86.00	152.00	66.00	43.42
452100-000	Workers Comp Insurance	76.00	133.00	57.00	42.86	76.00	133.00	57.00	42.86
459900-000	TOTAL GENERAL EXPENSES	162.00	285.00	123.00	43.16	162.00	285.00	123.00	43.16
	TOTAL OPERATING EXPENSES	**6,885.78**	**9,264.00**	**2,378.22**	**25.67%**	**6,885.78**	**9,264.00**	**2,378.22**	**25.67%**
900000-000	**NET INCOME**	**7,264.22**	**4,438.00**	**2,826.22**	**63.68%**	**7,264.22**	**4,438.00**	**2,826.22**	**63.68%**

TBRA-HCV Program (075-tbra)

Budget Comparison (with PTD)

Period = Oct 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	2,874.96	-	2,874.96	N/A	2,874.96	-	2,874.96	N/A
365000-000	Miscellaneous Other Income	319.44	-	319.44	N/A	319.44	-	319.44	N/A
369900-000	TOTAL OTHER INCOME	3,194.40	-	3,194.40	N/A	3,194.40	-	3,194.40	N/A
399900-000	TOTAL INCOME	3,194.40	-	3,194.40	N/A	3,194.40	-	3,194.40	N/A
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	2,867.00	-	(2,867.00)	N/A	2,867.00	-	(2,867.00)	N/A
471501-000	Tenant Utility Payments	37.00	-	(37.00)	N/A	37.00	-	(37.00)	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	2,904.00	-	(2,904.00)	N/A	2,904.00	-	(2,904.00)	N/A
900000-000	**NET INCOME**	**290.40**	**-**	**290.40**	**N/A**	**290.40**	**-**	**290.40**	**N/A**

SPARTANBURG HOUSING AUTHORITY

CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	69,515.61	67,555.00	1,960.61	2.90	69,515.61	67,555.00	1,960.61	2.90
362001-000	Bookkeeping fee income	22,275.00	22,378.00	(103.00)	-0.46	22,275.00	22,378.00	(103.00)	-0.46
365000-000	Miscellaneous Other Income	98,845.11	21,263.00	77,582.11	364.87	98,845.11	21,263.00	77,582.11	364.87
369900-000	TOTAL OTHER INCOME	190,635.72	111,196.00	79,439.72	71.44	190,635.72	111,196.00	79,439.72	71.44
399900-000	TOTAL INCOME	190,635.72	111,196.00	79,439.72	71.44	190,635.72	111,196.00	79,439.72	71.44
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	35,884.26	56,182.00	20,297.74	36.13	35,884.26	56,182.00	20,297.74	36.13
411002-000	Administrative Overtime	552.77	-	(552.77)	N/A	552.77	-	(552.77)	N/A
411003-000	Administrative: Employer FICA/SUI	2,254.87	4,771.00	2,516.13	52.74	2,254.87	4,771.00	2,516.13	52.74
411004-000	Administrative: Employee Benefits	13,146.27	13,186.00	39.73	0.30	13,146.27	13,186.00	39.73	0.30
411005-000	Administrative: Retirees Medical ER share	3,001.76	3,083.00	81.24	2.64	3,001.76	3,083.00	81.24	2.64
411006-000	Administrative: Emp Incentive	85.00	417.00	332.00	79.62	85.00	417.00	332.00	79.62
411099-000	Total Administrative Salaries	54,924.93	77,639.00	22,714.07	29.26	54,924.93	77,639.00	22,714.07	29.26
413000-000	Legal Expense								
413001-000	Legal Expense	90.00	4,167.00	4,077.00	97.84	90.00	4,167.00	4,077.00	97.84
413003-000	Credit Reports	-	42.00	42.00	100.00	-	42.00	42.00	100.00
413100-000	Total Credit and Legal Expense	90.00	4,209.00	4,119.00	97.86	90.00	4,209.00	4,119.00	97.86
413900-000	Other Admin Expenses								
414000-000	Staff Training	165.76	1,283.00	1,117.24	87.08	165.76	1,283.00	1,117.24	87.08
415000-000	Travel	1,105.51	1,167.00	61.49	5.27	1,105.51	1,167.00	61.49	5.27
417100-000	Auditing Fees	-	625.00	625.00	100.00	-	625.00	625.00	100.00
418000-000	Office Rent	8,300.72	8,168.00	(132.72)	-1.62	8,300.72	8,168.00	(132.72)	-1.62
418900-000	Total Other Admin Expenses	9,571.99	11,243.00	1,671.01	14.86	9,571.99	11,243.00	1,671.01	14.86
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	823.93	846.00	22.07	2.61	823.93	846.00	22.07	2.61
419003-000	Printing	1,709.30	1,672.00	(37.30)	-2.23	1,709.30	1,672.00	(37.30)	-2.23
419004-000	Telephone	3,369.61	3,450.00	80.39	2.33	3,369.61	3,450.00	80.39	2.33
419005-000	Postage	1,145.55	1,150.00	4.45	0.39	1,145.55	1,150.00	4.45	0.39
419008-000	Subscriptions and Fees	-	1,533.00	1,533.00	100.00	-	1,533.00	1,533.00	100.00
419009-000	Sundry Miscellaneous	1,000.88	1,108.00	107.12	9.67	1,000.88	1,108.00	107.12	9.67
419010-000	Newspaper ADS (Advertising)	-	125.00	125.00	100.00	-	125.00	125.00	100.00
419011-000	Sundry Service Contracts	3,157.53	3,848.00	690.47	17.94	3,157.53	3,848.00	690.47	17.94

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM
Actual to Budget Variance Comparison
October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419017-000	Temporary Administrative Labor	-	4,633.00	4,633.00	100.00	-	4,633.00	4,633.00	100.00
419020-000	Bank Fees	-	83.00	83.00	100.00	-	83.00	83.00	100.00
419021-000	Discretionary	-	42.00	42.00	100.00	-	42.00	42.00	100.00
419022-000	Other Misc Admin Expenses	-	254.00	254.00	100.00	-	254.00	254.00	100.00
419100-000	Total Miscellaneous Admin Expenses	11,206.80	18,744.00	7,537.20	40.21	11,206.80	18,744.00	7,537.20	40.21
419900-000	TOTAL ADMINISTRATIVE EXPENSES	75,793.72	111,835.00	36,041.28	32.23	75,793.72	111,835.00	36,041.28	32.23
430000-000	UTILITIES								
431000-000	Water	-	167.00	167.00	100.00	-	167.00	167.00	100.00
432000-000	Electricity	1,260.58	1,667.00	406.42	24.38	1,260.58	1,667.00	406.42	24.38
433000-000	Gas	85.93	333.00	247.07	74.20	85.93	333.00	247.07	74.20
439000-000	Sewer	-	167.00	167.00	100.00	-	167.00	167.00	100.00
439900-000	TOTAL UTILITY EXPENSES	1,346.51	2,334.00	987.49	42.31	1,346.51	2,334.00	987.49	42.31
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	279.00	1,583.00	1,304.00	82.38	279.00	1,583.00	1,304.00	82.38
441210-000	Equipment Repair	-	250.00	250.00	100.00	-	250.00	250.00	100.00
441300-000	Gasoline Purchases	-	750.00	750.00	100.00	-	750.00	750.00	100.00
441900-000	Total General Maint Expense	279.00	2,583.00	2,304.00	89.20	279.00	2,583.00	2,304.00	89.20
442000-000	Materials								
442006-000	Janitorial Supplies	-	108.00	108.00	100.00	-	108.00	108.00	100.00
442010-000	Maintenance Materials	847.40	663.00	(184.40)	-27.81	847.40	663.00	(184.40)	-27.81
442011-000	Work Supplies/Safety/Materials	-	25.00	25.00	100.00	-	25.00	25.00	100.00
442012-000	Landscaping Materials	-	92.00	92.00	100.00	-	92.00	92.00	100.00
442900-000	Total Materials	847.40	888.00	40.60	4.57	847.40	888.00	40.60	4.57
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	265.94	273.00	7.06	2.59	265.94	273.00	7.06	2.59
443007-000	Disposal Contract	-	200.00	200.00	100.00	-	200.00	200.00	100.00
443009-000	Landscaping-Contract	1,310.00	2,090.00	780.00	37.32	1,310.00	2,090.00	780.00	37.32
443013-000	Contract: Uniform Rental	40.35	58.00	17.65	30.43	40.35	58.00	17.65	30.43
443015-000	Janitorial-Contract	720.00	720.00	-	0.00	720.00	720.00	-	0.00
443019-000	Miscellaneous Contracts	-	147.00	147.00	100.00	-	147.00	147.00	100.00
443023-000	Con:Consultant/Mentoring	6,044.87	9,584.00	3,539.13	36.93	6,044.87	9,584.00	3,539.13	36.93
443099-000	Maintenance Misc-Contracts	37.24	3,170.00	3,132.76	98.83	37.24	3,170.00	3,132.76	98.83

SPARTANBURG HOUSING AUTHORITY

CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443900-000	Total Contract Costs	8,418.40	16,242.00	7,823.60	48.17	8,418.40	16,242.00	7,823.60	48.17
449900-000	TOTAL MAINTENACE EXPENSES	9,544.80	19,713.00	10,168.20	51.58	9,544.80	19,713.00	10,168.20	51.58
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	3,931.33	4,083.00	151.67	3.71	3,931.33	4,083.00	151.67	3.71
451100-000	Property Tax	-	1,875.00	1,875.00	100.00	-	1,875.00	1,875.00	100.00
452100-000	Workers Comp Insurance	2,407.00	2,500.00	93.00	3.72	2,407.00	2,500.00	93.00	3.72
453010-000	SHA-Board/Commissioner exp	772.56	917.00	144.44	15.75	772.56	917.00	144.44	15.75
459900-000	TOTAL GENERAL EXPENSES	7,110.89	9,375.00	2,264.11	24.15	7,110.89	9,375.00	2,264.11	24.15
	TOTAL OPERATING EXPENSES	**93,795.92**	**143,257.00**	**49,461.08**	**34.53%**	**93,795.92**	**143,257.00**	**49,461.08**	**34.53%**
900000-000	**NET INCOME**	**96,839.80**	**(32,061.00)**	**128,900.80**	**-402.05%**	**96,839.80**	**(32,061.00)**	**128,900.80**	**-402.05%**
	PROOF								
	COCC -Federal	**13,602.42**	**(31,712.00)**			**13,602.42**	**(31,712.00)**		
	COCC -Non-Federal	**77,185.49**	**(1,550.00)**			**77,185.49**	**(1,550.00)**		
	Landscape	**6,051.89**	**1,201.00**			**6,051.89**	**1,201.00**		
		96,839.80	**(32,061.00)**			**96,839.80**	**(32,061.00)**		
990002-000	Equity Transfers Out (IN)	-	(23,333.00)	(23,333.00)	-100.00	-	(23,333.00)	(23,333.00)	-100.00

SPARTANBURG HOUSING AUTHORITY

JC BULL (100 units) & SLHC (32 units)

Actual to Budget Variance Comparison

October 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	36,137.00	35,294.00	843.00	2.39	36,137.00	35,294.00	843.00	2.39
311900-000	Total Rental Income	36,137.00	35,294.00	843.00	2.39	36,137.00	35,294.00	843.00	2.39
312000-000	Other Tenant Income								
312003-000	Damages	-	50.00	(50.00)	-100.00	-	50.00	(50.00)	-100.00
312004-000	Late Charges	40.00	50.00	(10.00)	-20.00	40.00	50.00	(10.00)	-20.00
312005-000	Legal Fees - Tenant	90.00	25.00	65.00	260.00	90.00	25.00	65.00	260.00
312006-000	NSF Charges	-	25.00	(25.00)	-100.00	-	25.00	(25.00)	-100.00
312007-000	Tenant Owed Utilities - Excess	149.15	250.00	(100.85)	-40.34	149.15	250.00	(100.85)	-40.34
312009-000	Misc.Tenant Income	8.98	-	8.98	N/A	8.98	-	8.98	N/A
312010-000	Maintenance Charges	62.50	-	62.50	N/A	62.50	-	62.50	N/A
312900-000	Total Other Tenant Income	350.63	400.00	(49.37)	-12.34	350.63	400.00	(49.37)	-12.34
319900-000	NET TENANT INCOME	36,487.63	35,694.00	793.63	2.22	36,487.63	35,694.00	793.63	2.22
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	51,693.00	49,439.00	2,254.00	4.56	51,693.00	49,439.00	2,254.00	4.56
349900-000	TOTAL GRANT INCOME	51,693.00	49,439.00	2,254.00	4.56	51,693.00	49,439.00	2,254.00	4.56
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	154.15	100.00	54.15	54.15	154.15	100.00	54.15	54.15
369900-000	TOTAL OTHER INCOME	154.15	100.00	54.15	54.15	154.15	100.00	54.15	54.15
399900-000	TOTAL INCOME	88,334.78	85,233.00	3,101.78	3.64	88,334.78	85,233.00	3,101.78	3.64
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	4,869.54	7,221.00	2,351.46	32.56	4,869.54	7,221.00	2,351.46	32.56
411002-000	Administrative Overtime	291.25	-	(291.25)	N/A	291.25	-	(291.25)	N/A
411003-000	Administrative: Employer FICA/SUI	544.77	661.00	116.23	17.58	544.77	661.00	116.23	17.58
411004-000	Administrative: Employee Benefits	1,584.11	1,490.00	(94.11)	-6.32	1,584.11	1,490.00	(94.11)	-6.32
411099-000	Total Administrative Salaries	7,289.67	9,372.00	2,082.33	22.22	7,289.67	9,372.00	2,082.33	22.22
413000-000	Legal Expense								
413003-000	Credit Reports	-	17.00	17.00	100.00	-	17.00	17.00	100.00
413100-000	Total Credit and Legal Expense	-	17.00	17.00	100.00	-	17.00	17.00	100.00
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	463.00	463.00	100.00	-	463.00	463.00	100.00
415000-000	Travel	22.47	350.00	327.53	93.58	22.47	350.00	327.53	93.58
417000-000	Bookkeeping Fees	952.50	941.00	(11.50)	-1.22	952.50	941.00	(11.50)	-1.22
417100-000	Auditing Fees	-	454.00	454.00	100.00	-	454.00	454.00	100.00

SPARTANBURG HOUSING AUTHORITY
JC BULL (100 units) & SLHC (32 units)
Actual to Budget Variance Comparison
October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417300-000	Management Fee	6,882.13	6,795.00	(87.13)	-1.28	6,882.13	6,795.00	(87.13)	-1.28
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	1,320.00	1,320.00	-	0.00
418900-000	Total Other Admin Expenses	9,177.10	10,323.00	1,145.90	11.10	9,177.10	10,323.00	1,145.90	11.10
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	141.90	192.00	50.10	26.09	141.90	192.00	50.10	26.09
419003-000	Printing	120.70	113.00	(7.70)	-6.81	120.70	113.00	(7.70)	-6.81
419004-000	Telephone	667.47	581.00	(86.47)	-14.88	667.47	581.00	(86.47)	-14.88
419005-000	Postage	-	100.00	100.00	100.00	-	100.00	100.00	100.00
419006-000	Forms and Computer Supplies	-	108.00	108.00	100.00	-	108.00	108.00	100.00
419007-000	Court Costs	145.00	188.00	43.00	22.87	145.00	188.00	43.00	22.87
419008-000	Subscriptions and Fees	-	156.00	156.00	100.00	-	156.00	156.00	100.00
419009-000	Sundry Miscellaneous	204.78	598.00	393.22	65.76	204.78	598.00	393.22	65.76
419010-000	Newspaper ADS (Advertising)	-	42.00	42.00	100.00	-	42.00	42.00	100.00
419011-000	Sundry Service Contracts	1,799.26	1,817.00	17.74	0.98	1,799.26	1,817.00	17.74	0.98
419018-000	False Alarms	-	5.00	5.00	100.00	-	5.00	5.00	100.00
419022-000	Other Misc Admin Expenses	-	50.00	50.00	100.00	-	50.00	50.00	100.00
419100-000	Total Miscellaneous Admin Expenses	3,079.11	3,950.00	870.89	22.05	3,079.11	3,950.00	870.89	22.05
419900-000	TOTAL ADMINISTRATIVE EXPENSES	19,545.88	23,662.00	4,116.12	17.40	19,545.88	23,662.00	4,116.12	17.40
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund $15	449.26	415.00	(34.26)	-8.26	449.26	415.00	(34.26)	-8.26
422001-000	Tenant Svcs.-Stipend only $10	-	452.00	452.00	100.00	-	452.00	452.00	100.00
423000-000	Tenant Svcs-PH ESDC	357.00	350.00	(7.00)	-2.00	357.00	350.00	(7.00)	-2.00
429900-000	TOTAL TENANT SERVICES EXPENSES	806.26	1,217.00	410.74	33.75	806.26	1,217.00	410.74	33.75
430000-000	UTILITIES								
431000-000	Water	-	2,100.00	2,100.00	100.00	-	2,100.00	2,100.00	100.00
432000-000	Electricity	5,480.88	6,000.00	519.12	8.65	5,480.88	6,000.00	519.12	8.65
433000-000	Gas	30.08	4,600.00	4,569.92	99.35	30.08	4,600.00	4,569.92	99.35
439000-000	Sewer	-	2,750.00	2,750.00	100.00	-	2,750.00	2,750.00	100.00
439900-000	TOTAL UTILITY EXPENSES	5,510.96	15,450.00	9,939.04	64.33	5,510.96	15,450.00	9,939.04	64.33
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	1,941.25	4,660.00	2,718.75	58.34	1,941.25	4,660.00	2,718.75	58.34
441002-000	Maintenance: Overtime	151.20	-	(151.20)	N/A	151.20	-	(151.20)	N/A

SPARTANBURG HOUSING AUTHORITY

JC BULL (100 units) & SLHC (32 units)

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441003-000	Maintenance: Employer FICA/SUI	140.42	304.00	163.58	53.81	140.42	304.00	163.58	53.81
441005-000	Maintenance: Employee Benefits	1,031.72	1,253.00	221.28	17.66	1,031.72	1,253.00	221.28	17.66
441006-000	On Call- after hours work	-	512.00	512.00	100.00	-	512.00	512.00	100.00
441200-000	Vehicle Repair	-	125.00	125.00	100.00	-	125.00	125.00	100.00
441300-000	Gasoline Purchases	-	129.00	129.00	100.00	-	129.00	129.00	100.00
441900-000	Total General Maint Expense	3,264.59	6,983.00	3,718.41	53.25	3,264.59	6,983.00	3,718.41	53.25
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	584.00	584.00	100.00	-	584.00	584.00	100.00
442003-000	Painting-Maint Materials	-	192.00	192.00	100.00	-	192.00	192.00	100.00
442004-000	Electrical-Maint Materials	-	417.00	417.00	100.00	-	417.00	417.00	100.00
442005-000	Heating/AC-Maint Materials	-	1,000.00	1,000.00	100.00	-	1,000.00	1,000.00	100.00
442006-000	Janitorial Supplies	43.92	59.00	15.08	25.56	43.92	59.00	15.08	25.56
442008-000	Plumbing-Maint Materials	(151.69)	6,042.00	6,193.69	102.51	(151.69)	6,042.00	6,193.69	102.51
442009-000	Hand Tools-Maint Materials	-	67.00	67.00	100.00	-	67.00	67.00	100.00
442010-000	Maintenance Materials	588.46	1,083.00	494.54	45.66	588.46	1,083.00	494.54	45.66
442011-000	Work Supplies/Safety/Materials	-	96.00	96.00	100.00	-	96.00	96.00	100.00
442012-000	Landscaping Materials	145.90	969.00	823.10	84.94	145.90	969.00	823.10	84.94
442900-000	Total Materials	626.59	10,509.00	9,882.41	94.04	626.59	10,509.00	9,882.41	94.04
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	48.00	209.00	161.00	77.03	48.00	209.00	161.00	77.03
443002-000	Extermination Contract	858.00	942.00	84.00	8.92	858.00	942.00	84.00	8.92
443005-000	Unit Turnaround-Contract	-	584.00	584.00	100.00	-	584.00	584.00	100.00
443006-000	Electrical-Contract	-	417.00	417.00	100.00	-	417.00	417.00	100.00
443007-000	Disposal Contract	-	658.00	658.00	100.00	-	658.00	658.00	100.00
443009-000	Landscaping-Contract	1,523.00	1,316.00	(207.00)	-15.73	1,523.00	1,316.00	(207.00)	-15.73
443011-000	Heating/AC-Contract	-	2,583.00	2,583.00	100.00	-	2,583.00	2,583.00	100.00
443013-000	Contract: Uniform Rental	27.75	84.00	56.25	66.96	27.75	84.00	56.25	66.96
443015-000	Janitorial-Contract	-	83.00	83.00	100.00	-	83.00	83.00	100.00
443018-000	Plumbing-Contract	-	1,988.00	1,988.00	100.00	-	1,988.00	1,988.00	100.00
443099-000	Maintenance Misc-Contracts	4,425.00	10,283.00	5,858.00	56.97	4,425.00	10,283.00	5,858.00	56.97
443900-000	Total Contract Costs	6,881.75	19,147.00	12,265.25	64.06	6,881.75	19,147.00	12,265.25	64.06
449900-000	TOTAL MAINTENACE EXPENSES	10,772.93	36,639.00	25,866.07	70.60	10,772.93	36,639.00	25,866.07	70.60
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,049.08	2,130.00	80.92	3.80	2,049.08	2,130.00	80.92	3.80
451100-000	Property Tax	-	1,533.00	1,533.00	100.00	-	1,533.00	1,533.00	100.00
452100-000	Workers Comp Insurance	490.00	551.00	61.00	11.07	490.00	551.00	61.00	11.07
459900-000	TOTAL GENERAL EXPENSES	2,539.08	4,214.00	1,674.92	39.75	2,539.08	4,214.00	1,674.92	39.75

SPARTANBURG HOUSING AUTHORITY

JC BULL (100 units) & SLHC (32 units)

Actual to Budget Variance Comparison

October 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	TOTAL OPERATING EXPENSES	**39,175.11**	**81,182.00**	**42,006.89**	**51.74%**	**39,175.11**	**81,182.00**	**42,006.89**	**51.74%**
900000-000	**NET INCOME**	**49,159.67**	**4,051.00**	**45,108.67**	**1113.52%**	**49,159.67**	**4,051.00**	**45,108.67**	**1113.52%**
	Proof :								
	JC Bull - 100 units	**40,485.46**	**6,223.00**			**40,485.46**	**6,223.00**		
	JC Bull - 32 units	**8,674.21**	**(2,172.00)**			**8,674.21**	**(2,172.00)**		
		49,159.67	**4,051.00**			**49,159.67**	**4,051.00**		

Spartanburg Housing Authority
Capital Grant Programs
October 31, 2017

CAPITAL FUND 2016						%
Obligation Date: 4/13/2016		**Budget**	**Drawn**	**Balance**	**Completion**	
End date : 12/2018						
	1408 Management Improvement	**125,500**	**6,829**	**118,671**		
	1410 Administration	**128,964**	**128,964**	**-**		
	1430 Fees and Costs	**150,000**	**20,982**	**129,018**		
	1460 Dwelling Structures	**165,335**	**50,079**	**115,256**		
	1475 Non-Dwelling Structures	**35,000**	**9,895**	**25,105**		
	1495 Relocation Costs	**45,000**		**45,000**		
	1503 RAD-CFP	**379,843**	**366,669**	**13,174**		
	1504 RAD Investment Activity	**260,000**	**87,622**	**172,378**		
		1,289,642	**671,041**	**618,601**	**52%**	
CAPITAL FUND 2017						%
Obligation Date: 08/16/2017		**Budget**	**Drawn**	**Balance**	**Completion**	
End date : 08/15/2019						
	1408 Management Improvement	**111,174**	**-**	**111,174**		
	1410 Administration	**92,644**	**-**	**92,644**		
	0100- Reserved budget	**722,629**		**722,629**		
		926,447	**-**	**926,447**	**0%**	

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%**	

Spartanburg Housing Authority

Capital Grant Programs

October 31, 2017

CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016					
Obligation Date:					
Term Date:					
	1499 Development Activity	**225,533**	**0**	**225,533**	**0%**
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2017					
Obligation Date:					
Term Date:					
	1499 Development Activity	**162,926**	**0**	**162,926**	**0%**
TOTAL RHF FUNDS		**891,398**	**176,103**	**715,295**	**20%**
TOTAL CAPITAL GRANTS		**3,107,487**	**847,144**	**2,260,343**	**27%**

Spartanburg Housing Authority

Grant Programs

Period Ending October 31, 2017

SC003RPS111A015					
ROSS - Resident Self Sufficiency ($229,293)		**Term Date: 12/20/2018**			%
FUND 579-cnho		**Budget**	**Drawn**	**Balance**	**Completion**
	1168 - Project Coordinator	**193,293**	**9,610**	**183,683**	
	1268 - Training Costs	**6,000**	**-**	**6,000**	
	1868 - Administrative Costs	**30,000**	**1,364**	**28,636**	
		229,293	**10,973**	**218,320**	
mfsc179397					
Service Coordinator Multifamily ($48,392)		**Term Date:**			%
FUND 582		**Budget**	**Drawn**	**Balance**	**Completion**
	1010 - Salary	**28,780**		**28,780**	
	1020 - Fringe Benefits	**11,358**		**11,358**	
	1040 - Quality Assurance	**4,481**		**4,481**	
	1045 - Training	**720**		**720**	
	1050 - Travel	**1,284**		**1,284**	
	1055 - Supplies and Materials	**334**		**334**	
	1065 - Other Direct Costs	**1,435**		**1,435**	
		48,392	**-**	**48,392**	
SC16HS04003					
Service Coordinator Multifamily ($527,136)		**Term Date:**			%
FUND 582		**Budget**	**Drawn**	**Balance**	**Completion**
	1010 - Salary	**391,514**	**375,305**	**16,210**	
	1020 - Fringe Benefits	**72,034**	**65,634**	**6,400**	
	1040 - Quality Assurance	**8,405**	**8,405**	**-**	
	1045 - Training	**7,704**	**7,704**	**-**	

Spartanburg Housing Authority

Grant Programs

Period Ending October 31, 2017

	1050 - Travel	**1,799**	**1,799**	**-**
	1055 - Supplies and Materials	**35,406**	**35,140**	**266**
	1060 - Start-Up Costs	**-**	**-**	**-**
	1065 - Other Direct Costs	**7,122**	**6,256**	**866**
	1070 - Indirect Costs	**3,152**	**3,152**	**-**
		527,136	**503,395**	**23,741**
YOUTH BUILD ($994,474)		**Obligation Date: 1/1/2016**		
FUND 22		**Term Date: 4/30/2019**		
	SUMMARY	**Budget**	**Drawn**	**Balance**
	PERSONNEL	359,143	185,115	174,028
	FRINGE BENEFITS	146,393	54,339	92,054
	TRAVEL	7,000	7,194	(194)
	EQUIPMENT	5,707	2,449	3,258
	STUDENT WORK SUPPLIES	115,306	48,962	66,344
	CONTRACTUAL	50,000	20,486	29,514
	OTHER	310,925	153,458	157,467
	TOTAL DIRECT	994,474	472,003	522,471
	INDIRECT	-	-	-
	TOTALS	994,474	472,003	522,471
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	-

Spartanburg Housing Authority				
Grant Programs				
Period Ending October 31, 2017				
	FRINGE BENEFITS	75,600	75,600	-
	TRAVEL	6,400	6,400	-
	SUPPLIES	36,338	32,163	**4,175**
	CONTRACTUAL	26,000	26,000	-
	OTHER	545,595	415,230	**130,365**
	TOTAL DIRECT	899,931	765,391	**134,540**
	ADMIN -10%	99,992	99,232	**760**
	TOTALS	999,923	864,623	**135,300**
	Total Money Remaining for all Grants			**948,224**
Note:				
Grant Funds requested one month in arrears.				

SPARTANBURG
HOUSING AUTHORITY

Monthly Reports:

Programs Dashboard

Board of Commissioners Meeting

Tuesday, November 20, 2017

SPARTANBURG HOUSING AUTHORITY

WWW.SHASC.ORG

Housing Authority of the City of Spartanburg Programs Dashboard OCTOBER 2017

ASSET MANAGEMENT

Public Housing Occupancy

As part of HUD's Public Housing Utilization Project, as of October 2017, Asset Management ended the month at 93.93%. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Cammie Clagett and Scattered Sites, the SHA would have reached that goal with a 97.57% overall occupancy.

HUD GOAL	SHA Actual	Excluding Outliers
97%	93.17%	97.57%

TARS

- The Tenant Accounts Receivable Collection rate for SHA managed developments was 98.57% for all public housing properties and 100% for SHA managed market units and multi-family properties.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	98.57%	100%

Re-certifications

- The Asset Management department is current with all re-certifications; the department completes an average of 40 per month.
-

Property	Inspection Date	Inspector	Score
Spartanburg Southside Projects (VISTA)	October 17, 2017	Lloyd Adams	81C
Spartanburg Southside Projects (VISTA)	October 18, 2017	Lloyd Adams	
Cedar Springs Place	October 20, 2017	Lloyd Adams	77C
Prince Hall Apartments	~~October 25, 2017~~ Rescheduled due to weather	Building Inspection Service, Inc.	Pending rescheduling

Archibald Hi-Rise	~~October 27, 2017~~ Rescheduled due to weather	Building Inspection Service, Inc.	
Victoria Gardens Apartments	October 30, 2017	Building Inspection Service, Inc.	77C
Victoria Gardens Apartments	October 31, 2017	Building Inspection Service, Inc.	
Country Garden Estates	November 13, 2017	Lloyd Adams	
Scattered Sites	~~November 16, 2017~~ November 30, 2017	Jerome Singleton	
Archibald Village	~~November 17, 2017~~ December 01, 2017	Jerome Singleton	

REAC

- The Asset Management department received notification that of Real Estate Assessment Center (REAC) inspections for the month of October. HUD's Real Estate Assessment Center conducts physical property inspections of properties that are owned, insured or subsidized by HUD, including public housing and multifamily assisted housing. All sites have been working to maintain a portfolio that is decent, safe, sanitary, and in good repair year round.

MILESTONES

- The housing team volunteered at the 2017 Upstate Stand down and collected housing applications from veterans of the US Armed Forces.
- A Halloween Fall Festival was well attended at Prince Hall Apartments. Residents enjoyed snow cones, hot dogs, cotton candy, candy apples, and more. BMW employees distributed Halloween costumes at Victoria Gardens.

HOUSING CHOICE VOUCHER PROGRAM

COMPLIANCE/REGULATORY

- The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding.
- The **Housing Choice Voucher Program's (HCV)** cumulative budget utilization is 100%.
- The current monthly lease up rate is 94%, which includes the **Project Based Voucher (PBV)** and **Rental Assistance Demonstration (RAD)** Programs.
- The **Mod Rehab Program (MOD)** leasing rate is 89%.
- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate is 58%.

OUTLIERS

- The HCV Department is working to maintain leasing within our budget allocation in the HCV, RAD, PBV, and MOD Rehab programs to ensure that the program meets HUD requirements.
- The MOD Rehab properties continue to struggle with leasing at Norris Ridge Apartments.
- TBRA Program has six (6) veterans searching for housing. We did not receive any referrals and two (2) coupons expired. We will continue to reach out to our partners to assist the veterans with their housing search.

MILESTONES

- The HCV FSS Program currently has 70 participants and an escrow balance of $84,701.00.

HUMAN RESOURCES

COMPLIANCE/REGULATORY

- The staffing-level, at SHA, remains at a count of 52, as only one new employee was on-boarded, and one employee resigned.

- The agency is currently recruiting for one position:
  -- Community Manager

OUTLIERS

- In anticipation of traditional public housing units' conversion to RAD units, SHA is filling some vacant public housing positions with temporary employees.

MILESTONES

- Benefits Open Enrollment period, for 2018, has ended.