




**Berkeley Housing Authority**

1901 Fairview St., Berkeley, CA 94703  
Telephone: (510) 981 5470 Fax: (510) 981 5480

**MEMORANDUM**

Date: September 16, 2010  
To: Honorable Chairperson and  
Members of the Berkeley Housing Authority Board  
From:  Marjorie E. Cox, Chair of the Finance Committee  
Via M. Ingram, Executive Director  
Subject: Update Re Fiscal Year 2009-10 Finance Report

The purpose of this report is to update the Board regarding the finance report for the Fiscal Year ending June 30, 2010. June was an eventful month. By its end, the Net Operating Surplus (Deficit) BHA faced, absent use of restricted capital funds for operations, had changed significantly, from a projected deficit at the end of May of \$73,508 to a surplus of \$49,598. This reversal is due primarily to the various reasons identified below.

**A. Annual Net Operating Surplus as of June 30, 2010 Before Use of Restricted Capital Funds**

	<u>06/30/10</u>	<u>05/31/10</u>	<u>Change</u>
Section 8	\$ 99,467	\$(50,134)	\$149,601
Moderate Rehab	\$ (1,383)	\$ 11,122	\$(12,505)
LIPH	\$ (29,326)	\$(38,035)	\$ 8,709
RHCP	\$ (19,160)	\$ 3,539	\$(22,699)
Net Operating Surplus (Deficit)	<u>\$ 49,598</u>	<u>\$(73,508)</u>	<u>\$ 123,106</u>

Revenue

- a. Administrative Fee Revenue. Increase in administrative fee revenue (+\$81,000) due to adjustments made by HUD to reflect actual utilization (units under contract) for calendar year 2009 and January, February and March 2010. Staff reported periodically throughout the FY on the efforts being made to correct inaccurate reporting of contracts due to "portability" and other errant entries in the HUD "PIC" and "VMS" systems. The HUD adjustments reflect the success of these efforts.
- b. Operating Subsidy. Unanticipated increase in Operating Subsidy awarded by HUD for calendar year 2010 (+\$16,000).

- c. Rent Charges. Net increase in Rental Income after the offsetting “write-off” of bad debt accounts. Reflects better than anticipated rental receipts and thus lesser write-offs primarily.

Expenses:

- d. Operating Expenses. Net decrease in projected operating expenses (-\$42,000) for items including legal fees, office rent, printing, equipment maintenance, insurance premiums, and maintenance/upgrades and training associated with the “Elite” software system (in many instances the annual expenditure still exceeded budget).
- e. Betterment and Addition – Administration. Savings realized after all the expenditures for the purchase of the Online Waitlist System and Handheld Inspection tool, including training expenses, were recognized (\$14,000).
- f. Debt Service. BHA receives an annual allocation from the Housing Trust Fund that covers the principal payment. BHA is responsible for the interest payment, which was less than anticipated (-\$9,000).

The Section 8 program ended the FY with a surplus of \$99,467 primarily as a result of the correct reporting to PIC of program utilization, and the resulting HUD approved adjustments in administrative fee revenue noted above. The net result is a balance of \$316,553 in the Section 8 Program reserve account.

The Moderate Rehabilitation program ended the year with a deficit of \$1,383; this is due to the reallocation of approximately \$14,000 in salaries and benefits from the section 8 program to this program following adjustments to the allocation of staff time so as to more accurately reflect the actual time spent on each program. The program’s available reserve as of June 30, 2010 is \$226,080.

Absent use of restricted capital fund monies, the Low Income Public Housing program (LIPH) ended the FY with a deficit of \$29,326, about \$8,700 less than the anticipated loss in May 2010 (\$38,035). This is after shifting the General Fund revenue of about \$6,000 from RHCP to LIPH in order to preserve the net reserve balance available to cover the anticipated FY2011 deficit in the LIPH program. The net deficit in this program (\$29,326) will be offset out of the restricted capital fund monies available to cover operating expenditures.

In June 2010, staff applied \$25,621 of these monies (which had to be expended or they would be recaptured by HUD) to offset all but \$3,704 of this deficit; the remainder will be offset shortly.

As of June 30, 2010, there some \$209,000 in unused restricted capital fund monies and approximately \$35,000 remaining in the 2009-2010 General Fund subsidy that will be available in FY2011. The net unrestricted reserve in the LIPH program as of the end of the 2009-2010 FY is \$207,537.

The state program (RHCP) ended the FY with a deficit of \$19,160, primarily due to the reallocation of some \$6,000 in general funds received from the City of Berkeley from this program to the LIPH program and payment of the Section 108 loan. This program has an unrestricted reserve balance of \$12,038 as of June 30, 2010.

A copy of the final year-end income and expense statements for FY 2009-2010 is attached.

**BHA: BUDGET COMPARISON - ALL PROGRAMS**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

	DESCRIPTION	FY2010 BUDGET		MONTH ENDING - 06/30/2010		YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)		%	INCREASE (DECREASE)	%	INCREASE (DECREASE)				
		(a)		(b)		(c)						(d)		(e)	
		BUDGET	MTD	BUDGET	MTD	BUDGET	ACTUAL					BUDGET	ACTUAL	BUDGET	ACTUAL
1	HOUSING ASSISTANCE PAYMENTS (HAP)														
2	HAP Received from HUD	\$ 22,321,739	\$ 1,860,145	\$ 1,860,145	\$ 1,578,856	\$ (281,289)	-15%	\$ (281,289)	\$ 22,321,739	\$ 16,534,344	\$ (5,787,395)	-26%			
3	Less HAP Paid to Owners	22,321,739	1,860,145	1,872,390	1,872,390	12,245	1%	12,245	22,321,739	21,070,559	(1,251,180)	-6%			
4	HAP Surplus (Deficit)	\$ -	\$ -	\$ (293,534)	\$ (293,534)	\$ (293,534)		\$ (293,534)	\$ -	\$ (4,536,215)	\$ (4,536,215)				
5	Use of Excess HAP Reserve	\$ -	\$ -	\$ -	\$ 293,534	\$ 293,534		\$ 293,534	\$ -	\$ 4,536,215	\$ 4,536,215				
6	Net HAP Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -				
7															
8	OPERATING & CAPITAL IMPROVEMENT REVENUE - OTHER														
9	Administrative Fees (S8 & MOD REHAB)	2,049,304	170,775	170,775	251,387	80,612	47%	80,612	2,049,304	2,016,529	(32,775)	-2%			
10	Operating Subsidy (LIPH & RHCP)	222,347	18,529	18,529	21,123	2,594	14%	2,594	222,347	266,655	44,308	20%			
11	Rent Charges (LIPH & RHCP)	256,248	21,354	21,354	14,800	(6,554)	-31%	(6,554)	256,248	251,318	(4,930)	-2%			
12	Capital Fund/ARRA Available for Operations	352,207	29,351	29,351	25,621	(3,729)	-13%	(3,729)	352,207	390,586	38,379	11%			
13	Capital Fund/ARRA Available for Capital Improvements	149,467	12,456	12,456	-	(12,456)	-100%	(12,456)	149,467	140,689	(8,778)	-6%			
14	Other Revenue - CDBG	120,000	10,000	10,000	104,866	94,866	949%	94,866	120,000	820,000	700,000	583%			
15	City Subsidy (\$300K, GF + \$700K, HTF)	1,000,000	83,333	83,333	14,869	(88,464)	-82%	(88,464)	1,000,000	264,553	(735,447)	-74%			
16	Miscellaneous Income (Interest)	18,350	1,529	1,529	4,315	2,786	182%	2,786	18,350	31,660	13,310	73%			
17	Total Operating & Capital Improvement Revenue - Other	\$ 4,167,923	\$ 347,327	\$ 347,327	\$ 436,981	\$ 89,655	966%	\$ 89,655	\$ 4,167,923	\$ 4,181,989	\$ 14,067	0%			
18															
19	OPERATING EXPENSES														
20	ADMINISTRATION														
21	E.2 Salaries	1,249,058	104,088	104,088	134,157	30,069	29%	30,069	1,249,058	1,073,900	(175,158)	-14%			
22	E.3 Employee Benefits	686,985	57,249	57,249	98,764	41,515	73%	41,515	686,985	610,787	(76,198)	-11%			
23	E.22 Legal Expense - Outside Counsel	127,900	10,658	10,658	17,830	7,171	67%	7,171	127,900	168,795	40,895	32%			
24	E.24 Staff Training	5,000	417	417	1,866	1,449	348%	1,449	5,000	7,180	2,180	44%			
25	E.7 Travel/Transportation	3,230	269	269	-	(269)	-100%	(269)	3,230	776	(2,453)	-76%			
26	E.4 Office Rent (includes \$4,800 for record retention storage)	121,800	10,150	10,150	320	(9,830)	-97%	(9,830)	121,800	116,810	(4,990)	-4%			
28	E.6 Audit Fees	22,600	1,883	1,883	-	(1,883)	-100%	(1,883)	22,600	22,600	-	0%			
29	E.8 Administrative fees to other PHA on Port out	21,543	1,795	1,795	7,334	5,539	309%	5,539	21,543	75,253	53,710	249%			
30	E.10 Publications & Subscriptions	1,500	125	125	-	(125)	-100%	(125)	1,500	1,210	(290)	-19%			
31	E.11 Memberships & Dues	3,000	250	250	150	(100)	-40%	(100)	3,000	4,811	1,811	60%			
32	E.12 Telephone	10,000	833	833	1,250	417	50%	417	10,000	8,103	(1,897)	-19%			
33	E.13 Office Supplies	21,600	1,800	1,800	44	(1,756)	-98%	(1,756)	21,600	21,287	(313)	-1%			
34	E.14 Postage	18,000	1,500	1,500	-	(1,500)	-100%	(1,500)	18,000	20,019	2,019	11%			
35	E.16 Printing & Reproduction	3,900	325	325	(5,230)	(5,555)	-1709%	(5,555)	3,900	6,648	2,748	70%			
36	E.17 Equipment maintenance	3,500	292	292	-	(292)	-100%	(292)	3,500	441	(3,059)	-87%			
37	E.19 Rental of equipment/IKON/Neopost	8,400	700	700	1,768	1,068	153%	1,068	8,400	9,477	1,077	13%			
38	E.20 Advertising	3,000	250	250	(1,232)	(1,482)	-593%	(1,482)	3,000	2,742	(258)	-9%			
39	E.21 Messenger/delivery service	4,200	350	350	323	(27)	-8%	(27)	4,200	5,025	825	20%			
40	E.23 Consultants - General Consultants	12,500	1,042	1,042	1,240	198	19%	198	12,500	18,500	6,000	48%			
41	Consultants - LIPH Disposition/One time contracts	150,001	12,500	12,500	12,710	210	2%	210	150,001	137,230	(12,771)	-9%			
42	ECS contract/Prof. Services	36,000	3,000	3,000	1,228	(1,772)	-59%	(1,772)	36,000	19,779	(16,221)	-45%			

**BHA: BUDGET COMPARISON - ALL PROGRAMS**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

Attachment 1

LINE	DESCRIPTION	MONTH ENDING - 06/30/2010			YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)					
		FY2010	FY2010	FY2010	FY2010	FY2010	FY2010			
		BUDGET	MTD	ACTUAL	INCREASE (DECREASE)	%	YTD	BUDGET	ACTUAL	INCREASE (DECREASE)
43	E.27 Inspection	98,727	7,877	7,877	(350)	-4%	\$ 98,727	\$ 134,288	\$ 35,560	36%
44	E.28 Other Sundry Items (Includes Bank/FDIC Fees)	5,000	763	763	346	83%	\$ 5,000	\$ 19,227	\$ 14,227	285%
45	E.31 Interest	30,269	15,193	15,193	12,670	502%	\$ 30,269	\$ 30,102	\$ (167)	-1%
46	Total Administrative Expenses	\$ 2,647,713	\$ 296,355	\$ 296,355	\$ 75,712	34%	\$ 2,647,713	\$ 2,514,993	\$ (132,719)	-5%
47										
48	TENANT SERVICES									
49	E.29 Tenant Services	116,140	-	-	(9,678)	-100%	\$ 116,140	\$ 39,817	\$ (76,323)	-66%
50	Total Tenant Services	116,140	-	-	(9,678)	-100%	116,140	39,817	(76,323)	-66%
51	UTILITIES									
53	Water	4,000	124	124	(209)		\$ 4,000	\$ 4,406	\$ 406	
54	Electricity	15,300	348	348	(927)		\$ 15,300	\$ 7,810	\$ (7,490)	
55	Gas	2,700	912	912	687		\$ 2,700	\$ 5,245	\$ 2,545	
57	Sewage Reimb	-	1,193	1,193	1,193		\$ -	\$ 20,958	\$ 20,958	
58	Refuse	38,000	10,847	10,847	7,680		\$ 38,000	\$ 47,041	\$ 9,041	
59	Total Utilities	\$ 60,000	\$ 13,424	\$ 13,424	\$ 8,424	168%	\$ 60,000	\$ 85,459	\$ 25,459	42%
60										
61	ORDINARY MAINTENANCE									
65	E.18 Facilities maintenance (includes \$14,000 for Office Maintenan	164,400	43,748	43,748	30,048	219%	\$ 164,400	\$ 181,177	\$ 16,777	10%
66	E.25 Mgmt Contract	36,000	2,750	2,750	(250)	-8%	\$ 36,000	\$ 32,479	\$ (3,522)	-10%
67	Total Ordinary Maintenance	200,400	46,498	46,498	29,798	178%	200,400	213,656	13,256	7%
75										
76	GENERAL EXPENSES									
77	E.9 Insurance	59,238	4,937	4,937	(1,646)	-33%	\$ 59,238	\$ 39,482	\$ (19,756)	-33%
80	E.30 Collection losses	-	-	-	33	0%	\$ -	\$ (265)	\$ (265)	-9%
81	E.32 Other General Expenses (Stipends)	1,200	100	100	-	0%	\$ 1,200	\$ 1,095	\$ (105)	-9%
82	Total General Expenses	60,438	5,037	5,037	(1,613)	-32%	60,438	40,313	(20,125)	-33%
83	Total Operating Expenses	3,084,691	257,058	257,058	102,642	40%	3,084,691	2,894,237	(190,453)	-6%
84	OTHER NON-ROUTINE EXPENSES									
86	E.34 Betterment & Additions-Public Housing	865,032	72,086	72,086	(72,086)	-100%	\$ 865,032	\$ 1,080,048	\$ 215,016	25%
87	Betterment & Additions-Administration	67,200	5,600	5,600	10,124	181%	\$ 67,200	\$ 16,106	\$ (51,094)	-76%
88	Total Non-Routine Expenses	932,232	77,686	77,686	(61,962)	-80%	932,232	1,096,154	163,922	18%
90	DEBT SERVICE	\$ 151,000	\$ 12,583	\$ 12,583	\$ 129,417	1028%	\$ 151,000	\$ 142,000	\$ (9,000)	-6%
91	Total Expenses	\$ 4,167,923	\$ 347,327	\$ 347,327	\$ 170,097	49%	\$ 4,167,923	\$ 4,132,391	\$ (35,531)	
92	Operating Surplus (Deficit)	\$ (0)	\$ (0)	\$ (80,442)	\$ (80,442)		\$ (0)	\$ 49,598	\$ 49,598	
93	Use of Restricted Capital Fund	\$ -	\$ (0)	\$ -	\$ 0		\$ -	\$ 25,622	\$ 25,622	
94	Net Operating Surplus (Deficit)	\$ (0)	\$ (0)	\$ (80,442)	\$ (80,442)		\$ (0)	\$ 75,220	\$ 75,220	

**BHA: BUDGET COMPARISON - SECTION 8**

**Attachment 1**

**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses  
For the Period Ending June 30, 2010**

	DESCRIPTION	MONTH ENDING - 06/30/2010			YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)		
		FY2010		MTD	FY2010		YTD
		BUDGET	ACTUAL	(b)	BUDGET	ACTUAL	(d)
		(a)	(c)	(b-c)	(d)	(e)	(d-e)
1	Housing Assistance Payments (HAP)						
2	HAP Received from HUD	\$ 21,770,185	\$ 1,659,024	\$ (155,158)	\$ 21,770,185	\$ 15,989,684	\$ (5,780,501)
3	Less HAP Paid to Owners	21,770,185	\$ 1,823,482	9,300	\$ 21,770,185	\$ 20,526,565	\$ (1,243,620)
4	HAP Surplus (Deficit)		\$ (164,458)	\$ (164,458)		\$ (4,536,881)	\$ (4,536,881)
5	Use of Excess HAP Reserve			\$ 164,458		\$ 4,536,881	\$ 4,536,881
6	Net HAP Surplus (Deficit)						
7							
8	<b>OPERATING &amp; CAPITAL IMPROVEMENT REVENUE</b>						
9	Administrative Fees (S8)	1,930,245	\$ 240,896	\$ 80,042	\$ 1,930,245	\$ 1,892,801	\$ (37,444)
15	City Subsidy (\$300K, GF)	203,598	\$ (26,200)	\$ (43,167)	\$ 203,598	\$ 82,008	\$ (121,590)
16	Miscellaneous Income	12,000	\$ 3,678	\$ 2,678	\$ 12,000	\$ 22,774	\$ 10,774
17	Total Operating & Capital Improvement Revenue	\$ 2,145,843	\$ 218,373	\$ 39,553	\$ 2,145,843	\$ 1,997,584	\$ (148,260)
18							
19	<b>OPERATING EXPENSES</b>						
20	<b>ADMINISTRATION</b>						
21	E.2 Salaries	1,033,124	\$ 133,919	47,826	\$ 1,033,124	\$ 840,816	\$ (192,308)
22	E.3 Employee Benefits	568,074	\$ 74,727	27,387	\$ 568,074	\$ 456,978	\$ (111,096)
23	E.22 Legal Expense - Outside Counsel	98,189	\$ 14,753	6,571	\$ 98,189	\$ 116,373	\$ 18,184
24	E.24 Staff Training	4,550	\$ 1,761	1,382	\$ 4,550	\$ 3,119	\$ (1,431)
25	E.7 Travel/Transportation	2,939	\$ -	(245)	\$ 2,939	\$ 422	\$ (2,517)
26	E.4 Office Rent (includes \$4,800 for record retention storage)	110,838	\$ 302	(8,935)	\$ 110,838	\$ 106,386	\$ (4,452)
28	E.6 Audit Fees	20,566	\$ (1,370)	(3,084)	\$ 20,566	\$ 18,596	\$ (1,970)
29	E.8 Administrative fees to other PHA on Port out	21,543	\$ 7,334	5,539	\$ 21,543	\$ 75,253	\$ 53,710
30	E.10 Publications & Subscriptions	1,365	\$ 114	(114)	\$ 1,365	\$ 1,079	\$ (286)
31	E.11 Memberships & Dues	2,730	\$ 228	(91)	\$ 2,730	\$ 4,450	\$ 1,720
32	E.12 Telephone	9,100	\$ 758	492	\$ 9,100	\$ 8,103	\$ (997)
33	E.13 Office Supplies	19,656	\$ 1,638	(1,603)	\$ 19,656	\$ 18,377	\$ (1,279)
34	E.14 Postage	16,380	\$ 1,365	(1,365)	\$ 16,380	\$ 18,159	\$ 1,779
35	E.16 Printing & Reproduction	3,549	\$ 296	(5,264)	\$ 3,549	\$ 6,142	\$ 2,593
36	E.17 Equipment maintenance	3,185	\$ 265	(265)	\$ 3,185	\$ 403	\$ (2,782)
37	E.19 Rental of equipment/KON/Neopost	7,644	\$ 637	972	\$ 7,644	\$ 8,642	\$ 998
38	E.20 Advertising	2,730	\$ 228	(1,391)	\$ 2,730	\$ 756	\$ (1,974)
39	E.21 Messenger/delivery service	3,822	\$ 319	5	\$ 3,822	\$ 4,520	\$ 698
40	E.23 Consultants - General Consultants	11,375	\$ 948	227	\$ 11,375	\$ 16,695	\$ 5,320
42	E.26 ECS contract/Prof. Services	13,830	\$ 1,153	(908)	\$ 13,830	\$ 7,978	\$ (5,852)
43	E.27 Inspection	92,351	\$ 7,696	181	\$ 92,351	\$ 127,558	\$ 35,208
44	E.28 Other Sundry Items	4,551	\$ 379	376	\$ 4,551	\$ 19,184	\$ 14,633
46	Total Administrative Expenses	\$ 2,052,091	\$ 238,701	\$ 67,694	\$ 2,052,091	\$ 1,359,990	\$ (192,101)
47							
51	<b>UTILITIES</b>						
53	Water	80	\$ 7	11	\$ 80	\$ 914	\$ 834

**BHA: BUDGET COMPARISON - SECTION 8**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

12

	DESCRIPTION	MONTH ENDING - 06/30/2010				YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)			
		FY2010		FY2010		FY2010		FY2010	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
		(a)	(c)	(b-c)	(d)	(e)	(d-e)		
54	Electricity	13,923	\$ -	(1,160)	\$ 13,923	\$ 5,248	(8,675)		
55	Gas	2,457	\$ 805	600	\$ 2,457	\$ 2,840	383		
58	Refuse	760	\$ 406	343	\$ 760	\$ 1,625	865		
59	Total Utilities	\$ 17,220	\$ 1,228	(207)	\$ 17,220	\$ 10,627	(6,593)	-38%	
60									
61	<b>ORDINARY MAINTENANCE</b>								
65	E.18 Facilities maintenance (includes \$14,000 for Office Maintenance)	13,104	\$ 1,007	(85)	\$ 13,104	\$ 12,189	(915)	-7%	
66	E.25 Mgmt Contract	-	\$ -	-	\$ -	\$ -	-		
67	Total Ordinary Maintenance	13,104	1,007	(85)	13,104	12,189	(915)	-7%	
68									
76	<b>GENERAL EXPENSE</b>								
77	E.9 Insurance	1,185	\$ -	(99)	\$ 1,185	\$ -	(1,185)	-100%	
80	E.30 Collection losses	-	\$ 33	33 #DIV/0!	\$ -	\$ (265)	(265)		
81	E.32 Other General Expenses (Salipends)	1,092	\$ 50	(41)	\$ 1,092	\$ 400	(692)	-63%	
82	Total General Expenses	2,277	83	(107)	2,277	135	(2,142)	-94%	
83	Total Operating Expenses	2,084,692	241,019	67,295	2,084,692	1,882,941	(201,750)	-10%	
84	<b>NON ROUTINE EXPENSES</b>								
87	Betterment & Additions-Administration	61,152	\$ 15,175	10,079	\$ 61,152	\$ 15,175	(45,977)	-75%	
88	Total Non Routine Expenses	61,152	15,175	10,079	61,152	15,175	(45,977)	-75%	
91	Total Expenses	\$ 2,145,844	\$ 256,194	\$ 77,374	\$ 2,145,844	\$ 1,898,116	(247,727)		
92	Operating Surplus (Deficit)	\$ (0)	\$ (37,821)	\$ (37,821)	\$ (0)	\$ 99,467	\$ 99,467		
93	Use of Restricted Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
94	Net Operating Surplus (Deficit)	\$ (0)	\$ (37,821)	\$ (37,821)	\$ (0)	\$ 99,467	\$ 99,467		
			HAP Income (Loss)	(164,458)		Net Restricted Asset, 6/30/09	6,763,601		
			AF Income (Loss)	(37,821)		Income(Loss)	(4,536,881.38)		
			Income (Loss)	(202,279)			2,226,719.84		
						Net Unrestricted Asset, 6/30/09	217,086		
						Income(Loss)	99,467.22		
							316,553.00		
						Total Net Asset, 6/30/09	6,980,687		
						Income(Loss)	(4,437,414)		
							2,543,272.84		

**BHA: BUDGET COMPARISON - MODERATE REHABILITATION PROGRAM** **Attachment 1**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

	DESCRIPTION	MONTH ENDING - 06/30/2010			YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)		
		FY2010		FY2010	FY2010		FY2010
		BUDGET	MTD	ACTUAL	BUDGET	YTD	INCREASE (DECREASE)
	HUD Authorized Units ==>	(a)	(c)	(b-c)	(d)	(e)	(d-e)
1	Housing Assistance Payments (HAP)	\$ 551,554	\$ (80,168)	\$ (126,131)	\$ 551,554	\$ 544,660	\$ (6,894)
2	HAP Received from HUD	\$ 551,554	\$ 48,908	2,945	\$ 551,554	\$ 543,994	\$ (7,560)
3	Less HAP Paid to Owners						
4	HAP Surplus (Deficit)	\$ -	\$ (129,076)	\$ (129,076)	\$ -	\$ 666	\$ 666
5	Use of Excess HAP Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Net HAP Surplus (Deficit)	\$ -	\$ (129,076)	\$ (129,076)	\$ -	\$ 666	\$ 666
7							
8	<b>OPERATING &amp; CAPITAL IMPROVEMENT REVENUE</b>						
9	Administrative Fees (MOD REHAB)	119,058	\$ 10,491	569	\$ 119,058	\$ 123,728	\$ 4,670
15	City Subsidy (\$300K, GF + \$700K, HTF)	5,009	\$ (5,929)	(6,346)	\$ 5,009	\$ 0	\$ (5,009)
16	Miscellaneous Income (Interest)	1,000	\$ 83	(74)	\$ 1,000	\$ 191	\$ (809)
17	Total Operating & Capital Improvement Revenue	\$ 125,067	\$ 4,571	\$ (5,851)	\$ 125,067	\$ 123,919	\$ (1,148)
18							
19	<b>OPERATING EXPENSES</b>						
20	<b>ADMINISTRATION</b>						
21	E.2 Salaries	62,453	\$ (24,139)	(29,343)	\$ 62,453	\$ 64,629	\$ 2,176
22	E.3 Employee Benefits	34,349	\$ (11,235)	(14,098)	\$ 34,349	\$ 37,023	\$ 2,674
23	E.22 Legal Expense - Outside Counsel	5,395	\$ 450	811	\$ 5,395	\$ 6,384	\$ 989
24	E.24 Staff Training	250	\$ 21	97	\$ 250	\$ 162	\$ (88)
25	E.7 Travel/Transportation	162	\$ 13	(13)	\$ 162	\$ 14	\$ (147)
26	E.4 Office Rent (includes \$4,800 for record retention storage)	6,090	\$ 508	(498)	\$ 6,090	\$ 5,797	\$ (293)
28	E.6 Audit Fees	1,130	\$ 94	1,370	\$ 1,130	\$ 2,500	\$ 1,370
30	E.10 Publications & Subscriptions	75	\$ 6	(6)	\$ 75	\$ 59	\$ (16)
31	E.11 Memberships & Dues	150	\$ 13	(5)	\$ 150	\$ 244	\$ 94
32	E.12 Telephone	500	\$ 42	(42)	\$ 500	\$ -	\$ (500)
33	E.13 Office Supplies	1,080	\$ 90	(86)	\$ 1,080	\$ 1,212	\$ 132
34	E.14 Postage	900	\$ 75	(75)	\$ 900	\$ 1,033	\$ 133
35	E.16 Printing & Reproduction	195	\$ 16	(262)	\$ 195	\$ 165	\$ (30)
36	E.17 Equipment maintenance	175	\$ 15	(15)	\$ 175	\$ 22	\$ (153)
37	E.19 Rental of equipment/IKON/Neopost	420	\$ 35	53	\$ 420	\$ 474	\$ 54
38	E.20 Advertising	150	\$ 13	(69)	\$ 150	\$ (69)	\$ (219)
39	E.21 Messenger/delivery service	210	\$ 18	(18)	\$ 210	\$ 53	\$ (157)
40	E.23 Consultants - General Consultants	625	\$ 52	13	\$ 625	\$ 455	\$ (170)
42	E.26 ECS contract/Prof. Services	-	\$ -	-	\$ -	\$ -	\$ -
43	E.27 Inspection	4,876	\$ 406	(406)	\$ 4,876	\$ 2,705	\$ (2,171)
44	E.28 Other Sundry Items	250	\$ 21	(21)	\$ 250	\$ 0	\$ (250)
45	E.31 Interest		\$ -	-	\$ -	\$ -	\$ -
46	Total Administrative Expenses	\$ 119,435	\$ (33,254)	\$ (43,207)	\$ 119,435	\$ 122,863	\$ 3,428
47							
51	<b>UTILITIES</b>						
53	Water		\$ -	-	\$ -	\$ -	\$ -



**BHA: BUDGET COMPARISON - MODERATE REHABILITATION PROGRAM** **Attachment 1**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

	DESCRIPTION	MONTH ENDING - 06/30/2010				YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)			
		FY2010		FY2010		FY2010		FY2010	
		BUDGET	MTD	ACTUAL	INCREASE (DECREASE)	BUDGET	YTD	ACTUAL	INCREASE (DECREASE)
	HUD Authorized Units ==>								
	(1)	(a)	(b)	(c)	(b-c)	(d)	(e)	(d-e)	
54	Electricity	765	64	-	(64)	765	2	(763)	
55	Gas	135	11	-	(11)	135	40	(95)	
59	Total Utilities	900	75	-	(75)	900	43	(857)	-95%
60									
61	ORDINARY MAINTENANCE								
65	E.18 Facilities maintenance (includes \$14,000 for Office Maintenance)	720	60	438	378	720	1,616	896	124%
67	Total Ordinary Maintenance	720	60	438	378	720	1,616	896	124%
68									
76	GENERAL EXPENSE								
77	E.9 Insurance	592	49	-	(49)	592	-	(592)	-100%
81	E.32 Other General Expenses (Stipends)	60	5	-	(5)	60	-	(60)	-100%
82	Total General Expenses	652	54	-	(54)	652	-	(652)	-100%
83	Total Operating Expenses	121,707	10,142	(32,816)	(42,958)	121,707	124,521	2,814	2%
84	NON ROUTINE EXPENSES								
87	Betterment & Additions-Administration	3,360	280	398	118	3,360	780	(2,580)	-77%
88	Total Non Routine Expenses	3,360	280	398	118	3,360	780	(2,580)	-77%
89									
90	Debt Service								
91	Total Expenses	125,067	10,422	(32,418)	(42,840)	125,067	125,302	234	
92	Operating Surplus (Deficit)	(0)	(0)	36,989	36,989	(0)	(1,383)	(1,383)	
93	Use of Restricted Capital Fund								
94	Net Operating Surplus (Deficit)	(0)	(0)	36,989	36,989	(0)	(1,383)	(1,383)	
				(91,689)	64				
			HAP Income (Loss)	(129,076)	NRA, 6/30/09				
			AF Income (Loss)	36,989	Income(Loss)			666	
			Income (Loss)	(92,087)				666	
					NJA, 6/30/09			226,796	
					Income(Loss)			(1,383)	
								225,413	

**BHA: BUDGET COMPARISON - LOW INCOME PUBLIC REPORT (LIPH)** **Attachment 1**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

	DESCRIPTION	MONTH ENDING - 06/30/2010				YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)			
		FY2010		FY2010		FY2010		FY2010	
		BUDGET	MTD	BUDGET	MTD	BUDGET	YTD	BUDGET	YTD
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
	<b>OPERATING &amp; CAPITAL IMPROVEMENT REVENUE</b>								
8	(1)								
9	Administrative Fees (S8 & MOD REHAB)	\$	\$	\$	\$	\$	\$	\$	\$
10	Operating Subsidy (LIPH)	186,347	15,529	17,140	1,611	186,347	186,347	226,610	40,263
11	Rent Charges (LIPH)	198,248	16,521	9,399	(7,122)	198,248	198,248	205,865	7,617
12	Capital Fund/ARRA Available for Operations	352,207	29,351	25,621	(3,729)	352,207	352,207	125,607	(226,600)
13	Capital Fund/ARRA Available for Capital Improvements	149,467	12,456	-	(12,456)	149,467	149,467	380,047	230,580
14	Other Revenue - CDBG	120,000	10,000	-	(10,000)	120,000	120,000	-	(120,000)
15	City Subsidy (\$300K, GF + \$700K, HTF)	791,393	65,949	72,779	6,830	791,393	791,393	882,545	91,152
16	Miscellaneous Income (Interest)	4,600	383	517	134	4,600	4,600	8,215	3,615
17	<b>Total Operating &amp; Capital Improvement Revenue</b>	<b>\$ 1,802,262</b>	<b>\$ 150,189</b>	<b>\$ 125,457</b>	<b>\$ (24,732)</b>	<b>\$ 1,802,262</b>	<b>\$ 1,802,262</b>	<b>\$ 1,828,888</b>	<b>\$ 26,626</b>
18									
19	<b>OPERATING &amp; CAPITAL IMPROVEMENT REVENUE - OTHER</b>								
20	<b>ADMINISTRATION</b>								
21	E.2 Salaries	140,990	11,749	21,069	9,319	140,990	140,990	147,878	6,888
22	E.3 Employee Benefits	77,692	6,474	32,279	25,804	77,692	77,692	103,485	25,793
23	E.22 Legal Expense - Outside Counsel	23,237	1,936	1,797	(140)	23,237	23,237	40,677	17,440
24	E.24 Staff Training	150	13	58	46	150	150	3,360	3,210
25	E.7 Travel/Transportation	97	8	-	(8)	97	97	283	186
26	E.4 Office Rent (includes \$4,800 for record retention storage)	3,654	305	6	(299)	3,654	3,654	3,468	(186)
28	E.6 Audit Fees	678	57	-	(57)	678	678	1,278	600
29	E.8 Administrative fees to other PHA on Port out	-	-	-	-	-	-	-	-
30	E.10 Publications & Subscriptions	45	4	-	(4)	45	45	36	(9)
31	E.11 Memberships & Dues	90	8	5	(3)	90	90	94	4
32	E.12 Telephone	300	25	-	(25)	300	300	-	(300)
33	E.13 Office Supplies	648	54	(0)	(54)	648	648	1,234	586
34	E.14 Postage	540	45	-	(45)	540	540	620	80
35	E.16 Printing & Reproduction	117	10	-	(10)	117	117	256	139
36	E.17 Equipment maintenance	105	9	-	(9)	105	105	13	(92)
37	E.19 Rental of equipment/IKON/Neopost	252	21	53	32	252	252	286	34
38	E.20 Advertising	90	8	-	(8)	90	90	2,055	1,965
39	E.21 Messenger/delivery service	126	11	-	(11)	126	126	441	315
40	E.23 Consultants - General Consultants	375	31	-	(31)	375	375	1,105	730
41	E.26 ECS contract/Prof. Services	145,477	12,123	10,797	(1,326)	145,477	145,477	116,318	(29,159)
42	E.27 Inspection	14,010	1,168	613	(554)	14,010	14,010	7,659	(6,351)
43	E.28 Other Sundry Items	1,220	102	-	(102)	1,220	1,220	3,256	2,036
44	E.31 Interest	150	13	7	(6)	150	150	35	(115)
45		30,269	2,522	15,189	12,666	30,269	30,269	30,104	(165)
46		<b>\$ 440,312</b>	<b>\$ 36,693</b>	<b>\$ 81,872</b>	<b>\$ 45,179</b>	<b>\$ 440,312</b>	<b>\$ 440,312</b>	<b>\$ 463,943</b>	<b>\$ 23,631</b>
48	<b>TENANT SERVICES</b>								
49	E.29 Tenant Services	108,637	9,053	-	(9,053)	108,637	108,637	32,350	(76,287)
50	<b>Total Tenant Services</b>	<b>108,637</b>	<b>9,053</b>	<b>-</b>	<b>(9,053)</b>	<b>108,637</b>	<b>108,637</b>	<b>32,350</b>	<b>(76,287)</b>
51	<b>UTILITIES</b>								

**BHA: BUDGET COMPARISON - LOW INCOME PUBLIC REPORT (LIPH)**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

DESCRIPTION	MONTH ENDING - 06/30/2010			YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)		
	FY2010	FY2010	INCREASE (DECREASE)	FY2010	FY2010	INCREASE (DECREASE)
	BUDGET	MTD	%	BUDGET	ACTUAL	%
	(a)	(b)	(b-c)	(d)	(e)	(d-e)
<b>(1)</b>						
E.15 Utilities - Electricity & Water/Refuse						
52 Water	3,200	107	(160)	3,200	2,819	(381)
53 Electricity	459	330	292	459	2,328	1,869
54 Gas	81	107	101	81	2,171	2,090
55 Fuel	-	-	-	-	-	-
56 Sewage Reimbursement	-	1,149	1,149	-	16,468	16,468
57 Refuse	30,400	8,653	6,120	30,400	36,905	6,505
58 Total Utilities	<b>34,140</b>	<b>10,347</b>	<b>7,502</b>	<b>34,140</b>	<b>60,690</b>	<b>26,550</b>
59						78%
60						
61						
<b>ORDINARY MAINTENANCE</b>						
E.18 Facilities maintenance (Includes \$14,000 for Office Maintena	128,131	37,089	26,411	128,131	140,106	11,975
65 Mgmt Contract	29,160	2,228	(203)	29,160	26,731	(2,430)
66 Total Ordinary Maintenance	<b>157,291</b>	<b>39,316</b>	<b>26,209</b>	<b>157,291</b>	<b>166,836</b>	<b>9,545</b>
67						6%
75						
76						
<b>GENERAL EXPENSE</b>						
E.9 Insurance	43,798	2,632	(1,018)	43,798	31,586	(12,212)
77 Other General Expenses (Stipends)	36	3	47	36	695	659
81 Total General Expenses	<b>43,834</b>	<b>2,682</b>	<b>(971)</b>	<b>43,834</b>	<b>32,281</b>	<b>(11,553)</b>
82						-26%
<b>Total Operating Expenses</b>	<b>784,214</b>	<b>134,217</b>	<b>68,866</b>	<b>784,214</b>	<b>756,100</b>	<b>(28,114)</b>
83						-4%
<b>NON ROUTINE EXPENSES</b>						
E.34 Betterment & Additions-Public Housing	865,032	-	(72,086)	865,032	1,080,048	215,016
86 Betterment & Additions-Administration	2,016	66	(102)	2,016	66	(1,950)
87 Total Non Routine Expenses	<b>867,048</b>	<b>66</b>	<b>(72,188)</b>	<b>867,048</b>	<b>1,080,114</b>	<b>213,066</b>
88						25%
90 Debt Service	151,000	12,583	9,417	151,000	22,000	(129,000)
91 Total Expenses	<b>1,802,262</b>	<b>150,189</b>	<b>6,084</b>	<b>1,802,262</b>	<b>1,858,214</b>	<b>55,952</b>
92 Operating Surplus (Deficit)	\$ (0)	\$ (0)	\$ (30,826)	\$ (0)	\$ (29,326)	\$ (29,326)
93 Use of Restricted Capital Fund	\$ (0)	\$ 0	\$ (0)	\$ (0)	\$ 25,622	\$ 25,622
94 Net Operating Surplus (Deficit)	\$ (0)	\$ (0)	\$ (30,826)	\$ (0)	\$ (3,704)	\$ (3,704)

**BHA: BUDGET COMPARISON - RENTAL HOUSING AND CONSTRUCTION PROGRAM (RHCP) Attachment 1**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

12

DESCRIPTION	MONTH ENDING - 06/30/2010			YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)		
	FY2010	FY2010	FY2010	FY2010	FY2010	FY2010
	BUDGET	MTD	ACTUAL	BUDGET	YTD	ACTUAL
	(a)	(b)	(c)	(d)	(e)	(d-e)
<b>OPERATING &amp; CAPITAL IMPROVEMENT REVENUE</b>						
Administrative Fees (S8 & MOD REHAB)						
Operating Subsidy (RHCP)	36,000	\$ 3,983	\$ 983	\$ 36,000	\$ 40,045	\$ 4,045
Rent Charges (RHCP)	58,000	\$ 4,833	\$ 568	\$ 58,000	\$ 71,074	\$ 13,074
Other Revenue - CDBG			\$ 104,866		\$ 120,000	\$ 120,000
City Subsidy (\$300K, GF + \$700K, HTF)			\$ (25,781)		\$ (0)	\$ (0)
Miscellaneous Income (Interest)	750	\$ 63	\$ 49	\$ 750	\$ 480	\$ (270)
<b>Total Operating &amp; Capital Improvement Revenue</b>	<b>\$ 94,750</b>	<b>\$ 7,896</b>	<b>\$ 88,580</b>	<b>\$ 94,750</b>	<b>\$ 231,599</b>	<b>\$ 136,849</b>
<b>OPERATING &amp; CAPITAL IMPROVEMENT REVENUE - OTHER</b>						
<b>ADMINISTRATION</b>						
E.2 Salaries	12,491	\$ 1,041	\$ 3,308	\$ 12,491	\$ 20,577	\$ 8,086
E.3 Employee Benefits	6,870	\$ 573	\$ 2,994	\$ 6,870	\$ 13,300	\$ 6,430
E.22 Legal Expense - Outside Counsel	1,079	\$ 90	\$ 470	\$ 1,079	\$ 5,362	\$ 4,283
E.24 Staff Training	50	\$ 4	\$ (50)	\$ 50	\$ 539	\$ 489
E.7 Travel/Transportation	32	\$ 3	\$ (3)	\$ 32	\$ 57	\$ 25
E.4 Office Rent (includes \$4,800 for record retention storage)	1,218	\$ 102	\$ 2	\$ 1,218	\$ 1,159	\$ (59)
E.6 Audit Fees	226	\$ 19	\$ (19)	\$ 226	\$ 226	\$ -
E.10 Publications & Subscriptions	15	\$ 1	\$ (1)	\$ 15	\$ 37	\$ 22
E.11 Memberships & Dues	30	\$ 3	\$ 2	\$ 30	\$ 24	\$ (6)
E.12 Telephone	100	\$ 8	\$ (8)	\$ 100	\$ -	\$ (100)
E.13 Office Supplies	216	\$ 18	\$ 6	\$ 216	\$ 465	\$ 249
E.14 Postage	180	\$ 15	\$ (15)	\$ 180	\$ 207	\$ 27
E.16 Printing & Reproduction	39	\$ 3	\$ (3)	\$ 39	\$ 65	\$ 46
E.17 Equipment maintenance	35	\$ 3	\$ (3)	\$ 35	\$ 3	\$ (32)
E.19 Rental of equipment/IKON/Neopost	84	\$ 7	\$ 18	\$ 84	\$ 75	\$ (9)
E.20 Advertising	30	\$ 3	\$ (3)	\$ 30	\$ -	\$ (30)
E.21 Messenger/delivery service	42	\$ 4	\$ (4)	\$ 42	\$ 11	\$ (31)
E.23 Consultants - General Consultants	125	\$ 10	\$ (10)	\$ 125	\$ 245	\$ 120
E.26 Consultants - LIPH Disposition/One time contracts	4,524	\$ 377	\$ 1,913	\$ 4,524	\$ 20,912	\$ 16,388
E.27 ECS contract/Prof. Services	8,160	\$ 680	\$ 370	\$ 8,160	\$ 4,142	\$ (4,018)
E.28 Inspection	280	\$ 23	\$ (23)	\$ 280	\$ 768	\$ 488
E.28 Other Sundry Items	49	\$ 4	\$ (4)	\$ 49	\$ 7	\$ (42)
E.31 Interest		\$ -	\$ 4	\$ -	\$ (1)	\$ (1)
<b>Total Administrative Expenses</b>	<b>\$ 35,875</b>	<b>\$ 2,990</b>	<b>\$ 9,036</b>	<b>\$ 35,875</b>	<b>\$ 68,198</b>	<b>\$ 32,323</b>
<b>TENANT SERVICES</b>						
E.29 Tenant Services	7,503	\$ 625	\$ (625)	\$ 7,503	\$ 7,466	\$ (37)
<b>Total Tenant Services</b>	<b>7,503</b>	<b>625</b>	<b>(625)</b>	<b>7,503</b>	<b>7,466</b>	<b>(37)</b>
<b>UTILITIES</b>						
Water	720	\$ 60	\$ (60)	\$ 720	\$ 674	\$ (46)
Electricity	153	\$ 13	\$ 5	\$ 153	\$ 232	\$ 79

**BHA: BUDGET COMPARISON - RENTAL HOUSING AND CONSTRUCTION PROGRAM (RHCP) Attachment 1**  
**FY2010 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses**  
**For the Period Ending June 30, 2010**

12

	DESCRIPTION	MONTH ENDING - 06/30/2010				YEAR - TO - DATE (BEFORE USE OF REST. CAPITAL FUND)			
		FY2010		FY2010		FY2010		FY2010	
		BUDGET	MTD	ACTUAL	INCREASE (DECREASE)	%	BUDGET	YTD	ACTUAL
		(a)	(b)	(c)	(b-c)		(d)	(e)	(d-e)
55	(1)	27	2	-	(2)		\$ 27	\$ 193	166
57	Gas			\$ 44	44			\$ 4,490	4,490
58	Sewage Reimbursement	6,840	570	1,788	1,218		\$ 6,840	\$ 8,511	1,671
59	Refuse								
60	Total Utilities	\$ 7,740	\$ 645	\$ 1,849	1,204	2	\$ 7,740	\$ 14,100	\$ 6,360
61									82%
62	<b>ORDINARY MAINTENANCE</b>								
65	E.18 Facilities maintenance (includes \$14,000 for Office Maintenance)	22,445	1,870	5,215	3,344	179%	\$ 22,445	\$ 27,267	\$ 4,821
66	E.25 Mgmt Contract	6,840	570	523	(48)	-8%	\$ 6,840	\$ 5,748	\$ (1,092)
67	Total Ordinary Maintenance	29,285	2,440	5,737	3,297	1	29,285	33,015	3,729
75									13%
76	<b>GENERAL EXPENSE</b>								
77	E.9 Insurance	13,662	1,139	658	(481)	-42%	\$ 13,662	\$ 7,896	\$ (5,766)
80	E.30 Collection losses								
81	E.32 Other General Expenses (Stipends)	12	1		(1)	-100%	\$ 12	\$ -	\$ (12)
82	Total General Expenses	13,674	1,140	658	(482)	-42%	13,674	7,896	(5,778)
83	Total Operating Expenses	94,078	7,840	17,280	9,440	120%	94,078	130,674	36,597
84	<b>NON ROUTINE EXPENSES</b>								39%
86	E.34 Betterment & Additions-Public Housing								
87	Betterment & Additions-Administration	672	56	85	29	52%	\$ 672	\$ 85	\$ (587)
88	Total Non Routine Expenses	672	56	85	29	52%	672	85	(587)
90	Debt Service								
91	Total Expenses	\$ 94,750	\$ 7,896	\$ 137,365	\$ 129,469		\$ 94,750	\$ 250,759	\$ 156,010
92	Operating Surplus (Deficit)	\$ 0	\$ 0	\$ (48,785)	\$ (48,785)		\$ 0	\$ (19,160)	\$ (19,161)
93	Use of Restricted Capital Fund								
94	Net Operating Surplus (Deficit)	\$ 0	\$ 0	\$ (48,785)	\$ (48,785)		\$ 0	\$ (19,160)	\$ (19,161)