



Berkeley Housing Authority

1936 University Ave., Suite 150, Berkeley, CA 94704
Telephone: (510) 981 5470 Fax: (510) 981 5480

ITEM 7B

NEW BUSINESS

December 1, 2016

Office of the Executive Director

To: Honorable Chair and Members of the Berkeley Housing Authority Board
From: Finance Committee and Jesy Yturralde, Finance Manager
Subject: Annual Finance Report –Ending October 31, 2016

Overall Deficit

There are no significant changes in the financial report from the one projected last month other than a slight reduction of \$2,500 in the projected annual deficit; from a \$332,317 deficit in September to now \$329,812. This deficit is \$39,205 less than what we originally projected at the beginning of the fiscal year. (See page 1, line 48.)

	Original Budget <u>(Deficit)</u>	10/31/2016 <u>Projected</u>	<u>Variance</u>
Section 8	(\$369,017)	(\$332,677)	(\$36,340)
Mod Rehab	(\$ 0)	\$ 2,519	\$ 2,519
Others	<u>-</u>	<u>\$ 346</u>	<u>\$ 346</u>
Deficit before use of proceeds	(\$369,017)	(\$329,812)	(\$39,205)
Use of net proceeds/reserves	<u>\$369,017</u>	<u>\$369,000</u>	<u>(\$ 17)</u>
Net deficit after proceeds	<u>\$ -</u>	<u>\$ 39,188</u>	<u>\$39,188</u>

Significant Year-To-Date Variances:

Projected Operating Revenue on October 31 is \$1,860,887, up by \$9,682 from the \$1,851,205 projected at the beginning of the fiscal year. (See page 1, line 14.)

- Projected Administrative Fee. A projected net increase of \$8,426 in administrative fee revenue primarily attributable to a higher than budgeted administrative fee proration in CY2016. (See page 1, line 12.) We assumed 80% proration for administrative fee in our FY2016-2017 budget based upon information available at the time the budget was prepared. Proration for CY2016 has increased since then to 83.941%. We adjusted our earned administrative fee forecast for October – December 2016 using the higher 83.941% proration, however, because the CY2017 proration is still unknown, we retained the original 80% pro-ration for our admin fee revenue projection for the months of January – June 2017.

We could have earned up to \$42,000 in additional administrative fees because of the higher pro-ration in 2016, however due to the reduction in lease up (from budgeted 86% to now slightly below 84%), the potential increase in administrative fee revenue dropped to what is now reported.

We also anticipate a slight reduction in the administrative fees paid to receiving PHA's for managing our outgoing portable vouchers (by \$1,390). (*Page 1, line 11.*) We originally assumed 50 Section 8 portable vouchers would be managed by other housing authorities in FY2017, there were only an average of 42 of these vouchers as of October 2016.

Operating Expenses: The projected expenses for FY2017 (\$2,190,698) are \$29,524 less than our original projection of \$2,220,222 (*See page 1, line 47.*)

- Salary and Benefits. On October 31, the projected salary and benefits are \$30,176 less than our original projection at the beginning of the fiscal year. We now project these costs to be \$1,687,073 (\$1,123,731 + \$563,342) compared to \$1,717,249 (\$1,143,123 + \$574,126) on July 1. As previously reported, the approved FY2016-2017 included 162 hours of salary (approx. \$15,000) for the previous Executive Director that we did not have to pay because she did not have to report to work in July or August as we anticipated. We also saved some \$10,000 in benefits primarily resulting from adjusting the medical benefit plan of two BHA staffers from family to two-member plans. (*See page 1, lines 17 and 18.*)
- Audit Fees. Our auditors expanded the scope of their service to include assistance in the preparation of the individualized actuarial report for BHA and information required by GASB 68 to be included in the audit report. We estimated the additional scope would require at least eight hours of work equivalent to \$1,200. (*See page 1, lines 23.*)

Net Proceeds from Disposition of Public Housing Units: (Attachment G)

We have drawn \$369,000 from the net proceeds to cover the projected deficit in the HCV program in FY2016-2017. We complied with HUD's requirement by submitting a request for the use of proceeds at the beginning of the fiscal year. Although we have not heard back from HUD, the request is deemed approved if HUD San Francisco OPH does not respond within thirty (30) days from the time of receipt of the request. As of October 31, 2016, the disposition proceeds balance is \$2,753,184.

Analysis of Cash Proceeds and Operating Shortfall: (Attachment H)

As previously reported, approximately \$4.9 million of the disposition proceeds may be used to cover shortfall in the Section 8 program without having to obtain new approval and/or amendment from HUD's Special Action Center (SAC). This is comprising of (a) \$2.7 million HUD approved in its January 15, 2014 letter that we can use over a 15-year period; and (b) \$2.2 million from the sale of 14 RHCP public housing units unrestricted by HUD (because they were originally financed through a State of California rental housing program). If BHA maintains its current staff of 13 FTE and assumes an annual 3% inflation increase, the available proceeds (\$4.9 million) will support BHA's Section 8 program over 11 years including the current fiscal year, or up to the end of FY2027; however if a Housing Specialist is added to the existing staff complement increasing the total employees to 14 FTE, the available funds will last through FY2025 or eight (8) years including the current fiscal year.

Attachments:

- A. Budget Status Report: All Programs, October 31, 2016
- B. Budget Status Report: Section 8, , October 31, 2016
- C. Budget Status Report: Moderate Rehabilitation October 31, 2016
- D. Budget Status Report: LIPH, October 31, 2016
- E. Budget Status Report: BHA, October 31, 2016
- F. BHA Balance Sheet, October 31, 2016
- G. Disposition Proceeds Report, October 31, 2016
- H. Analysis of Cash Proceeds (from Berkeley 75) and Section 8 Shortfall

FY2016 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses
For the Period Ending October 31, 2016

DESCRIPTION	YEAR - TO - DATE					FY2017 ESTIMATED TOTAL			
	FY2017 BUDGET	FY2017 YTD BUDGET	FY2017 YTD ACTUAL	INCREASE (DECREASE)	%	FY2017 NOV16-JUNE17 PROJECTED	FY2017 ESTIMATED TOTAL	INCREASE (DECREASE)	%
HOUSING ASSISTANCE PAYMENTS (HAP)									
HAP Received from HUD	\$ 26,789,810	\$ 8,929,937	\$ 8,089,660	\$ (840,277)	-9%	\$ 17,859,873	\$ 25,949,533	\$ (840,277)	-3%
Miscellaneous Income -HAP	\$ -	\$ -	\$ 1,984	\$ 1,984	100%	\$ -	\$ 1,984	\$ 1,984	100%
Less HAP Paid to Owners	\$ 29,380,218	\$ 9,793,406	\$ 8,047,081	\$ (1,746,326)	-18%	\$ 19,586,610	\$ 27,633,691	\$ (1,746,528)	-6%
HAP Surplus (Deficit)	\$ (2,590,408)	\$ (863,469)	\$ 44,563	\$ 908,033		\$ (1,726,737)	\$ (1,682,173)	\$ 908,235	-35%
Use of Excess HAP Reserve	\$ 2,590,408	\$ 863,469	\$ (44,563)	\$ (908,033)		\$ 1,726,737	\$ 1,682,173	\$ (908,235)	
Net HAP Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
OPERATING REVENUE									
Administrative Fees (S8 & MOD REHAB)	\$ 1,871,196	\$ 623,732	\$ 667,200	\$ 43,468	7%	\$ 1,211,032	\$ 1,878,232	\$ 7,036	0%
Administrative fees to other PHA on Port out	\$ (40,656)	\$ (13,552)	\$ (12,162)	\$ 1,390	-10%	\$ (27,104)	\$ (39,266)	\$ (1,390)	3%
Net Administrative Fees	\$ 1,830,540	\$ 610,180	\$ 655,038	\$ 44,858	7%	\$ 1,183,928	\$ 1,838,966	\$ 8,426	0%
BHA Oversight Fee	\$ 5,305	\$ -	\$ -	\$ -	0%	\$ 5,305	\$ 5,305	\$ -	0%
Miscellaneous Income	\$ 15,360	\$ 5,120	\$ 6,359	\$ 1,239	24%	\$ 10,257	\$ 16,616	\$ 1,256	8%
TOTAL OPERATING REVENUE	\$ 1,851,205	\$ 615,300	\$ 661,397	\$ 46,097	7%	\$ 1,199,489	\$ 1,860,887	\$ 9,682	1%
OPERATING EXPENSES									
ADMINISTRATION									
Salaries	\$ 1,143,123	\$ 373,713	\$ 350,947	\$ (22,766)	-6%	\$ 772,784	\$ 1,123,731	\$ (19,392)	-2%
Employee Benefits	\$ 574,126	\$ 180,104	\$ 157,630	\$ (22,474)	-12%	\$ 405,712	\$ 563,342	\$ (10,784)	-2%
Legal Expense - Outside Counsel	\$ 36,000	\$ 12,000	\$ 2,366	\$ (9,634)	-80%	\$ 33,634	\$ 36,000	\$ -	0%
Staff Training	\$ 7,200	\$ 2,400	\$ 2,248	\$ (152)	-6%	\$ 4,952	\$ 7,200	\$ -	0%
Travel/Transportation	\$ 6,231	\$ 2,077	\$ 2,224	\$ 147	7%	\$ 4,007	\$ 6,231	\$ -	0%
Office Rent	\$ 98,598	\$ 32,866	\$ 32,677	\$ (190)	-1%	\$ 65,732	\$ 98,409	\$ (190)	0%
Audit Fees	\$ 18,900	\$ 6,300	\$ 13,000	\$ 6,700	106%	\$ 7,100	\$ 20,100	\$ 1,200	6%
Publications & Subscriptions	\$ 5,975	\$ 1,992	\$ 2,456	\$ 464	23%	\$ 3,519	\$ 5,975	\$ -	0%
Memberships & Dues	\$ 5,593	\$ 1,864	\$ 900	\$ (964)	-52%	\$ 4,693	\$ 5,593	\$ -	0%
Telephone	\$ 10,560	\$ 3,520	\$ 764	\$ (2,756)	-78%	\$ 9,796	\$ 10,560	\$ -	0%
Office Supplies	\$ 13,200	\$ 4,400	\$ 3,879	\$ (521)	-12%	\$ 9,321	\$ 13,200	\$ -	0%
Postage	\$ 14,701	\$ 4,900	\$ 4,800	\$ (100)	-2%	\$ 9,801	\$ 14,601	\$ (100)	-1%
Printing & Reproduction	\$ 9,600	\$ 3,200	\$ 2,956	\$ (244)	-8%	\$ 6,644	\$ 9,600	\$ -	0%
Equipment maintenance	\$ 6,360	\$ 2,120	\$ 1,853	\$ (267)	-13%	\$ 4,507	\$ 6,360	\$ -	0%
Equipment Lease	\$ 7,248	\$ 2,416	\$ 2,802	\$ 386	16%	\$ 4,832	\$ 7,634	\$ 386	5%
Advertising	\$ 2,400	\$ 800	\$ -	\$ (800)	-100%	\$ 2,400	\$ 2,400	\$ -	0%
Messenger/delivery service	\$ 3,840	\$ 1,280	\$ -	\$ (1,280)	-100%	\$ 2,560	\$ 2,560	\$ (1,280)	-33%
Consultants - General Consultants	\$ 80,491	\$ 26,830	\$ 9,898	\$ (16,932)	-63%	\$ 70,593	\$ 80,491	\$ -	0%
Software Maintenance	\$ 23,031	\$ 7,677	\$ 5,059	\$ (2,618)	-34%	\$ 18,608	\$ 23,667	\$ 636	3%
Inspection	\$ 82,015	\$ 27,338	\$ 24,165	\$ (3,173)	-12%	\$ 57,850	\$ 82,015	\$ -	0%
Other Sundry Items (Includes Bank/FDIC Fees)	\$ 12,598	\$ 4,199	\$ 3,467	\$ (732)	-17%	\$ 9,131	\$ 12,598	\$ -	0%
Total Administrative Expenses	\$ 2,161,790	\$ 701,997	\$ 624,090	\$ (77,907)	-11%	\$ 1,508,176	\$ 2,132,266	\$ (29,524)	-1%
ORDINARY MAINTENANCE									
Facilities maintenance	\$ 5,824	\$ 1,941	\$ 290	\$ (1,652)	-85%	\$ 5,534	\$ 5,824	\$ -	0%
Total Ordinary Maintenance	5,824	1,941	290	(1,652)	-85%	5,534	5,824	-	0%
GENERAL EXPENSES									
Insurance	\$ 36,408	\$ 12,136	\$ 10,301	\$ (1,835)	-15%	\$ 26,107	\$ 36,408	\$ -	0%
Other General Expenses	\$ 16,200	\$ 5,400	\$ 80	\$ (5,320)	-99%	\$ 16,120	\$ 16,200	\$ -	0%
Total General Expenses	52,608	17,536	10,381	(7,155)	-41%	42,227	52,608	-	0%
TOTAL EXPENSES	\$ 2,220,222	\$ 721,475	\$ 634,760	\$ (86,714)		\$ 1,555,938	\$ 2,190,698	\$ (29,524)	-1%
Operating Surplus (Deficit)	\$ (369,017)	\$ (106,175)	\$ 26,637	\$ 132,811		\$ (356,448)	\$ (329,812)	\$ (39,205)	11%
Use of reserves and disposition proceeds	\$ 369,017	\$ -	\$ 369,000	\$ 369,000	0%		\$ 369,000	\$ (17)	0%
Operating Surplus (Deficit) after use of proceeds	\$ -	\$ (106,175)	\$ 395,637	\$ 501,811		\$ (356,448)	\$ 39,188	\$ 39,188	
Disposition proceeds balance			\$ 2,753,184				\$ 2,753,184		

FY2016 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses
For the Period Ending October 31, 2016

DESCRIPTION	YEAR - TO - DATE					FY2017 ESTIMATED TOTAL				
	FY2017 BUDGET	FY2017 YTD BUDGET	FY2017 YTD ACTUAL	INCREASE (DECREASE)	%	FY2017 NOV16-JUNE1 PROJECTED	FY2017 ESTIMATED TOTAL	INCREASE (DECREASE)	%	
HUD Authorized Units ==>										
1 Housing Assistance Payments (HAP)										
2 HAP Received from HUD	\$ 26,065,394	\$ 8,688,465	\$ 7,848,188	\$ (840,277)	-10%	\$ 17,376,929	\$ 25,225,117	\$ (840,277)	-3%	
3 Miscellaneous Income -HAP			\$ 1,984	\$ 1,984	100%		\$ 1,984	\$ 1,984	100%	
4 Less HAP Paid to Owners	28,655,802	\$ 9,551,934	\$ 7,805,407	\$ (1,746,528)	-18%	\$ 19,103,868	\$ 26,909,275	\$ (1,746,528)	-6%	
5 HAP Surplus (Deficit)	\$ (2,590,408)	\$ (863,469)	\$ 44,785	\$ 908,235		\$ (1,726,939)	\$ (1,682,173)	\$ 908,235		
6 Use of Excess HAP Reserve			\$ (44,785)	\$ (908,235)						
7 Net HAP Surplus (Deficit)	\$ (2,590,408)	\$ (863,469)	\$ -	\$ -						
9 OPERATING REVENUE										
10 Administrative Fees (S8)	1,735,279	\$ 578,426	\$ 621,891	\$ 43,465	8%	\$ 1,120,421	\$ 1,742,312	\$ 7,033	0%	
11 Administrative fees to other PHA on Port out	(40,656)	\$ (13,552)	\$ (12,162)	\$ 1,390	-10%	\$ (27,104)	\$ (39,266)	\$ 1,390	-3%	
12 Net Administrative Fees	1,694,623	\$ 564,874	\$ 609,729	\$ 44,855	8%	\$ 1,093,317	\$ 1,703,046	\$ 8,423	0%	
19 BHA Oversight Fee	5,305	\$ -	\$ -	\$ -	0%	\$ 5,305	\$ 5,305	\$ -	0%	
13 Miscellaneous Income	15,360	\$ 5,120	\$ 6,024	\$ 904	18%	\$ 10,240	\$ 16,264	\$ 904	6%	
14 TOTAL OPERATING REVENUE	\$ 1,715,288	\$ 569,994	\$ 615,754	\$ 45,759	8%	\$ 1,108,862	\$ 1,724,615	\$ 9,327	1%	
15 OPERATING EXPENSES										
16 ADMINISTRATION										
17 Salaries	1,071,881	\$ 350,423	\$ 329,618	\$ (20,804)	-6%	\$ 724,424	\$ 1,054,043	\$ (17,838)	-2%	
18 Employee Benefits	536,774	\$ 168,392	\$ 147,115	\$ (21,277)	-13%	\$ 379,586	\$ 526,701	\$ (10,073)	-2%	
19 Legal Expense - Outside Counsel	34,200	\$ 11,400	\$ 2,248	\$ (9,152)	-80%	\$ 31,952	\$ 34,200	\$ -	0%	
20 Staff Training	6,840	\$ 2,280	\$ 2,136	\$ (144)	-6%	\$ 4,704	\$ 6,840	\$ -	0%	
21 Travel/Transportation	5,919	\$ 1,973	\$ 2,113	\$ 140	7%	\$ 3,806	\$ 5,919	\$ -	0%	
22 Office Rent	93,668	\$ 31,223	\$ 31,043	\$ (180)	-1%	\$ 62,445	\$ 93,488	\$ (180)	0%	
23 Audit Fees	16,400	\$ 5,467	\$ 12,350	\$ 6,883	126%	\$ 5,250	\$ 17,600	\$ 1,200	7%	
24 Publications & Subscriptions	5,676	\$ 1,892	\$ 2,333	\$ 441	23%	\$ 3,343	\$ 5,676	\$ -	0%	
25 Memberships & Dues	5,313	\$ 1,771	\$ 855	\$ (916)	-52%	\$ 4,458	\$ 5,313	\$ -	0%	
26 Telephone	10,032	\$ 3,344	\$ 593	\$ (2,751)	-82%	\$ 9,439	\$ 10,032	\$ -	0%	
27 Office Supplies	12,540	\$ 4,180	\$ 3,685	\$ (495)	-12%	\$ 8,855	\$ 12,540	\$ -	0%	
28 Postage	13,312	\$ 4,437	\$ 4,560	\$ 123	3%	\$ 8,875	\$ 13,435	\$ 123	1%	
29 Printing & Reproduction	9,120	\$ 3,040	\$ 2,876	\$ (164)	-5%	\$ 6,244	\$ 9,120	\$ -	0%	
30 Equipment maintenance	6,042	\$ 2,014	\$ 1,761	\$ (253)	-13%	\$ 4,281	\$ 6,042	\$ -	0%	
31 Equipment Lease	6,886	\$ 2,295	\$ 2,662	\$ 366	16%	\$ 4,591	\$ 7,252	\$ 366	5%	
32 Advertising	2,280	\$ 760	\$ -	\$ (760)	-100%	\$ 2,280	\$ 2,280	\$ -	0%	
33 Messenger/delivery service	3,648	\$ 1,216	\$ -	\$ (1,216)	-100%	\$ 2,432	\$ 2,432	\$ (1,216)	-33%	
34 Consultants - General Consultants	76,466	\$ 25,489	\$ 9,403	\$ (16,086)	-63%	\$ 67,063	\$ 76,466	\$ -	0%	
36 Software Maintenance	21,879	\$ 7,293	\$ 4,806	\$ (2,487)	-34%	\$ 17,678	\$ 22,484	\$ 605	3%	
37 Inspection	77,948	\$ 25,983	\$ 22,957	\$ (3,026)	-12%	\$ 54,991	\$ 77,948	\$ -	0%	
38 Other Sundry Items	11,970	\$ 3,990	\$ 3,002	\$ (988)	-25%	\$ 8,968	\$ 11,970	\$ -	0%	
39 Total Administrative Expenses	\$ 2,028,794	\$ 658,861	\$ 586,114	\$ (72,747)	-11%	\$ 1,415,666	\$ 2,001,781	\$ (27,013)	-1%	
40 ORDINARY MAINTENANCE										
41 Facilities maintenance	5,533	\$ 1,844	\$ 275	\$ (1,569)	-85%	\$ 5,258	\$ 5,533	\$ -	0%	
42 Total Ordinary Maintenance	5,533	1,844	275	(1,569)	-85%	5,258	5,533	-	0%	
43 GENERAL EXPENSE										
44 Insurance	34,588	\$ 11,529	\$ 9,786	\$ (1,743)	-15%	\$ 24,802	\$ 34,588	\$ -	0%	
45 Other General Expenses	15,390	\$ 5,130	\$ 76	\$ (5,054)	-99%	\$ 15,314	\$ 15,390	\$ -	0%	
46 Total General Expenses	49,978	16,659	9,862	(6,798)	-41%	40,116	49,978	-	0%	
47 TOTAL EXPENSES	\$ 2,084,305	\$ 677,365	\$ 596,251	\$ (81,113)	-12%	\$ 1,461,040	\$ 2,057,292	\$ (27,013)	-1%	
48 Operating Surplus (Deficit)	\$ (369,017)	\$ (107,370)	\$ 19,502	\$ 126,873	-118%	\$ (352,179)	\$ (332,677)	\$ (36,340)	10%	
49 Use of reserves and disposition proceeds	\$ 369,017	\$ 107,370	\$ -	\$ (107,370)	0%	\$ 369,000	\$ 369,000	\$ (17)	100%	
50 Operating Surplus (Deficit) after use of proceeds	\$ -	\$ -	\$ 388,502	\$ 19,502		\$ 16,821	\$ 36,323	\$ (36,323)		
51 Disposition proceeds balance			\$ 2,753,184				\$ 2,753,184			

HAP Reserve, 06/30/2016 109,508
 Income(Loss) (1,682,173)
 Estimated Prog. HAP Reserve, 06/30/2016 (1,572,665)
 Add: Reserve held by HUD 3,697,194
 Total Reserve Available for HAP expenses, 06/30/2017 2,124,529

Operating Reserve, 06/30/2016 6,311
 Income(Loss) 36,323
 Estimated Operating Reserve, 06/30/2017 42,634

FY2016 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses
For the Period Ending October 31, 2016

4

8

DESCRIPTION	YEAR - TO - DATE					FY2017 ESTIMATED TOTAL				
	FY2017 BUDGET	FY2017 YTD BUDGET	FY2017 YTD ACTUAL	INCREASE (DECREASE)	%	FY2017 NOV16-JUNE1 PROJECTED	FY2017 ESTIMATED TOTAL	INCREASE (DECREASE)	%	
HUD Authorized Units ==>										
Housing Assistance Payments (HAP)										
HAP Received from HUD	\$ 724,416	\$ 241,472	\$ 241,472	\$ -	0%	\$ 482,944	\$ 724,416	\$ -	0%	
Less HAP Paid to Owners	724,416	\$ 241,472	\$ 241,674	\$ 202	0%	\$ 482,742	\$ 724,416	\$ -	0%	
HAP Surplus (Deficit)	\$ -	\$ -	\$ (202)	\$ (202)		\$ 202	\$ -	\$ -		
Use of Excess HAP Reserve	\$ -	\$ -	\$ 202	\$ 202		\$ (202)	\$ -	\$ -		
Net HAP Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
OPERATING REVENUE										
Administrative Fees (MOD REHAB)	135,917	\$ 45,306	\$ 45,309	\$ 3	0%	\$ 90,611	\$ 135,920	\$ 3	0%	
Administrative fees to other PHA on Port out		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
Net Administrative Fees	135,917	\$ 45,306	\$ 45,309	\$ 3	0%	\$ 90,611	\$ 135,920	\$ 3	0%	
Miscellaneous Income		\$ -	\$ 6	\$ 6	100%	\$ -	\$ 6	\$ 6	100%	
TOTAL OPERATING REVENUE	\$ 135,917	\$ 45,306	\$ 45,315	\$ 9	0%	\$ 90,611	\$ 135,926	\$ 9	0%	
OPERATING EXPENSES										
ADMINISTRATION										
Salaries	71,242	\$ 23,291	\$ 21,328	\$ (1,962)	-8%	\$ 48,360	\$ 69,689	\$ (1,553)	-2%	
Employee Benefits	37,352	\$ 11,712	\$ 10,515	\$ (1,197)	-10%	\$ 26,126	\$ 36,641	\$ (711)	-2%	
Legal Expense - Outside Counsel	1,800	\$ 600	\$ 118	\$ (482)	-80%	\$ 1,681.70	\$ 1,800	\$ -	0%	
Staff Training	360	\$ 120	\$ 112	\$ (8)	-6%	\$ 247.60	\$ 360	\$ -	0%	
Travel/Transportation	312	\$ 104	\$ 111	\$ 7	7%	\$ 201	\$ 312	\$ -	0%	
Office Rent	4,930	\$ 1,643	\$ 1,634	\$ (10)	-1%	\$ 3,287	\$ 4,920	\$ (10)	0%	
Audit Fees	2,500	\$ 833	\$ 650	\$ (183)	-22%	\$ 1,850	\$ 2,500	\$ -	0%	
Publications & Subscriptions	299	\$ 100	\$ 123	\$ 23	23%	\$ 176	\$ 299	\$ -	0%	
Memberships & Dues	280	\$ 93	\$ 45	\$ (48)	-52%	\$ 235	\$ 280	\$ -	0%	
Telephone	528	\$ 176	\$ 171	\$ (5)	-3%	\$ 357	\$ 528	\$ -	0%	
Office Supplies	660	\$ 220	\$ 194	\$ (26)	-12%	\$ 466	\$ 660	\$ -	0%	
Postage	1,389	\$ 463	\$ 240	\$ (223)	-48%	\$ 926	\$ 1,166	\$ (223)	-16%	
Printing & Reproduction	480	\$ 160	\$ 80	\$ (80)	-50%	\$ 400	\$ 480	\$ -	0%	
Equipment maintenance	318	\$ 106	\$ 93	\$ (13)	-13%	\$ 225	\$ 318	\$ -	0%	
Equipment Lease	362	\$ 121	\$ 140	\$ 19	16%	\$ 241	\$ 381	\$ 19	5%	
Advertising	120	\$ 40	\$ -	\$ (40)	-100%	\$ 120	\$ 120	\$ -	0%	
Messenger/delivery service	192	\$ 64	\$ -	\$ (64)	-100%	\$ 128	\$ 128	\$ (64)	-33%	
Consultants - General Consultants	4,025	\$ 1,342	\$ 495	\$ (847)	-63%	\$ 3,530	\$ 4,025	\$ -	0%	
Software Maintenance	1,152	\$ 384	\$ 253	\$ (131)	-34%	\$ 930	\$ 1,183	\$ 31	3%	
Inspection	4,067	\$ 1,356	\$ 1,208	\$ (147)	-11%	\$ 2,859	\$ 4,067	\$ -	0%	
Other Sundry Items	628	\$ 209	\$ 465	\$ 256	122%	\$ 163	\$ 628	\$ -	0%	
Total Administrative Expenses	\$ 132,996	\$ 43,136	\$ 37,975	\$ (5,161)	-12%	\$ 92,510	\$ 130,486	\$ (2,510)	-2%	
ORDINARY MAINTENANCE										
Facilities maintenance	291	\$ 97	\$ 14	\$ (83)	-85%	\$ 277	\$ 291	\$ -	0%	
Total Ordinary Maintenance	291	97	14	(83)	-85%	277	291	-	0%	
GENERAL EXPENSE										
Insurance	1,820	\$ 607	\$ 515	\$ (92)	-15%	\$ 1,305	\$ 1,820	\$ -	0%	
Other General Expenses	810	\$ 270	\$ 4	\$ (266)	-99%	\$ 806	\$ 810	\$ -	0%	
Total General Expenses	2,630	877	519	(358)	-41%	2,111	2,630	-	0%	
TOTAL EXPENSES	\$ 135,917	\$ 45,306	\$ 38,509	\$ (6,797)	-15%	\$ 94,898	\$ 133,407	\$ (2,510)	-2%	
Operating Surplus (Deficit)	\$ -	\$ -	\$ 6,806	\$ 6,806	0%	\$ (4,286)	\$ 2,519	\$ 2,519	0%	
USE OF OPERATING RESERVE										
		\$ -	\$ -	\$ -	0%				100%	
Operating Surplus (Deficit) after use of proceeds	\$ -	\$ -	\$ 6,806	\$ 6,806	0%	\$ (4,286)	\$ 2,519	\$ 2,519		

52										
53										
54										
55										
56										
57										
58										
59										

HAP Reserve, 6/30/16	-
Income(Loss)	-
Estimated Prog. HAP Reserve, 06/30/2017	-
Operating Reserve, 6/30/16	75,048
Income(Loss)	2,519
Est. Operating Reserve, 6/30/2017	<u>77,567</u>

DESCRIPTION HUD Authorized Units ==>	YEAR - TO - DATE					FY2017 ESTIMATED TOTAL			
	FY2017 BUDGET	FY2017 YTD BUDGET	FY2017 YTD ACTUAL	INCREASE (DECREASE)	%	FY2017 BUDGET	ESTIMATED TOTAL	INCREASE (DECREASE)	%
	(a)	(d)	(e)	(d-e)		(f)	(g) = (e+f)	(g - a)	
OPERATING REVENUE									
Miscellaneous Income		\$ -	\$ 279	\$ 279	100%		\$ 279	\$ 279	
TOT/ Total Operating & Capital Improvement Revenue	\$ -	\$ -	\$ 279	\$ 279	100%	\$ -	\$ 279	\$ 279	
OPERATING & CAPITAL IMPROVEMENT REVENUE - OTHER									
ADMINISTRATION									
Legal Expense - Outside Counsel		\$ -	\$ -	\$ -	100%		\$ -	\$ -	
Consultants - General Consultants		\$ -	\$ -	\$ -	100%		\$ -	\$ -	
Total Disposition Expenses	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	
DISPOSITION EXPENSES									
HUD Disposition Consulting		\$ -	\$ -	\$ -			\$ -	\$ -	
Specialized Legal Services		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Others (Security & Construction Consulting)		\$ -	\$ -	\$ -			\$ -	\$ -	
Total Disposition Expenses	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Operating Expenses	-	-	-	-	100%	-	-	-	
Total Expenses	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	
Operating Surplus (Deficit)	\$ -	\$ -	\$ 279	\$ 279		\$ -	\$ 279	\$ 279	
TRANSFER OF DISPOSITION NET PROCEEDS TO S8 LONG TERM FUND	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
Operating Surplus (Deficit) after use of proceeds	\$ -	\$ -	\$ 279	\$ 279		\$ -	\$ 279	\$ 279	

FY2016 Budget vs Current Month, Year-To-Date, and Projected Annual Income and Expenses
For the Period Ending October 31, 2016

DESCRIPTION	YEAR - TO - DATE					FY2017 ESTIMATED TOTAL			
	FY2017 BUDGET	FY2017 YTD BUDGET	FY2017 YTD ACTUAL	INCREASE (DECREASE)	%	FY2017 NOV16-JUNE1 PROJECTED	FY2017 ESTIMATED TOTAL	INCREASE (DECREASE)	%
9 OPERATING REVENUE									
1 Miscellaneous Income		\$ -	\$ 50	\$ 50	100%	\$ 17	\$ 66	\$ 66	
2 TOTAL OPERATING REVENUE	\$ -	\$ -	\$ 50	\$ 50	100%	\$ 17	\$ 66	\$ 66	
3									
3 OPERATING & CAPITAL IMPROVEMENT REVENUE - OTHER									
4 ADMINISTRATION									
5 Salaries		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	
6 Employee Benefits		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	
27 Total Administrative Expenses	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	
31 GENERAL EXPENSE									
35 Collection losses		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	
33 Other General Expenses		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	
34 Total General Expenses	-	-	-	\$ -	0%	-	-	\$ -	
35 OPERATING TRANSFER IN/OUT									
36 TOTAL OPERATING EXPENSES	-	-	-	-	0%	-	-	-	
35 TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
36 Operating Surplus (Deficit)	\$ -	\$ -	\$ 50	\$ 50	\$ 100	\$ 17	\$ 66	\$ 66	
37 TRANSFER OF DISPOSITION NET PROCEEDS TO S8 LONG TERM FUND		\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	
38 Operating Surplus (Deficit) after use of proceeds	\$ -	\$ -	\$ 50	\$ 50	\$ 100	\$ 17	\$ 66	\$ 66	



Balance Sheet
As of October 31, 2016

<u>Assets</u>	Total Amount	101 Voucher/FSS	102 Mod Rehab.	201 LIPH	205 BHA	501 Security Deposit Loan
Current Assets						
Cash & Equivalents	\$ 4,498,412.85	\$ 959,794.34	\$ 136,466.43	\$ 2,395,183.69	\$ 846,740.98	\$ 160,227.41
A/R - Tenants	\$ 4,382.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,382.12
A/R - Federal Govn	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
A/R - Intercompany	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prepaid Expenses	\$ 34,034.32	\$ 32,332.60	\$ 1,701.72	\$ 0.00	\$ 0.00	\$ 0.00
A/R - Other	\$ 30,227.16	\$ 27,627.16	\$ 1,000.00	\$ 0.00	\$ 1,600.00	\$ 0.00
Accrued Interest	\$ 103,802.51	\$ 0.00	\$ 0.00	\$ 86,183.54	\$ 17,618.97	\$ 0.00
Total Current Assets	\$ 4,670,858.96	\$ 1,019,754.10	\$ 139,168.15	\$ 2,481,367.23	\$ 865,959.95	\$ 164,609.53
Non Current Assets						
AR - Notes	\$ 11,780,420.00	\$ 0.00	\$ 0.00	\$ 9,778,599.57	\$ 2,001,820.43	\$ 0.00
Fixed Assets						
Land	\$ 2,579,621.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,579,621.00	\$ 0.00
Furniture & equipment	\$ 73,015.41	\$ 56,426.41	\$ 3,526.82	\$ 0.00	\$ 13,062.18	\$ 0.00
Building and improvements	\$ 132,605.88	\$ 115,563.03	\$ 6,630.31	\$ 0.00	\$ 10,412.54	\$ 0.00
Depreciation	\$ (92,009.52)	\$ (73,373.41)	\$ (4,476.51)	\$ 0.00	\$ (14,159.60)	\$ 0.00
Net Assets	\$ 2,693,232.77	\$ 98,616.03	\$ 5,680.62	\$ 0.00	\$ 2,588,936.12	\$ 0.00
Deferred Outflow of Resources	\$ 430,059.00	\$ 408,556.05	\$ 21,502.95	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL ASSETS	\$ 19,574,570.73	\$ 1,526,926.18	\$ 166,351.72	\$ 12,259,966.80	\$ 5,456,716.50	\$ 164,609.53
Liabilities and Net Assets						
Liability						
Current Liability						
A/P - Other	\$ 24,165.15	\$ 23,159.17	\$ 1,005.98	\$ 0.00	\$ 0.00	\$ 0.00
A/P - City of Berkeley	\$ 13,792.75	\$ 13,120.89	\$ 671.86	\$ 0.00	\$ 0.00	\$ 0.00
A/P - HUD	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
A/P - Intercompany	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Accrued Liabilities - Current	\$ 12,432.10	\$ 11,401.33	\$ 1,030.77	\$ 0.00	\$ 0.00	\$ 0.00
Tenant Security Deposit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Debt Obligations - Current	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Current Liability	\$ 50,390.00	\$ 47,681.39	\$ 2,708.61	\$ 0.00	\$ 0.00	\$ 0.00
Non Current Liability						
Debt Obligations - Non Curre	\$ 300,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300,000.00	\$ 0.00
Accrued Liabilities - Non Cur	\$ 65,228.68	\$ 59,820.44	\$ 5,408.24	\$ 0.00	\$ 0.00	\$ 0.00
Deferred Revenue	\$ 9,800,901.53	\$ 0.00	\$ 0.00	\$ 9,800,901.53	\$ 0.00	\$ 0.00
Net Pension & Ret Med Liabi	\$ 767,449.00	\$ 691,574.08	\$ 47,265.38	\$ 0.00	\$ 28,609.54	\$ 0.00
Total Non Current Liability	\$ 10,933,579.21	\$ 751,394.52	\$ 52,673.62	\$ 9,800,901.53	\$ 328,609.54	\$ 0.00
Deferred Inflow of Resources	\$ 472,784.00	\$ 449,144.80	\$ 23,639.20	\$ 0.00	\$ 0.00	\$ 0.00
Total Liability	\$ 11,456,753.21	\$ 1,248,220.71	\$ 79,021.43	\$ 9,800,901.53	\$ 328,609.54	\$ 0.00
Net Assets						
Net Assets - Restricted	\$ 154,071.93	\$ 154,273.93	\$ (202.00)	\$ 0.00	\$ 0.00	\$ 0.00
Net Assets - Capital Assets	\$ 2,693,232.77	\$ 98,616.03	\$ 5,680.62	\$ 0.00	\$ 2,588,936.12	\$ 0.00
Net Assets- Unrestricted	\$ 5,270,512.82	\$ 25,815.51	\$ 81,851.67	\$ 2,459,065.27	\$ 2,539,170.84	\$ 164,609.53
Total Net Assets	\$ 8,117,817.52	\$ 278,705.47	\$ 87,330.29	\$ 2,459,065.27	\$ 5,128,106.96	\$ 164,609.53
Total Liability and Net Assets	\$ 19,574,570.73	\$ 1,526,926.18	\$ 166,351.72	\$ 12,259,966.80	\$ 5,456,716.50	\$ 164,609.53

BERKELEY HOUSING AUTHORITY
Disposition Proceeds Report
As of October 31, 2016

ATTACHMENT G

DISPOSITION PROCEEDS:	DATE/REF	LIPH	RHCP	BHA/SB&MR	TOTAL
Gross sale/dispo Proceeds to Date:		\$ 12,608,037.00	\$ 2,893,647.87		\$ 15,501,684.87
Less Seller Loan (83%: 17%)		\$ (9,820,127.57)	\$ (2,011,351.43)		\$ (11,831,479.00)
Proceeds from disposition		\$ 2,787,909.43	\$ 882,296.44		\$ 3,670,205.87
Less selling expense					
Real Estate Tax Lien		\$ (467.46)	\$ (107.29)		\$ (574.75)
Real Estate Tax Lien		\$ (180.17)	\$ (41.35)		\$ (221.52)
Rent adj (15 days) remitted to Berkeley 75 Security		\$ (1,408.85)	\$ (323.34)		\$ (1,732.19)
County transfer tax		\$ (13,075.15)	\$ (3,000.85)		\$ (16,076.00)
City Transfer tax		\$ (13,869.12)	\$ (3,183.08)		\$ (17,052.20)
		\$ (94,560.28)	\$ (21,702.36)		\$ (116,262.64)
Net Proceeds from disposition		\$ 2,664,348.40	\$ 853,938.17		\$ 3,518,286.57
Other receipts					
Grant from the City of Berkeley, equivalent to amount of transfer tax paid		\$ 94,560.28	\$ 21,702.36	\$ 116,262.64	\$ 232,525.00
2nd equity payment, 12/23/2014	12/23/2014	\$ 41,528.00	\$ 9,531.00		\$ 51,059.00
Interest	02/2014 - 06/30/2014	\$ 298.77			\$ 298.77
Interest	07/2014-06/30/2015	\$ 779.40		\$ 94.87	\$ 874.27
Interest	07/01/2015-06/30/2016	\$ 771.82		\$ 127.90	\$ 899.72
Interest	07/01/2016-	\$ 279.44		\$ 311.22	\$ 330.66
Cost Savings	1/15/2016	\$ 291,298.00	\$ 59,663.00		\$ 350,961.00
Residual income (60%), CY2015	4/4/2016	\$ 396,574.83	\$ 81,226.17		\$ 477,801.00
Total dispo proceeds received to date:		\$ 3,490,438.94	\$ 1,026,060.70	\$ 116,596.35	\$ 4,633,035.99
Use of Disposition Proceeds					
Relocation of BHA Offices & acquisition of new furniture	HUD letter, 1/15/14	\$ (178,990.25)			\$ (178,990.25)
Relocation expenses	HUD letter, 1/15/14	\$ (213,739.00)	\$ (20,908.00)		\$ (234,647.00)
RHCP Loan			\$ (763,689.00)		\$ (763,689.00)
Wire transfer		\$ (15.00)			\$ (15.00)
FY2016 Budget Shortfall	HUD letter, 06/04/15	\$ (252,000.00)			\$ (252,000.00)
FY2015 Budget Shortfall (Check# 1004)	HUD letter, 1/15/14	\$ (81,511.00)			\$ (81,511.00)
FY2017 Budget Shortfall	Letter to HUD, 06/21/16	\$ (369,000.00)			\$ (369,000.00)
Total uses		\$ (1,095,255.25)	\$ (784,597.00)		\$ (1,879,852.25)
Net Proceeds Balance, 09/30/2016		\$ 2,395,183.69	\$ 241,463.70	\$ 116,596.35	\$ 2,753,183.74

BERKELEY HOUSING AUTHORITY
ANALYSIS OF Cash Proceeds and Operating Shortfall
As of October 31, 2016

ATTACHMENT H

Sources: 1) Escrow Closing Statement
 2) Cash Flow Analysis, Berkeley Scattered Site - 75 Units v7.2 emailed on 11/10/2015

Revenue:	
Sales Price	\$ 15,501,685.00
Seller's Note	\$ (11,831,479.00)
Refund of transfer tax	\$ 232,535.00
RHCP Loan	\$ (763,689.00)
Initial proceeds	
Other expenses	\$ (151,919.30)
Net Proceeds	\$ 2,987,133
Less Office Move	\$ (178,990)
Relocation expenses not covered by ARF	\$ (234,648)
Net Proceeds	\$ 2,573,495

Other Assumptions
 Government Insured Investment Rate 0.03%
 Changes In Expenses 3.00%

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
FY	Beginning Balance	Interest on Reserves	BHA Revenue (Cash Flow)	Supportive Services	Sec. 8 Admin Shortfall not covered by reserve (13 FTE)	Ending Balance	Balance per HUD Approval (\$2.7M) + RHCP Units Proceeds (13 FTE)	Sec. 8 Admin Shortfall not covered by reserve (14FTE)	Balance per HUD Approval (\$2.7M) + RHCP Units Proceeds (14 FTE)	
0	2013	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 4,896,954.60		\$ 4,896,954.60	
1	2014	\$ 100,000	\$ 299	\$ 2,473,495	\$ -	\$ 2,573,793				
2	2015	\$ 2,573,793	\$ 859	\$ 51,059	\$ -	\$ (81,511)	\$ 4,815,443.60	\$ (81,511)	\$ 4,815,443.60	
3	2016	\$ 2,544,201	\$ 890	\$ 828,762	\$ -	\$ (252,000)	\$ 4,563,443.60	\$ (252,000)	\$ 4,563,443.60	
4	2017	\$ 3,121,853	\$ 331	\$ 318,704	\$ (35,617)	\$ (369,000)	\$ 4,194,443.60	\$ (369,000)	\$ 4,194,443.60	
5	2018	\$ 3,036,271	\$ 911	\$ 338,496	\$ (35,621)	\$ (356,017)	\$ 3,838,426.38	\$ (517,914)	\$ 3,676,529.60	
6	2019	\$ 2,984,039	\$ 895	\$ 358,734	\$ (42,629)	\$ (366,698)	\$ 3,471,728.64	\$ (533,451)	\$ 3,143,078.18	
7	2020	\$ 2,934,342	\$ 880	\$ 379,426	\$ (42,629)	\$ (377,699)	\$ 3,094,029.97	\$ (549,455)	\$ 2,593,623.22	
8	2021	\$ 2,894,321	\$ 868	\$ 400,583	\$ (42,629)	\$ (389,030)	\$ 2,705,000.34	\$ (565,939)	\$ 2,027,684.61	
9	2022	\$ 2,864,113	\$ 859	\$ 422,215	\$ (42,629)	\$ (400,701)	\$ 2,304,299.82	\$ (582,917)	\$ 1,444,767.84	
10	2023	\$ 2,843,858	\$ 853	\$ 444,331	\$ (42,629)	\$ (412,722)	\$ 1,891,578.29	\$ (600,404)	\$ 844,363.56	
11	2024	\$ 2,833,692	\$ 850	\$ 466,942	\$ (58,456)	\$ (425,103)	\$ 1,466,475.10	\$ (618,416)	\$ 225,947.16	
12	2025	\$ 2,817,924	\$ 845	\$ 490,060	\$ (58,456)	\$ (437,856)	\$ 1,028,618.83			
13	2026	\$ 2,812,518	\$ 844	\$ 513,694	\$ (58,456)	\$ (450,992)	\$ 577,626.86			
14	2027	\$ 2,817,607	\$ 845	\$ 537,856	\$ (58,456)	\$ (464,522)	\$ 113,105.14			
15	2028	\$ 2,833,331	\$ 850	\$ 562,557	\$ (58,456)	\$ (478,457)				
16	2029	\$ 2,859,825	\$ 858	\$ 597,603	\$ (59,625)	\$ (492,811)				
17	2030	\$ 2,905,849	\$ 872	\$ 624,218	\$ (60,818)	\$ (507,595)				
18	2031	\$ 2,962,526	\$ 889	\$ 651,437	\$ (62,034)	\$ (522,823)				
19	2032	\$ 3,029,994	\$ 909	\$ 679,272	\$ (63,275)	\$ (538,508)				
20	2033	\$ 3,108,393	\$ 933	\$ 707,736	\$ (64,540)	\$ (554,663)				
21	2034	\$ 3,197,858	\$ 959	\$ 736,841	\$ (65,831)	\$ (571,303)				
22	2035	\$ 3,298,524	\$ 990	\$ 1,032,041	\$ (67,148)	\$ (588,442)				
23	2036	\$ 3,675,965	\$ 1,103	\$ 1,328,189	\$ (68,491)	\$ (606,095)				
24	2037	\$ 4,330,671	\$ 1,299	\$ 1,359,595	\$ (69,860)	\$ (624,278)				
25	2038	\$ 4,997,426	\$ 1,499	\$ 1,391,700	\$ (71,258)	\$ (643,007)				
26	2039	\$ 5,676,361	\$ 1,703	\$ 1,424,523	\$ (72,683)	\$ (662,297)				
27	2040	\$ 6,367,608	\$ 1,910	\$ 1,458,089	\$ (74,136)	\$ (682,166)				
28	2041	\$ 7,071,305	\$ 2,121	\$ 1,492,433	\$ (75,619)	\$ (702,631)				
29	2042	\$ 7,071,305	\$ 2,121	\$ 1,527,623	\$ (77,131)	\$ (723,710)				
30	2043	\$ 7,787,609	\$ 2,336	\$ 1,274,798	\$ (78,674)	\$ (745,421)				
31	2044	\$ 7,800,208	\$ 2,340	\$ 1,040,633	\$ (80,248)	\$ (767,784)				