

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room 101**  
4/26/2022  
10:00 a.m.

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<b>Opening</b>	Roll Call	Chair Payton
<input type="checkbox"/> VACANT	Review/Approve Previous Meeting Minutes	Chair Payton
<input type="checkbox"/> LaToya Carson	No financial reports	
<input type="checkbox"/> Jared Hawkinson		
<input type="checkbox"/> Lomac Payton		
<input type="checkbox"/> Joseph Riley		
<input type="checkbox"/> Sara Robison		
<input type="checkbox"/> VACANT		

Excused:

Others Present:

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**Old Business**                      None

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<b>New Business</b>	Review/Approve Pay Request #12 to Hein Construction – 504 Modification Phase 3	Derek Antoine
	Review/Approve Revision to KCHA By-Laws – Board Meeting Date/Time	Derek Antoine

# board agenda

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**Reports**

Executive Director's Report – 03-2021

Derek Antoine

KCHA Legal Counsel Report – 04-2021

Jack Ball

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**Other Business**

Audit Report – Draft

Derek Antoine

Executive Director Performance Appraisal

Derek Antoine

Commissioner Vacancy

Derek Antoine

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
March 29, 2022**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at the Moon Towers Board Room. Roll call was taken, and the following Commissioners were present:

PRESENT:           LaToya Carson  
                  Jared Hawkinson  
                  Lomac Payton  
                  Joseph Riley via zoom  
                  Sara Robison via zoom

EXCUSED:           Paul H. Stewart

ABSENT:

Also, present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; and Jack Ball, Legal Counsel.

Vice-Chairperson Hawkinson called the meeting to order at 10:04 a.m.

Vice-Chairperson Hawkinson then asked if there were any additions or corrections to the previous meeting's minutes. Commissioner Payton made a motion to approve the February 2022 minutes as received; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye

Motion Carried, 5-0.

Vice-Chairperson Hawkinson then requested the Board review and ratify the February financial reports and claims and bills. February 2022 claims against the HA Administration in the sum of \$436,054.62; Central Office Cost Center in the sum of \$102,993.66; Moon Towers in the sum of \$93,304.16; Family in the sum of \$79,767.88; Bluebell in the sum of \$25,044.47; Housing Choice Voucher Program in the sum of \$102,692.42; Brentwood (A.H.P.) in the sum of \$29,041.78; Prairieland (A.H.P.) in the sum of \$27,618.76; Capital Fund '19 in the sum of \$25,065.10; Capital Fund '20 in the sum of \$0.00 and Capital Fund '21 in the sum of \$0.00 were presented for approval. After brief discussion, Commissioner Carson made a motion to ratify the financial reports and claims and bills for February 2022 as presented; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye

Motion Carried, 5-0.

## OLD BUSINESS

None.

## NEW BUSINESS

Mr. Antoine asked the Board to review and approve Pay Request #11 from Hein Construction for 504 Modification Project Phase 3. Mr. Antoine provided an update of work to date as outlined in the board memo. Alliance Architects has reviewed and signed approval for pay request #11. After brief discussion, Commissioner Robison made a motion to approve Pay Request #11 from Hein Construction for 504 Modification Project Phase 3 in the amount of \$61,837.83; Commissioner Payton seconded. Roll call was taken as follows:

- Commissioner Carson - aye
- Commissioner Hawkinson - aye
- Commissioner Payton - aye
- Commissioner Riley - aye
- Commissioner Robison - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Resolution 2022-02 KCHA FYE 03/31/2023 Operating Budget. Mr. Antoine referred the budget spreadsheets reporting the budget projected \$5,679,414.00 in income and \$5,720,803.00 in expenses resulting in a deficit of \$41,389.00. This will be covered by reserves. After brief discussion, Commissioner Payton made a motion to approve Resolution 2022-02 KCHA FYE 03/31/2023 Operating Budget; Commissioner Carson seconded. Roll call was taken as follows:

- Commissioner Carson - aye
- Commissioner Hawkinson - aye
- Commissioner Payton - aye
- Commissioner Riley - aye
- Commissioner Robison - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Resolution 2022-03 Supply/Service Vendor Listing for FYE 03/31/2023. After brief discussion, Commissioner Carson made a motion to approve Resolution 2022-03 Supply/Service Vendor Listing FYE 03/31/2023; Commissioner Carson seconded. Roll call was taken as follows:

- Commissioner Carson - aye
- Commissioner Hawkinson - aye
- Commissioner Payton - aye
- Commissioner Riley - aye
- Commissioner Robison - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Resolution 2022-04 Uncollectible Debt Charge-Off for Period Ending 03/31/2023. After brief discussion, Commissioner Payton made a motion to approve Resolution 2022-04 Uncollectible Debt Charge-Off for Period Ending 03/31/2023 in the amount of \$3,524.00; Commissioner Riley seconded. Roll call was taken as follows:

- Commissioner Carson - aye
- Commissioner Hawkinson - aye
- Commissioner Payton - aye

Commissioner Riley - aye  
Commissioner Robison - aye  
Motion Carried, 5-0.

## **REPORTS**

The Executive Director report was handed out at the meeting. Mr. Antoine highlighted the following items from the report: funding update, property stats, and statement he made to the Galesburg City Council. Additionally, he provided a recap on a recent discrimination allegation.

The Legal Counsel Report was handed out at the meeting. Mr. Ball provided an update about activities for the month.

## **OTHER BUSINESS**

Mr. Antoine provided a brief recap of the agency audit. There are no audit findings, and the agency is in a strong position. A formal audit report will be forthcoming at an upcoming meeting.

Mr. Antoine said that a recommendation will be forthcoming regarding changes to the date/time of the board meeting. Based on preliminary feedback, the board meeting may still be on the last Tuesday of each month but a time later in the day. This would also necessitate a change to the bylaws.

Mr. Antoine informed the board of Commissioner Wayne Allen's passing. In honor of his many years of service to the agency, it was proposed that a tree be planted in memoriam. This will be placed on the agenda for next month's meeting. Additionally, potential candidates to fill the vacancy will need to be identified.

## **ADJOURNMENT**

Commissioner Payton made a motion to adjourn the meeting at 11:07 a.m.; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye

Motion Carried, 5-0.

Respectfully submitted,

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Secretary

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

O: (309) 342-8129  
F: (309) 342-7206

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 04/22/2022

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 04/26/2022

**SUBJECT:** Application for Payment #12 – Hein Construction

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### Executive Summary

At the 02/23/2021 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work will include the following:

- Modifications throughout the agency common areas;
- Elevator modernization at Bluebell Tower; and
- Interior and site modifications to 10 two-bedroom units at the Family Sites

Units currently in some phase of construction including the following:

- 1561 and 1563 McKnight Street (waiting on cabinets and doors)
- 2077 and 2083 E. Knox Street (waiting on cabinets and doors)
- 527 Iowa Avenue (waiting on cabinets and doors)
- 954 W. South Street (waiting on cabinets and doors)
- 1578 McKnight Street (unit vacated awaiting abatement of floors)

Cabinets finally arrived and installation began the week of 04/18/2022.

Work is still also in process at the three Family Sites community center buildings as well as at the Central Office Cost Center. New flooring will be installed at COCC starting on 04/25/2022.

There is no updated regarding the elevators at Blue Bell Tower. As reported last month, they are supposed to be shipped on 04/30/2022 barring any supply chain and shipping issues that could cause that to change. The mobilization schedule calls for 2-3 weeks, and the installation is slated to be six weeks per elevator. This may potentially exceed the contract completion date of 06/30/2022, but more information will be provided in the coming weeks.

Alliance Architecture has reviewed and signed approval for Pay Request #12. Alliance was here for a site visit on 04/20/2022.

**Fiscal Impact**

This application for payment will be paid from 2019 and 2020 Capital Fund grants as approved at the 02/23/2021 Regular Meeting of the Board.

**Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #12 from Hein Construction in the amount of \$104,542.74 for the period to 04/30/2022.

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

TO OWNER:	<b>Knox Co. Housing Authority</b> 255 W Tompkins St Galesburg, IL 61401	PROJECT:	<b>KCHA-504 Modifications-PH 3</b> Various Sites Galesburg, IL 61401	APPLICATION NO:	12	Distribution to:	<input checked="" type="checkbox"/> OWNER
FROM		VIA CONTRACTOR:	Hein Construction Co., Inc <b>56 N. Cedar St.</b> Galesburg, IL 61401	PERIOD TO:	<b>4/30/2022</b>		<input checked="" type="checkbox"/> CONSTRUCTION MANAGER
Sub-Contractor	<b>Hein Construction Co., Inc.</b> 56 N. Cedar St. Galesburg, IL 61401	VIA ARCHITECT:	Alliance Architects	CONTRACT DATE:			<input checked="" type="checkbox"/> ARCHITECT
CONTRACT FOR:	<b>General Contractor</b>			PROJECT NO:	<b>21-2144</b>		<input type="checkbox"/> CONTRACTOR
							<input type="checkbox"/> FIELD
							<input type="checkbox"/> OTHER

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,262,000.00
2. NET CHANGES IN THE WORK	\$	
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,262,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	695,548.37
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	69,554.84
b. 10 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	69,554.84
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$	625,993.53
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	521,450.79
8. CURRENT PAYMENT DUE	\$	104,542.74
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	636,006.47

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$
Total approved this month including		\$
<b>TOTALS</b>	\$0.00	\$0.00
<b>NET CHANGES IN THE WORK</b>		

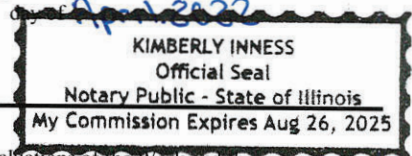
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **HEIN CONSTRUCTION CO., INC.**

By: [Signature] Date: 4/15/22

State of: Illinois County of: Knox

Subscribed and sworn to before me this 15th day of April, 2022.  
Notary Public: [Signature]  
My Commission expires: 8/26/25



## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ **104,542.74**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: \_\_\_\_\_ Date: \_\_\_\_\_

ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: [Signature] **Alliance Architecture** Date: 4/21/22

929 Lincolnway East, Suite 200  
South Bend, Indiana 46601

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



## BOARD MEMO

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 04/22/2022

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 04/26/2022

**SUBJECT:** Revision to KCHA By-Laws – Regular Meeting Time

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### Executive Summary

During the COVID-19 pandemic, boards and other governing bodies in Illinois were allowed, by executive order, to hold meetings and conduct business remotely to ensure the safety of staff and continuity of operations. The Illinois Open Meetings Act (OMA) was amended to allow “meetings subject to (the OMA) may be conducted by audio or video conference, without the physical presence of a quorum of the members” under certain conditions:

- the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns;
- the head of the public body determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster;
- all members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony;
- for open meetings, members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster;
- at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the disaster;
- all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded; and
- except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting.

The State of Illinois executive order allowing the agency to hold meetings and conduct business remotely is set to expire on 05/01/2022. Once the disaster proclamation expires, the KCHA Board will no longer be able to conduct business remotely. KCHA By-Laws (R02212020) currently allow for the Board to conduct “Alternative Meetings” at its discretion, which includes both audio and video

conferencing as meeting options, but do not supersede OMA requirements. At this point, it's possible the Governor extends the proclamation further, but it remains prudent to address the issue and specifics of remote attendance at the local level.

With the expiration of the emergency/disaster proclamation and considering the composition and scheduling constrictions of the current Board members, it has been suggested the meeting time be moved to a time conducive for all Board members. In surveying the Board, it appears 4:00 PM on the last Tuesday of each month is a fit for each commissioner.

This proposed schedule change would require a revision of the KCHA By-Laws. At the previous direction of the Board, a draft revision of the KCHA By-Laws have been revised to reflect the proposed schedule change and are presented for approval. If approved by the Board, the By-Laws would be posted for public review and comment for a period of not less than 30 days. A resolution for adoption of the revisions would then be presented at the 05/31/2022 regular meeting.

**Fiscal Impact**

None.

**Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the draft revision and posting of the KCHA By-Laws, which reflects the proposed revision of the regular meeting time to 4:00 PM on the last Tuesday of each month.

# By-Laws

Knox County Housing Authority  
216 W. Simmons St.  
Galesburg, IL 61401

## Article I. The Authority

- Section 1.01 The name of the authority shall be the “Knox County Housing Authority.”
- Section 1.02 The Knox County Housing Authority (the Authority) shall constitute a body politic and corporate, as provided in the Illinois Housing Authorities Act (310 ILCS 10/).
- Section 1.03 The management and control of all officers, employees, property, and business of the Authority shall be exercised in accordance with the standards, limitations, and controls set forth in Illinois Housing Authorities Act (310 ILCS 10/).
- Section 1.04 The fiscal year shall begin with the first day of April of each year and end with the last day of March of the following year.
- Section 1.05 The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.
- Section 1.06 The principal offices of the Authority shall be located at 216 West Simmons Street in Galesburg, Illinois.

## Article II. Members of the Authority

- Section 2.01 The members shall constitute the governing body of the Authority. The general management of the affairs and property of the Authority will be vested in its members.
- Section 2.02 The Authority shall consist of seven (7) Board members, and an Executive Director.
- Section 2.03 All members of the Board shall have the title of “Commissioner”.
- Section 2.04 There will be seven (7) Commissioners, comprised of individuals who are residents of Knox County, Illinois.
- Section 2.05 The membership shall contain no less than one (1) Resident Commissioner.
- Section 2.06 Commissioners shall be appointed by majority vote of the County Board of Knox County, Illinois.
- Section 2.07 Commissioners shall provide the following as a means of direct communication regarding matters concerning the Authority:
- (a) A primary telephone number and, if appropriate, a secondary telephone number;
  - (b) Mailing address; and
  - (c) If available, an email address.

- Section 2.08 The term of each Commissioner shall be five (5) years, except that the initial appointees will serve terms ranging from one to five years with term expiring each year on the anniversary date of the appointment.
- Section 2.09 No more than two (2) members of the Board of Commissioners may be elected officials with Knox County, Illinois.
- Section 2.10 The Commissioners shall serve without compensation other than the payment of necessary expenses as approved by the Authority.
- Section 2.11 Any Commissioner may resign at any time by giving written notice to the Board Chairperson. Such resignation shall take effect at the time specified therein, or if the time is not specified, upon receipt thereof; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- Section 2.12 Commissioners may be removed from service through notice given to the Knox County Board of the Commissioner's failure to adequately perform the duties of his or her office with a recommendation that he or she be replaced. Reasons for removal from service to the Board of Commissioners include, but are not limited to:
- (a) At such time as an incumbent commissioner may be determined derelict or negligent of his or her duties;
  - (b) Poor meeting attendance, consisting of absence from more than 25% of the regular meetings of the Authority within twelve (12) months from appointment date, or miss THREE consecutive such meetings. In cases of excessive absences transmittals of this notice may be forgone or deferred by vote of the Commissioners after having given due consideration to the cause(s) of the absences.
  - (c) Conduct detrimental to the Authority;
  - (d) Other good cause.
- Section 2.13 In the event of a vacancy on the Board, current Commissioners will submit a written recommendation for a replacement Commissioner to the County Board of Knox County, Illinois; who shall then appoint a replacement to serve for the remaining portion of the vacated term.
- Section 2.14 Commissioner duties and responsibilities are provided for in the Annual Contributions Contract (ACC), federal regulations, and notices/handbooks. The Authority shall develop

and monitor policies for providing decent, safe, and sanitary housing to the program participants it serves. Specifically, Commissioners shall be responsible to:

- (a) Approve By-Laws, resolutions, and policies;
- (b) Selection, hiring, and evaluation of a qualified Executive Director;
- (c) Regularly attend scheduled Board meetings, unless excused as set forth in the By-Laws;
- (d) Reviewing and monitoring Authority financial information, including budgets, claims, expenditures, financial reports, and audits to ensure compliance with federal and local laws and other requirements;
- (e) Prevent conflicts of interest, and avoid the appearance of conflicts of interest;
- (f) Ensure the Authority is acting legally and with integrity in its daily operations.
- (g) Attend training as deemed fit by the Authority for the purpose of staying current with HUD regulations and Public Housing Agency operations.

Section 2.15 The Authority may establish standing committees.

- (a) If a quorum exists for such committee meetings, public notice shall be provided in accordance with notice procedures set forth in Section 4.04;
- (b) The following will be designated as standing committees:
  - (i) Finance Committee: The Finance Committee shall be appointed by the Board at each Annual Meeting or at any regular or special meeting of the Board. The Finance Committee shall consist of at least two Commissioners, the Executive Director and/or the Finance Coordinator, as provided in the appointing resolution. The Finance Committee shall review and recommend to the Board the approval of the financial statements of the Authority and the audit, recommend to the Board the approval of control and finance procedures of the Authority, and the Finance Committee shall meet with the independent accountants to the Authority (who shall be appointed by the Board) and shall consult with and approve their audit of the financial statements of the Authority for recommendation of the audited financial statements to the Board;
  - (ii) Special Committees: The Authority may establish special committees. The function and duration of a special committee will be determined by its specific assignment, as stated in a resolution of the Authority creating it.

### **Article III. Officers and Employees**

Section 3.01 The officers of the Authority shall be: Chairperson and Vice-Chairperson.

Section 3.02 The Chairperson and Vice-Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority and shall hold office for one year, or as long as the board deem necessary, or until their successors are elected and qualified. The Chairperson and Vice-Chairperson must have leadership and management skills, and patience to perform such duties as described in Sections 3.03

and 3.04. The Secretary-Treasurer shall be appointed by the Authority. Any person appointed that office, or any vacancy therein, shall serve such term as the Authority fixes.

- Section 3.03 Chairperson. The Chairperson shall preside at all meetings of the Authority and sign all official orders thereof. She or he shall see that all orders and resolutions of the Authority are carried into effect; she or he shall also have such additional powers and duties as may from time to time be imposed upon the position by the Authority, subject however, to the right of the Authority to delegate any specific power or duty, except such as may be made by statute exclusively conferred on the Chairperson, to any other officer or officers of the Authority.
- Section 3.04 Vice-Chairperson. In the absence or incapacity of the Chairperson the Vice Chairperson shall perform the duties of the Chairperson. In case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.
- Section 3.05 Secretary-Treasurer. The Executive Director shall perform the functions of the Secretary-Treasurer. These functions shall include keeping the records of the Authority, acting as secretary of the meetings of the Authority, recording all votes and the proceeding of the Authority in a journal of proceedings to be kept for such purpose. The Executive Director shall perform all duties incident to this role. The Executive Director shall keep the seal of the Authority and shall have power to a affix such seal to all contracts and instruments authorized to be executed by the Authority.
- (a) Incident to the performance of duties assigned to Secretary-Treasurer, the Executive Director shall have care and custody of all funds of the Authority and shall deposit same in the name of the Authority in such bank as the Authority may select. He or she shall sign all orders and checks for payment of money and shall pay out and disburse any such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the chairperson. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at regular meetings (or as otherwise requested by the Authority) an account of the transactions and financial condition of the Authority. The Executive Director shall give bond for the faithful performance of these duties as the Authority may designate.
- Section 3.06 Vacancies. Should the office of Chairperson or Vice-Chairperson become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting. Such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant the Authority shall appoint a successor as provided in there By-Laws.
- Section 3.07 Executive Director. The Executive Director will be the chief operating officer of the Authority and will have general charge and supervision of the operations of the Authority,

subject to the direction of the Board of Commissioners. With regards to the position of Executive Director:

- (a) The Executive Director shall have general supervision over the administration of the business and affairs of the Authority;
- (b) The Executive Director shall maintain a record of all matters pertaining to the management of the housing programs of the Authority and shall submit reports on all such matters at regular meetings of the Authority;
- (c) The Executive Director shall serve as primary advisor to the Board of Commissioners;
- (d) The Executive Director shall be charged with the management, administration, and daily operation of the Authority in accordance with all applicable laws, rules, and regulations;
- (e) The Executive Director shall serve as the primary contracting official of the Authority;

Section 3.08 In addition to the foregoing offices, the Authority may from time to time select and appoint such other officers and employees as may be required for the performance of the duties of the Authority.

Section 3.09 Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws, rules, or regulation of the Authority.

Section 3.10 Additional Personnel. The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by applicable federal law and the laws of the State of Illinois, including the Housing Authorities Act of Illinois and any amendments or supplements thereto now in force or which may be enacted. The creation of new positions for such personnel shall be determined by the Executive Director, with the approval of the Board of Commissioners, subject to the laws of the State of Illinois and the terms of any contractual obligations assumed by the Authority.

## **Article IV. Powers and responsibilities**

Section 4.01 The Board of Commissioners shall have general power to control and manage the business of The Knox County Housing Authority consistent with HUD, Illinois State public

housing statutes, and any applicable local laws, the Authority's personnel policy and these By-Laws.

Section 4.02 The Board of Commissioners shall have the responsibility to:

- (a) Set and champion the mission of the PHA;
- (b) Make strategic decisions to ensure the financial solvency of the agency;
- (c) Monitor the agency's ability to meet statutory, regulatory, and contractual obligations;
- (d) Approve internal controls to safeguard the agency's assets
- (e) Safeguard the financial integrity of the PHA, preventing fraud, waste, mismanagement, and abuse;
- (f) Approve, review, and monitor budgets, contracts, and other financial documents
- (g) Ensure ethical, legal, and effective work performance;
- (h) Select, hire, and terminate the Executive Director position accordingly
- (i) Conduct an annual performance evaluation of the Executive Director:
  - (i) The Executive Director shall have his/her performance and salary evaluated annually in accordance with the agency's fiscal year end.
  - (ii) Establish a process for the annual evaluation of the Executive Director's performance.
  - (iii) The comprehensive appraisal shall take into consideration agency performance in key performance indicators, as well as other criteria determined to be essential to the goals and objectives of the Knox County Housing Authority.
  - (iv) The Board shall appoint a Commissioner to lead the process – collect information from each Commissioner, complete the appraisal form, and lead discussion of results with the Executive Director.
  - (v) A meeting shall be held to discuss the results of the appraisal with the Executive Director and set objectives and goals for the upcoming appraisal period.
  - (vi) Executive Director compensation shall fall within the established salary ranges of the Authority, and adjusted in accordance with evaluated performance and achievement.
  - (vii) The appraisal, and accompanying salary evaluation, shall be completed no later than 06/30 of each year.

## **Article V. Meetings**

Section 5.01 Meeting conduct shall abide by Robert's Rules of Order.



- (a) The presiding officer shall conduct Board meetings to allow for the full, fair, and efficient conduct of Board business;
- (b) Any Commissioner may make a motion for proposal. At least one other Commissioner must second the motion in order to have a discussion or vote on the matter. If no other Commissioner seconds the motion, there shall be no vote on the proposal;
- (c) Upon second of a proposal or motion, discussion shall continue until the presiding Commissioner calls for a vote of the majority of the quorum present.

Section 5.02 Meetings will be held and business transacted in accordance with the Illinois Open Meetings Act (5 ILCS 120/).

Section 5.03 Meetings will be held at various locations served by the Knox County Housing Authority.

- (a) Meetings will generally be held in Conference Room 101 at Moon Towers, 255 West Tompkins Street, Galesburg, IL 61401;
- (b) Up to three (3) meetings annually will be held at one of the following locations:
  - (i) Woodland Bend – 480 Iowa Avenue, Galesburg, IL 61401;
  - (ii) Cedar Creek Place – 1598 McKnight Street, Galesburg, IL 61401
  - (iii) Whispering Hollow – 1064 W. South Street, Galesburg, IL 61401
  - (iv) Blue Bell Tower – 300 North Jefferson Street, Abingdon, IL 61410

Section 5.04 Public Notice of Meetings.

- (a) Public notice shall be delivered in the following manner:
  - (i) Mailed (either sent via first class U.S. Mail or emailed) to the newspaper(s) of general circulation and other appropriate media outlets;
  - (ii) Posting to the agency website;
  - (iii) Posted in a conspicuous location at the agency;
- (b) Public notice shall consist of the following:
  - (i) Date, time, and location of the meeting;
  - (ii) A tentative agenda of items to be discussed and pending action to be taken;

Section 5.05 Regular Meetings. Regular meetings shall be held monthly with public notice on the last Tuesday of each month at **3:30 P.M.**, unless the same shall be a legal holiday, in which event said meeting shall be on the next succeeding business day. No notice of Regular

meetings shall be required to be provided to the Commissioners, and it shall be the duty of each Commissioner to attend such meetings without notice.

(a) Regular meetings shall include the following sessions:

- (i) Open Business: an open session for the purpose of financial ratification, resolution of old business, transacting new business, and providing information on the operations and performance of the Authority;
- (ii) Public Comment (if applicable);
- (iii) Executive session (if applicable): a closed session for the purpose of discussing confidential personnel matter, pending or potential litigation, or acquisition/disposition of property. Matters discussed in Executive Session will be done in accordance with the Illinois Open Meetings Act (5 ILCS 120/2(c)). Action resulting from discussion during Executive Session must be conducted in Open Session.

Section 5.06 Annual Meetings. The annual meeting of the Authority shall be held in conjunction with the regular meeting date in April of each year.

Section 5.07 Special Meetings. The Chairperson may, when she or he deems it necessary to do so, or upon the written request of two or more Commissioners, call a special meeting of the Authority.

- (a) The call for a special meeting of the Authority may be delivered personally (in person or by telephone), mailed (either sent via first class U.S. Mail or emailed) to the business or home address of each Commissioner and to the newspaper(s) of general circulation in the jurisdiction at least forty-eight (48) hours prior to the date of the special meeting.
- (b) At any such special meeting no business shall be considered other than as designated in the notice.
- (c) Attendance of a Commissioner at any special meeting and participation therein without objecting at the opening of such meeting that it was not lawfully called shall constitute a waiver of notice of such meeting. Failure to give notice of such meeting to a Commissioner so attending it and making no such objection shall in no way affect the validity of any action taken at such meeting.

Section 5.08 Emergency Meetings. In the event of unexpected circumstances that require immediate consideration by the Board of Commissioners, the Chairperson or any two (2) Commissioners may call an emergency meeting of the Board for the purpose of transacting business in connection with the emergency. The Authority shall provide reasonable notice of such meeting to Commissioners and media outlets by the same

method prescribed in Section 4.07(a.). Only business connected with the emergency may be considered at such an emergency meeting.

Section 5.09 **Remote Meetings.** At the discretion of the Authority, **and in accordance with the Illinois Open Meetings Act (5 ILCS 120/)**, any of the following **remote** meeting types may be employed as deemed necessary to execute the business of the Authority:

- (a) Audio conference;
- (b) Video conference;

Section 5.10 Board packets containing information for the upcoming meeting shall be prepared and distributed no later than forty-eight (48) hours prior to each regular and special meeting. In the case of emergency meetings, board packets will be sent out as appropriate given the emergency.

- (a) Board packets shall contain the following information at a minimum:
  - (i) Agenda for the upcoming meeting
  - (ii) Prior meeting's minutes (if applicable)
  - (iii) Claims from the previous reporting period (if applicable)
  - (iv) Financial Reports (if applicable)
  - (v) Old Business Items (if applicable)
  - (vi) Current or New Business
  - (vii) Reports (if applicable)
  - (viii) Other Information (if applicable)
- (b) Delivery of packets shall be made as follows:
  - (i) Email delivery to each Commissioner and appropriate media outlets;
  - (ii) In the event the Commissioner or other requesting entity requires a printed packet, a copy of the Board Packet shall be made available for pickup at the

principal office of the Authority no later than forty-eight (48) hours prior to the meeting;

(iii) Posted to the Authority website;

Section 5.11 Quorum. A quorum consists of a majority of Commissioners and represents the minimum number of Commissioners who must be present for the transaction of business.

- (a) A "majority" is defined as the number greater than half of any total. Four (4) Commissioners shall constitute a quorum for the transaction of the business of the Authority.
- (b) When a quorum is in attendance, action may be taken upon a majority vote of the Commissioners in attendance.
- (c) In the absence of the quorum, the meeting may be adjourned by the Chairperson, Vice-Chairperson, or any Commissioner present, in such order, to a given date, subject to the approval of the Board. Notice of such meeting shall be in accordance with notice requirements set forth in Section 4.05(a.).

Section 5.12 All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 5.13 Order of Business. At a regular meeting of the Authority the following shall be the order of business:

- (a) Roll Call / Notation of Persons in Attendance
- (b) Review / Approval of Minutes of the Previous Meeting
- (c) Review / Ratification of Claims
- (d) Review / Ratification of Financial Report
- (e) Old Business
- (f) New Business
- (g) Reports
- (h) Executive Session (If Applicable)
- (i) Adjournment

Section 5.14 Manner of Voting. All questions or action coming before the Authority shall be presented in the form of motions or resolutions. Any such question or action shall be voted on by roll call with the response of each Commissioner recorded in the minutes of the meeting.

Section 5.15 Minutes of Meetings. A written record of each meeting, including standing committees, shall be maintained by the Secretary/Treasurer. The minutes shall accurately reflect motions on action, seconds to the motions, discussion, and voting on each proposal or resolution. The minutes shall reflect the date, time and place of the meeting, and shall be

the record of attendance by Commissioners and others present at each meeting. Minutes shall be approved in the following manner:

- (a) Regular Meeting Minutes: Minutes of the prior regular meeting shall be distributed for the purpose of review and approval in advance of the next regularly scheduled meeting;
- (b) Committee Meeting Minutes: Committee meeting minutes shall follow the same approval procedure as Regular Meeting minutes;
- (c) Special Meeting Minutes: Special meeting minutes shall follow the same approval procedure as Regular Meeting minutes;
- (d) Executive (Closed) Session Minutes: Closed session minutes shall be reviewed semi-annually, and such determinations will be made that:
  - (i) The need for confidentiality still exists as to all or part of those minutes; or
  - (ii) The minutes or portions thereof no longer require confidential treatment and are available for public inspection.

## **Article VI. Contracts and other Negotiable Instruments**

Section 6.01 All authorized contracts, deeds, and commitments will be executed in the name of the Authority by the Executive Director.

Section 6.02 All checks, notes, drafts, and other negotiable instruments will be signed by the Chairperson, and must be co-signed by a different officer from among the Commissioners or another employee as designated by the Authority.

## **Article VII. Ethical Standards**

Section 7.01 All members of the Authority, including employees, Commissioners, and Officers, shall abide by the Knox County Housing Authority Ethical Standards Policy.

Section 7.02 It is expected that each Commissioner will voluntarily and fully outline his or her personal interests and potential conflicts of interest prior to assuming their seat on the board.

- (a) Such a statement shall be submitted to the Board Chairperson within ninety (90) days of the Commissioner's Appointment;
- (b) For Commissioners currently serving, such an updated statement shall be developed annually in conjunction with the Authority's Annual Meeting;
- (c) Such statements shall disclose the following:
  - (i) The names of any business, organizational, or professional involvements that might reasonably be inferred as having business with the Authority and for

which at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.

- (ii) Any current or past contact in, or interest in, activities or programs of the Authority, including, but not limited to, any contracts previously bid and let, familial relationships with any staff or other board members, or any consultative or professional contracts.

- Section 7.03 No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has any interest, real or apparent, in the matter, except that:
- (a) A Commissioner having such interest through a voluntary association with the person or organization may be allowed to discuss the matter.
  - (b) If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection, or occurred at least two years prior to the current discussion of the matter, the prohibitions contained in this Section shall not apply.
- Section 7.04 No Commissioner may use his or her position on the Board to intimidate, coerce, persuade or inappropriately influence any of the activities or employees of the Authority.
- Section 7.05 Funds permitting, each Commissioner shall undertake training not less than one time per year. All costs associated with such training are to be paid by the Knox County Housing Authority in accordance with the travel procedures of the Authority.

## **Article VIII. Indemnification**

- Section 8.01 The Authority shall indemnify, to the extent not covered by insurance, to the fullest extent provided by law any current or former KCHA Commissioner, Officer, or employee against any and all expenses and liabilities actually and necessarily incurred by him or her in connection with any claim, action, suit, or proceeding, whether actual or threatened, including civil, administrative, or investigative, including appeals, to which any current or former KCHA Commissioner, Officer, or employee may be made a party by reason of having been a KCHA Commissioner, Officer, or employee acting in the course of employment, regardless of the final resolution of the claim, action, investigation, suit, or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the Authority's best interest.
- Section 8.02 Persons claiming indemnification under these By-Laws shall promptly advise the Authority and its General Counsel in writing of the existence of any matter which may give rise to such indemnification.
- Section 8.03 Subject to the limitation, however, that there shall be no indemnification:
- (a) For the amount of any punitive damages awarded, including the amount of any punitive damages awarded under a statute providing for a doubling, trebling, or other multiple of actual damages;
  - (b) In relation to matters as to which the any current or former KCHA Commissioner, Officer, or employee shall be adjudged to be guilty of a criminal offense, liable for fraud, liable to the Authority for damages, or found to have acted in violation of

Authority policy, including but not limited to the KCHA Employee Handbook or these By-Laws.

- Section 8.04 Any current or former KCHA Commissioner, Officer, or employee claiming indemnification under these By-Laws must receive written authorization from the Executive Director, at the discretion of the Board, prior to retaining counsel. The Authority shall not be liable for any counsel fees or other legal costs incurred prior to receipt of said written authorization. The Authority shall not be required to make indemnification payments, to include counsel fees, to any current or former KCHA Commissioner, Officer, or employee covered by this Article until complete and final resolution of the subject litigation has occurred. In no event shall this provision be construed as interference with, discouragement of, or an impediment to the retention of counsel by such employees or officers in circumstances where the employee does not claim a right of entitlement to indemnification for the cost of such counsel.
- Section 8.05 Amounts paid in indemnification of expenses and liabilities may include but shall not be limited to counsel and other fees, costs and disbursements, judgments, fines, penalties against, and amounts paid in settlement by such employee.
- Section 8.06 Any current or former KCHA Commissioner, Officer, or employee may, at his or her option:
- (a) Tender the defense of the claim, action, suit or proceeding to the Authority to be handled by an attorney of the Authority's choosing at its expense;
  - (b) Select a licensed attorney to defend him or her in the claim, action, suit or proceeding. Any such independent counsel shall work cooperatively with insurance counsel and/or the Authority's counsel. The Authority shall pay all reasonable attorney's fees and expenses incurred by the current or former KCHA Commissioner, Officer, or employee promptly after receiving bills therefor in advance of the final disposition of the claim, action, investigation, suit, or proceeding so long as the attorney's fees and expenses are reasonable relative to the fees and expenses the Authority would pay to outside counsel for similar representation. Such fees and expenses shall be subject to review for reasonableness and approval by the Authority's General Counsel.
- Section 8.07 As part of the indemnification provided for hereunder, the Authority shall undertake to defend any noncriminal claim, action, suit, or proceeding threatened or pending against any current or former KCHA Commissioner, Officer, or employee. Pursuant to such duty to defend, the Authority shall have the power to the fullest extent permitted by law to:
- (a) Select and retain counsel;
  - (b) Require that defenses be tendered to the Authority;
  - (c) Review and approve payment of all expenses for reasonableness (including attorney's fees); and
  - (d) Approve any settlement of any dispute giving rise to a claim for indemnification.
- Section 8.08 The Authority shall have no obligation to indemnify any current or former KCHA Commissioner, Officer, or employee who fails to comply with or abide by the provisions of these By-Laws, federal regulations, or other applicable state law, or who is adjudged to be guilty of a criminal offense, , liable for fraud, liable to the Authority for damages, or

found to have acted in violation of Authority policy, including but not limited to the KCHA Employee Handbook or these By-Laws. If, following any indemnification payments, it is determined that any current or former KCHA Commissioner, Officer, or employee who received such payments was not entitled to such indemnification, the Authority shall be authorized to recover from such employee or officer all indemnification sums paid, including all defense fees and costs paid pursuant to the duty to defend, and all legal costs, fees, and attorney's fees incurred in recovering the indemnification property.

## **Article IX. Severability**

Section 9.01 The terms and sections of the by-laws are severable.

Section 9.02 If any term or section of the by-laws is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

## **Article X. Amendments**

Section 10.01 These By-Laws may be altered, amended, or repealed by a majority vote of the Commissioners at any regular or special meeting of the Authority if appropriate notification of the proposed alterations, amendments, or repeals be contained in a written notice to the Commissioners not less than thirty (30) days prior to such a meeting.

Section 10.02 In no event shall Articles VI. and VII., or any subparts thereof, be retroactively altered, amended, or repealed subsequent to the date of adoption of this amendment to the By-Laws of the Authority. Said articles, or any subparts thereof, may only be altered, amended, or repealed prospectively and any purported retroactive amendment of said articles shall be null and void.

Section 10.03 In the event that said articles are subsequently altered, amended, or repealed, all persons indemnified under said Articles, prior to such alteration, amendment, or repeal, shall continue to be indemnified to the same extent for any and all claims, actions, suits, or proceedings arising out of any act, omission, whether known or unknown, which occurred prior to the date of said alteration, amendment, or repeal.

## **Article XI. Repeal**

Section 11.01 The foregoing constitutes all the bylaws of the Knox County Housing Authority, and any and all bylaws heretofore enacted and not contained herein are repealed.





# EXECUTIVE DIRECTOR REPORT

MARCH 2022

REGULAR MEETING  
KCHA BOARD OF COMMISSIONERS  
Tuesday, April 26, 2022  
Moon Towers Conference Room  
255 W. Tompkins St.  
Galesburg, IL 61401  
[knoxcountyhousing.org](http://knoxcountyhousing.org)



# EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

### COMMISSIONER COMPLIANCE REPORT

#### Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2022:

Date	Commissioner	Training Description	Location	Hours
				0.0
				0.0
				0.0
				0.0
				0.0
				0.0
				0.0
				0.0
Total Hours:				0.0

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2022:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
May-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jun-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jul-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Aug-21	1	9.0	\$ 1,500.00	\$ 166.67	\$ 833.33	180.00%	\$ 666.67
Sep-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Oct-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Nov-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Dec-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jan-22	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Feb-22	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Mar-22	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
FYE 2022	1	9.0	\$ 1,500.00	\$ 166.67	\$ 9,999.98	15.00%	\$ (8,499.98)



# EXECUTIVE SUMMARY

## Commissioner Governance/Compliance

The table below details required commissioner training, and the agency's compliance results:

Commissioner List	PHA Governance	Sexual Harassment	FOIA - Current (State of Illinois)	Open Meetings (State of Illinois)	Ethics/Compliance (state of Illinois)	Compliance %
Payton, Lomac						0.0%
Hawkinson, Jared		1	1	1	1	80.0%
VACANT (03/2022)						0.0%
Stewart, Paul H.						0.0%
Carson, LaToya						0.0%
Robison, Sara				1		20.0%
Riley, Joseph						0.0%
Antoine, Derek (ED)	1	1	1	1		80.0%
Total Authority	1	2	2	3	1	22.5%

The table below details commissioner attendance at Board meetings for the current calendar year:

CY 2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	%
Payton, Lomac ( C )		1	1										66.7%
Hawkinson, Jared (VC)	1		1										66.7%
VACANT (03/2022)													0.0%
Stewart, Paul H.	1	1											66.7%
Robison, Sara	1	1	1										100.0%
Riley, Joseph		1	1										66.7%
Carson, LaToya	1	1	1										100.0%
Antoine, Derek (ED)	1	1	1										100.0%

The table below details Board governance requirements, and the agency's compliance results:

Board Governance Survey Status	REQ	KCHA	RESULT
Does the Board have the required number of members?	7	5	Fails Requirement
Does the Board include a participant of KCHA programs?	YES	YES	Meets Requirement
Number of Board meetings:	3	3	Meets requirement
Average meeting attendance:	80.0	70.8%	Fails Requirement
Methods of disseminating information about Board meetings and minutes.	YES	YES	Meets requirement
Role of Board in evaluating Executive Director performance and compensation	YES	YES	Meets requirement
Role of Board in reviewing financial statements/PHA's financial health.	YES	YES	Meets Requirement
Timeliness of budget adoption by Board.	3/31	03/29	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

# EXECUTIVE SUMMARY

## FINANCIAL SUMMARY

The financial statements for March 2022 and FYE 03/31/2022 closeout are being prepared for the unaudited Financial Data Statements (FDS) submission, which is due 05/31/2022. March 2022 and FYE 03/31/2022 financial statements and reports shall be presented to the Board for review and approval at the May 31, 2022 regular meeting.



# EXECUTIVE SUMMARY

## GRANT STATUS/PERFORMANCE

### 2021 CFP Grant IL01P08550121

- Obligation End Date (OED): 02/22/2025
- Expenditure End Date (EED): 02/22/2027

#### CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 909,310.00	\$ 909,310.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
<b>Total Capital Fund Program</b>	<b>\$ 1,209,310.00</b>	<b>\$ 1,209,310.00</b>	<b>\$ 300,000.00</b>	<b>24.8%</b>	<b>\$ 300,000.00</b>	<b>24.8%</b>

#### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 504 Phase 4	\$ 234,310.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 MT - Roof Replacement	\$ 500,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Convenience Mods	\$ 100,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 A&E Services	\$ 75,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 909,310.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>

Allotments and transfers for operations (1406) and administration (1410) have been made, thus obligations/expenditures sit at 24.8%. Budgeted activities include operational transfers, playground renovation at the family sites, convenience mods to the family 2-bedroom units, and roof replacement at Moon Towers.

CFP Grant IL01P08550121 is 24.8% obligated, and must be at 90% (contracts for work signed) by 02/22/2023. This grant must be fully expended by 02/22/2025.

# EXECUTIVE SUMMARY

## 2020 CFP Grant IL01P08550120

- Obligation End Date (OED): 03/25/2024
- Expenditure End Date (EED): 03/25/2026

### CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 918,959.00	\$ 868,267.00	\$ 630,486.00	72.6%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
<b>Total Capital Fund Program</b>	<b>\$ 1,218,959.00</b>	<b>\$ 1,168,267.00</b>	<b>\$ 930,486.00</b>	<b>79.6%</b>	<b>\$ 300,000.00</b>	<b>25.7%</b>

### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 Family - Playground	\$ 154,973.00	\$ -	\$ -	0.0%	\$ -	#DIV/0!
1480 MT - Roof Replacement	\$ 125,000.00	\$ 187,781.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3	\$ 529,861.00	\$ 571,361.00	\$ 571,361.00	100.0%	\$ -	0.0%
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%	\$ -	0.0%
1480 Floor Removal	\$ 59,125.00	\$ 59,125.00	\$ 59,125.00	100.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 918,959.00</b>	<b>\$ 868,267.00</b>	<b>\$ 630,486.00</b>	<b>72.6%</b>	<b>\$ -</b>	<b>0.0%</b>

Budgeted activities include operational transfers, playground renovation at the family sites, roof replacement at Moon Towers, and finishing 504-Phase 3 renovations at Bluebell Tower. Due to unforeseen flooring expenses arising from the 504 modernization project, the rehabilitation of the Moon Towers roof replacement has been reprioritized to a future year.

CFP Grant IL01P08550120 is now 79.6% obligated and must be at 90% (contracts for work signed) by 03/25/2024. This grant must be fully expended by 03/25/2026.



# EXECUTIVE SUMMARY

## 2019 CFP Grant IL01P08550119

- Obligation End Date (OED): 04/16/2023
- Expenditure End Date (EED): 04/15/2025

### CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1408 Mgmnt Improvement	\$ 49,932.00	\$ -	\$ -		\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 783,874.00	\$ 783,874.00	\$ 783,874.00	100.0%	\$ 644,465.79	82.2%
<b>Total Capital Fund Program</b>	<b>\$ 1,133,806.00</b>	<b>\$ 1,083,874.00</b>	<b>\$ 1,083,874.00</b>	<b>100.0%</b>	<b>\$ 944,465.79</b>	<b>87.1%</b>

### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 93,235.00	\$ 93,235.00	\$ 93,235.00	100.0%	\$ 76,735.00	82.3%
1480 504 Phase 3 - AMP 1	\$ 690,639.00	\$ 690,639.00	\$ 690,639.00	100.0%	\$ 567,730.79	82.2%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
<b>Total Capital Fund Program</b>	<b>\$ 783,874.00</b>	<b>\$ 783,874.00</b>	<b>\$ 783,874.00</b>	<b>100.0%</b>	<b>\$ 644,465.79</b>	<b>82.2%</b>

The vast majority of the 2019 CFP is allocated for Phase 3 of the 504 Modernization Project, which began in 2018. Phase II brought about the new construction of six new units and modernization of two existing units at the Family Sites. Phase 3 of this project focuses on community and office spaces.

CFP Grant IL01P08550119 is 100% obligated (contracts for work signed) ahead of the 04/16/2023 obligation expenditure deadline (OED). Currently, 87.1% of the grant (\$944,465.79) has been expended ahead of the 04/15/2025 deadline.

# EXECUTIVE SUMMARY

## **POLICY/OPERATIONS**

No report this period.



# EXECUTIVE SUMMARY

## LEGISLATIVE/ADVOCACY

Congress passed FY 2022 Transportation-HUD spending bill, providing a significant increase to housing and community development programs. The package was ultimately approved by a bipartisan vote on March 9 and the Senate approved it on March 10. President Biden signed the bill in a White House ceremony on March 15. The \$1.5 trillion includes a total of \$53.7 billion for HUD, an increase of \$4 billion above FY 21.

The Act provides \$8.45 billion for the public housing fund, a consolidation of the operating and capital fund accounts into a single public housing fund.

- The Operating Fund was increased by just over 4 percent, to \$5.039 billion, a \$200 million increase from FY 21. While HUD estimates this to be a 100% proration
- An allocation of \$3.2 billion was provided for the Capital Fund to be distributed by formula, an increase of just under 16%.
- A total of \$27.4 billion is allocated for Tenant-Based Rental Assistance, \$1.6 billion above FY 21 but over \$3 billion less than the President’s budget request. Of this amount, just over \$24 billion is provided for voucher renewals, representing a 4.4% increase from last year.
- Administrative Fees received a \$252 million increase, or just under 12%, from last year. While an increase is appreciated, the funding falls short of agency needs at about an 85% proration.

The table below shows FY 21 enacted, FY 22 proposed, and FY 22 enacted spending levels.

**FY 22 Appropriations Chart for Selected HUD Accounts**

	FY 21 ENACTED	PHADA RECOM-MENDED	FY 22 WHITE HOUSE	FY 22 HOUSE	FY 22 SENATE	FY 22 ENACTED	% INCREASE FROM FY 21
Public Housing Operating Fund	\$4.839 B	\$5.144 B	\$4.887 B	\$4.897 B	\$5.019B	\$5.039 B	4.13%
Public Housing Capital Fund	\$2.765 B	\$5.000 B	\$3.200 B	\$3.400 B	\$3.616 B	\$3.200 B	15.73%
Voucher Contract Renewals	\$23.080 B	\$25.000 B	\$25.000 B	\$24.951 B	\$24.527 B	\$24.095 B	4.40%
Voucher Administrative Fees (less fees for special purposes)	\$2.129 B	\$2.780 B	\$2.780 B	\$2.459 B	\$2.474 B	\$2.381 B	11.84%
Project Based Rental Assistance	\$13.465 B	\$14.060 B	\$14.060 B	\$14.010 B	\$13.970 B	\$13.940 B	3.53%
Choice Neighborhoods	\$200 M	\$500 M	\$250 M	\$400 M	\$200 M	\$350 M	75.00%
HOME	\$1.350 B	NA	\$1.900 B	\$1.850 B	\$1.450 B	\$1.500 B	11.00%
CDBG	\$3.475 B	NA	\$3.800 B	\$3.765 B	\$4.190 B	\$3.300 B	-4.30%
FSS	\$105 M	\$200 M	\$120 M	\$150 M	\$120 M	\$109 M	3.80%
ROSS	\$35 M	\$35 M	\$35 M	\$35 M	\$35 M	\$35 M	0
JOBS PLUS	\$15 M	\$20 M	\$20 M	\$15 M	\$15 M	\$15 M	0

# EXECUTIVE SUMMARY

## **PUBLIC RELATIONS**

No report this period.

## **STRATEGIC PLANNING**

No report this period.



# PUBLIC HOUSING PROGRAM

## PUBLIC HOUSING PROGRAM

### OCCUPANCY

CURRENT PERIOD	UNIT DAYS				UNIT MONTHS			
	UDA	UDL	OCC %	VAC %	UMA	UML	OCC %	VAC %
Moon Towers	5487	5471	99.7%	0.3%	177	177	100.0%	0.0%
Family Sites	5828	5827	100.0%	0.0%	190	190	100.0%	0.0%
Bluebell Tower	1581	1581	100.0%	0.0%	51	51	100.0%	0.0%
<b>PH Total</b>	<b>12896</b>	<b>12879</b>	<b>99.9%</b>	<b>0.1%</b>	<b>418</b>	<b>418</b>	<b>100.0%</b>	<b>0.0%</b>

FISCAL YTD	UNIT DAYS				UNIT MONTHS			
	UDA	UDL	OCC %	VAC %	UMA	UML	OCC %	VAC %
Moon Towers	64605	63975	99.0%	1.0%	2124	2124	100.0%	0.0%
Family Sites	70776	69547	98.3%	1.7%	2352	2352	100.0%	0.0%
Bluebell Tower	18615	18543	99.6%	0.4%	612	612	100.0%	0.0%
<b>PH Total</b>	<b>153996</b>	<b>152065</b>	<b>98.7%</b>	<b>1.3%</b>	<b>5088</b>	<b>5088</b>	<b>100.0%</b>	<b>0.0%</b>

	CURRENT PERIOD					FISCAL YTD				
	#	DOWN	MAINT.	LEASING	TOTAL	#	DOWN	MAINT.	LEASING	TOTAL
Moon Towers	1	0	8	3	11	20	27	319	312	658
Averages		0.0	8.0	3.0	11.0		1.4	16.0	15.6	32.9
Family Sites	4	15	14	110	139	34	258	310	256	824
Averages		3.8	3.5	27.5	34.8		7.6	9.1	7.5	24.2
Bluebell Tower	0	0	0	2	2	5	8	44	24	76
Averages		0.0	0.0	0.0	0.0		1.6	8.8	4.8	15.2
<b>PH Total</b>	<b>5</b>	<b>15</b>	<b>22</b>	<b>115</b>	<b>152</b>	<b>59</b>	<b>293</b>	<b>673</b>	<b>592</b>	<b>1558</b>
Averages		<b>3.0</b>	<b>4.4</b>	<b>23.0</b>	<b>30.4</b>		<b>5.0</b>	<b>11.4</b>	<b>10.0</b>	<b>26.4</b>

Occupancy days are measured regarding maximizing rental potential and to minimize vacancy loss. Occupancy months are measured by HUD through its systems to assess the management capability of each PHA. The goal for each is 98.0%.

# PUBLIC HOUSING PROGRAM

## FINANCIAL ANALYSIS

The financial statements for March 2022 and FYE 03/31/2022 closeout are being prepared for the unaudited Financial Data Statements (FDS) submission, which is due 05/31/2022. March 2022 and FYE 03/31/2022 financial statements and reports shall be presented to the Board for review and approval at the May 31, 2022 regular meeting.



# PUBLIC HOUSING PROGRAM

## MAINTENANCE

### MAINTENANCE - ROUTINE WORK ORDERS

CURRENT PERIOD	REQ	COMP	COMP %	OPEN %	DAYS	AVG
Moon Towers	29	29	100.0%	0.0%	63	2.17
Family Sites	105	104	99.0%	1.0%	109	1.05
Bluebell Tower	30	27	90.0%	10.0%	51	1.89
<b>PH Total</b>	164	160	97.6%	2.4%	223	1.39

FISCAL YTD	REQ	COMP	COMP %	OPEN %	DAYS	AVG
Moon Towers	752	752	100.0%	0.0%	1561	2.08
Family Sites	1490	1478	99.2%	0.8%	2537	1.72
Bluebell Tower	280	277	98.9%	1.1%	674	2.43
<b>PH Total</b>	2522	2507	99.4%	0.6%	4772	1.90

### MAINTENANCE - EMERGENCY WORK ORDERS

CURRENT PERIOD	REQ	< 24	< 24 %	FX 72	FX 72 %	OPEN	OPEN %
Moon Towers	6	6	100.0%	6	100.0%	0	0.0%
Family Sites	12	12	100.0%	12	100.0%	0	0.0%
Bluebell Tower	3	3	100.0%	3	100.0%	0	0.0%
<b>PH Total</b>	21	21	100.0%	21	100.0%	0	0.0%

FISCAL YTD	REQ	< 24	< 24 %	FX 72	FX 72 %	OPEN	OPEN %
Moon Towers	85	85	100.0%	85	100.0%	0	0.0%
Family Sites	155	155	100.0%	153	98.7%	2	1.3%
Bluebell Tower	15	15	100.0%	15	100.0%	0	0.0%
<b>PH Total</b>	255	255	100.0%	253	99.2%	2	0.8%

### MAINTENANCE - ANNUAL INSPECTIONS

FISCAL YTD	TOTAL	MTD	YTD	REM	COMP	#	WO	DONE	%
Moon Towers	195	0	5	190	2.6%	0	5	5	100.0%
Family Sites	424	0	424	0	100.0%	404	16	14	87.5%
Bluebell Tower	65	0	65	0	100.0%	110	9	9	100.0%
<b>PH Total</b>	684	0	494	190	72.2%	514	30	28	93.3%

# PUBLIC HOUSING PROGRAM

## MAINTENANCE - UNIT TURN

CURRENT PERIOD	#	DOWN	AVG	MAINT.	AVG	TOTAL	AVG
Moon Towers	1	0	0.00	8	8.00	8	8.00
Family Sites	5	15	3.00	18	3.60	33	6.60
Bluebell Tower	0	0	0.00	0	0.00	0	0.00
<b>PH Total</b>	<b>6</b>	<b>15</b>	<b>2.50</b>	<b>26</b>	<b>4.33</b>	<b>41</b>	<b>6.83</b>

FISCAL YTD	#	DOWN	AVG	MAINT.	AVG	TOTAL	AVG
Moon Towers	33	27	0.82	319	9.67	346	10.48
Family Sites	34	251	7.38	265	7.79	516	15.18
Bluebell Tower	5	8	1.60	44	8.80	52	10.40
<b>PH Total</b>	<b>72</b>	<b>286</b>	<b>3.97</b>	<b>628</b>	<b>8.72</b>	<b>914</b>	<b>12.69</b>



# PUBLIC HOUSING PROGRAM

## MANAGEMENT OPERATIONS

### MANAGEMENT - EFFICIENCY

	<u>APPEAR</u>	<u>PIC</u>	<u>EIV</u>	<u>FILE</u>	<u>CSSR</u>	<u>TENANT</u>
Moon Towers	97.8%	100.0%	22.9%	0.0%	100.0%	66.7%
Family Sites	82.7%	100.0%	22.9%	3.5%	100.0%	60.8%
Bluebell Tower	97.1%	100.0%	22.9%	0.0%	100.0%	48.8%

### MANAGEMENT - PEST CONTROL

<u>NEW INFESTATIONS</u>	<u>BB</u>	<u>CR</u>	<u>OI</u>	<u>ROD</u>	<u>VER</u>	<u>TOT</u>	<u>TRT</u>	<u>%</u>
Moon Towers	0	0	0	0	0	0	0	<b>100.0%</b>
Family Sites	1	2	0	0	0	3	4	<b>133.3%</b>
Bluebell Tower	0	0	0	0	0	0	0	<b>100.0%</b>
<b>PH Total</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>133.3%</b>

<u>INFESTATIONS - CP</u>	<u>BB</u>	<u>CR</u>	<u>OI</u>	<u>ROD</u>	<u>VER</u>	<u>TOT</u>	<u>UNITS</u>	<u>% AFF</u>	<u>CLEAR</u>
Moon Towers	2	18	0	0	0	20	177	<b>11.3%</b>	2
Family Sites	2	15	0	0	0	17	196	<b>8.7%</b>	8
Bluebell Tower	1	0	0	0	0	1	51	<b>2.0%</b>	0
<b>PH Total</b>	<b>5</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>424</b>	<b>9.0%</b>	<b>10</b>

<u>INFESTATIONS - YTD</u>	<u>BB</u>	<u>CR</u>	<u>OI</u>	<u>ROD</u>	<u>VER</u>	<u>TOT</u>	<u>UNITS</u>	<u>% AFF</u>	<u>CLEAR</u>	<u>AVG DAYS</u>
Moon Towers	129	422	0	0	0	551	2124	<b>25.9%</b>	87	<b>144.33</b>
Family Sites	22	62	0	0	0	84	2352	<b>3.6%</b>	19	<b>77.37</b>
Bluebell Tower	4	27	0	0	0	31	612	<b>5.1%</b>	12	<b>82.50</b>
<b>PH Total</b>	<b>155</b>	<b>511</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>666</b>	<b>5088</b>	<b>13.1%</b>	<b>118</b>	<b>101.40</b>

# PUBLIC HOUSING PROGRAM

## CRIME REPORTING

FISCAL YTD	VIOLENT CRIMES				THEFT		OTHER CRIMES		
	ASS/BAT	MUR	SEX	BURG	ROB	THEFT	DOM	DRUG	OTHER
Moon Towers									
Reported Crimes	0	0	0	0	0	0	0	0	0
Crime Rates	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Family Sites									
Reported Crimes	2	0	1	0	0	9	22	0	406
Crime Rates	326.3	0.0	163.1	0.0	0.0	1468.2	3588.9	0.0	66231.6
Bluebell Tower									
Reported Crimes	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Crime Rates	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Galesburg - CR	297.8	3.3	115.8	774.3	43.0	3239.6	1345.9	829.3	0.0
Knox County - CR	363.8	8.7	78.0	623.7	8.7	701.7	1345.9	3560.3	0.0

No notes for this period.



# PUBLIC HOUSING PROGRAM

## PHAS ASSESSMENT

	<u>P - 100</u>	<u>P - 40</u>	<u>MASS</u>	<u>FASS</u>	<u>CFP</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Moon Towers	97.38	38.95	21.00	25.00	10.00	94.95	<b>HIGH PERFORMER</b>
Family Sites	95.00	38.00	21.00	25.00	10.00	94.00	<b>HIGH PERFORMER</b>
Bluebell Tower	99.80	39.92	21.00	25.00	10.00	95.92	<b>HIGH PERFORMER</b>
<b>PH Total</b>		<b>38.63</b>	<b>21.00</b>	<b>25.00</b>	<b>10.00</b>	<b>94.63</b>	<b>HIGH PERFORMER</b>

Based on current and YTD reported data, the public housing program is trending towards a designation of **HIGH PERFORMER** for FYE 2022.

## PROPERTY SCORECARDS

<u>CURRENT PERIOD</u>	<u>MAINT</u>	<u>OCC</u>	<u>FINANCE</u>	<u>MGMT</u>	<u>TENANT</u>	<u>PHAS</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Moon Towers	3.10	3.70	2.50	2.40	3.50	3.75	<b>3.11</b>	<b>STANDARD</b>
Family Sites	3.25	3.55	2.35	1.90	3.00	3.75	<b>2.96</b>	<b>STANDARD</b>
Bluebell Tower	3.25	3.70	2.40	2.10	2.50	3.75	<b>3.02</b>	<b>STANDARD</b>
<b>PH Total</b>	<b>3.19</b>	<b>3.63</b>	<b>2.42</b>	<b>2.13</b>	<b>3.15</b>	<b>3.75</b>	<b>3.03</b>	<b>STANDARD</b>

0.39743 -0.5675

<u>FISCAL YTD</u>	<u>MAINT</u>	<u>OCC</u>	<u>FINANCE</u>	<u>MGMT</u>	<u>TENANT</u>	<u>PHAS</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Moon Towers	3.45	3.55	2.05	2.10	2.50	3.75	<b>2.92</b>	<b>STANDARD</b>
Family Sites	3.10	3.70	2.15	2.20	2.50	3.75	<b>2.95</b>	<b>STANDARD</b>
Bluebell Tower	3.65	3.70	2.15	2.20	2.00	3.75	<b>3.00</b>	<b>STANDARD</b>
<b>PH Total</b>	<b>3.31</b>	<b>3.64</b>	<b>2.11</b>	<b>2.16</b>	<b>2.44</b>	<b>3.75</b>	<b>2.94</b>	<b>STANDARD</b>

# HOUSING CHOICE VOUCHER PROGRAM

## HOUSING CHOICE VOUCHER PROGRAM

### APPLICATION/WAIT LIST

WAIT LIST	WL PRIOR	APPLICATIONS				VOU. ISSUED	WL CURRENT	WL AVG
		NEW	DENIED	INACTIVE	PURGED			
JAN	192	16	20	2	0	9	177	177.00
FEB	177	19	32	3	0	5	156	166.50
MAR	156	14	15	1	0	7	147	160.00
APR							0	
MAY							0	
JUN							0	
JUL							0	
AUG							0	
SEPT							0	
OCT							0	
NOV							0	
DEC							0	
TOTAL		49	67	6	0	21		

### VOUCHER ACTIVITY

VOUCHER ACTIVITY	PRIOR SEARCH	VOUCHER ACTIVITY						VOUCH. SEARCH
		ISSUED	EXPIRED	REVOKE	PORTS	FORFEIT	LEASED	
JAN	10	9	1	0	0	0	3	15
FEB	15	5	0	0	0	0	3	17
MAR	17	7	0	0	0	0	3	21
APR								0
MAY								0
JUN								0
JUL								0
AUG								0
SEPT								0
OCT								0
NOV								0
DEC								0
TOTAL		21	1	0	0	0	9	



# HOUSING CHOICE VOUCHER PROGRAM

## HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – KNOX COUNTY

KNOX CO. HAP STATS	KNOX CO. VOUCH	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		KNOX CO.	TOTAL			
JAN	191	\$ 66,403.00	\$ 74,763.00	88.82%	\$ 347.66	\$ 347.66
FEB	191	\$ 68,407.00	\$ 76,906.00	88.95%	\$ 358.15	\$ 352.91
MAR	195	\$ 70,196.00	\$ 75,929.00	92.45%	\$ 359.98	\$ 355.26
APR						
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	577	\$ 205,006.00	\$ 227,598.00	90.07%	\$ 355.30	

## HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – PORTABILITY

PORTABILITY HAP STATS	PORTED VOUCH.	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		PORTED	TOTAL			
JAN	7	\$ 5,960.00	\$ 74,763.00	7.97%	\$ 851.43	\$ 851.43
FEB	7	\$ 5,960.00	\$ 76,906.00	7.75%	\$ 851.43	\$ 851.43
MAR	7	\$ 11,025.00	\$ 75,929.00	14.52%	\$ 1,575.00	\$ 851.43
APR						
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	21	\$ 22,945.00	\$ 227,598.00	10.08%	\$ 1,092.62	

# HOUSING CHOICE VOUCHER PROGRAM

## PROGRAM UTILIZATION

VOUCHER - UTILIZATION				BUDGET AUTHORITY - UTILIZATION				
MON	ACC	UML	%	HAP EXPENSE	BUDG. AUTH.	NRP	BA + NRP	%
JAN	280	198	70.71%	\$ 74,763.00	\$ 77,065.92	\$ 5,223.92	\$ 82,289.84	90.85%
FEB	280	198	70.71%	\$ 151,669.00	\$ 154,132.00	\$ 5,559.92	\$ 159,691.92	94.98%
MAR	280	203	72.50%	\$ 235,616.00	\$ 231,198.00	\$ (2,458.08)	\$ 228,739.92	103.01%
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								

SEMAP scoring for voucher utilization (lease up) is based on % to baseline (280) of total voucher leased, or % of budget authority + NRP expended. To attain full points (20), the agency must achieve 98.0% utilization.

## SEMAP FORECAST

SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM							
CATEGORY	PTS.	AVAIL.	SCORE	CATEGORY	PTS.	AVAIL.	SCORE
Wait List Management	15.0	15.0	100.00%	HQS - Pre-Contract	5.0	5.0	100.00%
Rent Reasonableness	20.0	20.0	100.00%	HQS - Annual Inspections	10.0	10.0	100.00%
Tenant Files	25.0	25.0	100.00%	Payment Standards	5.0	5.0	100.00%
Utility Allowances	5.0	5.0	100.00%	Annual Reexaminations	10.0	10.0	100.00%
HQS - Quality Control	5.0	5.0	100.00%	HAP/Voucher Utilization	20.0	20.0	100.00%
HQS - Enforcement	10.0	10.0	100.00%	<b>SEMAP FORECAST</b>	130.0	130.0	100.00%
				<b>SEMAP FORECAST</b>		<b>High Performer</b>	

Based on current trending, the agency would score as **High Performer** for the current SEMAP cycle.



# AFFORDABLE HOUSING PRESERVATION (AHP)

## AFFORDABLE HOUSING PRESERVATION (AHP)

### OCCUPANCY

CURRENT PERIOD	UNIT DAYS				UNIT MONTHS			
	UDA	UDL	OCC %	VAC %	UMA	UML	OCC %	VAC %
Brentwood	2232	2201	98.6%	1.4%	72	71	98.6%	1.4%
Prairieland	2015	1965	97.5%	2.5%	65	65	100.0%	0.0%
<b>AHP Total</b>	<b>4247</b>	<b>4166</b>	<b>98.1%</b>	<b>1.9%</b>	<b>137</b>	<b>136</b>	<b>99.3%</b>	<b>0.7%</b>

FISCAL YTD	UNIT DAYS				UNIT MONTHS			
	UDA	UDL	OCC %	VAC %	UMA	UML	OCC %	VAC %
Brentwood	26280	25796	98.2%	1.8%	864	864	100.0%	0.0%
Prairieland	23725	23508	99.1%	0.9%	780	780	100.0%	0.0%
<b>AHP Total</b>	<b>50005</b>	<b>49304</b>	<b>98.6%</b>	<b>1.4%</b>	<b>1644</b>	<b>1644</b>	<b>100.0%</b>	<b>0.0%</b>

	#	CURRENT PERIOD				#	FISCAL YTD			
		DOWN	MAINT.	LEASING	TOTAL		DOWN	MAINT.	LEASING	TOTAL
Brentwood	0	0	0	0	0	19	110	105	139	354
Averages		0.0	0.0	0.0	0.0		5.8	5.5	7.3	18.6
Prairieland	5	27	40	7	74	21	71	127	29	227
Averages		5.4	8.0	1.4	14.8		3.4	6.0	1.4	10.8
<b>PH Total</b>	<b>5</b>	<b>27</b>	<b>40</b>	<b>7</b>	<b>74</b>	<b>40</b>	<b>181</b>	<b>232</b>	<b>168</b>	<b>581</b>
Averages		<b>5.4</b>	<b>8.0</b>	<b>1.4</b>	<b>14.8</b>		<b>4.5</b>	<b>5.8</b>	<b>4.2</b>	<b>14.5</b>

Occupancy days are measured regarding maximizing rental potential and to minimize vacancy loss. Occupancy months are measured by HUD through its systems to assess the management capability of each PHA. The goal for each is 98.0%.

# AFFORDABLE HOUSING PRESERVATION (AHP)

## FINANCIAL ANALYSIS

The financial statements for March 2022 and FYE 03/31/2022 closeout are being prepared for the unaudited Financial Data Statements (FDS) submission, which is due 05/31/2022. March 2022 and FYE 03/31/2022 financial statements and reports shall be presented to the Board for review and approval at the May 31, 2022 regular meeting.



# AFFORDABLE HOUSING PRESERVATION (AHP)

## MAINTENANCE REPORT

### MAINTENANCE - UNIT TURN

CURRENT PERIOD	#	DOWN	AVG	MAINT.	AVG	TOTAL	AVG
Brentwood	0	0	0.00	0	0.00	0	0.00
PrairieLand	5	27	5.40	40	8.00	67	13.40
<b>AHP Total</b>	5	27	5.40	40	8.00	67	13.40

FISCAL YTD	#	DOWN	AVG	MAINT.	AVG	TOTAL	AVG
Brentwood	17	110	6.47	105	6.18	215	12.65
PrairieLand	21	71	3.38	127	6.05	198	9.43
<b>AHP Total</b>	38	181	4.76	232	6.11	413	10.87

### MAINTENANCE - ROUTINE WORK ORDERS

CURRENT PERIOD	REQ	COMP	COMP %	OPEN %	DAYS	AVG
Brentwood	28	27	96.4%	3.6%	5.43	0.20
PrairieLand	39	39	100.0%	0.0%	4.36	0.11
<b>AHP Total</b>	67	66	100.0%	0.0%	9.79	0.15

FISCAL YTD	REQ	COMP	COMP %	OPEN %	DAYS	AVG
Brentwood	357	356	99.7%	0.3%	46.71	0.13
PrairieLand	334	334	100.0%	0.0%	36.57	0.11
<b>AHP Total</b>	691	690	100.0%	0.0%	83.28	0.12

### MAINTENANCE - EMERGENCY WORK ORDERS

CURRENT PERIOD	REQ	< 24	< 24 %	FX 72	FX 72 %	OPEN	OPEN %
Brentwood	8	8	100.0%	8	100.0%	0	0.0%
PrairieLand	4	4	100.0%	4	100.0%	0	0.0%
<b>AHP Total</b>	12	12	100.0%	12	100.0%	0	0.0%

FISCAL YTD	REQ	< 24	< 24 %	FX 72	FX 72 %	OPEN	OPEN %
Brentwood	178	178	100.0%	178	100.0%	0	0.0%
PrairieLand	88	88	100.0%	88	100.0%	0	0.0%
<b>AHP Total</b>	266	266	100.0%	266	100.0%	0	0.0%

# AFFORDABLE HOUSING PRESERVATION (AHP)

## MAINTENANCE - ANNUAL INSPECTIONS

FISCAL YTD	TOTAL	MTD	YTD	REM	COMP	#	WO	DONE	%
Brentwood	96	2	97	-1	101.0%	106	0	96	0.0%
PrairieLand	102	8	121	-19	118.6%	161	0	117	0.0%
<b>AHP Total</b>	198	10	218	-20	110.1%	267	0	213	100.0%

## MANAGEMENT OPERATIONS

### MANAGEMENT - EFFICIENCY

	APPEAR	PIC	EIV	FILE	CSSR	TENANT
Brentwood	94.5%	0.0%	0.0%	100.0%	100.0%	117.7%
PrairieLand	94.7%	100.0%	25.0%	97.7%	100.0%	87.8%

### MANAGEMENT - PEST CONTROL

NEW INFESTATIONS	BB	CR	OI	ROD	VER	TOT	TRT	%
Brentwood	0	0	0	0	0	0	0	100.0%
PrairieLand	0	0	0	0	0	0	0	100.0%
<b>AHP Total</b>	0	0	0	0	0	0	0	100.0%

INFESTATIONS - CP	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	CLEAR
Brentwood	0	0	0	0	0	0	72	0.0%	0
PrairieLand	0	0	0	0	0	0	66	0.0%	0
<b>AHP Total</b>	0	0	0	0	0	0	138	0.0%	0

INFESTATIONS - YTD	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	CLEAR	AVG DAYS
Brentwood	3	44	0	0	0	47	864	5.4%	14	83.00
PrairieLand	2	13	0	6	0	21	792	2.7%	8	36.75
<b>AHP Total</b>	5	57	0	6	0	68	1656	4.1%	22	59.88



# AFFORDABLE HOUSING PRESERVATION (AHP)

## CRIME REPORTING

FISCAL YTD	VIOLENT CRIMES				THEFT		OTHER CRIMES		
	ASS/BAT	MUR	SEX	BURG	ROB	THEFT	DOM	DRUG	OTHER
Brentwood									
Reported Crimes	1	0	0	0	0	0	3	0	43
Crime Rates	689.7	0.0	0.0	0.0	0.0	0.0	2069.0	0.0	29655.2
Prairieland									
Reported Crimes	0	0	0	0	0	1	1	0	33
Crime Rates	0.0	0.0	0.0	0.0	0.0	729.9	729.9	0.0	24087.6
Galesburg - CR	297.8	3.3	115.8	774.3	43.0	3239.6	1345.9	829.3	0.0
Knox County - CR	363.8	8.7	78.0	623.7	8.7	701.7	1345.9	3560.3	0.0

## OPERATIONS ASSESSMENT

	P - 100	P - 40	MASS	FASS	CFP	OVERALL	DESIGNATION
Brentwood	98.00	39.20	23.00	21.52	10.00	93.72	HIGH PERFORMER
Prairieland	98.00	39.20	21.00	2.00	10.00	74.20	STANDARD PERFORMER
<b>AHP Total</b>		39.20	22.04	12.19	10.00	83.43	STANDARD PERFORMER

## PROPERTY SCORECARDS

CURRENT PERIOD	MAINT	OCC	FINANCE	MGMT	TENANT	PHAS	OVERALL	DESIGNATION
Brentwood	3.25	3.80	2.70	2.50	3.00	3.75	<b>3.20</b>	STANDARD
Prairieland	3.70	3.70	2.35	2.80	3.00	3.00	<b>3.09</b>	STANDARD
<b>AHP Total</b>	3.47	3.75	2.53	2.64	3.00	3.39	<b>3.15</b>	STANDARD
	0.00	0.25	0.25	0.15	0.05	0.15	1	
	0.5088	0.93804	0.63315	0.59652	0.15	0.5087		
FISCAL YTD	MAINT	OCC	FINANCE	MGMT	TENANT	PHAS	OVERALL	DESIGNATION
Brentwood	3.45	3.55	3.30	2.80	2.00	3.75	<b>3.31</b>	STANDARD
Prairieland	3.85	4.00	2.65	2.90	2.00	3.00	<b>3.23</b>	STANDARD
<b>AHP Total</b>	3.64	3.77	2.99	2.85	2.00	3.39	<b>3.27</b>	STANDARD

This assessment is based on actual operational data for the current fiscal year.

# AGENCY VISION

## AGENCY VISION

### WHO WE ARE.

The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development.

Further, we will partner with other agencies to implement programs and services designed to help our families to not only succeed, but thrive.

### WHAT WE DO.

The KCHA is the largest owner of rental housing in Knox County, Illinois, providing homes to over 1,300 people. We currently have 424 units of public housing – 196 units of family housing and 228 units for single, elderly, and disabled individuals. The agency also oversees 200 Housing Choice Vouchers (Section 8), as well as 138 units of affordable housing. In all, the KCHA provides or funds 762 units of affordable living.

### WHO WE SERVE.

The population we serve is as diverse as the community we live in. Our clients represent a broad range of cultures, backgrounds, and stages in life – from hard working individuals and families to persons with disabilities and special needs to single parents seeking to improve the quality of life for their families.

Each year, the combination of low wages, unemployment, rising housing costs, and generational poverty affects thousands of residents in Knox County. The epidemic has reached crisis-level. The Knox County Housing Authority is here to help.







**Jack P. Ball, Esq.**  
Attorney at Law

A Professional Corporation

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Galesburg, Illinois 61402-0308  
Phone (309) 345-2255  
Fax (309) 345-2258

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April 25, 2022

Knox County Housing Authority  
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases<sup>1</sup>:

Courtney Brown (301 Huston St.)	1 <sup>st</sup> Appr. - 04/05/22 CD
Rakeisha Cunningham (1086 W. South St.)	1 <sup>st</sup> Appr. - 03/29/22 JD
Luz Carrillo (968 W. South St.)	1 <sup>st</sup> Appr. - 03/29/22 JD
Briana Ricketts (300 N. Jefferson St. #403)	1 <sup>st</sup> Appr. - CT 03/22/22 AO

2. Review monthly board packet.

Jack P. Ball, Esq.

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<sup>1</sup> Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, CT for continued, STI for summons to issue and ASTI for alias summons to issue, CMC case management conference, VMO for voluntary move out, VJCD for vacated judgment case dismissed and BW (Atty Bart Wolek) or TM (Atty Tracey Mergener) for Prairie State Legal Services.

**KNOX COUNTY HOUSING AUTHORITY**  
**FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA**  
**FOR THE YEAR ENDED MARCH 31, 2021**

KNOX COUNTY HOUSING AUTHORITY

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## **INTRODUCTION**

# Zenk & Associates, P.C.

## Certified Public Accountants

Members: American Institutes of Certified Public Accountants  
Michigan Association of Certified Public Accountants

### INDEPENDENT AUDITOR'S REPORT

Board of Commissioners,  
Knox County Housing Authority  
Galesburg, Illinois

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

#### Report on Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Knox County Housing Authority, as of and for the year ended March 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Knox County Housing Authority, as of March 31, 2021, and the respective changes in financial position and the cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis information on pages 3 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Knox County Housing Authority's basic financial statements. The financial data schedules and the schedule of expenditures of federal awards is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The financial data schedules and the schedule of expenditures of federal awards are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards* (Uniform Guidance), and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records use to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, financial data schedules and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with Government Auditing Standards, we have also issued our report dated February 1, 2022, on our consideration of the Knox County Housing Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Knox County Housing Authority's internal control over financial reporting and compliance.

*Zenk & Associates, P.C.*

February 1, 2022



KNOX COUNTY HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
MARCH 31, 2021  
(UNAUDITED)

**Introduction**

The Knox County Housing Authority's (the Authority) management's discussion and analysis is designed to {a} assist the reader in focusing on significant financial issues, {b} provide an overview of the Commission's financial activity, {c} identify change in the Commission's financial assets (its ability to address the next and subsequent year challenges), and {d} identify individual fund issues or concerns.

Since the Management Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the Commission's financial statements (beginning on page 10).

**FINANCIAL HIGHLIGHTS**

The Authority's net position decreased by \$577,977 (5%) during 2021. Nets position were \$11,043,773 and \$11,621,750 for 2021 and 2020 respectively. This increase is explained later in this section of the financial statements.

The business-type activities revenue decreased by \$930,073 (or 19%) during 2021, and were \$4,050,645 and \$4,980,718 for 2021 and 2020 respectively. This increase is explained later in this section of the financial statements.

The total expenses of all Authority's programs increased by \$107,516 (or 2%) during 2021. Total expenses were \$4,628,622 and \$4,521,106 for 2021 and 2020 respectively. This increase is explained later in this section of the financial statements.

**USING THIS ANNUAL REPORT**

The following graphic outline of the Authority's financial statement presentation:

<b>MD&amp;A</b> Management Discussion and Analysis - pages 3-10
<b>Basic Financial Statements</b> Authority-wide Financial Statements - pages 11-13 Notes to Financial Statements - pages 14-20
<b>Other Required Supplementary Information</b> Required Supplementary Information - pages 21-38

The current presentation focuses on both the Authority as a whole (Authority-wide) and the major individual funds. Both perspectives (Authority-wide and major funds) allow the user to address relevant questions, broaden a basis for comparison (year to year or Authority to Authority) and enhances the Authority's accountability.

KNOX COUNTY HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
MARCH 31, 2021  
(UNAUDITED)

**Authority-Wide Financial Statements**

The Authority-wide financial statements (see pages 11-13) are designed to be corporate-like in that all business type programs are consolidated into one single enterprise fund for the Authority.

These Statements include a Statement of Net Position, which is similar to a Balance Sheet. The Statement of Net Position reports all financial and capital resources for the Authority. The statement is presented in the format where assets, minus liabilities, equals "Net Position", formerly known as equity. Assets and liabilities are presented in order of liquidity, and are classified as "Current" (convertible into cash within one year), and "Non-current".

The focus of the Statement of Net Position (the "Unrestricted Net Position") is designed to represent the net available liquid (non-capital) assets, net of liabilities for the entire Authority. Net Position (formerly equity) are reported in three broad categories (as applicable):

Net Investment in Capital Assets: This component of Net Position consists of all Capital Assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Position: This component of Net Position consists of restricted assets, when constraints are placed on the assets by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

Unrestricted Net Position: Consists of Net Position that do not meet the definition of "Net Investment in Capital Assets" , or "Restricted Net Position".

The basic financial statements also include a Statement of Revenues, Expenses, and Changes in Fund Net Position (similar to an Income Statement). This Statement includes Operating Revenues, such as rental income, Operating Expenses, such as administrative, utilities, maintenance, and depreciation, and Non-Operating Revenues and Expenses, such as grant revenue, investment income and interest expense.

The focus of the Statement of Revenues, Expenses, and Changes in Net Position is the "Change in Net Position", which is similar to Net Income or Loss.

Finally, a Statement of Cash Flows is included, which discloses net cash provided by, or used for operating activities, non-capital financing activities, and from capital and related financial activities.

**Fund Financial Statements**

Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The focus is now on Major Funds, rather than fund types. The Authority consists of exclusively Enterprise Funds. Enterprise Funds utilize the full accrual basis of accounting. The Enterprise method of accounting is similar to accounting utilized by the private sector accounting. Many of the funds maintained by the Authority are required by the U.S. Department of Housing and Urban Development (HUD). Others are segregated to enhance accountability and control.

KNOX COUNTY HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
MARCH 31, 2021  
(UNAUDITED)

**The Authority's Funds**

Enterprise Funds, using Business-Type Presentation Format

Conventional Public Housing Program - Under the Conventional Public Housing Program (CFDA #14.850), the Authority owns and manages dwelling units, which it rents to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC # C-3012) with HUD. HUD provides Operating Subsidy and Capital Grant funding to enable the PHA to provide the housing at a flat rate or a rate based upon 30% of household income, depending on the circumstances and choice of the renter.

Capital Fund Program - (CFDA # 14.872), the Commission receives additional funding from HUD which is the primary funding source for physical and management improvements to the Commission owned properties and its operations. This program provides funding for large-scale improvements or unplanned emergencies that are not covered by the operating subsidies of the conventional program.

Housing Choice Voucher Program - Under the Housing Choice Voucher Program, the Authority administers contracts with independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides Annual Contributions Funding to enable the Authority to structure a lease that sets the participants' rent at 30% of household income.

Business Activities - Under the Business Activities, under the New Construction Program (CFDA # 14.182), the Authority owns and manages dwelling units, which it rents to low-income households. The Authority receives subsidies from HUD to help subsidize rents for tenants.

**Authority-Wide Statements**

The following table reflects the condensed Statement of Net Position compared to prior year. The Authority is engaged in Business-Type Activities.

**Knox County Housing Authority  
Summary Statement of Net Position  
As of March 31, 2021**

<u>Category</u>	<u>FYE 2021</u>	<u>FYE 2020</u>	<u>Change \$</u>	<u>Change %</u>
Current and Other Assets	\$ 3,104,325	\$ 3,044,039	\$ 60,286	2%
Capital Assets (Net of Depreciation)	<u>9,153,136</u>	<u>9,671,774</u>	<u>(518,638)</u>	-5%
Total Assets	\$ <u>12,257,461</u>	\$ <u>12,715,813</u>	\$ <u>(458,352)</u>	-4%
Current Liabilities	\$ 560,583	\$ 394,429	\$ 166,154	42%
Long Term Liabilities	<u>653,105</u>	<u>699,634</u>	<u>(46,529)</u>	-7%
Total Liabilities	\$ 1,213,688	\$ 1,094,063	\$ 119,625	11%
Net Investment in Capital Assets	\$ 8,510,372	\$ 8,980,782	\$ (470,410)	-5%
Restricted Net Position	226,481	225,902	579	0%
Unrestricted Net Position	<u>2,306,920</u>	<u>2,415,066</u>	<u>(108,146)</u>	-4%
Total Net Position	\$ <u>11,043,773</u>	\$ <u>11,621,750</u>	\$ <u>(577,977)</u>	-5%

KNOX COUNTY HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
MARCH 31, 2021  
(UNAUDITED)

**Major Factors Affecting the Statement of Net Position**

Current assets increased by \$60,286 (or 2%) due to the increase HUD subsidies. Capital Assets decreased \$518,638 (or 5%) which is mostly attributed to depreciation.

Current liabilities increased by \$166,154 (or 42%) due to the increase in deferred revenue.. Long term liabilities decreased by \$46,529 (or 7%) due to debt payments.

**Knox County Housing Authority  
Change of Unrestricted Net Position  
As of March 31, 2021**

Beginning Balance	\$	2,415,066
Results of Operations		(577,977)
Current Year Depreciation (1)		862,628
Capital Expenditures		(343,990)
Retirement of Assets, Net		-
Retirement of Debt		(48,228)
Change in Restricted		(579)
Prior Period Adjustment		<u>-</u>
Ending Balance	\$	<u>2,306,920</u>

(1) Depreciation is treated as an expense and reduces the results of operations but does not have an impact on Unrestricted Net Position.

While the results of operations are a significant measure of the Authority's activities, the analysis of the changes in Unrestricted Net Position provides a clearer change in financial well-being.

KNOX COUNTY HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
MARCH 31, 2021  
(UNAUDITED)

**Knox County Housing Authority**  
**Summary Statement of Revenues & Expenses and Changes in Net Position**  
**Years Ended March 31, 2021 and 2020**

<u>Category</u>	<u>FYE 2021</u>	<u>FYE 2020</u>	<u>Change \$</u>	<u>Change %</u>
Tenant Revenues	\$ 1,472,005	\$ 1,557,786	\$ (85,781)	-6%
Program Grants and Subsidies	2,494,780	2,474,079	20,701	1%
Capital Grants	60,735	720,290	(659,555)	-92%
Interest Income - Unrestricted	2,549	36,923	(34,374)	-93%
Other Revenues	<u>20,576</u>	<u>191,640</u>	<u>(171,064)</u>	-89%
Total Revenue	<u>4,050,645</u>	<u>4,980,718</u>	<u>(930,073)</u>	-19%
Administrative	1,167,914	1,121,629	46,285	4%
Tenant Services	988	1,925	(937)	-49%
Utilities	224,838	212,657	12,181	6%
Ordinary Maintenance	1,078,963	1,102,014	(23,051)	-2%
General	324,350	333,276	(8,926)	-3%
Interest Expense	45,073	48,176	(3,103)	-6%
Housing Assistance Payments	923,868	879,315	44,553	5%
Depreciation	<u>862,628</u>	<u>822,114</u>	<u>40,514</u>	5%
Total Expenses	4,628,622	4,521,106	107,516	2%
Excess of Revenue Over Expenses	(577,977)	459,612	(1,037,589)	-226%
Net Position, Beginning of Year	11,621,750	11,155,550	466,200	4%
Prior Period Adjustment	<u>-</u>	<u>6,588</u>	<u>(6,588)</u>	-100%
Net Position, End of Year	\$ <u>11,043,773</u>	\$ <u>11,621,750</u>	\$ <u>(577,977)</u>	-5%

**Results of Operations**

Revenues of the Authority are generated principally by Federal and State funding grant income. The Authority's revenue decreased by \$774,282 from the previous fiscal year. Notable changes as compared from the previous year include:

- Tenant revenues decreased by \$85,781 due to the fluctuation in calculated tenant rent amounts during the year.
- Grants and subsidies increased by \$20,701 due to funding changes.
- Capital grants decreased by \$659,555 from draw downs of funds for projects.
- Other revenue decreased by \$171,064 from various items. Interest income decreased \$34,374 due to decrease in interest rates.

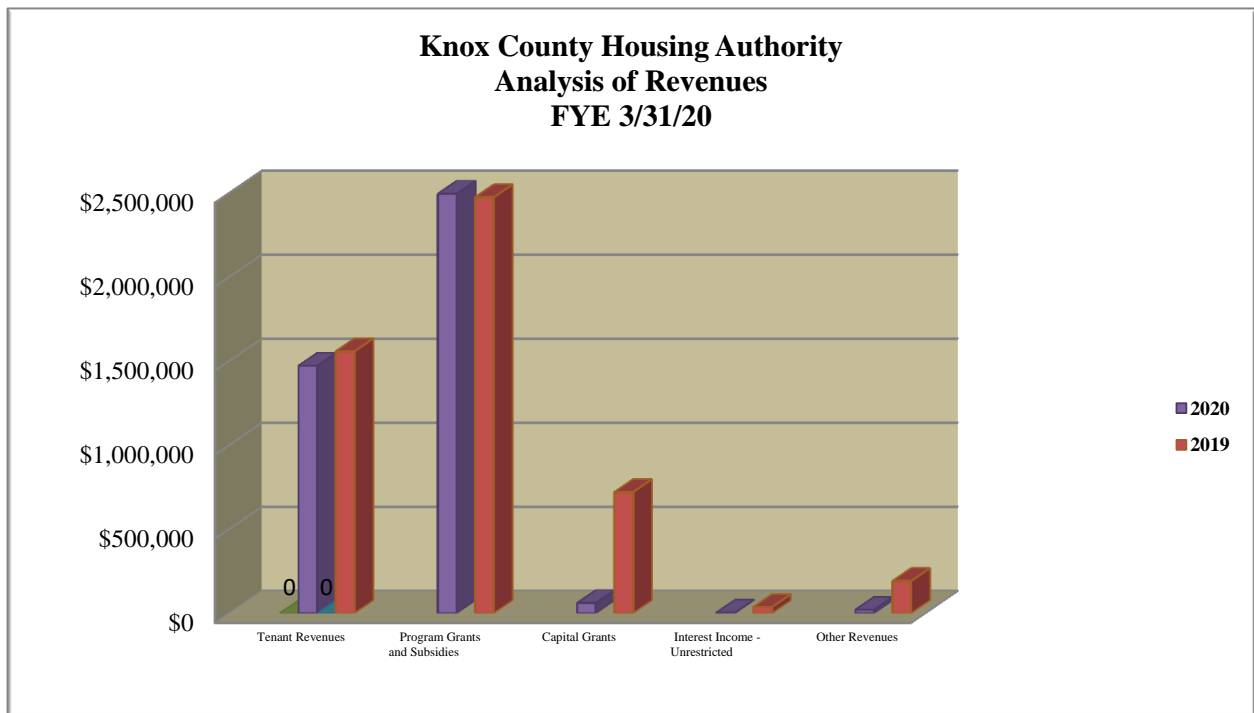
KNOX COUNTY HOUSING AUTHORITY  
 MANAGEMENT'S DISCUSSION AND ANALYSIS  
 MARCH 31, 2021  
 (UNAUDITED)

**Results of Operations, Continued**

Expenses increased by a total of \$107,517 from the previous year. Significant changes from the previous year include:

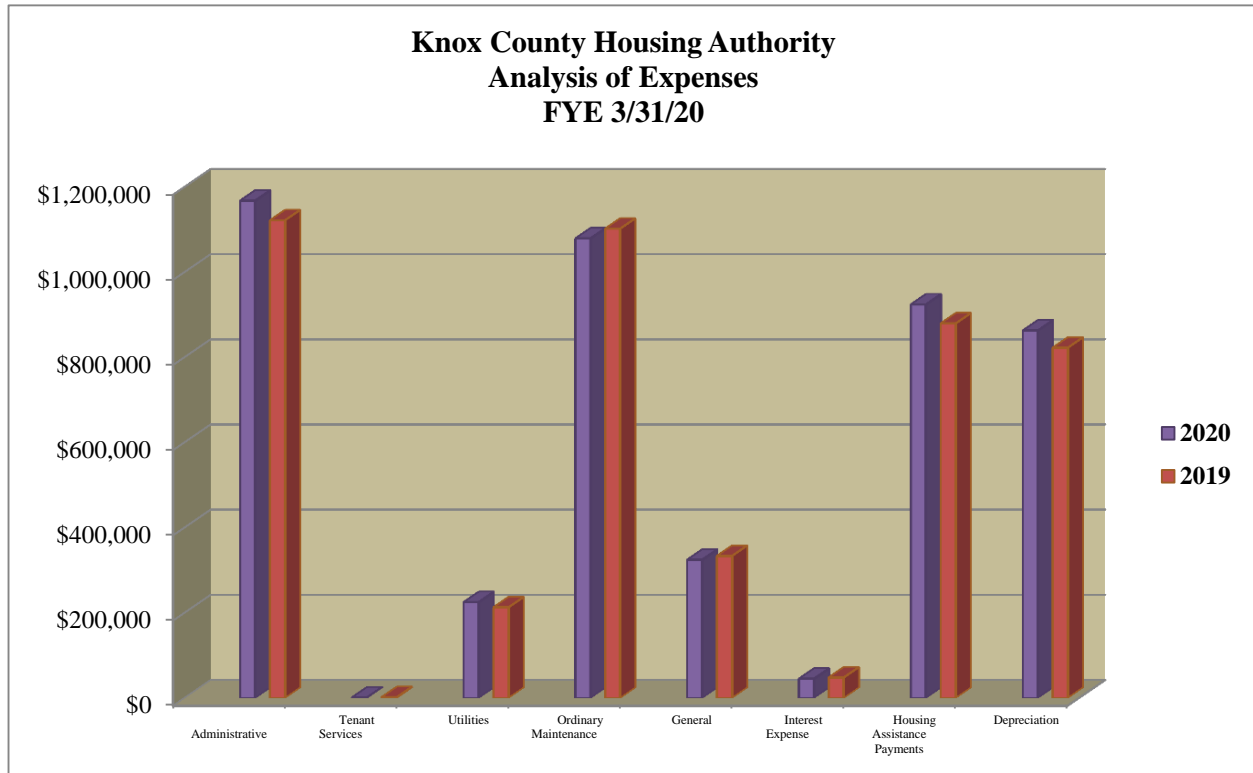
- Administrative expenses increased by \$46,285. Tenant services decreased by \$937.
  
- Utilities increased by \$12,181 due to increase in energy costs.
  
- Maintenance decreased by \$23,051 due to increase in contracts. General expenses increased by \$8,926. Interest expense decreased \$3,103 due to paying down debt.
  
- Housing Assistance payments increased by \$44,553 due to increase in lease ups. Depreciation increased by \$40,514.

We have provided the following presentation to demonstrate the revenues and expenses by summarized account category:





KNOX COUNTY HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
MARCH 31, 2021  
(UNAUDITED)



**Capital Assets**

As of March 31, 2021, the Knox County Housing Authority's investment in capital assets was \$9,153,136 (net of accumulated depreciation). This investment includes building improvements and equipment, net of accumulated depreciation.

**Knox County Housing Authority  
Change in Capital Assets  
As of March 31, 2021**

<u>Categories</u>	<u>2021</u>	<u>2020</u>	<u>Change \$</u>	<u>Change %</u>
Land	\$ 3,033,316	\$ 3,033,316	\$ -0-	0%
Buildings	33,382,822	33,305,643	77,179	0%
Equipment - Dwelling	458,864	456,009	2,855	1%
Equipment - Administrative	732,935	676,069	56,866	8%
Construction in Progress	60,735	-	60,735	
Subtotal	<u>37,668,672</u>	<u>37,471,037</u>	197,635	
Accumulated Depreciation	<u>(28,515,536)</u>	<u>(27,799,263)</u>	<u>(716,273)</u>	3%
Total	<u>\$ 9,153,136</u>	<u>\$ 9,671,774</u>	<u>\$ (518,638)</u>	-5%

The total decrease in the Authority's capital assets for the current fiscal year was \$518,638 or 5% in terms of net book value. Actual expenditures from the Capital Fund Program to purchase equipment and construct capital assets were \$60,735 for the year. Total capital expenditures for the year were \$343,990.

KNOX COUNTY HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
MARCH 31, 2021  
(UNAUDITED)

**Knox County Housing Authority  
Change in Capital Assets  
As of March 31, 2021**

Beginning Balance	\$	9,671,774
Additions		343,990
Retirements		
Net of Depreciation		-
Prior Period Adjustment		
Depreciation		<u>(862,628)</u>
Ending Balance	\$	<u>9,153,136</u>

Additions and deletions relate to *Capital Fund Program* grant improvements and public housing operations.

**Knox County Housing Authority  
Change in Net Investment in Capital Assets  
As of March 31, 2021**

Beginning Balance	\$	8,980,782
Additions		343,990
Retirements		
Net of Depreciation		-
Retirement of Debt		48,228
Prior Period Adjustment		-
Depreciation		<u>(862,628)</u>
Ending Balance	\$	<u>8,510,372</u>

**Long-Term Debt**

The Authority entered into Multifamily Revenue Bond, Series 2006 in January 2006, for a 20-year bond in the amount of \$1,400,000. The balance of this bond as of March 31, 2021 is \$642,764.

**Knox County Housing Authority  
Long-Term Debt  
As of March 31, 2021**

	<u>2021</u>	<u>2020</u>	<u>Change</u>
4	\$ 642,764	\$ 690,992	\$ (48,228)
Less: Current Portion	<u>(51,503)</u>	<u>(48,227)</u>	<u>(3,276)</u>
Total Long-Term Debt	<u>\$ 591,261</u>	<u>\$ 642,765</u>	<u>\$ (51,504)</u>

If you should have additional questions regarding the financial information, you can contact our office in writing at the following address:

Knox County Housing Authority  
Derek Antoine, Executive Director  
225 West Tompkins Street  
Galesburg, IL 61401

## **BASIC FINANCIAL STATEMENTS**

KNOX COUNTY HOUSING AUTHORITY  
STATEMENT OF NET POSITION  
MARCH 31, 2021

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents - Unrestricted	\$	2,253,908
Cash and Cash Equivalents - Restricted		443,398
Cash - Tenant Security Deposit		147,044
Accounts Receivable		61,016
Accounts Receivable - Other Government		2,750
Prepaid Expenses		144,209
Inventory		52,000
TOTAL CURRENT ASSETS		3,104,325

NONCURRENT ASSETS

Capital Assets:		
Nondepreciable		3,094,051
Depreciable		34,574,621
Less: Accumulated Depreciation		(28,515,536)
TOTAL CAPITAL ASSETS		9,153,136

TOTAL ASSETS	12,257,461
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LIABILITIES AND NET POSITION

CURRENT LIABILITIES

Accounts Payable		23,454
Accrued Liabilites		56,547
Due to Other Governmental Units		88,492
Tenant Security Deposits		147,043
Unearned Revenue		186,784
Accrued Compensated Absences, Current Portion		6,760
Debt, Current Portion		51,503
TOTAL CURRENT LIABILITIES		560,583

NONCURRENT LIABILITIES

Accrued Compensated Absences		61,844
Long Term Debt		591,261
TOTAL NONCURRENT LIABILITIES		653,105

TOTAL LIABILITIES	1,213,688
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NET POSITION

Net Investment in Capital Assets		8,510,372
Restricted		226,481
Unrestricted		2,306,920
TOTAL NET POSITION		11,043,773

TOTAL LIABILITIES AND NET POSITION	\$ 12,257,461
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"SEE INDEPENDENT AUDITOR'S REPORT"  
"THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS"



KNOX COUNTY HOUSING AUTHORITY  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
YEAR ENDED MARCH 31, 2021

OPERATING REVENUES		
Tenant Revenue	\$	1,472,005
Program Grants - Subsidies		2,494,780
Other Revenue		<u>12,539</u>
TOTAL OPERATING REVENUES		3,979,324
OPERATING EXPENSES		
Administrative		1,167,914
Tenant Services		988
Utilities		224,838
Maintenance		1,078,963
Protective Services		18,529
General Expense		284,777
Bad Debts		21,044
Housing Assistant Payments		923,868
Depreciation		<u>862,628</u>
TOTAL OPERATING EXPENSES		<u>4,583,549</u>
NET OPERATING LOSS		(604,225)
NON - OPERATING REVENUE (EXPENSES)		
Fraud Recovery		3,537
Interest Income		2,549
Gain on Disposal of Capital Assets		4,500
Interest Expense		<u>(45,073)</u>
TOTAL NON-OPERATING REVENUE (EXPENSES)		<u>(34,487)</u>
Capital Grants		<u>60,735</u>
CHANGE IN NET POSITION		(577,977)
NET POSITION, BEGINNING OF YEAR		<u>11,621,750</u>
NET POSITION, END OF YEAR	\$	<u><u>11,043,773</u></u>

"SEE INDEPENDENT AUDITOR'S REPORT"  
"THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS"

KNOX COUNTY HOUSING AUTHORITY  
STATEMENT OF CASH FLOWS  
YEAR ENDED MARCH 31, 2021

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash Received from Customers	\$ 2,361,941
Cash Received from Grants and Subsidies	2,474,079
Cash Payments to Suppliers for Goods and Services	(2,685,853)
Cash Payments for Wages and Related Benefits	<u>(1,697,163)</u>
ACTUAL NET CASH PROVIDED BY OPERATING ACTIVITIES	453,004
 <b>CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Fraud Recovery	<u>6,452</u>
ACTUAL NET CASH PROVIDED BY NONCAPITAL AND RELATED FINANCING ACTIVITIES	6,452
 <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Acquisition of Capital Assets	(951,219)
Capital Grants Received For Capital Assets	843,386
Principal Payments on Debt	(45,123)
Interest Payments on Debt	<u>(48,176)</u>
ACTUAL NET CASH USED BY CAPITAL AND RELATED FINANCING ACTIVITIES	(201,132)
 <b>CASH FLOW FROM INVESTING ACTIVITIES</b>	
Interest Income	<u>2,549</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	260,873
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>2,496,070</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 2,756,943</u>
 <b>RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
Net Operating Loss	\$ (604,225)
Adjustments to Reconcile Operating Loss to Net Cash provided by Operating Activities	
Depreciation	862,628
Bad Debt	21,044
(Increase) Decrease in Assets:	
Receivables	(13,974)
Inventory	(1,112)
Prepaid Expenses	1,335
Increase (Decrease) in Liabilities:	
Accounts Payable	(134,794)
Accrued Liabilities	17,088
Tenant Security Deposits	6,188
Unearned Revenue	<u>5,178</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 159,356</u>
 <b>CASH AND CASH EQUIVALENT RECONCILIATION</b>	
Cash and Cash equivalents - Unrestricted	\$ 2,253,908
Cash and Cash equivalents - Restricted	443,398
Cash - Security Deposits	<u>147,044</u>
CASH AND CASH EQUIVALENTS	<u>\$ 2,844,350</u>

"SEE INDEPENDENT AUDITOR'S REPORT"

"THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS"

KNOX COUNTY HOUSING AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2021

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Organization and Reporting Entity

The Knox County Housing Authority (Authority) contracts with the U.S. Department of Housing and Urban Development (HUD) to provide housing to low-income families. The Authority receives subsidies and is regulated by HUD to provide such housing. Therefore, HUD provides the Authority with detailed manuals that prescribe and describe accounting principles and procedures to be used by the Public Housing Authority (PHC). Any significant or material deviations from prescribed procedures are required to be reported as findings in the audit report prepared for HUD. In addition, HUD determines and arranges for temporary and permanent financing for the PHC and provides the funding for repayment of the indebtedness thus created.

The accompanying general purpose financial statements comply with the provisions of Governmental Accounting Standards Board, (GASB) Statement No. 61, The Financial Reporting Entity: Omnibus - an Amendment of GASB Statement No. 14 and Statement No. 39. Financial statements include all organizations, activities, and functions for which the Authority is financially accountable. Financial accountability is defined by the component unit as being fiscally dependent on the Authority. The criteria of financial accountability is the appointment of a voting majority plus the ability of the primary government to impose its will upon the potential component unit. These criteria were considered in determining the reporting entity. On that basis, the Authority's management believes the financial statements represents all of the funds in which the Authority is financially accountable.

Basis of Presentation

The financial statements of the Authority have been prepared in conformity with generally accepted accounting principles (GAAP) in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the Authority follows GASB guidance as applicable to proprietary funds and FASB Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins issued on or before November 30, 1989 that do not conflict with or contradict GASB pronouncements. Government activities, which normally are supported by intergovernmental (grant) revenues, are reported separately from any business-type activities, which would rely to a significant extent on fees and charges for support. All of the Authority's activities are considered business activities.

The Authority's basic financial statements consist of a statement of net position, a statement of revenues, expenses, and changes in net position, and a statement of cash flows.

The Authority uses a single enterprise fund to maintain its financial records on an accrual basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Enterprise fund reporting focuses on the determination of the change in net position, financial position and cash flows. An enterprise fund may be used to account for any activity for which a fee is charged to external users for goods and services.

Measurement Focus and Basis of Accounting

The enterprise fund is accounted for on a flow of economic resources measurement focus and the accrual basis of accounting. All assets and all liabilities associated with the operation of the Authority are included on the statement of net position. The statement of changes in net position presents increases (i.e., revenues) and decreases (i.e., expenses) in net total assets. The statement of cash flows provides information about how the Authority finances and meets the cash flow of its enterprise activity.

**"SEE INDEPENDENT AUDITOR'S REPORT"**

KNOX COUNTY HOUSING AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2021

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Measurement Focus and Basis of Accounting - Continued

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operation. The principal operating revenues of the Authority's enterprise fund are charges to tenants for rent and operating subsidies from HUD. Operating expenses for the enterprise fund include the costs of facility maintenance, housing assistance payments, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Budgetary Accounting

The Authority annually prepares its budget for its PHA grants, projects, and budgets for other grants, as prescribed by the Department of Housing and Urban Development. They also prepare five-year budgets. Capital Fund Program budgets are approved by HUD.

Cash and Cash Equivalents

For purposes of reporting cash flows, cash and cash equivalents includes amounts on hand and amounts on deposit at financial institutions (checking, savings, and certificates of deposit).

Restricted Cash and Cash Equivalents

Restricted cash and cash equivalents represents amounts held in tenants' escrow accounts and for other purposes in Section 8 Vouchers' Choice Program.

Tenants' Accounts Receivable - Recognition of Bad Debts

Bad debts are provided on the allowance method based on management's evaluation of the collectability of outstanding tenants' accounts receivable balances at the end of the year. The total receivables at March 31, 2021 was \$75,184 with an allowance of \$22,554. Fraud recovery was \$6,710 with an allowance of \$1,818.

Inventories and Materials

Inventories and materials are priced using the average cost method. The allowance for obsolete inventory was \$5,525 at March 31, 2021.

Property and Equipment

Property and equipment are stated at cost and depreciation is computed using the straight line method over an estimated useful life of the assets. The cost of normal maintenance and repairs, that do not add to the value of the asset or materially extend the asset life, are not capitalized. The following are the useful lives used for depreciation purposes:

Buildings	40 Years
Equipment	5-10 Years
Leasehold Improvements	15 Years

**"SEE INDEPENDENT AUDITOR'S REPORT"**



KNOX COUNTY HOUSING AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2021

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Construction in Progress

Construction in progress consists of capital projects in progress funded primarily by the capital grant program.

Compensated Absences

It is the Authority's policy to permit employees to accumulate a limited amount of earned but unused sick leave and vacation days. The liability for these compensated absences is recorded as short-term and long-term liabilities based on historical trends. In accordance with the provision of GASB Statement No. 16, no liabilities is recorded for non-vesting accumulating rights to received sick pay benefits.

Payments in Lieu of Taxes

The Authority is a participant in a tax abatement program providing for payments in lieu of property taxes ("PILOT"). The payments are computed at 10% of rental income less utilities expense.

Restricted Net Position

This component of net position consist of restricted assets when constraints are placed on assets by creditors (through debt covenants), grantors, contributors, laws, regulations, etc.

Management Fee Revenues/Expenses

Management fee revenues and expenses as of March 31, 2021 on the Financial Data Schedule have been eliminated on the Statement of Revenues, Expenses, and Changes in Net Position.

Due From/To Other Programs

Interprogram receivables and payables as of March 31, 2021 on the Financial Data Schedule have been eliminated on the Statement of Net Position.

**NOTE 2 - CASH AND INVESTMENTS**

Cash and investments may be invested in the following HUD-approved vehicles:

- \* Direct obligations of the federal government backed by the full faith and credit of the United States;
- \* Obligations of government agencies;
- \* Securities of government sponsored agencies;
- \* Demand and savings deposits; and,
- \* Time deposits and repurchase agreements

At March 31, 2021, cash was in bank deposits and certificates of deposit, all of which were fully insured or collateralized with securities held by the Authority or by its agent in the Authority's name. The Authority's cash balances at March 31, 2021, totaled \$2,791,317. The Authority has no investments.

Interest Rate Risk - The Authority's formal investment policy does not specifically address the exposure to this risk.

**"SEE INDEPENDENT AUDITOR'S REPORT"**

KNOX COUNTY HOUSING AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2021

**NOTE 2 - CASH AND INVESTMENTS ,Continued**

- Credit Risk - The Authority's formal investment policy does not specifically address credit risk. Credit risk is generally evaluated based on the credit ratings issued by nationally recognized statistical rating organizations.
- Custodial Credit Risk - The Authority's policy is to limit credit risk by adherence to the list of HUD permitted investments, which are backed by the full faith and credit of or guarantee of principal and interest by the U.S. Government. At year end, \$2,594,350 of the Commission's bank balance of \$2,844,350 was exposed to custodial credit risk because it was uninsured, however, it was collateralized with government securities.
- Concentration of Credit Risk - The Authority's investment policy does not restrict the amount that the Authority may invest in any one issuer.

For all deposits shown below, the market value at the balance sheet date is substantially the same as the carrying value. The difference between the bank balance and carrying value is due to outstanding checks and/or deposits in transit. At various times during the year, the Authority's deposits may have been higher than the March 31, 2021 balances detailed below. This means that the Authority's risk and exposure could be higher at times. The Authority had no significant type of deposit during the year not included below.

Financial Statement Captions:

Cash and Cash Equivalents	\$ 2,253,908
Cash and Cash Equivalents - Restricted	443,398
Cash - Security Deposits	<u>147,044</u>
Total	<u>\$ 2,844,350</u>

Notes to Financial Statements:

Cash on Hand	\$ 600
Deposits	<u>2,843,750</u>
Total	<u>\$ 2,844,350</u>

Deposits and investments with stated interest rates (savings accounts, certificates of deposit) are stated at cost.

Investment income is allocated to the fund that owns the deposit.

**NOTE 3 - RESTRICTED CASH**

As of March 31, 2021, the Authority had the following cash, the use of which was restricted under the terms of various grant programs, debt obligations, and other requirements.

Conventional Program:	
Tenant Security Deposits	\$ 90,197
Payment of Current Liabilities	18,053
Section 8 Housing Choice Voucher Program	
Other Restricted	1,660
Payment of Current Liabilities	7
Business Activities	
Other Restricted	224,821
Tenant Security Deposits	56,847
Payment of Current Liabilities	43,067
PH CARES Act	
Other Restricted	<u>155,790</u>
Total Restricted Cash	<u>\$ 590,442</u>

"SEE INDEPENDENT AUDITOR'S REPORT"

KNOX COUNTY FINANCING AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2021

**NOTE 4 - COMPENSATED ABSENCES**

Compensated Absences

Vacation leave is accrued annually at 10 days off per year for employees with 8 years or less of service and 15 days off per year for employees with 8 years or more of service.

Sick pay is granted at a rate of 1.25 days per month with a maximum limit on accrued days of 90, no days accrue beyond 90 days for any employee. Upon separation from the Authority, unused sick pay is not paid out.

The following is a summary of changes in compensated absences for the year ended March 31, 2021:

<u>Description</u>	<u>Beginning</u> <u>Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending</u> <u>Balance</u>	<u>Due Within</u> <u>One Year</u>
Accrued Compensated Absences	\$ <u>59,388</u>	\$ <u>14,742</u>	\$ <u>(5,526)</u>	\$ <u>68,604</u>	\$ <u>6,760</u>

**NOTE 5 - CAPITAL ASSETS**

Capital asset activity for the year ended March 31, 2021, was as follows:

	<u>Beginning</u> <u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending</u> <u>Balance</u>
Capital Assets not being depreciated				
Land	\$ 3,033,316	\$ -0-	\$ -0-	\$ 3,033,316
Construction in Progress	<u>-0-</u>	<u>60,735</u>	<u>-0-</u>	<u>60,735</u>
Total Capital Assets Not Being Depreciated	3,033,316	60,735	-0-	3,094,051
Capital Assets being depreciated				
Building	33,305,643	77,179	-0-	33,382,822
Furniture and Equipment - Dwell	456,009	7,735	(4,880)	458,864
Furniture and Equipment - Admin	<u>676,069</u>	<u>198,341</u>	<u>(141,475)</u>	<u>732,935</u>
Total Capital Assets Being Depreciated	<u>34,437,721</u>	<u>283,255</u>	<u>(146,355)</u>	<u>34,574,621</u>
Subtotal Capital Assets	37,471,037	343,990	(146,355)	37,668,672
Less Accumulated Depreciation:				
Building	(26,907,806)	(772,411)	-	(27,680,217)
Furniture and Equipment - Dwell	(288,973)	(35,432)	4,880	(319,525)
Furniture and Equipment - Admin	<u>(602,484)</u>	<u>(54,785)</u>	<u>141,475</u>	<u>(515,794)</u>
Total Accumulated Depreciation	<u>(27,799,263)</u>	<u>(862,628)</u>	<u>146,355</u>	<u>(28,515,536)</u>
Capital Assets, Net of Accumulated Depreciation	\$ <u>6,638,458</u>	\$ <u>(579,373)</u>	\$ -	\$ <u>6,059,085</u>
Total Net Capital Assets	\$ <u>9,671,774</u>	\$ <u>(579,373)</u>	\$ -	\$ <u>9,153,136</u>

Depreciation expense for the year ended March 31, 2021 was \$862,628.

**"SEE INDEPENDENT AUDITOR'S REPORT"**

KNOX COUNTY HOUSING AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2021

**NOTE 6 - LONG TERM DEBT**

The following is a summary of changes in long-term debt for the year ended March 31, 2021.

<u>Type of Debt</u>	<u>Beginning</u>			<u>Ending</u>		
	<u>Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance</u>	<u>Due Within One Year</u>	
Revenue Bond	\$ <u>690,992</u>	\$ <u>-0-</u>	\$ <u>(48,228)</u>	\$ <u>642,764</u>	\$ <u>51,503</u>	

In January, 2006, the Authority entered into a Multifamily Revenue Bond, Series 2006 with the State Bank of Seaton, for a 20 year bond in the amount of \$1,400,000. The bond has an interest rate of 6.50% per annum with a maturity date of January, 2026, with monthly principal and interest payments of \$12,900, beginning February 1, 2006. In June, 2011, the monthly principal and interest payments were reduced to \$7,775.

<u>Project Bond</u>	<u>Date of Note</u>	<u>Term of Note</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Current Balance</u>
Multifamily Revenue Bond, Series 2006	01/01/06	20 Years	\$ 1,400,000	\$ 6.50%	\$ 642,764

Debt service requirements of the notes payable for fiscal years ending on March 31, 2021 are as follows:

<u>Due Fiscal Year Ending</u>	<u>Principal Amount</u>	<u>Interest</u>	<u>Total Payment</u>
2022	\$ 51,503	41,797	\$ 93,300
2023	55,002	38,298	93,300
2024	58,648	34,652	93,300
2025	62,722	30,578	93,300
2026	<u>414,889</u>	<u>26,317</u>	<u>441,206</u>
Total	\$ <u>642,764</u>	\$ <u>171,642</u>	\$ <u>814,406</u>

Interest expense for the year ended March 31, 2021 was \$45,073.

**NOTE 7 - EMPLOYEE RETIREMENT PLAN**

*Defined Contribution Plan:* Effective November 1, 2010, the Authority offers a defined contribution plan which is a supplemental employee benefit plan intended to comply with all applicable Federal Laws and regulations and other applicable State and Federal Laws.

The Investment Policy Statement (IPS) has been adopted by the Plan Administrator (Risk Management Systems) to provide guidelines for the investment and management of assets held in trust for the benefit participants in the Plan and their beneficiaries.

During the first year of the participation in the pension plan employees are 50% vested. Should they terminate employment during that year they are entitled to withdraw one half of the funds contributed on their behalf. Each year thereafter and additional 10% of the value of the account is vested with the employee becoming fully vested after five years of participation. The Authority can elect to contribute up to 15.3% of the contributing participants' compensation. Participants can voluntarily contribute up to the maximum allowed by law. The Authority may use forfeitures to pay Plan expenses or to reduce the amounts otherwise required to be contributed to the Plan. The participants contributed \$10,050 to the plan.

For the year ended March 31, 2021, the following amounts related to the defined contribution plan:

Authority Total Payroll	1,285,280
Payroll for Covered Employees	1,213,940
Employer (Authority) Contribution Made	185,396

**"SEE INDEPENDENT AUDITOR'S REPORT"**

KNOX COUNTY HOUSING AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2021

**NOTE 8 - RISK MANAGEMENT**

The Authority purchases commercial insurance with various deductibles and coverage to cover property, business auto, and general liabilities. For all insured programs, there have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

**NOTE 9 - PAYMENT IN LIEU OF TAXES**

The Authority has executed a Cooperation Agreement with the City of Galesburg that provides for tax exemption of the housing projects but requires the Authority to make payments in lieu of taxes for municipal services received based upon a prescribed formula related to rental income. In 2021, those payments totaled \$88,492.

**NOTE 10 - COMMITMENTS AND CONTINGENCIES**

Grants

The Authority received financial assistance from federal agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the Authority. The amount, if any, of disbursements which may be disallowed by the grantor cannot be determined at this time, although the Authority expects such amounts, if any, to be immaterial.

Litigation and Claims

In the normal course of operations, the Authority may be subject to litigation and claims. At March 31, 2021, the Authority resolved all current matters.

**NOTE 11 - SUBSEQUENT EVENTS**

The Authority has evaluated events and transactions for potential recognition of disclosures through February 1, 2022, which is the same date as the financial statements were available to be issued; the following events require disclosure as of March 31, 2021.

**"SEE INDEPENDENT AUDITOR'S REPORT"**



**OTHER SUPPLEMENTARY INFORMATION**

KNOX COUNTY HOUSING AUTHORITY  
FINANCIAL DATA SCHEDULES  
PROJECTS - BALANCE SHEET  
MARCH 31, 2021

FDS Line Item No.	Account Description	IL085000001	IL085000002	IL085000003	Total Projects
	ASSETS				
111	Cash - Unrestricted	\$429,596	\$321,147	\$137,157	\$887,900
113	Cash - Other Restricted	0	0	0	0
114	Cash - Tenant Security Deposits	33,891	44,497	11,809	90,197
115	Cash - Restricted for Payment of Current Liabilities	8,255	7,571	2,227	18,053
100	TOTAL CASH	471,742	373,215	151,193	996,150
122	Accounts Receivable - HUD Other Projects	0	0	0	0
124	Accounts Receivable - Other Governments	0	0	0	0
125	Accounts Receivable - Miscellaneous	0	0	0	0
126	A/R Tenants - Dwelling Rents	20,801	41,201	6,528	68,530
126.1	Allowance for Doubtful Accounts	(6,240)	(12,360)	(1,958)	(20,558)
127	Notes, Loans, & Mortgage Receivable - Current	2,924	0	0	2,924
128	Fraud Recovery	967	4,766	0	5,733
128.1	Allowance for Doubtful Accounts - Fraud Rec	(290)	(1,430)	0	(1,720)
129	Accrued Interest Receivable	0	0	0	0
120	TOTAL ACCOUNTS RECEIVABLE	18,162	32,177	4,570	54,909
131	Investments - Unrestricted	0	0	0	0
142	Prepaid Expenses & Other Assets	43,426	48,294	12,532	104,252
143	Inventories	8,075	28,075	9,035	45,185
143.1	Allowances for Obsolete Inventories	(808)	(2,811)	(706)	(4,325)
144	Interprogram Due From	0	0	0	0
150	TOTAL CURRENT ASSETS	540,597	478,950	176,624	1,196,171
161	Land	1,811,413	466,564	361,921	2,639,898
162	Buildings	9,566,916	16,042,592	3,913,892	29,523,400
163	Furniture and Equipment - Dwellings	178,156	181,679	65,039	424,874
164	Furniture and Equipment - Administrative	292,304	270,313	62,104	624,721
165	Leasehold Improvements	0	0	0	0
166	Accumulated Depreciation	(9,435,894)	(13,399,153)	(3,659,507)	(26,494,554)
167	Construction in Progress	0	60,735	0	60,735
160	TOTAL FIXED ASSETS, NET	2,412,895	3,622,730	743,449	6,779,074
174	Other Asset	0	0	0	0
180	TOTAL NON-CURRENT ASSETS	2,412,895	3,622,730	743,449	6,779,074
190	TOTAL ASSETS	\$2,953,492	\$4,101,680	\$920,073	\$7,975,245
	LIABILITIES				
312	Accounts Payable <=90 Days	\$391	\$310	\$877	\$1,578
321	Accrued Wages/Payroll Taxes	7,212	10,217	1,389	18,818
322	Accrued Compensated Absences	1,349	1,597	555	3,501
331	Accounts Payable - HUD PHA Programs	0	0	0	0
333	Accounts Payable - Other Governments	27,768	14,685	13,790	56,243
341	Tenant Security Deposits	33,890	44,497	11,809	90,196
342	Unearned Revenue	8,255	7,571	2,227	18,053
343	Current Portion of L-T Debt - Capital Projects	0	0	0	0
345	Other Current Liabilities	0	0	0	0
346	Accrued Liabilities Other	7,209	1,680	3,467	12,356
347	Interprogram Due To	0	0	0	0
310	TOTAL CURRENT LIABILITIES	86,074	80,557	34,114	200,745
351	Long-Term Debt, Net of Current - Capital Proj	0	0	0	0
353	Non-Current Liabilities - Other	0	0	0	0
354	Accrued Compensated Absences - Non Current	13,140	14,370	5,000	32,510
350	TOTAL NONCURRENT LIABILITIES	13,140	14,370	5,000	32,510
300	TOTAL LIABILITIES	99,214	94,927	39,114	233,255
	EQUITY				
508.1	Invested in Capital Assets, Net of Related Debt	2,412,895	3,622,730	743,449	6,779,074
511.1	Restricted Net Position	0	0	0	0
512.1	Unrestricted Net Position	441,383	384,023	137,510	962,916
513	TOTAL EQUITY	2,854,278	4,006,753	880,959	7,741,990
600	TOTAL LIABILITIES AND EQUITY	\$2,953,492	\$4,101,680	\$920,073	\$7,975,245

KNOX COUNTY HOUSING AUTHORITY  
 FINANCIAL DATA SCHEDULES  
 PROJECTS - INCOME STATEMENT  
 MARCH 31, 2021

FDS Line Item No.	Account Description	IL08500001			IL08500002			IL08500003			IL08500004			Total Projects
		Operating Fund	Capital Fund	Total	Operating Fund	Capital Fund	Total	Operating Fund	Capital Fund	Total	Operating Fund	Capital Fund	Total	
	REVENUE													
70300	Net Tenant Rental Revenue	\$383,579	\$0	\$383,579	\$170,267	\$0	\$170,267	\$164,214	\$0	\$164,214	\$0	\$0	\$0	\$718,060
70400	Tenant Revenue - Other	24,784	0	24,784	27,941	0	27,941	6,104	0	6,104	0	0	0	58,829
70500	TOTAL TENANT REVENUE	408,363	0	408,363	198,208	0	198,208	170,318	0	170,318	0	0	0	776,889
70600	PHA HUD Grants	425,542	0	425,542	872,684	0	872,684	64,995	0	64,995	0	0	0	1,363,221
70610	Capital Grants	0	0	0	0	60,735	60,735	0	0	0	0	0	0	60,735
70710	Management Fee	0	0	0	0	0	0	0	0	0	0	0	0	0
70720	Asset Management Fee	0	0	0	0	0	0	0	0	0	0	0	0	0
70730	Book-Keeping Fee	0	0	0	0	0	0	0	0	0	0	0	0	0
70740	Other Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
70800	Other Government Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
71100	Investment Income - Unrestricted	671	0	671	514	0	514	231	0	231	0	0	0	1,416
71300	Proceeds From Disposition of Assets Held	0	0	0	0	0	0	0	0	0	0	0	0	0
71400	Fraud Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0
71500	Other Revenue	6,233	0	6,233	3,023	0	3,023	0	0	0	0	0	0	9,256
71600	Gain/Loss on Sale of Fixed Assets	750	0	750	2,250	0	2,250	0	0	0	0	0	0	3,000
72000	Investment Income - Restricted	0	0	0	0	0	0	0	0	0	0	0	0	0
70000	TOTAL REVENUE	841,559	0	841,559	1,076,679	60,735	1,137,414	235,544	0	235,544	0	0	0	2,214,517
	EXPENSES													
91100	Administrative Salaries	76,147	0	76,147	80,984	0	80,984	14,287	0	14,287	0	0	0	171,418
91200	Auditing Fees	2,467	0	2,467	2,702	0	2,702	705	0	705	0	0	0	5,874
91300	Management Fee	159,833	0	159,833	175,246	0	175,246	45,482	0	45,482	0	0	0	380,561
91310	Book-Keeping Fee	15,787	0	15,787	17,310	0	17,310	4,493	0	4,493	0	0	0	37,590
91400	Advertising and Marketing	0	0	0	0	0	0	0	0	0	0	0	0	0
91500	Employee Benefit Contribution - Administrative	28,739	0	28,739	34,609	0	34,609	4,044	0	4,044	0	0	0	67,392
91600	Office Expenses	14,766	0	14,766	19,087	0	19,087	8,190	0	8,190	0	0	0	42,043
91700	Legal Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
91800	Travel	444	0	444	0	0	0	0	0	0	0	0	0	444
91900	Other	1,057	0	1,057	1,113	0	1,113	(38)	0	(38)	0	0	0	2,132
92000	Asset Management Fee	21,240	0	21,240	22,800	0	22,800	6,120	0	6,120	720	0	720	50,880
92100	Tenant Services - Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0
92200	Employee Benefit Contribution - Tenant Serv	0	0	0	0	0	0	0	0	0	0	0	0	0
92400	Tenant Services - Other	969	0	969	0	0	0	19	0	19	0	0	0	988
93100	Water	15,688	0	15,688	577	0	577	3,594	0	3,594	0	0	0	19,859
93200	Electricity	18,753	0	18,753	12,684	0	12,684	10,810	0	10,810	0	0	0	42,247
93300	Gas	45,332	0	45,332	9,513	0	9,513	9,002	0	9,002	0	0	0	63,847
93600	Sewer	26,131	0	26,131	449	0	449	2,908	0	2,908	0	0	0	29,488
94100	Ordinary Maintenance and Operation - Labor	144,070	0	144,070	256,927	0	256,927	39,494	0	39,494	0	0	0	440,491
94200	Ordinary Maintenance and Operation - Materials	30,645	0	30,645	55,262	0	55,262	15,081	0	15,081	0	0	0	100,988
94300	Ordinary Maintenance and Operation - Cont Cost	64,923	0	64,923	25,006	0	25,006	42,409	0	42,409	0	0	0	132,338
94500	Employee Benefit Contribution - Ord Maintenance	51,966	0	51,966	92,418	0	92,418	8,766	0	8,766	0	0	0	153,150
95000	Protective Services	4,924	0	4,924	7,995	0	7,995	4,491	0	4,491	0	0	0	17,410
96100	Insurance Premiums	52,103	0	52,103	62,774	0	62,774	15,751	0	15,751	0	0	0	130,628
96200	Other General Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
96210	Compensated Absences	3,309	0	3,309	(1,982)	0	(1,982)	2,225	0	2,225	0	0	0	3,552
96300	Payments in Lieu of Taxes	27,768	0	27,768	14,685	0	14,685	13,790	0	13,790	0	0	0	56,243
96400	Bad Debts - Tenant Rents	7,758	0	7,758	1,685	0	1,685	5,405	0	5,405	0	0	0	14,848
96600	Bad Debts - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
96710	Interest of Mortgage (or Bonds) Payable	0	0	0	0	0	0	0	0	0	0	0	0	0
96900	TOTAL OPERATING EXPENSES	814,819	0	814,819	891,844	0	891,844	257,028	0	257,028	720	0	720	1,964,411
97000	EXCESS OPERATING REVENUE OVER													
	EXPENSES	26,740	0	26,740	184,835	60,735	245,570	(21,484)	0	(21,484)	(720)	0	(720)	250,106
	OTHER EXPENSES													
97100	Extraordinary Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
97200	Casualty Losses - Non Capitalized	0	0	0	0	0	0	0	0	0	0	0	0	0
97300	Housing Assistance Payments	0	0	0	0	0	0	0	0	0	0	0	0	0
97400	Depreciation Expense	170,810	0	170,810	369,353	0	369,353	132,382	0	132,382	0	0	0	672,545
97500	Fraud Losses	0	0	0	0	0	0	0	0	0	0	0	0	0
90000	TOTAL OTHER EXPENSES	985,629	0	985,629	1,261,197	0	1,261,197	389,410	0	389,410	720	0	720	2,636,956
	OTHER FINANCING SOURCES (USES)													
10010	Operating Transfer In	0	0	0	0	0	0	0	0	0	0	0	0	0
10020	Operating Transfer Out	0	0	0	0	0	0	0	0	0	0	0	0	0
10091	Inter Project Excess Cash Transfer In	0	0	0	0	0	0	0	0	0	720	0	720	720
10092	Inter Project Excess Cash Transfer Out	0	0	0	(720)	0	(720)	0	0	0	0	0	0	(720)
	TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	(720)	0	(720)	0	0	0	720	0	720	0

KNOX COUNTY HOUSING AUTHORITY  
 FINANCIAL DATA SCHEDULES  
 PROJECTS - INCOME STATEMENT  
 MARCH 31, 2021

FDS Line Item No.	Account Description	IL085000001			IL085000002			IL085000003			IL085000003			Total Projects
		Operating Fund	Capital Fund	Total	Operating Fund	Capital Fund	Total	Operating Fund	Capital Fund	Total	Operating Fund	Capital Fund	Total	
10000	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	(\$144,070)	\$0	(\$144,070)	(\$185,238)	\$60,735	(\$124,503)	(\$153,866)	\$0	(\$153,866)	\$0	\$0	\$0	(\$422,439)
11030	Beginning Equity	2,998,348	0	2,998,348	4,131,256	0	4,131,256	1,034,825	0	1,034,825	0	0	0	8,164,429
11040	Prior Period Adjustment	0	0	0	60,735	(60,735)	0	0	0	0	0	0	0	0
	ENDING EQUITY	\$2,854,278	\$0	\$2,854,278	\$4,006,753	\$0	\$4,006,753	\$880,959	\$0	\$880,959	\$0	\$0	\$0	\$7,741,990
11190	Unit Months Available	2,124	0	2,124	2,352	0	2,352	612	0	612	72	0	72	5,160
11210	Unit Months Leased	2,124	0	2,124	2,352	0	2,352	612	0	612	72	0	72	5,160
11610	Land Purchases	0	0	0	0	0	0	0	0	0	0	0	0	0
11620	Building Purchases	0	0	0	0	60,735	60,735	0	0	0	0	0	0	60,735
11630	Furniture & Equipment - Dwelling Purchases	0	0	0	0	0	0	0	0	0	0	0	0	0
11640	Furniture & Equipment - Administrative Purchases	0	0	0	0	0	0	0	0	0	0	0	0	0
11650	Leasehold Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0

KNOX COUNTY HOUSING AUTHORITY  
 FINANCIAL DATA SCHEDULES  
 PROGRAM - BALANCE SHEET  
 MARCH 31, 2021

FDS Line		14.871	1	14.PHC	
Item No.	Account Description	Housing Choice Vouchers	Business Activities	CARES Act	Total Programs
	<b>ASSETS</b>				
111	Cash - Unrestricted	\$63,981	\$5,695	\$0	\$69,676
113	Cash - Other Restricted	1,660	224,821	155,790	382,271
114	Cash - Tenant Security Deposits	0	56,847	0	56,847
115	Cash - Restricted for Payment of Current Liabilities	7	43,067	0	43,074
100	<b>TOTAL CASH</b>	<b>65,648</b>	<b>330,430</b>	<b>155,790</b>	<b>551,868</b>
122	Accounts Receivable - HUD Other Projects	0	0	0	0
124	Accounts Receivable - Other Governments	0	0	0	0
125	Accounts Receivable - Miscellaneous	0	0	0	0
126	A/R Tenants - Dwelling Rents	0	6,654	0	6,654
126.1	Allowance for Doubtful Accounts	0	(1,996)	0	(1,996)
127	Notes, Loans, & Mortgage Receivable - Current	0	570	0	570
128	Fraud Recovery	977	0	0	977
128.1	Allowance for Doubtful Accounts - Fraud Rec	(98)	0	0	(98)
129	Accrued Interest Receivable	0	0	0	0
120	<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>879</b>	<b>5,228</b>	<b>0</b>	<b>6,107</b>
131	Investments - Unrestricted	0	0	0	0
142	Prepaid Expenses & Other Assets	3,778	27,829	0	31,607
143	Inventories	0	11,996	0	11,996
143.1	Allowances for Obsolete Inventories	0	(1,200)	0	(1,200)
144	Interprogram Due From	0	0	0	0
150	<b>TOTAL CURRENT ASSETS</b>	<b>70,305</b>	<b>374,283</b>	<b>155,790</b>	<b>600,378</b>
161	Land	0	393,418	0	393,418
162	Buildings	0	3,852,197	0	3,852,197
163	Furniture and Equipment - Dwellings	0	33,990	0	33,990
164	Furniture and Equipment - Administrative	27,821	5,944	0	33,765
165	Leasehold Improvements	0	0	0	0
166	Accumulated Depreciation	(5,564)	(1,973,741)	0	(1,979,305)
167	Construction in Progress	0	0	0	0
160	<b>TOTAL FIXED ASSETS, NET</b>	<b>22,257</b>	<b>2,311,808</b>	<b>0</b>	<b>2,334,065</b>
174	Other Asset	0	0	0	0
180	<b>TOTAL NON-CURRENT ASSETS</b>	<b>22,257</b>	<b>2,311,808</b>	<b>0</b>	<b>2,334,065</b>
190	<b>TOTAL ASSETS</b>	<b>\$92,562</b>	<b>\$2,686,091</b>	<b>\$155,790</b>	<b>\$2,934,443</b>
	<b>LIABILITIES</b>				
312	Accounts Payable <=90 Days	\$77	\$1,365	\$0	\$1,442
321	Accrued Wages/Payroll Taxes	2,171	6,260	0	8,431
322	Accrued Compensated Absences	286	458	0	744
331	Accounts Payable - HUD PHA Programs	0	0	0	0
333	Accounts Payable - Other Governments	0	32,249	0	32,249
341	Tenant Security Deposits	0	56,847	0	56,847
342	Unearned Revenue	7	12,934	155,790	168,731
343	Current Portion of L-T Debt - Capital Projects	0	51,503	0	51,503
345	Other Current Liabilities	0	0	0	0
346	Accrued Liabilities Other	0	4,455	0	4,455
347	Interprogram Due To	0	0	0	0
310	<b>TOTAL CURRENT LIABILITIES</b>	<b>2,541</b>	<b>166,071</b>	<b>155,790</b>	<b>324,402</b>
351	Long-Term Debt, Net of Current - Capital Proj	0	591,261	0	591,261
353	Non-Current Liabilities - Other	0	0	0	0
354	Accrued Compensated Absences - Non Current	2,580	4,120	0	6,700
350	<b>TOTAL NONCURRENT LIABILITIES</b>	<b>2,580</b>	<b>595,381</b>	<b>0</b>	<b>597,961</b>
300	<b>TOTAL LIABILITIES</b>	<b>5,121</b>	<b>761,452</b>	<b>155,790</b>	<b>922,363</b>
	<b>EQUITY</b>				
508.1	Invested in Capital Assets, Net of Related Debt	22,257	1,669,044	0	1,691,301
511.1	Restricted Net Position	1,660	224,821	0	226,481
512.1	Unrestricted Net Position	63,524	30,774	0	94,298
513	<b>TOTAL EQUITY</b>	<b>87,441</b>	<b>1,924,639</b>	<b>0</b>	<b>2,012,080</b>
600	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$92,562</b>	<b>\$2,686,091</b>	<b>\$155,790</b>	<b>\$2,934,443</b>



KNOX COUNTY HOUSING AUTHORITY  
 FINANCIAL DATA SCHEDULES  
 PROGRAM - INCOME STATEMENT  
 MARCH 31, 2021

FDS Line		14.871	1	14.PHC	
Item No.	Account Description	Housing Choice Vouchers	Business Activities	Cares Act	Total Programs
	REVENUE				
70300	Net Tenant Rental Revenue	\$0	\$675,372	\$0	\$675,372
70400	Tenant Revenue - Other	0	19,744	0	19,744
70500	TOTAL TENANT REVENUE	0	695,116	0	695,116
70600	PHA HUD Grants	1,049,102	39,589	42,551	1,131,242
70610	Capital Grants	0	0	0	0
70710	Management Fee	0	0	0	0
7720	Asset Management Fee	0	0	0	0
70730	Book-Keeping Fee	0	0	0	0
70750	Other Fees	0	0	0	0
70800	Other Government Grants	0	317	0	317
71100	Investment Income - Unrestricted	161	0	0	161
71300	Proceeds From Disposition of Assets Held	0	0	0	0
71400	Fraud Recovery	3,537	0	0	3,537
71500	Other Revenue	0	2,600	0	2,600
71600	Gain/Loss on Sale of Fixed Assets	750	0	0	750
72000	Investment Income - Restricted	0	0	0	0
70000	TOTAL REVENUE	1,053,550	737,622	42,551	1,833,723
	EXPENSES				
91100	Administrative Salaries	60,960	76,220	4,353	141,533
91200	Auditing Fees	1,763	1,762	0	3,525
91300	Management Fee	27,324	102,947	19,833	150,104
91310	Book-Keeping Fee	17,077	13,865	0	30,942
91400	Advertising and Marketing	0	431	0	431
91500	Employee Benefit Contribution - Administrative	30,638	22,795	333	53,766
91600	Office Expenses	7,238	14,600	28	21,866
91700	Legal Expense	0	0	0	0
91800	Travel	0	1,812	0	1,812
91900	Other	3,123	270	0	3,393
92000	Asset Management Fee	0	0	0	0
92100	Tenant Services - Salaries	0	0	0	0
92200	Employee Benefit Contribution - Tenant Serv	0	0	0	0
92400	Tenant Services - Other	0	0	0	0
93100	Water	0	21,790	0	21,790
93200	Electricity	0	9,228	0	9,228
93300	Gas	0	3,710	0	3,710
93600	Sewer	0	29,854	0	29,854
94100	Ordinary Maintenance and Operation - Labor	0	106,101	12,362	118,463
94200	Ordinary Maintenance and Operation - Materials	0	36,519	4,696	41,215
94300	Ordinary Maintenance and Operation - Cont Cost	0	40,066	0	40,066
94500	Employee Benefit Contribution - Ord Maintenance	0	49,258	946	50,204
95000	Protective Services	0	0	0	0
96100	Insurance Premiums	4,302	33,512	0	37,814
96200	Other General Expenses	3,767	0	0	3,767
96210	Compensated Absences	1,845	(7,674)	0	(5,829)
96300	Payments in Lieu of Taxes	0	32,249	0	32,249
96400	Bad Debts - Tenant Rents	0	5,658	0	5,658
96600	Bad Debts - Other	268	0	0	268
96710	Interest of Mortgage (or Bonds) Payable	0	45,073	0	45,073
96900	TOTAL OPERATING EXPENSES	158,305	640,046	42,551	840,902
97000	EXCESS OPERATING REVENUE OVER EXPENSES	\$895,245	\$97,576	\$0	\$992,821
	OTHER EXPENSES				
97100	Extraordinary Maintenance	\$0	\$0	\$0	\$0
97200	Casualty Losses - Non Capitalized	0	0	0	0
97300	Housing Assistance Payments	923,868	0	0	923,868
97400	Depreciation Expense	5,565	175,392	0	180,957
97500	Fraud Losses	270	0	0	270
90000	TOTAL EXPENSES	1,088,008	815,438	42,551	1,945,997
	OTHER FINANCING SOURCES (USES)				
10010	Operating Transfer In	0	0	0	0
10020	Operating Transfer Out	0	0	0	0
10091	Inter Project Excess Cash Transfer In	0	0	0	0
10092	Inter Project Excess Cash Transfer Out	0	0	0	0
	TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	0

KNOX COUNTY HOUSING AUTHORITY  
 FINANCIAL DATA SCHEDULES  
 PROGRAM - INCOME STATEMENT  
 MARCH 31, 2021

FDS Line		14,871	1	1	
Item No.	Account Description	Housing Choice Vouchers	Business Activities	Business Activities	Total Programs
10000	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	(34,458)	(77,816)	0	(112,274)
11030	Beginning Equity	121,899	2,002,455	0	2,124,354
11040	Prior Period Adjustment	0	0	0	0
	ENDING EQUITY	\$87,441	\$1,924,639	\$0	\$2,012,080

11170-001	Administrative Fee Equity - Beginning Balance	78,427	0	0	78,427
11170-010	Administrative Fee Revenue	168,544	0	0	168,544
11170-040	Investment Income	161	0	0	161
11170-045	Fraud Recovery Revenue	1,769	0	0	1,769
11170-050	Other Revenue	750	0	0	750
11170-060	Total Admin Fee Revenue	171,224	0	0	171,224
11170-080	Total Operating Expenses	158,305	0	0	158,305
11170-090	Depreciation	5,565	0	0	5,565
11170-100	Other Expenses	0	0	0	0
11170-110	Total Expenses	163,870	0	0	163,870
11170-002	Net Administrative Fee	7,354	0	0	7,354
11170-003	Administrative Fee Equity - Ending Balance	85,781	0	0	85,781
11170	Administrative Fee Equity	85,781	0	0	85,781
11180-001	Housing Assistance Payments Equity - Beg	43,472	0	0	43,472
11180-010	Housing Assistance Payment Revenue	880,558	0	0	880,558
11180-015	Fraud Recovery Revenue	1,768	0	0	1,768
11180-020	Other Revenue	0	0	0	0
11180-025	Investment Income	0	0	0	0
11180-030	Total HAP Revenue	882,326	0	0	882,326
11180-080	Housing Assistance Payments	923,868	0	0	923,868
11180-090	Other Expenses	270	0	0	270
11180-100	Total Housing Assistance Payments	924,138	0	0	924,138
11180-002	Net Housing Assistance Payments	(41,813)	0	0	(41,813)
11180-003	Housing Assistance Payments Equity - End	1,660	0	0	1,660
11180	Housing Assistance Payments Equity	1,660	0	0	1,660
11190	Unit Months Available	3,360	1,644	0	5,004
11210	Unit Months Leased	2,277	1,644	0	3,921

KNOX COUNTY HOUSING AUTHORITY  
FINANCIAL DATA SCHEDULES  
PROGRAM - INCOME STATEMENT  
MARCH 31, 2021

KNOX COUNTY HOUSING AUTHORITY  
FINANCIAL DATA SCHEDULES  
PROGRAM - INCOME STATEMENT  
MARCH 31, 2021

KNOX COUNTY HOUSING AUTHORITY  
 FINANCIAL DATA SCHEDULES  
 PHA - BALANCE SHEET  
 MARCH 31, 2021

FDS Line Item No.	Account Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
	<b>ASSETS</b>						
111	Cash - Unrestricted	\$887,900	\$69,676	\$1,296,332	\$2,253,908	\$0	\$2,253,908
113	Cash - Other Restricted	0	382,271	0	382,271	0	382,271
114	Cash - Tenant Security Deposits	90,197	56,847	0	147,044	0	147,044
115	Cash - Restricted for Payment of Current Liab	18,053	43,074	0	61,127	0	61,127
100	<b>TOTAL CASH</b>	<b>996,150</b>	<b>551,868</b>	<b>1,296,332</b>	<b>2,844,350</b>	<b>0</b>	<b>2,844,350</b>
122	Accounts Receivable - HUD Other Projects	0	0	2,750	2,750	0	2,750
124	Accounts Receivable - Other Governments	0	0	0	0	0	0
125	Accounts Receivable - Miscellaneous	0	0	0	0	0	0
126	A/R Tenants - Dwelling Rents	68,530	6,654	0	75,184	0	75,184
126.1	Allowance for Doubtful Accounts	(20,558)	(1,996)	0	(22,554)	0	(22,554)
127	Notes, Loans, & Mortgage Receivable - Current	2,924	570	0	3,494	0	3,494
128	Fraud Recovery	5,733	977	0	6,710	0	6,710
128.1	Allowance for Doubtful Accounts - Fraud Rec	(1,720)	(98)	0	(1,818)	0	(1,818)
129	Accrued Interest Receivable	0	0	0	0	0	0
120	<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>54,909</b>	<b>6,107</b>	<b>2,750</b>	<b>63,766</b>	<b>0</b>	<b>63,766</b>
131	Investments - Unrestricted	0	0	0	0	0	0
142	Prepaid Expenses & Other Assets	104,252	31,607	8,350	144,209	0	144,209
143	Inventories	45,185	11,996	344	57,525	0	57,525
143.1	Allowances for Obsolete Inventories	(4,325)	(1,200)	0	(5,525)	0	(5,525)
144	Interprogram Due From	0	0	0	0	0	0
150	<b>TOTAL CURRENT ASSETS</b>	<b>1,196,171</b>	<b>600,378</b>	<b>1,307,776</b>	<b>3,104,325</b>	<b>0</b>	<b>3,104,325</b>
161	Land	2,639,898	393,418	0	3,033,316	0	3,033,316
162	Buildings	29,523,400	3,852,197	7,225	33,382,822	0	33,382,822
163	Furniture and Equipment - Dwellings	424,874	33,990	0	458,864	0	458,864
164	Furniture and Equipment - Administrative	624,721	33,765	74,449	732,935	0	732,935
165	Leasehold Improvements	0	0	0	0	0	0
166	Accumulated Depreciation	(26,494,554)	(1,979,305)	(41,677)	(28,515,536)	0	(28,515,536)
167	Construction in Progress	60,735	0	0	60,735	0	60,735
160	<b>TOTAL FIXED ASSETS, NET</b>	<b>6,779,074</b>	<b>2,334,065</b>	<b>39,997</b>	<b>9,153,136</b>	<b>0</b>	<b>9,153,136</b>
174	Other Asset	0	0	0	0	0	0
180	<b>TOTAL NON-CURRENT ASSETS</b>	<b>6,779,074</b>	<b>2,334,065</b>	<b>39,997</b>	<b>9,153,136</b>	<b>0</b>	<b>9,153,136</b>
190	<b>TOTAL ASSETS</b>	<b>\$7,975,245</b>	<b>\$2,934,443</b>	<b>\$1,347,773</b>	<b>\$12,257,461</b>	<b>\$0</b>	<b>\$12,257,461</b>
	<b>LIABILITIES</b>						
312	Accounts Payable <=90 Days	\$1,578	\$1,442	\$20,434	\$23,454	\$0	\$23,454
321	Accrued Wages/Payroll Taxes	18,818	8,431	11,877	39,126	0	39,126
322	Accrued Compensated Absences	3,501	744	2,515	6,760	0	6,760
331	Accounts Payable - HUD PHA Programs	0	0	0	0	0	0
333	Accounts Payable - Other Governments	56,243	32,249	0	88,492	0	88,492
341	Tenant Security Deposits	90,196	56,847	0	147,043	0	147,043
342	Unearned Revenue	18,053	168,731	0	186,784	0	186,784
343	Current Portion of L-T Debt - Capital Projects	0	51,503	0	51,503	0	51,503
345	Other Current Liabilities	0	0	0	0	0	0
346	Accrued Liabilities Other	12,356	4,455	610	17,421	0	17,421
347	Interprogram Due To	0	0	0	0	0	0
310	<b>TOTAL CURRENT LIABILITIES</b>	<b>200,745</b>	<b>324,402</b>	<b>35,436</b>	<b>560,583</b>	<b>0</b>	<b>560,583</b>
351	Long-Term Debt, Net of Current - Capital Proj	0	591,261	0	591,261	0	591,261
353	Non-Current Liabilities - Other	0	0	0	0	0	0
354	Accrued Compensated Absences - Non Current	32,510	6,700	22,634	61,844	0	61,844
350	<b>TOTAL NONCURRENT LIABILITIES</b>	<b>32,510</b>	<b>597,961</b>	<b>22,634</b>	<b>653,105</b>	<b>0</b>	<b>653,105</b>
300	<b>TOTAL LIABILITIES</b>	<b>233,255</b>	<b>922,363</b>	<b>58,070</b>	<b>1,213,688</b>	<b>0</b>	<b>1,213,688</b>
	<b>EQUITY</b>						
508.1	Invested in Capital Assets, Net of Related Debt	6,779,074	1,691,301	39,997	8,510,372	0	8,510,372
511.1	Restricted Net Position	0	226,481	0	226,481	0	226,481
512.1	Unrestricted Net Position	962,916	94,298	1,249,706	2,306,920	0	2,306,920
513	<b>TOTAL EQUITY</b>	<b>7,741,990</b>	<b>2,012,080</b>	<b>1,289,703</b>	<b>11,043,773</b>	<b>0</b>	<b>11,043,773</b>
600	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,975,245</b>	<b>\$2,934,443</b>	<b>\$1,347,773</b>	<b>\$12,257,461</b>	<b>\$0</b>	<b>\$12,257,461</b>



KNOX COUNTY HOUSING AUTHORITY  
 FINANCIAL DATA SCHEDULES  
 PHA - INCOME STATEMENT  
 MARCH 31, 2021

FDS Line Item No.	Account Description	Project Totals	Program Totals	Central Office Cost Center	Subtotal	Elimination	Total
	REVENUE						
70300	Net Tenant Rental Revenue	\$718,060	\$675,372	\$0	\$1,393,432	\$0	\$1,393,432
70400	Tenant Revenue - Other	58,829	19,744	0	78,573	0	78,573
70500	TOTAL TENANT REVENUE	776,889	695,116	0	1,472,005	0	1,472,005
70600	PHA HUD Grants	1,363,221	1,131,242	0	2,494,463	0	2,494,463
70610	Capital Grants	60,735	0	0	60,735	0	60,735
70710	Management Fee	0	0	530,665	530,665	(530,665)	0
70720	Asset Management Fee	0	0	50,880	50,880	(50,880)	0
70730	Book-Keeping Fee	0	0	68,532	68,532	(68,532)	0
70740	Other Fees	0	0	683	683	0	683
70800	Other Government Grants	0	317	0	317	0	317
71100	Investment Income - Unrestricted	1,416	161	972	2,549	0	2,549
71300	Proceeds From Disposition of Assets Held	0	0	0	0	0	0
71400	Fraud Recovery	0	3,537	0	3,537	0	3,537
71500	Other Revenue	9,256	2,600	0	11,856	0	11,856
71600	Gain/Loss on Sale of Fixed Assets	3,000	750	750	4,500	0	4,500
72000	Investment Income - Restricted	0	0	0	0	0	0
70000	TOTAL REVENUE	2,214,517	1,833,723	652,482	4,700,722	(650,077)	4,050,645
	EXPENSES						
91100	Administrative Salaries	171,418	141,533	427,065	740,016	0	740,016
91200	Auditing Fees	5,874	3,525	2,350	11,749	0	11,749
91300	Management Fee	380,561	150,104	0	530,665	(530,665)	0
91310	Book-Keeping Fee	37,590	30,942	0	68,532	(68,532)	0
91400	Advertising and Marketing	0	431	83	514	0	514
91500	Employee Benefit Contribution - Administrative	67,392	53,766	137,841	258,999	0	258,999
91600	Office Expenses	42,043	21,866	61,298	125,207	0	125,207
91700	Legal Expense	0	0	9,600	9,600	0	9,600
91800	Travel	444	1,812	1,251	3,507	0	3,507
91900	Other	2,132	3,393	12,797	18,322	0	18,322
92000	Asset Management Fee	50,880	0	0	50,880	(50,880)	0
92100	Tenant Services - Salaries	0	0	0	0	0	0
92200	Employee Benefit Contribution - Tenant Serv	0	0	0	0	0	0
92400	Tenant Services - Other	988	0	0	988	0	988
93100	Water	19,859	21,790	238	41,887	0	41,887
93200	Electricity	42,247	9,228	2,583	54,058	0	54,058
93300	Gas	63,847	3,710	1,889	69,446	0	69,446
93600	Sewer	29,488	29,854	105	59,447	0	59,447
94100	Ordinary Maintenance and Operation - Labor	440,491	118,463	645	559,599	0	559,599
94200	Ordinary Maintenance and Operation - Materials	100,988	41,215	541	142,744	0	142,744
94300	Ordinary Maintenance and Operation - Cont Cost	132,338	40,066	862	173,266	0	173,266
94500	Employee Benefit Contribution - Ord Maintenance	153,150	50,204	0	203,354	0	203,354
95000	Protective Services	17,410	0	1,119	18,529	0	18,529
96100	Insurance Premiums	130,628	37,814	18,550	186,992	0	186,992
96200	Other General Expenses	0	3,767	0	3,767	0	3,767
96210	Compensated Absences	3,552	(5,829)	7,803	5,526	0	5,526
96300	Payments in Lieu of Taxes	56,243	32,249	0	88,492	0	88,492
96400	Bad Debts - Tenant Rents	14,848	5,658	0	20,506	0	20,506
96600	Bad Debts - Other	0	268	0	268	0	268
96710	Interest of Mortgage (or Bonds) Payable	0	45,073	0	45,073	0	45,073
96900	TOTAL OPERATING EXPENSES	1,964,411	840,902	686,620	3,491,933	(650,077)	2,841,856
97000	EXCESS OPERATING REVENUE OVER						
	EXPENSES	\$250,106	\$992,821	(\$34,138)	\$1,208,789	\$0	\$1,208,789
	OTHER EXPENSES						
97100	Extraordinary Maintenance	0	0	\$0	\$0	\$0	\$0
97200	Casualty Losses - Non Capitalized	0	0	0	0	0	0
97300	Housing Assistance Payments	0	923,868	0	923,868	0	923,868
97400	Depreciation Expense	672,545	180,957	9,126	862,628	0	862,628
90000	Fraud Losses	0	270	0	270	0	270
	TOTAL EXPENSES	2,636,956	1,945,997	695,746	5,278,699	(650,077)	4,628,622
	OTHER FINANCING SOURCES (USES)						
10010	Operating Transfer In	0	0	0	0	0	0
10020	Operating Transfer Out	0	0	0	0	0	0
10091	Inter Project Excess Cash Transfer In	720	0	0	720	0	720
10092	Inter Project Excess Cash Transfer Out	(720)	0	0	(720)	0	(720)
	TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	0	0	0

KNOX COUNTY HOUSING AUTHORITY  
 FINANCIAL DATA SCHEDULES  
 PHA - INCOME STATEMENT  
 MARCH 31, 2021

FDS Line		Project	Program	Central Office			
Item No.	Account Description	Totals	Totals	Cost Center	Subtotal	Elimination	Total
10000	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	(422,439)	(112,274)	(43,264)	(577,977)	0	(577,977)
11030	Beginning Equity	8,164,429	2,124,354	1,332,967	11,621,750	0	11,621,750
11040	Prior Period Adjustment	0	0	0	0	0	0
	ENDING EQUITY	\$7,741,990	\$2,012,080	\$1,289,703	\$11,043,773	\$0	\$11,043,773

11170-001	Administrative Fee Equity - Beginning Balance	0	78,427	0	78,427	0	78,427
11170-010	Administrative Fee Revenue	0	168,544	0	168,544	0	168,544
11170-040	Investment Income	0	161	0	161	0	161
11170-045	Fraud Recovery Revenue	0	1,769	0	1,769	0	1,769
11170-050	Other Revenue	0	750	0	750	0	750
11170-060	Total Admin Fee Revenue	0	171,224	0	171,224	0	171,224
11170-080	Total Operating Expenses	0	158,305	0	158,305	0	158,305
11170-090	Depreciation	0	5,565	0	5,565	0	5,565
11170-100	Other Expenses	0	0	0	0	0	0
11170-110	Total Expenses	0	163,870	0	163,870	0	163,870
11170-002	Net Administrative Fee	0	7,354	0	7,354	0	7,354
11170-003	Administrative Fee Equity - Ending Balance	0	85,781	0	85,781	0	85,781
11170	Administrative Fee Equity	0	85,781	0	85,781	0	85,781
11180-001	Housing Assistance Payments Equity - Beg	0	43,472	0	43,472	0	43,472
11180-010	Housing Assistance Payment Revenue	0	880,558	0	880,558	0	880,558
11180-015	Fraud Recovery Revenue	0	1,768	0	1,768	0	1,768
11180-020	Other Revenue	0	0	0	0	0	0
11180-025	Investment Income	0	0	0	0	0	0
11180-030	Total HAP Revenue	0	882,326	0	882,326	0	882,326
11180-080	Housing Assistance Payments	0	923,868	0	923,868	0	923,868
11180-090	Other Expenses	0	270	0	270	0	270
11180-100	Total Housing Assistance Payments	0	924,138	0	924,138	0	924,138
11180-002	Net Housing Assistance Payments	0	(41,813)	0	(41,813)	0	(41,813)
11180-003	Housing Assistance Payments Equity - End	0	1,660	0	1,660	0	1,660
11180	Housing Assistance Payments Equity	0	1,660	0	1,660	0	1,660
11190	Unit Months Available	5,160	5,004	0	10,164	0	10,164
11210	Unit Months Leased	5,160	3,921	0	9,081	0	9,081
11610	Land Purchases	0	0	0	0	0	0
11620	Building Purchases	60,735	0	0	60,735	0	60,735
11630	Furniture & Equipment - Dwelling Purchases	0	0	0	0	0	0
11640	Furniture & Equipment - Administrative Purchases	0	0	0	0	0	0
11650	Leasehold Improvements	0	0	0	0	0	0

KNOX COUNTY HOUSING AUTHORITY  
 STATEMENT AND CERTIFICATION OF CAPITAL FUND PROGRAM GRANT COSTS  
 FOR THE YEAR ENDED MARCH 31, 2021

ANNUAL CONTRIBUTION CONTRACT

1. The Actual Modernization Costs for the Locally-Owned Projects are as follows:

	IL06P085 <u>501-18</u>
Funds Approved	\$ 1,044,578
Funds Expended	<u>1,044,578</u>
Excess of Funds Approved	<u><u>-0-</u></u>
Funds Approved	1,044,578
Funds Expended	<u>1,044,578</u>
Excess of Funds Approved	\$ <u><u>-0-</u></u>

2. The distribution of costs as shown on the Final Statement of Modernization Costs, accompanying the Actual Modernization Cost Certificates submitted to HUD are in agreement with the Authority's Records.
3. All modernization costs have been paid and all related liabilities have been discharged through payment.

**SINGLE AUDIT**

# Zenk & Associates, P.C.

## Certified Public Accountants

Members: American Institutes of Certified Public Accountants  
Michigan Association of Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Commissioners,  
Knox County Housing Authority  
Galesburg, Illinois

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of business-type activities of the Knox County Housing Authority as of and for the year ended March 31, 2021, and the related notes to the financial statements, which collectively comprise the Knox County Housing Authority's basic financial statements and have issued our report thereon dated February 1, 2022.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Knox County Housing Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Knox County Housing Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Knox County Housing Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.



## **Compliance and Other Matters**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and no to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Zenk & Associates, P.C.*

February 1, 2022

# Zenk & Associates, P.C.

## Certified Public Accountants

Members: American Institutes of Certified Public Accountants  
Michigan Association of Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE *UNIFORM GUIDANCE*

Board of Commissioners,  
Knox County Housing Authority  
Galesburg, Illinois

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

### Report on Compliance for Each Major Federal Program

We have audited the Knox County Housing Authority's compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the Knox County Housing Authority major federal programs for the year ended March 31, 2021. The Knox County Housing Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal awards to its federal program.

### Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Knox County Housing Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code for Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Knox County Housing Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the Knox County Housing Authority's compliance.

### Opinion on Each Major Federal Program

In our opinion, the Knox County Housing Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2021.

## **Report on Internal Control Over Compliance**

Management of the Knox County Housing Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit, we considered the Knox County Housing Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Knox County Housing Authority's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of federal program that will not be prevented or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over compliance was for limited purposes described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for other purposes.

*Zenk & Associates, P.C.*

February 1, 2022

KNOX COUNTY HOUSING AUTHORITY  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 YEAR ENDED MARCH 31, 2021

	<u>FEDERAL CFDA NUMBER</u>	<u>FUNDS EXPENDED</u>
<u>U.S. DEPARTMENT OF HUD DIRECT PROGRAMS</u>		
PHA Owned Housing:		
Public Housing CARES Act Funding	14.PHC	\$ 42,551
Public and Indian Housing - Operating Subsidy	14.850a	1,363,221 *
Public and Indian Housing - Capital Funds Program	14.872	60,735
Section 8 Housing:		
Housing Choice Voucher Program	14.871	1,049,102 *
New Construction (Business Activities)	14.182	<u>39,589</u>
Total From U.S. Department of HUD Direct Programs		\$ <u>2,555,198</u>

\* Indicates Major Program

"SEE INDEPENDENT AUDITOR'S REPORT"

"SEE THE ACCOMPANYING NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS"

KNOX COUNTY HOUSING AUTHORITY  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED MARCH 31, 2021

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying Schedule of Federal Awards (the Schedule) includes the federal grant of the Knox County Housing Authority under programs of the federal government for the year ended March 31, 2021. The information in the schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the schedule presents only a selected portion of the operations of the Knox County Housing Authority, it is not intended to and does not present the financial position or change in net position of the Knox County Housing Authority.

**NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement.

**NOTE 3 - SUB RECIPIENT AWARDS**

Of the federal expenditures presented in the schedule, Knox County Housing Authority did not provide federal awards to sub recipients.



KNOX COUNTY HOUSING AUTHORITY  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 YEAR ENDED MARCH 31, 2021

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

Financial Statements

Type of Auditor's Report	Unmodified
Internal Control Over Financial Reporting:	
Are any material weaknesses identified?	No
Are any significant weaknesses identified?	None Reported
Is any noncompliance material to financial statements noted?	No

Federal Awards

Internal Control Over Major Federal Awards:	
Are any material weaknesses identified?	No
Are any significant weaknesses identified?	None Reported
Type of Auditor's Report	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.51(a)?	No
Identification of major federal programs:	
CFDA# 14.850a Public and Indian Housing - Operating Subsidy	
CFDA# 14.871 Section 8 Housing Choice Vouchers	
Dollar threshold used to distinguish between type A and Type B programs:	\$750,000
Auditee qualified as low-risk auditee?	Yes

**SECTION II - FINDINGS RELATED TO FINANCIAL STATEMENTS**

None

**SECTION III - FINDINGS RELATED TO FEDERAL AWARDS**

None

KNOX COUNTY HOUSING AUTHORITY  
SCHEDULE OF THE STATUS OF PRIOR YEARS FINDINGS AND QUESTIONED COSTS  
YEAR ENDED MARCH 31, 2020

**STATUS OF PRIOR FINDINGS**

The prior audit report for the year ended March 31, 2020 contained no audit findings:

**Financial Statement Findings**

None Reported

**Federal Award Findings**

None Reported

**AGREED-UPON PROCEDURES**

# Zenk & Associates, P.C.

## Certified Public Accountants

Members: American Institutes of Certified Public Accountants  
Michigan Association of Certified Public Accountants

### INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners,  
Knox County Housing Authority  
Galesburg, Illinois

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

We have performed the procedure described in the second paragraph of this report, which was agreed upon by the Knox County Housing Authority and U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the Uniform Guidance reporting package. The Knox County Housing Authority is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedures indicated agreement of the electronically submitted information and hard copy as shown in the attached chart.

We were engaged to perform an audit in accordance with accounting principles generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards the financial statements of the Knox County Housing Authority as of the year ended March 31, 2021, and have issued our report thereon dated February 1, 2022. The information in the "Hard Copy Documents" column was included within the scope or was a by-product, of that audit. Further, our opinion on the fair presentation of the supplemental information dated February 1, 2022, was expressed in relation to the general purpose financial statements of the Knox County Housing Authority taken as a whole.

A copy of the reporting package required by the *Uniform Guidance*, which includes the auditors' report is available in its entirety from the Knox County Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of the Knox County Housing Authority and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

*Zenk & Associates, P.C.*

February 1, 2022

KNOX COUNTY HOUSING AUTHORITY  
 AGREED-UPON PROCEDURES

<b>UFRS Rule Information</b>	<b>Hard Copy Documents</b>	<b>Findings</b>
Balance Sheet and Revenue and Expense	Financial Data Schedule, all CFDA's	Agrees
Footnotes	Footnotes to audited basic financial statements	Agrees
Type of opinion on FDS	Auditors' supplemental report on FDS	Agrees
Audit findings narrative	Schedule of Findings and Questioned Cost	Agrees
General information	Data Collection Form	Agrees
Financial statement report information	Schedule of Findings and Questioned Cost, Part 1 and Data Collection Form	Agrees
Federal program report information	Schedule of Findings and Questioned Cost, Part 1 and Data Collection Form	Agrees
Federal agencies required to receive reporting package	Data Collection Form	Agrees
Basic financial statements and auditors' reports required to be submitted electronically	Basic Financial Statements (inclusive of auditors' reports)	Agrees