

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
2/28/2017  
10:00 a.m.

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<b>Opening</b>	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 1-2017 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 1-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 56,162.87
<input type="checkbox"/> Roger Peterson	Moon Towers:	\$ 61,052.07
<input type="checkbox"/> Paula Sanford	Family:	\$ 76,593.15
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 20,477.80
<u>Excused:</u>	HCV:	\$ 12,357.38
	Brentwood:	\$ 26,627.82
<u>Others Present:</u>	Prairieland:	\$ 20,672.06
	Capital Fund 2014:	\$ 0.00
	Capital Fund 2015:	\$ 0.00
	Capital Fund 2016:	\$ 0.00

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<b>Old Business</b>	None	
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<b>New Business</b>	Review/Approve Resolution 2017-02 for KCHA Operating Budget for FYE 03/31/2018	Derek Antoine
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<b>Reports</b>	Executive Director's Report – 1-2017	Derek Antoine
	KCHA Legal Counsel Report – 1-2017	Jack Ball

# board agenda

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**Other Business**

Distribution of FYE 03/31/2016 Annual FDS  
Audit Report

Derek Antoine

Executive Director Vacation

Derek Antoine

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
January 31, 2017**

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

PRESENT:           Wayne Allen  
                  Ben Burgland  
                  Lomac Payton  
                  Roger Peterson  
                  Paula Sanford  
                  Paul H. Stewart

EXCUSED:           Thomas Dunker

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

Chairperson Payton called the meeting to order at 10:00 a.m.

Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Chairperson Payton then declared the December meeting minutes approved as received.

Chairperson Payton then requested the Board review and ratify the December 2016 financial reports and committee notes. After brief discussion, Commissioner Stewart made a motion to ratify the financial reports for December 2016 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Sanford - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

December 2016 claims against the HA Administration in the sum of \$425,800.33; Central Office Cost Center in the sum of \$24,634.34; Moon Towers in the sum of \$59,000.54; Family in the sum of \$68,946.18; Bluebell in the sum of \$17,754.17; Housing Choice Voucher Program in the sum of \$10,790.09; Brentwood (A.H.P.) in the sum of \$33,646.35; Prairieland (A.H.P.) in the sum of \$32,043.41; Capital Fund '14 in the sum of \$3,300.00; Capital Fund '15 in the sum of \$175,685.25; and Capital Fund '16 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Sanford - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Mr. Antoine asked the Board to review and approve Resolution 2017-01 for Bad Debt Charge Off for Period Ending 12/31/2016. Mr. Antoine reported that the write off is for the period of October-December 2016. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-01 for Bad Debt Charge Off for Period Ending 12/31/2016 in the amount of \$17,706.17; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Sanford - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

#### **REPORTS**

Mr. Antoine presented the Executive Director's Report. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resource Development Department. A copy of the report was included in the Board packet. Mr. Antoine reported that REAC physical property inspections would take place at Bluebell Tower and Moon Towers on March 30 and 31, 2017. He also reported that public housing occupancy is good and that the HCV program is working on leasing up additional participants.

Mr. Ball referenced the Legal Counsel Report that was included in the Board packet that shows the cases filed during the month and items reviewed for the agency. Commissioner Stewart asked what case dismissed means. Mr. Ball stated that this is when the agency voluntarily dismisses the case based on an agreement with the tenants. Chairperson Payton inquired about budgeting workshops that could be offered for tenants. Mr. Antoine stated that this had been done in the past with limited participation but that it could be offered again in the future.

#### **OTHER BUSINESS**

Mr. Antoine mentioned the news article that had recently been published in the Register-Mail about Chairperson Payton's appointment to the American Legion National Security Council.

Commissioner Sanford provided a brief report on her attendance at the PHADA Conference in Orlando, Florida in early January.

**ADJOURNMENT**

Commissioner Stewart made a motion to adjourn the meeting at 10:40 a.m.;  
Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Burgland - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Sanford - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

Respectfully submitted,

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Secretary

**MINUTES OF THE MONTHLY MEETING  
OF THE FINANCE COMMITTEE  
OF THE KNOX COUNTY HOUSING AUTHORITY**

**February 23, 2017**

**ROLL CALL - 10:35 am**

The regular meeting of the Finance Committee for the Knox County Housing Authority was called at 10:35 am by Commissioner Wayne Allen.

**ATTENDANCE**

KCHA Commissioners:

Present: Wayne Allen  
Excused: Ben Burgland and Tom Dunker

Housing Authority Members:

Present: Derek Antoine and Lee Lofing  
Excused: NA

**FINANCIAL REPORT - 10:36 am**

The first item on the agenda was for the committee to review January 2017 Financial Reports. The committee received copies of January's operating statements along with notes for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher. The committee had a questioning and answering discussion of each of the statements (see the "Notes" attachment). After the discussion and review, the financial reports were said to be in order.

**BUDGETS - 10:48 am**

The committee was given a copy of the fiscal year 2018 budgets that had been submitted by the managers to be approved at the February board meeting. During discussion of the budgets, Mr. Antoine commented that Family's budget was a high due to vehicle replacements that are figured into it. He also mentioned that Brentwood's was up because of planned renovations that are needed and that the HA will be requesting to get some of the HUD Held Reserves HUD is holding for the HA to use to offset the projected HAP loss.

**ADJURN - 11:08**

Respectfully submitted,



Finance Coordinator, KCHA

# FINANCIAL NOTES FOR NOVEMBER 2016

FEBRUARY 23, 2017 MEETING

## COCC

	<u>Jan-17</u>	<u>Current YTD</u>
Operating Income	\$48,631.80	\$494,511.10
Operating Expenses	\$43,667.67	\$428,781.56
<b>Net Revenue Income/(Loss)</b>	<b><u>\$4,964.13</u></b>	<b><u>\$65,729.54</u></b>

### Notes:

Paid Utilities.

Paid 2017 AHRMA insurance.

Paid HAB for software support for CY2017.

**Operated in the black for month & still black for the year.**

**COCC's Cash, Investments, A/R, & A/P \$881,084.59**

## MOON TOWERS

	<u>Jan-17</u>	<u>Current YTD</u>
Operating Income	\$59,786.52	\$584,184.57
Operating Expenses	\$61,052.07	\$573,914.50
<b>Net Revenue Income/(Loss)</b>	<b><u>(\$1,265.55)</u></b>	<b><u>\$10,270.07</u></b>

### Notes:

Paid Utilities.

Paid 2017 AHRMA insurance.

Paid for tenant relocation during remodel.

**In the red for the month and still in the black for the year.**

**Moon Towers' Cash, Investments, A/R, & A/P \$568,493.37**

## FAMILY

	<u>Jan-17</u>	<u>Current YTD</u>
Operating Income	\$78,457.81	\$850,836.97
Operating Expenses	\$76,593.15	\$791,384.22
<b>Net Revenue Income/(Loss)</b>	<b><u>\$1,864.66</u></b>	<b><u>\$59,452.75</u></b>

### Notes:

Paid Utilities.

Paid 2017 AHRMA insurance.

**Operated in the black for month & still black for the year.**

**Family's Cash, Investments, A/R, & A/P \$399,949.59**

## BLUEBELL

	<u>Jan-17</u>	<u>Current YTD</u>
Operating Income	\$19,082.13	\$187,074.51
Operating Expenses	\$20,477.80	\$203,001.75
<b>Net Revenue Income/(Loss)</b>	<b><u>(\$1,395.67)</u></b>	<b><u>(\$15,927.24)</u></b>

### Notes:

Paid Utilities.

Paid 2017 AHRMA insurance.

**Operated in the red for month and in the red for the year.**

**Bluebell's Cash, Investments, A/R, & A/P \$118,374.57**

# FINANCIAL NOTES FOR NOVEMBER 2016 JANUARY 25, 2017 MEETING

## BRENTWOOD

	<u>Jan-17</u>	<u>Current YTD</u>
Operating Income	\$30,488.44	\$306,507.70
Operating Expenses	\$26,627.82	\$255,037.49
<b>Net Revenue Income/(Loss)</b>	<b>\$3,860.62</b>	<b>\$51,470.21</b>

**Notes:**

Paid Utilities.  
Paid 2017 AHRMA insurance.

**Operated in the black for month & still black for the year.**

**Brentwood's Cash, Investments, A/R, & A/P \$175,657.44**

## PRAIRIELAND

	<u>Jan-17</u>	<u>Current YTD</u>
Operating Income	\$28,299.95	\$268,707.92
Operating Expenses	\$20,672.06	\$239,899.37
<b>Net Revenue Income/(Loss)</b>	<b>\$7,627.89</b>	<b>\$28,808.55</b>

**Notes:**

Paid Utilities.  
Paid 2017 AHRMA insurance.

**Operated in the black for month & still black for the year.**

<i>Prairieland's Cash</i>	<i>(\$53,346.82)</i>
<i>Security Deposits</i>	<i>\$1,102.00</i>
<i>Replacement Reserve</i>	<i>\$79,770.12</i>
<i>Residual Receipts</i>	<i>\$54,485.62</i>
<b>PL's Total Cash</b>	<b>\$82,010.92</b>

## HOUSING CHOICE VOUCHERS

### ADMINISTRATIVE

<u>Admin.</u>	<u>Jan-17</u>	<u>Current YTD</u>
Operating Income	\$36.22	\$82,904.14
Operating Expenses	\$12,376.13	\$114,486.35
<b>Net Revenue Income/(Loss)</b>	<b>(\$12,339.91)</b>	<b>(\$31,582.21)</b>

**Notes:**

Paid Salaries, Inspections, and admin. expenses  
Received \$7,718 for Jan Admin subsidy in Dec.  
Paid 2017 AHRMA insurance.

**Deficit covered by the UNP.**

<b>Unrestricted Net Position (UNP)</b>	<b>\$201,305.27</b>	<i>12/31/2016</i>
Investment in Fixed Assets	<i>\$0.00</i>	<i>12/31/2016</i>
Monthly Net Revenue Income/(Loss)	<i>(\$12,339.91)</i>	
	<b>\$0.00</b>	<i>Year End Adjustment</i>
<b>UNP Ending Balance</b>	<b>\$188,965.36</b>	<b>For Admin Expenses and HAP (if needed)</b>
	<i>\$121,830.26</i>	<i>Pre 2004 Balance</i>
	<i>\$67,135.10</i>	<i>Post 2003 Balance</i>

### HAP

<u>HAP</u>	<u>Jan-17</u>	<u>Current YTD</u>
Operating Income	\$0.00	\$511,960.07
Operating Expenses	\$60,132.00	\$579,672.14
<b>Net Revenue Income/(Loss)</b>	<b>(\$60,132.00)</b>	<b>(\$67,712.07)</b>

**Notes:**

HAP payments  
Received \$66,882 for Jan HAP subsidy.

**Voucher expenses less than amount funded for the month.**

<b>Net Restricted Position (NRP)</b>	<b>\$65,973.93</b>	<i>12/31/2016</i>
Monthly Net Revenue Income/(Loss)	<i>(\$60,132.00)</i>	
<b>NRP Ending Balance for HAP</b>	<b>\$5,841.93</b>	<b>For HAP Expenses (Only)</b>



**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**January 31, 2017**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	48,631.80	54,260.08	494,511.10	542,600.80	-48,089.70	651,121.00
<b>TOTAL OPERATING INCOME</b>	<b>48,631.80</b>	<b>54,260.08</b>	<b>494,511.10</b>	<b>542,600.80</b>	<b>-48,089.70</b>	<b>651,121.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	41,013.31	45,416.66	403,580.79	454,166.60	-50,585.81	545,000.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	1,361.88	475.00	5,135.81	4,750.00	385.81	5,700.00
Total Maintenance Expenses	6.87	266.66	7,229.28	2,666.60	4,562.68	3,200.00
General Expense	1,285.61	1,449.99	12,835.68	14,499.90	-1,664.22	17,400.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>43,667.67</b>	<b>47,608.31</b>	<b>428,781.56</b>	<b>476,083.10</b>	<b>-47,301.54</b>	<b>571,300.00</b>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	6,660.08	0.00	66,600.80	-66,600.80	79,921.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>43,667.67</b>	<b>54,268.39</b>	<b>428,781.56</b>	<b>542,683.90</b>	<b>-113,902.34</b>	<b>651,221.00</b>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>						
	<b>4,964.13</b>	<b>-8.31</b>	<b>65,729.54</b>	<b>-83.10</b>	<b>65,812.64</b>	<b>-100.00</b>
<b>Total Depreciation Expense</b>						
	154.00	0.00	1,540.00	0.00	1,540.00	0.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>4,810.13</b>	<b>-8.31</b>	<b>64,189.54</b>	<b>-83.10</b>	<b>64,272.64</b>	<b>-100.00</b>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**January 31, 2017**

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	59,786.52	59,209.63	584,184.57	592,096.30	-7,911.73	710,515.70
<b>TOTAL OPERATING INCOME</b>	<b>59,786.52</b>	<b>59,209.63</b>	<b>584,184.57</b>	<b>592,096.30</b>	<b>-7,911.73</b>	<b>710,515.70</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	27,838.44	25,141.36	234,567.49	251,413.60	-16,846.11	301,696.08
Total Tenant Services	0.00	141.67	294.24	1,416.70	-1,122.46	1,700.00
Total Utilities Expenses	7,019.16	8,125.00	54,356.98	81,250.00	-26,893.02	97,500.00
Total Maintenance Expenses	23,692.09	21,380.85	223,569.24	213,808.50	9,760.74	256,570.00
General Expense	6,372.36	7,608.34	61,126.55	76,083.40	-14,956.85	91,300.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>64,922.05</b>	<b>62,397.22</b>	<b>573,914.50</b>	<b>623,972.20</b>	<b>-50,057.70</b>	<b>748,766.08</b>
Total Non-Routine Expense	-3,869.98	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-3,187.53	0.00	-31,875.30	31,875.30	-38,250.38
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>61,052.07</b>	<b>59,209.69</b>	<b>573,914.50</b>	<b>592,096.90</b>	<b>-18,182.40</b>	<b>710,515.70</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-1,265.55</b>	<b>-0.06</b>	<b>10,270.07</b>	<b>-0.60</b>	<b>10,270.67</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	32,321.00	34,583.33	323,210.00	345,833.30	-22,623.30	415,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-33,586.55</b>	<b>-34,583.39</b>	<b>-312,939.93</b>	<b>-345,833.90</b>	<b>32,893.97</b>	<b>-415,000.00</b>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**January 31, 2017**

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	78,457.81	78,077.09	850,836.97	780,770.90	70,066.07	936,925.15
<b>TOTAL OPERATING INCOME</b>	<b>78,457.81</b>	<b>78,077.09</b>	<b>850,836.97</b>	<b>780,770.90</b>	<b>70,066.07</b>	<b>936,925.15</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	38,315.49	31,607.28	308,182.64	316,072.80	-7,890.16	379,287.60
Total Tenant Services	239.48	395.83	2,069.47	3,958.30	-1,888.83	4,750.00
Total Utilities Expenses	2,368.47	2,275.01	16,970.88	22,750.10	-5,779.22	27,300.00
Total Maintenance Expenses	29,438.41	37,225.00	368,683.13	372,250.00	-3,566.87	446,700.00
General Expense	6,231.30	6,910.84	95,478.10	69,108.40	26,369.70	82,930.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>76,593.15</b>	<b>78,413.96</b>	<b>791,384.22</b>	<b>784,139.60</b>	<b>7,244.62</b>	<b>940,967.60</b>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-336.87	0.00	-3,368.70	3,368.70	-4,042.45
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>76,593.15</b>	<b>78,077.09</b>	<b>791,384.22</b>	<b>780,770.90</b>	<b>10,613.32</b>	<b>936,925.15</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>1,864.66</b>	<b>0.00</b>	<b>59,452.75</b>	<b>0.00</b>	<b>59,452.75</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	26,277.00	27,083.33	262,770.00	270,833.30	-8,063.30	325,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-24,412.34</b>	<b>-27,083.33</b>	<b>-203,317.25</b>	<b>-270,833.30</b>	<b>67,516.05</b>	<b>-325,000.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**January 31, 2017**

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	19,082.13	18,558.06	187,074.51	185,580.60	1,493.91	222,696.55
<b>TOTAL OPERATING INCOME</b>	<b>19,082.13</b>	<b>18,558.06</b>	<b>187,074.51</b>	<b>185,580.60</b>	<b>1,493.91</b>	<b>222,696.55</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,754.93	9,992.45	97,310.70	99,924.50	-2,613.80	119,909.04
Total Tenant Services	0.00	41.67	133.52	416.70	-283.18	500.00
Total Utilities Expenses	2,130.54	2,358.34	17,933.25	23,583.40	-5,650.15	28,300.00
Total Maintenance Expenses	6,212.54	6,595.85	63,637.48	65,958.50	-2,321.02	79,150.00
General Expense	2,379.79	2,858.75	23,986.80	28,587.50	-4,600.70	34,305.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>20,477.80</b>	<b>21,847.06</b>	<b>203,001.75</b>	<b>218,470.60</b>	<b>-15,468.85</b>	<b>262,164.04</b>
Total Non-Routine Expense	0.00	0.00	458.10	0.00	458.10	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-3,288.96	0.00	-32,889.60	32,889.60	-39,467.49
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>20,477.80</b>	<b>18,558.10</b>	<b>203,459.85</b>	<b>185,581.00</b>	<b>17,878.85</b>	<b>222,696.55</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-1,395.67</b>	<b>-0.04</b>	<b>-16,385.34</b>	<b>-0.40</b>	<b>-16,384.94</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	12,057.00	11,995.83	120,570.00	119,958.30	611.70	143,950.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-13,452.67</b>	<b>-11,995.87</b>	<b>-136,955.34</b>	<b>-119,958.70</b>	<b>-16,996.64</b>	<b>-143,950.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**January 31, 2017**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	205,958.26	210,104.86	2,116,607.15	2,101,048.60	15,558.55	2,521,258.40
<b>TOTAL OPERATING INCOME</b>	<b>205,958.26</b>	<b>210,104.86</b>	<b>2,116,607.15</b>	<b>2,101,048.60</b>	<b>15,558.55</b>	<b>2,521,258.40</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	116,922.17	112,157.75	1,043,641.62	1,121,577.50	-77,935.88	1,345,892.72
Total Tenant Services	239.48	579.17	2,497.23	5,791.70	-3,294.47	6,950.00
Total Utilities Expenses	12,880.05	13,233.35	94,396.92	132,333.50	-37,936.58	158,800.00
Total Maintenance Expenses	59,349.91	65,468.36	663,119.13	654,683.60	8,435.53	785,620.00
General Expense	16,269.06	18,827.92	193,427.13	188,279.20	5,147.93	225,935.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>205,660.67</b>	<b>210,266.55</b>	<b>1,997,082.03</b>	<b>2,102,665.50</b>	<b>-105,583.47</b>	<b>2,523,197.72</b>
Total Non-Routine Expense	-3,869.98	0.00	458.10	0.00	458.10	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-153.28	0.00	-1,532.80	1,532.80	-1,839.32
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>201,790.69</b>	<b>210,113.27</b>	<b>1,997,540.13</b>	<b>2,101,132.70</b>	<b>-103,592.57</b>	<b>2,521,358.40</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>4,167.57</b>	<b>-8.41</b>	<b>119,067.02</b>	<b>-84.10</b>	<b>119,151.12</b>	<b>-100.00</b>
Total Depreciation Expense	70,809.00	73,662.49	708,090.00	736,624.90	-28,534.90	883,950.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-66,641.43</b>	<b>-73,670.90</b>	<b>-589,022.98</b>	<b>-736,709.00</b>	<b>147,686.02</b>	<b>-884,050.00</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**January 31, 2017**

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	30,488.44	30,196.15	306,507.70	301,961.50	4,546.20	362,354.00
<b>TOTAL OPERATING INCOME</b>	<b>30,488.44</b>	<b>30,196.15</b>	<b>306,507.70</b>	<b>301,961.50</b>	<b>4,546.20</b>	<b>362,354.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,665.47	4,540.01	36,378.89	45,400.10	-9,021.21	54,480.00
Total Fee Expenses	5,354.82	5,322.24	53,699.04	53,222.40	476.64	63,866.88
Total Utilities Expenses	5,790.63	2,054.17	25,181.27	20,541.70	4,639.57	24,650.00
Total Maintenance Expenses	7,088.67	18,505.09	80,210.20	185,050.90	-104,840.70	222,061.00
Total Taxes & Insurance Expense	2,371.41	2,652.09	25,584.14	26,520.90	-936.76	31,825.00
Total Financial Expenses	2,356.82	2,400.00	33,983.95	24,000.00	9,983.95	28,800.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>26,627.82</b>	<b>35,473.60</b>	<b>255,037.49</b>	<b>354,736.00</b>	<b>-99,698.51</b>	<b>425,682.88</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-5,277.41	0.00	-52,774.10	52,774.10	-63,328.88
Total Capital Expenditures	0.00	-5,277.41	0.00	-52,774.10	52,774.10	-63,328.88
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>26,627.82</b>	<b>30,196.19</b>	<b>255,037.49</b>	<b>301,961.90</b>	<b>-46,924.41</b>	<b>362,354.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>3,860.62</b>	<b>-0.04</b>	<b>51,470.21</b>	<b>-0.40</b>	<b>51,470.61</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
	5,321.08	5,291.67	53,210.80	52,916.70	294.10	63,500.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-1,460.46</b>	<b>-5,291.71</b>	<b>-1,740.59</b>	<b>-52,917.10</b>	<b>51,176.51</b>	<b>-63,500.00</b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**January 31, 2017**

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	28,299.95	26,240.24	268,707.92	262,402.40	6,305.52	314,883.00
<b>TOTAL OPERATING INCOME</b>	<b>28,299.95</b>	<b>26,240.24</b>	<b>268,707.92</b>	<b>262,402.40</b>	<b>6,305.52</b>	<b>314,883.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,463.30	4,854.18	35,499.99	48,541.80	-13,041.81	58,250.00
Total Fee Expenses	4,676.04	4,804.83	48,419.64	48,048.30	371.34	57,658.00
Total Utilities Expenses	415.31	2,006.66	19,457.10	20,066.60	-609.50	24,080.00
Total Maintenance Expenses	7,342.60	9,716.65	79,480.14	97,166.50	-17,686.36	116,600.00
Total Taxes & Insurance Expense	2,418.00	2,354.17	23,058.62	23,541.70	-483.08	28,250.00
Total Financial Expenses	2,356.81	2,375.00	33,983.88	23,750.00	10,233.88	28,500.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>20,672.06</b>	<b>26,111.49</b>	<b>239,899.37</b>	<b>261,114.90</b>	<b>-21,215.53</b>	<b>313,338.00</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	128.75	0.00	1,287.50	-1,287.50	1,545.00
Total Capital Expenditures	0.00	128.75	0.00	1,287.50	-1,287.50	1,545.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>20,672.06</b>	<b>26,240.24</b>	<b>239,899.37</b>	<b>262,402.40</b>	<b>-22,503.03</b>	<b>314,883.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>7,627.89</b>	<b>0.00</b>	<b>28,808.55</b>	<b>0.00</b>	<b>28,808.55</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
	6,376.50	5,720.83	63,765.00	57,208.30	6,556.70	68,650.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>1,251.39</b>	<b>-5,720.83</b>	<b>-34,956.45</b>	<b>-57,208.30</b>	<b>22,251.85</b>	<b>-68,650.00</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**January 31, 2017**

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	58,788.39	56,436.39	575,215.62	564,363.90	10,851.72	677,237.00
<b>TOTAL OPERATING INCOME</b>	<b>58,788.39</b>	<b>56,436.39</b>	<b>575,215.62</b>	<b>564,363.90</b>	<b>10,851.72</b>	<b>677,237.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	7,128.77	9,394.19	71,878.88	93,941.90	-22,063.02	112,730.00
Total Fee Expenses	10,030.86	10,127.07	102,118.68	101,270.70	847.98	121,524.88
Total Utilities Expenses	6,205.94	4,060.83	44,638.37	40,608.30	4,030.07	48,730.00
Total Maintenance Expenses	14,431.27	28,221.74	159,690.34	282,217.40	-122,527.06	338,661.00
Total Taxes & Insurance Expense	4,789.41	5,006.26	48,642.76	50,062.60	-1,419.84	60,075.00
Total Financial Expenses	4,713.63	4,775.00	67,967.83	47,750.00	20,217.83	57,300.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>47,299.88</b>	<b>61,585.09</b>	<b>494,936.86</b>	<b>615,850.90</b>	<b>-120,914.04</b>	<b>739,020.88</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-5,148.66	0.00	-51,486.60	51,486.60	-61,783.88
Total Capital Expenditures	0.00	-5,148.66	0.00	-51,486.60	51,486.60	-61,783.88
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>47,299.88</b>	<b>56,436.43</b>	<b>494,936.86</b>	<b>564,364.30</b>	<b>-69,427.44</b>	<b>677,237.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>11,488.51</b>	<b>-0.04</b>	<b>80,278.76</b>	<b>-0.40</b>	<b>80,279.16</b>	<b>0.00</b>
<b>Total Depreciation Expense</b>						
	11,697.58	11,012.50	116,975.80	110,125.00	6,850.80	132,150.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-209.07</b>	<b>-11,012.54</b>	<b>-36,697.04</b>	<b>-110,125.40</b>	<b>73,428.36</b>	<b>-132,150.00</b>



**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**January 31, 2017**

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	36.22	7,854.16	85,933.21	78,541.60	7,391.61	94,250.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>36.22</b>	<b>7,854.16</b>	<b>85,933.21</b>	<b>78,541.60</b>	<b>7,391.61</b>	<b>94,250.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	8,272.15	5,837.49	79,923.10	58,374.90	21,548.20	70,050.00
Total Fees Expenses	3,510.00	3,860.83	33,208.50	38,608.30	-5,399.80	46,330.00
Total General Expenses	575.23	559.17	1,167.25	5,591.70	-4,424.45	6,710.00
<b>TOTAL OPERATING EXPENSES</b>	<b>12,357.38</b>	<b>10,257.49</b>	<b>114,298.85</b>	<b>102,574.90</b>	<b>11,723.95</b>	<b>123,090.00</b>
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-2,805.42	0.00	-28,054.20	28,054.20	-33,665.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>12,357.38</b>	<b>7,452.07</b>	<b>114,298.85</b>	<b>74,520.70</b>	<b>39,778.15</b>	<b>89,425.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-12,321.16</b>	<b>402.09</b>	<b>-28,365.64</b>	<b>4,020.90</b>	<b>-32,386.54</b>	<b>4,825.00</b>
Total Depreciation Expense	18.75	18.75	187.50	187.50	0.00	225.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-12,339.91</b>	<b>383.34</b>	<b>-28,553.14</b>	<b>3,833.40</b>	<b>-32,386.54</b>	<b>4,600.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	0.00	78,491.67	511,858.54	784,916.70	-273,058.16	941,900.00
<b>TOTAL HAP INCOME</b>	<b>0.00</b>	<b>78,491.67</b>	<b>511,858.54</b>	<b>784,916.70</b>	<b>-273,058.16</b>	<b>941,900.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	60,132.00	78,583.34	583,037.00	785,833.40	-202,796.40	943,000.00
Total General HAP Expenses	0.00	-83.33	-3,364.86	-833.30	-2,531.56	-1,000.00
<b>TOTAL HAP EXPENSES</b>	<b>60,132.00</b>	<b>78,500.01</b>	<b>579,672.14</b>	<b>785,000.10</b>	<b>-205,327.96</b>	<b>942,000.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>-60,132.00</b>	<b>-8.34</b>	<b>-67,813.60</b>	<b>-83.40</b>	<b>-67,730.20</b>	<b>-100.00</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*January, 2017*

	Current Period	Last Year Same P	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	21,024.40	21,136.52	-112.12	214,644.57
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,706.00	14,558.16	147.84	146,182.56
Administrative Expenses	5,719.84	1,156.87	4,562.97	12,062.88
Tenant Services	0.00	113.47	-113.47	294.24
Utilities	7,019.16	7,120.14	-100.98	54,356.98
Maintenance Supplies/Contracts	10,068.41	8,967.13	1,101.28	85,104.16
Mileage	11.88	0.00	11.88	142.56
General Expenses	6,372.36	6,070.77	301.59	61,126.55
Non-Routine Expense	-3,869.98	0.00	-3,869.98	0.00
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>61,052.07</b>	<b>59,123.06</b>	<b>1,929.01</b>	<b>573,914.50</b>
<b>AMP002 - FAMILY</b>				
Salaries	47,258.00	34,985.33	12,272.67	414,059.97
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,796.96	15,848.32	-51.36	157,217.95
Administrative Expenses	1,934.95	3,098.16	-1,163.21	17,712.86
Tenant Services	49.08	551.83	-502.75	840.18
Utilities	2,368.47	2,263.30	105.17	16,970.88
Maintenance Supplies/Contracts	2,781.59	9,180.75	-6,399.16	88,783.52
Mileage	172.80	83.16	89.64	320.76
General Expenses	6,231.30	6,149.77	81.53	95,478.10
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>76,593.15</b>	<b>72,160.62</b>	<b>4,432.53</b>	<b>791,384.22</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	8,723.39	8,743.81	-20.42	88,450.43
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,279.92	4,230.64	49.28	42,255.21
Administrative Expenses	910.36	736.04	174.32	8,320.28
Tenant Services	0.00	0.00	0.00	133.52
Utilities	2,130.54	2,467.83	-337.29	17,933.25
Maintenance Supplies/Contracts	1,910.16	1,242.06	668.10	21,797.00
Mileage	143.64	24.64	119.00	0.00
General Expenses	2,379.79	2,377.77	2.02	23,986.80
Non-Routine Expenses	0.00	872.33	-872.33	458.10
<b>TOTAL BLUEBELL CLAIMS</b>	<b>20,477.80</b>	<b>20,695.12</b>	<b>-217.32</b>	<b>203,334.59</b>
<b>COCC</b>				
Salaries	34,843.83	32,277.61	2,566.22	355,260.39
Employee W/H Payments	12,495.18	16.78	12,478.40	-5,997.20
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	6,169.48	4,823.36	1,346.12	48,320.40
Tenant Services	0.00	90.34	-90.34	0.00
Utilities	1,361.88	452.54	909.34	5,135.81
Maintenance Supplies/Contracts	6.87	37.52	-30.65	7,229.28
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,285.61	1,419.23	-133.62	12,835.68
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>56,162.85</b>	<b>39,117.38</b>	<b>17,045.47</b>	<b>422,784.36</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	111,849.62	97,143.27	14,706.35	1,072,415.36
Employee W/H Payments	12,495.18	16.78	12,478.40	-5,997.20
Management Fees	34,782.88	34,637.12	145.76	345,655.72
Administrative Expenses	14,734.63	9,814.43	4,920.20	86,416.42
Tenant Services	49.08	755.64	-706.56	1,267.94
Utilities	12,880.05	12,303.81	576.24	94,396.92
Maintenance Supplies	14,767.03	19,427.46	-4,660.43	202,913.96
Mileage	328.32	107.80	220.52	463.32
General Expenses	16,269.06	16,017.54	251.52	193,427.13
Non-Routine Expenses	-3,869.98	872.33	-4,742.31	458.10
<b>TOTAL LOW RENT CLAIMS</b>	<b>214,285.87</b>	<b>191,096.18</b>	<b>23,189.69</b>	<b>1,991,417.67</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*January, 2017*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	8,319.27	8,041.47	277.80
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,354.82	5,354.82	0.00
Administrative Expenses	675.48	753.70	-78.22
Utilities	5,790.63	5,294.57	496.06
Maintenance Supplies/Contracts	1,759.39	67,533.84	-65,774.45
Tax & Insurance Expenses	2,371.41	2,406.82	-35.41
Finacial Expenses	2,356.82	2,458.50	-101.68
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>26,627.82</b>	<b>91,843.72</b>	<b>-65,215.90</b>
<b>PRAIRIELAND</b>			
Salaries	8,319.02	8,041.24	277.78
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,676.04	4,902.30	-226.26
Administrative Expenses	473.37	918.82	-445.45
Utilities	415.31	650.62	-235.31
Maintenance Supplies/Contracts	2,013.51	2,433.03	-419.52
Taxes & Insurance Expenses	2,418.00	2,384.85	33.15
Financial Expenses	2,356.81	2,458.49	-101.68
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>20,672.06</b>	<b>21,789.35</b>	<b>-1,117.29</b>
<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	16,638.29	16,082.71	555.58
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,030.86	10,257.12	-226.26
Administrative Expenses	1,148.85	1,672.52	-523.67
Utilities	6,205.94	5,945.19	260.75
Maintenance Supplies	3,772.90	69,966.87	-66,193.97
Taxes & Insurance Expenses	4,789.41	4,791.67	-2.26
Financial Expenses	4,713.63	4,916.99	-203.36
<b>TOTAL AHP CLAIMS</b>	<b>47,299.88</b>	<b>113,633.07</b>	<b>-66,333.19</b>
<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	6,420.18	6,387.69	32.49
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,510.00	3,198.00	312.00
Administrative Expenses	1,851.97	1,712.61	139.36
General Expense-Admin	575.23	411.82	163.41
<b>Total HCV Expenses</b>	<b>12,357.38</b>	<b>11,710.12</b>	<b>647.26</b>
HAP Expenses	60,132.00	56,118.00	4,014.00
General Expenses	0.00	0.00	0.00
<b>Total HAP Expenses</b>	<b>60,132.00</b>	<b>56,118.00</b>	<b>4,014.00</b>
<b>TOTAL HCV CLAIMS</b>	<b>72,489.38</b>	<b>67,828.12</b>	<b>4,661.26</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*January, 2017*

	Current Period	Last Year Same	Current Year	Cumulative
<b>CFG 2015 - \$598,801</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	492,057.28	500,738.85
Dwelling Equipment	0.00	0.00	0.00	3,357.32
Non Dwelling Equipment	0.00	0.00	0.00	42,724.90
<b>TOTAL CFG 2015 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>492,057.28</b>	<b>564,071.07</b>
<b>CFG 2014 - \$619,889</b>				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	0.00	0.00	18,500.00	68,496.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	230,266.40	316,968.26
Dwelling Equipment	0.00	0.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	0.00	0.00	565.44
<b>TOTAL CFG 2014 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>248,766.40</b>	<b>612,189.00</b>
<b>CFG 2013 - \$584,976</b>				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	6,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	466,718.89
Dwelling Equipment	0.00	0.00	0.00	12,002.27
Non-Dwelling Equipment	0.00	0.00	0.00	1,756.84
<b>TOTAL CFG 2013 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>584,976.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>740,823.68</b>	<b>1,761,236.07</b>

**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*January, 2017*

	<b>Current Period</b>	<b>Last Year Same P</b>	<b>Variance</b>	<b>Current Year</b>
<b>TOTALS</b>				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	61,052.07	59,123.06	1,929.01	573,914.50
AMP002 - FAMILY	76,593.15	72,160.62	4,432.53	791,384.22
AMP003 - BLUEBELL	20,477.80	20,695.12	-217.32	203,459.85
COCC	56,162.87	39,117.40	17,045.47	422,970.83
<b>TOTAL LOW RENT</b>	<b>214,285.89</b>	<b>191,096.20</b>	<b>23,189.69</b>	<b>1,991,729.40</b>
<u>A.H.P.</u>				
BRENTWOOD	26,627.82	91,843.72	-65,215.90	255,037.49
PRAIRIELAND	20,672.06	21,789.35	-1,117.29	239,899.37
<b>TOTAL A.H.P.</b>	<b>47,299.88</b>	<b>113,633.07</b>	<b>-66,333.19</b>	<b>494,936.86</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	12,357.38	11,710.12	647.26	114,298.85
<b>TOTAL HCV</b>	<b>12,357.38</b>	<b>11,710.12</b>	<b>647.26</b>	<b>114,298.85</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '15	0.00	0.00	0.00	492,057.28
CAPITAL FUND GRANT '14	0.00	0.00	0.00	248,766.40
CAPITAL FUND GRANT '13	0.00	0.00	0.00	0.00
<b>TOTAL GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>740,823.68</b>
<hr/>				
<b>TOTAL CLAIMS FOR MONTH</b>	<b>273,943.15</b>	<b>316,439.39</b>	<b>-42,496.24</b>	<b>3,341,788.79</b>

## **RESOLUTION 2017-02**

02/23/2017

Board of Commissioners

Derek Antoine, Executive Director

**RE: Approval of the Knox County Housing Authority Annual Operating Budget FYE 03/31/2017**

### **Article I. Background**

The Department of Housing and Urban Development (HUD) requires public housing authorities (PHA) to submit an annual budget prior to the start of the agency's fiscal year. The Knox County Housing Authority's Annual Comprehensive Budget continues to reflect the mission and goals of the agency through responsible stewardship of federal funding. The budget is the recommended financial plan for the fiscal year beginning on 04/01/2016 and ending on 03/31/2017.

The Knox County Housing Authority realistically anticipates revenue in the amount of \$4,092,532.00 and expenditures totaling \$4,284,881.00, resulting in a decrease in agency reserves of approximately \$192,349.00. These figures were calculated using a historical three-year average, forecasting current spending levels over a twelve month period, and factoring for year-over-year increases.

Subsidy eligibility is based on an 85% proration of eligibility for the public housing operating fund, which is believed to be an appropriate estimate. Additionally, housing choice voucher program funding is expected to be prorated at 95% of eligibility for housing assistance payments, and 75% for administrative fees.

Further highlights and assumptions of the budget submission include:

- KCHA's FYE 2018 Annual Comprehensive Budget has been compiled and presented in accordance with the requirements of HUD's asset management budgeting model;
- Dwelling rental income is calculated based on historical occupancy rates at each site;
- Personnel pay increases for the upcoming fiscal year will have a ceiling of 1.5%, and employee benefits will continue to account for approximately 31% of the total compensation package;
- Moon Towers, Family Housing, and Bluebell Tower are projected to operate under a deficit budget, with shortfall supplemented by AMP reserves;
- Family Housing budget includes replacement of the property's maintenance vehicle fleet;
- Brentwood Manor budget includes rehab/modernization projects for the property;
- Housing Choice Voucher program operating shortfall will be supplemented from HCV unrestricted net assets.

### **Article II. Recommendation**

It is the recommendation of the Executive Director the Board resolve to approve the agency operating budget for fiscal year-ending 03/31/2017.



## RESOLUTION 2017-02

02/23/2017

Board of Commissioners

Derek Antoine, Executive Director

### Approval of the Knox County Housing Authority Annual Operating Budget FYE 03/31/2017

**NOW, THEREFORE, BE IT RESOLVED BY THE KNOX COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS (BOARD) THAT:**

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Knox County Housing Authority Operational Budget for FYE 03/31/2018 is hereby approved and adopted.
3. The Operational Budget for FYE 03/31/2018 is in compliance with the requirements set forth in HUD guidance, the Code of Federal Regulations, and generally accepted accounting principles set forth by the Governmental Accounting Standards Board.
4. This Resolution shall be carried out in accordance with federal regulations and be effective as of 04/01/2017.

**RESOLVED: February 28, 2017**

\_\_\_\_\_  
Lomac Payton, Chairperson

\_\_\_\_\_  
Roger Peterson, Vice-Chairperson

\_\_\_\_\_  
Paula Sanford, Resident Commissioner

\_\_\_\_\_  
Paul Stewart, Commissioner

\_\_\_\_\_  
Wayne Allen, Commissioner

\_\_\_\_\_  
Thomas Dunker, Commissioner

\_\_\_\_\_  
Ben Burgland, Commissioner

\_\_\_\_\_  
Derek Antoine, Secretary/Executive Director (Attest)



# FISCAL YEAR 2018 PROPOSED BUDGETS

Budget Lines	COCC		Moon Towers		Family		Bluebell		LOW RENT		VARIANCE
	LY 2017	2018	LY 2017	2018	LY 2017	2018	LY 2017	2018	LY 2017	2018	2018 vs 2017
<b>INCOME</b>											
<b>REVENUE</b>											
Tenant Revenue	\$ -	\$ -	\$ (422,050.00)	\$ (389,225.00)	\$ (233,950.00)	\$ (255,700.00)	\$ (172,375.00)	\$ (174,900.00)	\$ (828,375.00)	\$ (819,825.00)	\$ 8,550.00
Fee Revenue	\$ (650,971.00)	\$ (684,772.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (650,971.00)	\$ (684,772.00)	\$ (33,801.00)
Operating Subsidy	\$ -	\$ -	\$ (288,015.70)	\$ (297,750.00)	\$ (700,875.15)	\$ (675,000.00)	\$ (49,421.55)	\$ (47,250.00)	\$ (1,038,312.40)	\$ (1,020,000.00)	\$ 18,312.40
Other Grants & investments	\$ -	\$ -	\$ (100.00)	\$ -	\$ (100.00)	\$ (100.00)	\$ (50.00)	\$ -	\$ (250.00)	\$ (100.00)	\$ 150.00
Other Revenue	\$ (150.00)	\$ (2,300.00)	\$ (350.00)	\$ (200.00)	\$ (2,000.00)	\$ (5,200.00)	\$ (850.00)	\$ (1,000.00)	\$ (3,350.00)	\$ (8,700.00)	\$ (5,350.00)
<b>TOTAL REVENUE</b>	<b>\$ (651,121.00)</b>	<b>\$ (687,072.00)</b>	<b>\$ (710,515.70)</b>	<b>\$ (687,175.00)</b>	<b>\$ (936,925.15)</b>	<b>\$ (936,000.00)</b>	<b>\$ (222,696.55)</b>	<b>\$ (223,150.00)</b>	<b>\$ (2,521,258.40)</b>	<b>\$ (2,533,397.00)</b>	<b>\$ (12,138.60)</b>
<b>EXPENSES</b>											
<b>Admin Expenses</b>											
Admin Salary & Benefits	\$ 458,000.00	\$ 462,500.00	\$ 103,000.00	\$ 97,500.00	\$ 152,000.00	\$ 153,000.00	\$ 59,200.00	\$ 58,800.00	\$ 772,200.00	\$ 771,800.00	\$ (400.00)
Admin Fee Expense	\$ 2,500.00	\$ 2,500.00	\$ 179,446.08	\$ 190,119.00	\$ 193,837.60	\$ 201,803.00	\$ 51,709.04	\$ 54,168.00	\$ 427,492.72	\$ 448,590.00	\$ 21,097.28
Office Expense	\$ 57,000.00	\$ 52,150.00	\$ 15,100.00	\$ 12,200.00	\$ 28,950.00	\$ 33,050.00	\$ 7,875.00	\$ 8,725.00	\$ 108,925.00	\$ 106,125.00	\$ (2,800.00)
Other Admin Expense	\$ 22,500.00	\$ 13,000.00	\$ 4,150.00	\$ 900.00	\$ 4,500.00	\$ 5,250.00	\$ 1,125.00	\$ 825.00	\$ 32,275.00	\$ 19,975.00	\$ (12,300.00)
<b>Total Admin</b>	<b>\$ 540,000.00</b>	<b>\$ 530,150.00</b>	<b>\$ 301,696.08</b>	<b>\$ 300,719.00</b>	<b>\$ 379,287.60</b>	<b>\$ 393,103.00</b>	<b>\$ 119,909.04</b>	<b>\$ 122,518.00</b>	<b>\$ 1,340,892.72</b>	<b>\$ 1,346,490.00</b>	<b>\$ 5,597.28</b>
<b>Tenant Services</b>											
T.S. Salaries/Benefits	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ 3,900.00	\$ -	\$ -	\$ -	\$ 3,900.00	\$ 3,900.00
T.S. Other	\$ -	\$ -	\$ 1,700.00	\$ 1,125.00	\$ 4,750.00	\$ 6,250.00	\$ 500.00	\$ 250.00	\$ 6,950.00	\$ 7,625.00	\$ 675.00
<b>Total Tenant Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,700.00</b>	<b>\$ 1,125.00</b>	<b>\$ 4,750.00</b>	<b>\$ 10,150.00</b>	<b>\$ 500.00</b>	<b>\$ 250.00</b>	<b>\$ 6,950.00</b>	<b>\$ 11,525.00</b>	<b>\$ 4,575.00</b>
<b>Maintenance Expenses</b>											
Maintenance Labor	\$ -	\$ -	\$ 180,000.00	\$ 178,500.00	\$ 363,500.00	\$ 352,250.00	\$ 54,575.00	\$ 54,300.00	\$ 598,075.00	\$ 585,050.00	\$ (13,025.00)
Maintenance Supplies	\$ 1,450.00	\$ 1,200.00	\$ 29,820.00	\$ 32,100.00	\$ 43,450.00	\$ 44,450.00	\$ 7,100.00	\$ 4,925.00	\$ 81,820.00	\$ 82,675.00	\$ 855.00
Maintenance Contracts	\$ 1,750.00	\$ 6,550.00	\$ 43,650.00	\$ 45,475.00	\$ 25,400.00	\$ 102,550.00	\$ 15,675.00	\$ 17,500.00	\$ 86,475.00	\$ 172,075.00	\$ 85,600.00
<b>Total Maintenance Expense</b>	<b>\$ 3,200.00</b>	<b>\$ 7,750.00</b>	<b>\$ 253,470.00</b>	<b>\$ 256,075.00</b>	<b>\$ 432,350.00</b>	<b>\$ 499,250.00</b>	<b>\$ 77,350.00</b>	<b>\$ 76,725.00</b>	<b>\$ 766,370.00</b>	<b>\$ 839,800.00</b>	<b>\$ 73,430.00</b>
<b>Total Utilities</b>	<b>\$ 5,700.00</b>	<b>\$ 5,950.00</b>	<b>\$ 97,500.00</b>	<b>\$ 95,000.00</b>	<b>\$ 26,950.00</b>	<b>\$ 27,450.00</b>	<b>\$ 28,300.00</b>	<b>\$ 25,000.00</b>	<b>\$ 158,450.00</b>	<b>\$ 153,400.00</b>	<b>\$ (5,050.00)</b>
<b>Protective Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,100.00</b>	<b>\$ 3,650.00</b>	<b>\$ 14,700.00</b>	<b>\$ 20,000.00</b>	<b>\$ 1,800.00</b>	<b>\$ 1,600.00</b>	<b>\$ 19,600.00</b>	<b>\$ 25,250.00</b>	<b>\$ 5,650.00</b>
<b>Total Insurance Premium Exp</b>	<b>\$ 17,400.00</b>	<b>\$ 16,700.00</b>	<b>\$ 41,550.00</b>	<b>\$ 48,550.00</b>	<b>\$ 55,200.00</b>	<b>\$ 57,650.00</b>	<b>\$ 14,975.00</b>	<b>\$ 14,700.00</b>	<b>\$ 129,125.00</b>	<b>\$ 137,600.00</b>	<b>\$ 8,475.00</b>
<b>Total General Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,750.00</b>	<b>\$ 55,500.00</b>	<b>\$ 27,730.00</b>	<b>\$ 52,570.00</b>	<b>\$ 19,330.00</b>	<b>\$ 19,990.00</b>	<b>\$ 96,810.00</b>	<b>\$ 128,060.00</b>	<b>\$ 31,250.00</b>
<b>Total Interest &amp; Amort Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total HAP Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 566,300.00</b>	<b>\$ 560,550.00</b>	<b>\$ 748,766.08</b>	<b>\$ 760,619.00</b>	<b>\$ 940,967.60</b>	<b>\$ 1,060,173.00</b>	<b>\$ 262,164.04</b>	<b>\$ 260,783.00</b>	<b>\$ 2,518,197.72</b>	<b>\$ 2,642,125.00</b>	<b>\$ 123,927.28</b>
<b>NET (REVENUE)/EXPENSES</b>	<b>(\$84,821.00)</b>	<b>(\$126,522.00)</b>	<b>\$38,250.38</b>	<b>\$73,444.00</b>	<b>\$4,042.45</b>	<b>\$124,173.00</b>	<b>\$39,467.49</b>	<b>\$37,633.00</b>	<b>(\$3,060.68)</b>	<b>\$ 108,728.00</b>	<b>\$ 111,788.68</b>
<b>Xfer To/(From) Reserve to Balance Budgets</b>	<b>\$84,821.00</b>	<b>\$126,522.00</b>	<b>(\$38,250.38)</b>	<b>(\$73,444.00)</b>	<b>(\$4,042.45)</b>	<b>(\$124,173.00)</b>	<b>(\$39,467.49)</b>	<b>(\$37,633.00)</b>	<b>\$3,060.68</b>	<b>(\$108,728.00)</b>	<b>(\$111,788.68)</b>
<b>NET REVENUE AFTER XFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Depreciation Expense</b>	<b>\$ 1,850.00</b>	<b>\$ 1,825.00</b>	<b>\$ 415,000.00</b>	<b>\$ 400,000.00</b>	<b>\$ 325,000.00</b>	<b>\$ 325,000.00</b>	<b>\$ 143,950.00</b>	<b>\$ 147,500.00</b>	<b>\$ 885,800.00</b>	<b>\$ 874,325.00</b>	<b>\$ (11,475.00)</b>
<b>NET (REVENUE)/EXPENSES after DEPRECIATION</b>	<b>\$ 1,850.00</b>	<b>\$ 1,825.00</b>	<b>\$415,000.00</b>	<b>\$400,000.00</b>	<b>\$325,000.00</b>	<b>\$325,000.00</b>	<b>\$143,950.00</b>	<b>\$147,500.00</b>	<b>\$885,800.00</b>	<b>\$874,325.00</b>	<b>(\$11,475.00)</b>

# FISCAL YEAR 2018 PROPOSED BUDGETS

Budget Lines	Brentwood		PrairieLand		AHP		HCV		TOTAL KCHA		VARIANCE
	LY 2017	2018	LY 2017	2018	LY 2017	2018	LY 2017	2018	LY 2017	2018	2018 vs 2017
<b>INCOME</b>											
<b>REVENUE</b>											
Tenant Revenue	\$ (351,279.00)	\$ (362,600.00)	\$ (255,214.00)	\$ (262,335.00)	\$ (606,493.00)	\$ (624,935.00)	\$ -	\$ -	\$ (1,434,868.00)	\$ (1,444,760.00)	\$ (9,892.00)
Fee Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (650,971.00)	\$ (684,772.00)	\$ (33,801.00)
Operating Subsidy	\$ -	\$ -	\$ (51,600.00)	\$ (54,000.00)	\$ (51,600.00)	\$ (54,000.00)	\$ (1,022,400.00)	\$ (850,900.00)	\$ (2,112,312.40)	\$ (1,924,900.00)	\$ 187,412.40
Other Grants & investments	\$ (75.00)	\$ (900.00)	\$ (75.00)	\$ (75.00)	\$ (150.00)	\$ (975.00)	\$ (250.00)	\$ (250.00)	\$ (650.00)	\$ (1,325.00)	\$ (675.00)
Other Revenue	\$ (11,000.00)	\$ (11,300.00)	\$ (7,994.00)	\$ (8,775.00)	\$ (18,994.00)	\$ (20,075.00)	\$ (9,000.00)	\$ (8,000.00)	\$ (31,344.00)	\$ (36,775.00)	\$ (5,431.00)
<b>TOTAL REVENUE</b>	<b>\$ (362,354.00)</b>	<b>\$ (374,800.00)</b>	<b>\$ (314,883.00)</b>	<b>\$ (325,185.00)</b>	<b>\$ (677,237.00)</b>	<b>\$ (699,985.00)</b>	<b>\$ (1,031,650.00)</b>	<b>\$ (859,150.00)</b>	<b>\$ (4,230,145.40)</b>	<b>\$ (4,092,532.00)</b>	<b>\$ 137,613.40</b>
<b>EXPENSES</b>									\$ -	\$ -	
<b>Admin Expenses</b>									\$ -	\$ -	
Admin Salary & Benefits	\$ 38,300.00	\$ 38,300.00	\$ 38,300.00	\$ 38,300.00	\$ 76,600.00	\$ 76,600.00	\$ 59,500.00	\$ 83,750.00	\$ 908,300.00	\$ 932,150.00	\$ 23,850.00
Admin Fee Expense	\$ 63,866.88	\$ 63,866.00	\$ 57,658.00	\$ 61,238.00	\$ 121,524.88	\$ 125,104.00	\$ 45,630.00	\$ 43,290.00	\$ 594,647.60	\$ 616,984.00	\$ 22,336.40
Office Expense	\$ 16,180.00	\$ 15,900.00	\$ 18,650.00	\$ 17,350.00	\$ 34,830.00	\$ 33,250.00	\$ 11,250.00	\$ 12,500.00	\$ 155,005.00	\$ 151,875.00	\$ (3,130.00)
Other Admin Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,275.00	\$ 19,975.00	\$ (12,300.00)
<b>Total Admin</b>	<b>\$ 118,346.88</b>	<b>\$ 118,066.00</b>	<b>\$ 114,608.00</b>	<b>\$ 116,888.00</b>	<b>\$ 232,954.88</b>	<b>\$ 234,954.00</b>	<b>\$ 116,380.00</b>	<b>\$ 139,540.00</b>	<b>\$ 1,690,227.60</b>	<b>\$ 1,720,984.00</b>	<b>\$ 30,756.40</b>
<b>Tenant Services</b>									\$ -	\$ -	
T.S. Salaries/Benefits									\$ -	\$ 3,900.00	\$ 3,900.00
T.S. Other									\$ 6,950.00	\$ 7,625.00	\$ 675.00
<b>Total Tenant Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,950.00</b>	<b>\$ 11,525.00</b>	<b>\$ 4,575.00</b>
<b>Maintenance Expenses</b>									\$ -	\$ -	
Maintenance Labor	\$ 69,300.00	\$ 67,500.00	\$ 69,300.00	\$ 67,500.00	\$ 138,600.00	\$ 135,000.00	\$ -	\$ -	\$ 736,675.00	\$ 720,050.00	\$ (16,625.00)
Maintenance Supplies	\$ 42,806.00	\$ 24,200.00	\$ 21,300.00	\$ 20,300.00	\$ 64,106.00	\$ 44,500.00	\$ -	\$ -	\$ 145,926.00	\$ 127,175.00	\$ (18,751.00)
Maintenance Contracts	\$ 109,955.00	\$ 107,055.00	\$ 26,000.00	\$ 23,000.00	\$ 135,955.00	\$ 130,055.00	\$ -	\$ -	\$ 222,430.00	\$ 302,130.00	\$ 79,700.00
<b>Total Maintenance Expense</b>	<b>\$ 222,061.00</b>	<b>\$ 198,755.00</b>	<b>\$ 116,600.00</b>	<b>\$ 110,800.00</b>	<b>\$ 338,661.00</b>	<b>\$ 309,555.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,105,031.00</b>	<b>\$ 1,149,355.00</b>	<b>\$ 44,324.00</b>
<b>Total Utilities</b>	<b>\$ 24,650.00</b>	<b>\$ 26,150.00</b>	<b>\$ 24,080.00</b>	<b>\$ 25,780.00</b>	<b>\$ 48,730.00</b>	<b>\$ 51,930.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 207,180.00</b>	<b>\$ 205,330.00</b>	<b>\$ (1,850.00)</b>
<b>Protective Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,600.00</b>	<b>\$ 25,250.00</b>	<b>\$ 5,650.00</b>
<b>Total Insurance Premium Exp</b>	<b>\$ 43,825.00</b>	<b>\$ 31,662.00</b>	<b>\$ 28,250.00</b>	<b>\$ 28,640.00</b>	<b>\$ 72,075.00</b>	<b>\$ 60,302.00</b>	<b>\$ 7,710.00</b>	<b>\$ 6,275.00</b>	<b>\$ 208,910.00</b>	<b>\$ 204,177.00</b>	<b>\$ (4,733.00)</b>
<b>Total General Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,000.00)</b>	<b>\$ 2,000.00</b>	<b>\$ 94,810.00</b>	<b>\$ 130,060.00</b>	<b>\$ 35,250.00</b>
<b>Total Interest &amp; Amort Expense</b>	<b>\$ (63,328.88)</b>	<b>\$ 42,200.00</b>	<b>\$ 28,500.00</b>	<b>\$ 42,000.00</b>	<b>\$ (34,828.88)</b>	<b>\$ 84,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (34,828.88)</b>	<b>\$ 84,200.00</b>	<b>\$ 119,028.88</b>
<b>Total HAP Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 943,000.00</b>	<b>\$ 754,000.00</b>	<b>\$ 943,000.00</b>	<b>\$ 754,000.00</b>	<b>\$ (189,000.00)</b>
<b>TOTAL EXPENSES</b>	<b>\$ 345,554.00</b>	<b>\$ 416,833.00</b>	<b>\$ 312,038.00</b>	<b>\$ 324,108.00</b>	<b>\$ 657,592.00</b>	<b>\$ 740,941.00</b>	<b>\$ 1,065,090.00</b>	<b>\$ 901,815.00</b>	<b>\$ 4,240,879.72</b>	<b>\$ 4,284,881.00</b>	<b>\$ 44,001.28</b>
<b>NET (REVENUE)/EXPENSES</b>	<b>(16,800.00)</b>	<b>42,033.00</b>	<b>(2,845.00)</b>	<b>(1,077.00)</b>	<b>(19,645.00)</b>	<b>40,956.00</b>	<b>33,440.00</b>	<b>42,665.00</b>	<b>10,734.32</b>	<b>192,349.00</b>	<b>181,614.68</b>
<b>Xfer To/(From) Reserve to Balance Budgets</b>	<b>\$ 16,800.00</b>	<b>\$ (42,033.00)</b>	<b>\$ 2,845.00</b>	<b>\$ 1,077.00</b>	<b>\$ 19,645.00</b>	<b>\$ (40,956.00)</b>	<b>\$ (33,440.00)</b>	<b>\$ (42,665.00)</b>	<b>\$ (10,734.32)</b>	<b>\$ (192,349.00)</b>	<b>\$ (181,614.68)</b>
<b>NET REVENUE AFTER XFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Depreciation Expense</b>	<b>\$ 16,800.00</b>	<b>\$ 63,500.00</b>	<b>\$ 68,650.00</b>	<b>\$ 76,500.00</b>	<b>\$ 148,950.00</b>	<b>\$ 208,650.00</b>	<b>\$ 225.00</b>	<b>\$ 225.00</b>	<b>\$ 1,034,975.00</b>	<b>\$ 1,083,200.00</b>	<b>\$ 48,225.00</b>
<b>NET REVENUE/(EXPENSES) after DEPRECIATION</b>	<b>(16,800.00)</b>	<b>(63,500.00)</b>	<b>(68,650.00)</b>	<b>(76,500.00)</b>	<b>(148,950.00)</b>	<b>(208,650.00)</b>	<b>(225.00)</b>	<b>(225.00)</b>	<b>(1,034,975.00)</b>	<b>(1,083,200.00)</b>	<b>(48,225.00)</b>

# EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2017

*Building Community, People, and Partnerships.  
We are the Knox County Housing Authority.*



# EXECUTIVE SUMMARY

## Executive Summary

### REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, January 31, 2017 – 10:00 AM  
Moon Towers Conference Room  
255 W. Tompkins St.  
Galesburg, IL 61401

### TRAINING AND DEVELOPMENT SUMMARY

The following information details training and development attended or presented by executive level staff during the month of February 2017:

Staff	Date	Training
Derek Antoine	02/01/2017	REAC Protocol Changes
	02/07/2017	HCV Waiting List Management (Trainer – 3 hours)
	02/22/2017	PH Waiting List Management (Trainer – 3 hours)

### POLICY/OPERATIONS

#### Accounting and Finance

During February, the Finance Department worked on reconciling and closing the January 2016 financials. After completing that task, the expense and income accounts were reviewed and notes were made for any discrepancies or variances. These notes have been documented in the Financial Notes for February 2017 and were discussed at the finance committee meeting held on February 23, 2017. The Board will receive a copy of the notes along with a copy of the finance committee minutes at the February 28, 2017 Board meeting.

Additionally, operating subsidy calculations for calendar year 2017 were completed and submitted. Due to the increase in rental revenue, operating subsidy is anticipated to fall short of the level the agency received for CY 2016.

The FYE 03/31/2018 KCHA Operating Budget was completed during the month of February 2017, and shall be presented to the Board for adoption at the February 28, 2017 meeting.

# EXECUTIVE SUMMARY

There have been \$4,887.76 in new collections through the Illinois Debt Recovery Offset Portal (IDROP). Of \$170,457.61 submitted to the state thus far for collection, \$41,706.03 has been recovered to date.

## Human Resources

Amy Thompson, Moon Towers Occupancy Specialist, is the March Employee of the Month! Amy worked diligently to house an applicant who was experiencing difficulty in getting the resources together to move into Moon Towers. Amy reached out to local agencies for assistance. Perhaps more importantly, though, she helped the applicant to help herself by encouraging her and guiding her through the process. This is a fine example of the work that we do at the Knox County Housing Authority! Additionally, Amy facilitated an occupancy meeting with a full agenda to update forms and letters. All the while, Moon Towers achieved nearly 100% occupancy for the month! Thank you Amy for making a difference in this new tenant's life and for all that you bring to KCHA!

## Facilities

No report this period.

## Legislative/Advocacy Update

No report this period.

## Public Relations

No report this period.

# PUBLIC HOUSING PROGRAM

## Public Housing Program

### Moon Towers

Tenant Receivables for Moon Towers for January 2017:

- Average rent collected for Moon Towers is \$178.32 per unit per month.
- 29 vacant unit days for a total vacancy loss of \$284.33 in *desired* rent, and a vacancy loss of \$277.23 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$22.10 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$1.90 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Moon Towers:
  - \$12,442.13 outstanding tenant accounts
  - 3.12% to projected annual tenant revenue

Here is the PHAS Dashboard for Moon Towers for January 2017:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	39.8	40.0
Management Assessment Subsystem (MASS)	21.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>95.84</b>	<b>100.0</b>

Based on the PHAS scores, Moon Towers achieved a “**High Performer**” designation during the reporting period.

Here is a snapshot of the occupancy at Moon Towers for January, 2017 :

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
<b>0-BR</b>	76	2356	0	2356	8	2348	99.7	0.3
<b>1-BR</b>	99	3069	0	3069	21	3048	99.3	0.7
<b>2-BR</b>	2	62	0	62	0	62	100.0%	0.0%
<b>TOTAL</b>	<b>177</b>	<b>5487</b>	<b>0</b>	<b>5487</b>	<b>29</b>	<b>5458</b>	<b>99.5</b>	<b>0.5</b>

# PUBLIC HOUSING PROGRAM

Here is a snapshot of the occupancy based on *months* leased at Moon Towers for January, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	76	100.0	0.0
1-BR	99	99	100.0	0.0
2-BR	2	2	100.0	0.0
<b>TOTAL</b>	<b>177</b>	<b>177</b>	<b>100.0</b>	<b>0.0</b>

*PHAS is calculated utilizing unit months leasing rate.*

The waiting list at Moon Towers currently sits at 77 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

<b>Moon Towers Waiting List</b>		
Month	Applicants	Total
FYE 03/31/2016	-	97
April 2016	10	99
May 2016	7	101
June 2016	17	108
July 2016	13	126
August 2016	16	127
September 2016	9	132
October 2016	14	133
November 2016	11	119
December 2016	9	75
January 2017	9	77
February 2017		
March 2017		
<b>Totals/Avg. List</b>	<b>124</b>	<b>111.00</b>

# PUBLIC HOUSING PROGRAM

## Scattered Family Sites

*Woodland Bend, Whispering Hollow, Cedar Creek Place*

Tenant Receivables for the Family Sites for January 2017:

- Average rent collected for the Family Sites is \$91.97 per unit per month.
- 136 vacant unit days for a total vacancy loss of \$1,800.17 in *desired* rent, and a vacancy loss of \$867.37 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$26.92 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$13.70 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for the Family Sites:
  - \$26,490.02 outstanding tenant accounts
  - 9.79% to projected annual tenant revenue

Here is the PHAS Dashboard for the Family Sites for January 2017:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	17.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>87.89</b>	<b>100.0</b>

Based on the PHAS scores, the Family Sites achieved a “**Standard Performer**” designation during the reporting period.

Here is a snapshot of the occupancy at the Family Sites for January, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
<b>2-BR</b>	80	2480	0	2480	19	2461	99.2	0.8
<b>3-BR</b>	80	2480	0	2480	50	2430	98.0	2.0
<b>4-BR</b>	22	682	0	682	0	682	100.0	0.0
<b>5-BR</b>	8	248	0	248	38	210	84.7	15.3
<b>TOTAL</b>	<b>190</b>	<b>5890</b>	<b>0</b>	<b>5890</b>	<b>107</b>	<b>5783</b>	<b>98.2</b>	<b>1.8</b>



# PUBLIC HOUSING PROGRAM

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for January, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0	0.0
3-BR	80	80	100.0	0.0
4-BR	22	22	100.0	0.0
5-BR	8	8	100.0	0.0
<b>TOTAL</b>	190	190	100.0	0.0

*PHAS is calculated utilizing unit months leasing rate.*

The waiting list at the Family Sites currently sits at 155 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2016	-	159
April 2016	8	166
May 2016	15	142
June 2016	20	150
July 2016	9	150
August 2016	19	168
September 2016	3	165
October 2016	3	167
November 2016	3	154
December 2016	7	162
January 2017	9	155
February 2017		
March 2017		
<b>Totals/Avg. List</b>	97	157.90

# PUBLIC HOUSING PROGRAM

## Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for January 2017:

- Average rent collected for Blue Bell Tower is \$273.16 per unit per month.
- 25 vacant unit days for a total vacancy loss of \$267.74 in *desired* rent, and a vacancy loss of \$276.67 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$15.08 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.42 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
  - \$842.00 outstanding tenant accounts
  - 0.48% to projected annual tenant revenue

Here is the PHAS Dashboard for the Blue Bell Tower for January 2017:

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.1	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
<b>Overall Property PHAS Score</b>	<b>99.13</b>	<b>100.0</b>

Based on the PHAS scores, the Blue Bell Tower achieved a “**High Performer**” designation during the reporting period.

Here is a snapshot of the occupancy based on *days* leased at the Family Sites for January, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
1-BR	50	1550	0	1550	25	1525	98.4	1.6
2-BR	1	31	0	31	0	31	100.0	0.0
<b>TOTAL</b>	<b>51</b>	<b>1581</b>	<b>0</b>	<b>1581</b>	<b>25</b>	<b>1556</b>	<b>98.4</b>	<b>1.6</b>

# PUBLIC HOUSING PROGRAM

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for January, 2016:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
1-BR	50	50	100.0	0.0
2-BR	1	1	100.0	0.0
<b>TOTAL</b>	51	51	100.0	0.0

*PHAS is calculated utilizing unit months leasing rate.*

The waiting list at the Blue Bell Tower has 3 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

Blue Bell Tower Waiting List		
Month	Applicants	Total
FYE 03/31/2016	-	19
April 2016	3	19
May 2016	1	20
June 2016	3	23
July 2016	0	19
August 2016	1	19
September 2016	0	18
October 2016	3	16
November 2016	1	3
December 2016	2	9
January 2017	3	14
February 2017		
March 2017		
<b>Totals/Avg. List</b>	17	16.10

# PUBLIC HOUSING PROGRAM

## Public Housing Program Occupancy

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 97.0%. Below is a snapshot of PH program occupancy for January, 2016.

### Knox County Housing Authority Public Housing Program

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	177	100.0%	0.0%
Scattered Family Sites	190	190	100.0%	0.0%
Blue Bell Tower	51	51	100.0%	0.0%
<b>Total PH Program</b>	<b>418</b>	<b>418</b>	<b>100.0%</b>	<b>0.0%</b>

## Public Housing Assessment System (PHAS)

The following table represents the overall PHAS score for the Public Housing Program. The scores below reflect the composite scoring for each property (AMP) within the agency's public housing property portfolio. Each property carries different weighting on the overall score, based on unit count.

The weighting for each AMP is approximated below:

- Moon Towers: 42.3%
- Family Sites: 45.5%
- Blue Bell Tower: 12.2%

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.97	40.0
Management Assessment Subsystem (MASS)	21.49	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
<b>Overall Property PHAS Score</b>	<b>94.46</b>	<b>100.0</b>

For the FYE 03/31/2017, the PH Program is trending towards a PHAS rating of 94.46, which would qualify the agency as a **High Performer**.

# HOUSING CHOICE VOUCHER PROGRAM

## Housing Choice Voucher Program

### Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2017	443	0	13
February 2017			
March 2017			
April 2017			
May 2017			
June 2017			
July 2017			
August 2017			
September 2017			
October 2017			
November 2017			
December 2017			

### Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2017	11	180	6	3
February 2017				
March 2017				
April 2017				
May 2017				
June 2017				
July 2017				
August 2017				
September 2017				
October 2017				
November 2017				
December 2017				

# HOUSING CHOICE VOUCHER PROGRAM

## Voucher Portability Impact

	Vouchers Knox Co.	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP) Total	Percent of HAP
January 2017	180	6	\$3,861.00	\$60,062.00	6.43%
February 2017					
March 2017					
April 2017					
May 2017					
June 2017					
July 2017					
August 2017					
September					
October 2017					
November					
December 2017					
<b>CY 12/31/2017</b>	-	-	\$3,861.00	\$60,062.00	6.43%

## Voucher Utilization

	Mo. Budget Authority	Mo. HAP Expenditure	Over/Under HAP	Net-Restricted Position (NRP)	Percent Utilization
January 2017	\$60,062.00	\$66,882.00	(6,820.00)	\$2,019.00	107.33%
February 2017					
March 2017					
April 2017					
May 2017					
June 2017					
July 2017					
August 2017					
September					
October 2017					
November					
December 2017					
<b>CY 12/31/2017</b>					

# HOUSING CHOICE VOUCHER PROGRAM

## **SEMAP Dashboard**

In the coming months, the section will be populated with information demonstrating the agency's month-to-month performance in regards to the Section Eight Management Assessment Program (SEMAP). SEMAP is designed to assess whether the Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at the correct subsidy cost. SEMAP also establishes a system for HUD to measure PHA performance in key Section 8 program areas and to assign performance ratings. SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively. PHAs can use the SEMAP performance analysis to assess and improve their own program operations.

# AFFORDABLE HOUSING PRESERVATION (A.H.P.)

## Affordable Housing Preservation (A.H.P.)

### Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for January 2017:

- Average rent collected for Prairieland Townhouses is \$397.14 per unit per month.
- Vacancy loss - \$902.00 (73 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$10,831.00
  - \$7,493.00 in dwelling rent
  - \$3,337.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for January 2017 – \$7,627.89
- Net cash flow YTD 2017 – \$28,808.55
- Replacement Reserve Balance - \$79,770.00
- Residual Receipt Reserve Balance - \$54,485.00

### Brentwood Manor

Key Financial Data for Brentwood Manor for January 2017:

- Average rent collected for Prairieland Townhouses is \$409.51 per unit per month.
- Vacancy loss - \$497.00 (38 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$11,462.00
  - \$8,877.00 in dwelling rent
  - \$2,585.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for January 2017 – \$3,860.18
- Net cash flow YTD 2017 – \$51,470.00

Here is a snapshot of the occupancy at the AHP properties as of February 24, 2017:

A.H.P. Properties			
<b>Brentwood Manor</b>			
	2	Vacancies	Total: 2
<b>72 Units</b>			Occupied: 97.2%
<b>Prairieland Townhomes</b>			
	0	Vacancies	Total: 0
<b>66 Units</b>			Occupied: 100.0%



# RESOURCE DEVELOPMENT

## Resource Development

The Resource Development Manager completed the following:

- Completed application to become diaper bank distribution site for Loving Bottoms Diaper Bank. Awaiting confirmation from organization.
  - Update on Loving Bottoms storage contract: The organization was offered a much larger and private space, which was accepted, immediately prior to signing contract for space at Moon Towers.
- Contacted Hy-Vee corporate office to inquire about whether or not there would be One Step Community Garden grants available this year. Was informed the grants were just approved and notification of the application cycle would be going out soon.
- Participated in discussions regarding after-school program progress and summer program development.
- Started developing a plan for summer camp programming donation requests.
- Began gathering information needed for Safety and Security grant.
- Created grant spreadsheet which includes needs, opportunities, and application cycles.
- Met with Prairie Radio Communications to discuss upcoming food drive and KCHA having a presence on radio broadcast.
- Attended two Lions Club meetings.
- Attended one Chamber Ambassador meeting and one Chamber event.

The Resource Development Manager continues to:

- Seek and research funding opportunities for KCHA programs, services, and improvements.
- Identify opportunities for new funding, local partnerships, and sponsorships of KCHA programs.
- Set meetings with KCHA tenants to obtain their stories and photos for promotional purposes.
- Photograph KCHA properties and events for promotional purposes.
- Research ideas for website improvement.
- Make regular posts to Facebook and Twitter that not only promote KCHA, but also promote other community agencies and opportunities.

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February 28, 2017

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 and Candace Arnold ( 1091 W. Berrien St.)	1 <sup>st</sup> Appr. - CD
Stephanie Hutchison	1 <sup>st</sup> Appr. - CD
Jeri Hany (1556 McKnight St.)	1 <sup>st</sup> Appr. - CD
Malikah Thompson (1550 McKnight St.)	1 <sup>st</sup> Appr. - AO
Dasharya Thompson (255 W. Tompkins St. #806)	1 <sup>st</sup> Appr. - AO
Ladarius Washington (255 W. Tompkins St.)	1 <sup>st</sup> Appr. - CD
Yanika Batey (1505 McKnight St.)	1 <sup>st</sup> Appr. - CD
Katie and William Coleman (505 Iowa Ct.)	1 <sup>st</sup> Appr. - CD
Caprice McKinney and Greg Bridges (23 Iowa Ct.)	1 <sup>st</sup> Appr. - CD
Amanda Eakins (958 W. South St.)	1 <sup>st</sup> Appr. - 02/28/17
Tina Edwards (461 Iowa Ct.)	1 <sup>st</sup> Appr. - 02/28/17
Ashley Borsen (1527 McKnight St.)	1 <sup>st</sup> Appr. - 02/28/17
Jasmine Cunningham (954 W. South St.)	1 <sup>st</sup> Appr. - 02/28/17
Kimberly Caldwell & Vera Boose (1074 W. South St.)	1 <sup>st</sup> Appr. - 02/28/17
LaTanya Hayes (463 Iowa Ave.)	1 <sup>st</sup> Appr. - 02/28/17
Shonda Reed (1973 E. Knox St.)	1 <sup>st</sup> Appr. - 02/28/17
Aaron Poole (528 Iowa Ct.)	1 <sup>st</sup> Appr. - 02/28/17
Nkenge Maynard (1568 McKnight St.)	1 <sup>st</sup> Appr. - 02/28/17

2. Prep monthly report.

3. Review meeting packet and attend monthly meeting.

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, C for continued, STI for summons to issue and ASTI for alias summons to issue and TLM for Prairie State Legal Services attorney Tracey L. Mergener.

## 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:** 02/23/2017

**FROM:** Derek Antoine  
Executive Director



**BOARD MEETING:** 02/28/2017

**SUBJECT:** Annual FDS Audit Report FYE 03/31/2016

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### Executive Summary

The agency has received the FYE 03/31/2016 financial audit report from Zenk and Associates. The financial reporting period on which the audit was conducted was from 04/01/2015 through 03/31/2016.

A copy of the audit will be provided for each Commissioner at the February 2017 regular meeting of the Board of Commissioners.

### Fiscal Impact

None at this time.

### Recommendation

With Commissioner Burgland excused for the next few meetings, it is the recommendation of the Executive Director the Board table discussion of the Audit Report until a meeting in which he shall be present to participate in the discussion.

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

**DATE:** 02/23/2017

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 02/28/2017

**SUBJECT:** Executive Director Vacation

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### Executive Summary

I will be on vacation from Monday 03/06/2017 through Friday 03/10/2017. I will be periodically checking emails and responding to voicemails. Should any Commissioner need immediate assistance, please contact Cheryl Lefler, Assistant Director, at (309) 342-8129, extension 214.

I will return to work on Monday, 03/13/2017.

### Fiscal Impact

### Recommendation