

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
3/31/2020
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 02-2020 Financial Reports	Chairperson Payton
<input type="checkbox"/> Lomac Payton	Review/Ratify 02-2020 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Joseph Riley	COCC:	\$ 43,456.62
<input type="checkbox"/> Sara Robison	Moon Towers:	\$ 77,985.93
<input type="checkbox"/> Paula Sanford	Family:	\$ 139,782.14
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 17,109.91
<u>Excused:</u>	HCV:	\$ 84,505.35
	Brentwood:	\$ 33,030.29
	Prairieland:	\$ 30,893.61
<u>Others Present:</u>	Capital Fund 2018:	\$ 0.00
	Capital Fund 2019:	\$ 0.00

Old Business	None	Derek Antoine
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New Business	Review/Approve Resolution 2020-02 KCHA COVID-19 Response/Operating Procedures	Derek Antoine
	Review/Approve Resolution 2020-03 KCHA FYE 03/31/2021 Operating Budget	Derek Antoine
	Review/Approve Resolution 2020-04 Supply/Service Vendor Listing for 03/31/2021	Derek Antoine
	Review/Approve Resolution 2020-05 Uncollectible Debt Charge-Off for Period Ending 03/31/2020	Derek Antoine
	Review/Approve Pay Request from Union Flooring	Derek Antoine

Reports	Executive Director's Report – No Report	Derek Antoine
	KCHA Legal Counsel Report – No Report	Jack Ball

board agenda

Other Business

REAC Physical Inspection Score – Family Sites

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
February 25, 2020**

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: Jared Hawkinson
 Lomac Payton
 Joseph Riley
 Sara Robison

EXCUSED: Wayne Allen
 Paula Sanford
 Paul H. Stewart

ABSENT:

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; and Jack Ball, 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 stated that the minutes would stand approved as received.

Chairperson Payton then requested the Board review and ratify the January 2020 financial reports. After brief discussion, Commissioner Hawkinson made a motion to ratify the financial reports for January 2020 as presented; Commissioner Riley seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

January 2020 claims against the HA Administration in the sum of \$1,009,455.05; Central Office Cost Center in the sum of \$72,127.80; Moon Towers in the sum of \$76,030.36; Family in the sum of \$103,661.54; Bluebell in the sum of \$29,618.58; Housing Choice Voucher Program in the sum of \$89,812.91; Brentwood (A.H.P.) in the sum of \$73,908.11; Prairieland (A.H.P.) in the sum of \$29,075.33; Capital Fund '18 in the sum of \$235,220.42; and Capital Fund '19 in the sum of \$300,000.00 were presented for approval. Commissioner Hawkinson made a motion to ratify the claims and bills for January 2020; Commissioner Riley seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

OLD BUSINESS

Mr. Antoine asked the Board to review and approve Classification of Funds for Application for Payment 16 Final from Hein Construction for 504 Modification Project Phase 2. Mr. Antoine reported that this payment adjustment is necessary as the remaining balance of the 2018 Capital Fund Grant is \$95,726.25 which is \$6,154.42 less than needed. Therefore, the balance would need to be paid from Family Sites Reserves. After brief discussion, Commissioner Hawkinson made a motion to approve the Classification of Funds for Application for Payment 16 FINAL from Hein Construction for 504 Modification Project - Phase 2 at Family Sites in the amount of \$101,880.67 with \$6,154.42 of that coming from the Family Sites Reserves; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye

Commissioner Payton - aye

Commissioner Riley - aye

Commissioner Robison - aye

Motion Carried, 4-0.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2020-02 Revision to KCHA By-Laws. Mr. Antoine recommended the change in By-Laws to include a process pertaining to the annual performance appraisal of the Executive Director. The revisions also included a section on general Board responsibilities under which the appraisal is included. After brief discussion, Commissioner Hawkinson made a motion to approve Resolution 2020-02 Revision to KCHA By-Laws with the change from the Board to Chairperson in Section 4.02 (i) (iv); Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye

Commissioner Payton - aye

Commissioner Riley - aye

Commissioner Robison - aye

Motion Carried, 4-0.

REPORTS

Mr. Antoine presented the Executive Director's report for the month. There were no questions.

Mr. Ball handed out the Legal Counsel Report the month. The report shows the cases filed during the month and items reviewed for the agency.

OTHER BUSINESS

Mr. Antoine reported that the Family Sites were scheduled to have REAC physical inspection on 02/26/2020 and 02/27/2020. He will report results at the next meeting.

Mr. Antoine informed the Board that he will conduct a Commissioner Training Survey next month to identify potential training needs and opportunities.

ADJOURNMENT

Commissioner Hawkinson made a motion to adjourn the meeting at 10:23 a.m.;

Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye

Commissioner Payton - aye

Commissioner Riley - aye

Commissioner Robison - aye

Motion Carried, 4-0.

Respectfully submitted,

Secretary

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

March 25, 2020

ROLL CALL – 10:30 am

There was no finance committee meeting due to the “Shelter in Place” caused by the coronavirus pandemic this month.

ATTENDANCE – 10:30 am

KCHA Commissioners:

Present:

Excused: Wayne Allen, Sara Robison, and Joseph Riley

Housing Authority Members:

Present:

Excused: Derek Antoine and Lee Lofing

FINANCIAL REPORT – 10:30 am

The first item on the agenda for the March 25th, 2020 finance committee meeting was to review February 2020 Financials for the following programs: COCC, Moon Towers, Family Sites, Bluebell, HCV, Brentwood, and Prairieland along with the notes provided for each program.

OTHER BUSINESS – 10:30 am

The other item on the agenda was to review fiscal year 2021 budgets.

ADJOURN – 10:30 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

	<u>February-20</u>	<u>Current YTD</u>
Operating Income	\$68,039.25	\$747,623.92
Operating Expenses	\$43,414.89	\$518,346.69
Net Revenue Income/(Loss)	\$24,624.36	\$229,277.23

Discussion:

COCC's revenue increased by the following for February. **\$24,624.36**

\$53,616.91 of COCC's income comes from these monthly fee revenues: management fees, bookkeeping fees, and asset management fees.

Operated in the black for the month and is in the black YTD.

COCC's Cash, Investments, A/R, & A/P **\$1,336,956.64**

Expenses for COCC this month are normal monthly expenses with nothing out of the ordinary. There were no major purchases or expenses occurring in February.

MOON TOWERS

	<u>February-20</u>	<u>Current YTD</u>
Operating Income	\$64,457.01	\$790,229.35
Operating Expenses	\$78,285.93	\$723,280.33
Net Revenue Income/(Loss)	(\$13,828.92)	\$66,949.02

Discussion:

Moon's revenue decreased by the following for the month: **(\$13,828.92)**

Moon Towers received \$30,931 from HUD for operations. The rest coming from tenant revenue, interest, and income from other Amps.

Operated in the red for the month and is in the black YTD.

Moon Towers' Cash, Investments, A/R, & A/P **\$528,945.47**

Minimum Reserve Position **\$321,457.92**

Over/(Under) minimum reserve position **\$207,487.55**

Having to replace the flame probe/stepper board for the boiler, repairs to the '98 Chevy truck, elevator maintenance and quarterly maintenance bill, replace the motor/flow switches on two water heaters, and install a new dvr and harddrive for the security system are some major expenses that helped contribute to Moon's loss in the month of February.

FAMILY SITES

	<u>February-20</u>	<u>Current YTD</u>
Operating Income	\$81,734.45	\$1,077,948.33
Operating Expenses	\$139,782.14	\$1,042,565.39
Net Revenue Income/(Loss)	(\$58,047.69)	\$35,382.94

Discussion:

Family's revenue decreased by the following for the month: **(\$58,047.69)**

Family received \$59,525 from HUD for operations with the rest of the revenue coming from tenant revenue, interest income, and other income.

Operated in the red for the month, remains in the red YTD.

Family's Cash, Investments, A/R, & A/P **\$375,114.25**

Minimum Reserve Position **\$463,362.40**

Over/(Under) minimum reserve position **(\$88,248.15)**

The replacement of flooring and in units 1074, 1076 and 2023 along with asbestos removal (\$25,500), the installation of a new furnace in 1579, and having to move the dryer receptacle are the reasons family had a loss of \$58,047.69 in the month of February.

BLUEBELL

	<u>February-20</u>	<u>Current YTD</u>
Operating Income	\$18,895.40	\$294,868.58
Operating Expenses	\$17,109.91	\$219,589.58
Net Revenue Income/(Loss)	\$1,785.49	\$75,279.00

Discussion:

Bluebell's revenue increased by the following for the month: **\$1,785.49**

Bluebell received \$4,186 from HUD for operations with the rest of the revenue coming from tenant revenue and interest income.

Operated in the black for the month and is in the black YTD.

Bluebell's Cash, Investments, A/R, & A/P **\$167,216.56**

Minimum Reserve Position **\$97,595.37**

Over/(Under) minimum reserve position **\$69,621.19**

Bluebell expenses were normal for the month of February.

BRENTWOOD

	<u>February-20</u>	<u>Current YTD</u>
Operating Income	\$34,648.78	\$366,226.32
Operating Expenses	\$33,030.29	\$367,921.10
Net Revenue Income/(Loss)	\$1,618.49	(\$1,694.78)

Discussion:

Brentwood's revenue increased by the following for the month: **\$1,618.49**

Brentwood's tenant revenue totaled \$32,360 for the month, and the rest of the revenue comes from interest income and other income.

Brentwood major purchases for the month was the third siding payment.

Operated in the black for the month, remains in the red YTD.

Brentwood's Cash, Investments, A/R, & A/P \$100,861.37

PRAIRIELAND

	<u>February-20</u>	<u>Current YTD</u>
Operating Income	\$29,138.03	\$313,862.93
Operating Expenses	\$30,893.61	\$274,143.13
Net Revenue Income/(Loss)	(\$1,755.58)	\$39,719.80

Discussion:

Prairieland's revenue decreased by the following for the month: **(\$1,755.58)**

Prairieland's tenant revenue totaled \$28,448 for the month, and the rest of the revenue comes from interest income and other income.

Prairieland's expenses were normal for the month of February.

Prairieland's Cash, Investments, A/R, & A/P \$70,167.20

Restricted - Security Deposits (\$400.00)

Restricted - Replacement Reserve (\$146,070.13)

Restricted - Residual Receipts (\$54,520.11)

PL's Total Cash (\$130,823.04)

These are held out to cover Prairieland Security Deposits.

These funds are held in the Replacement Reserve Savings Account.

These funds are held in the Residual Receipts Savings Account.

Operated in the red for the month, is in the red YTD.

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE

	<u>February-20</u>	<u>Current YTD</u>
Operating Income	\$10,257.25	\$111,511.90
Operating Expenses	\$12,450.19	\$134,432.05
Net Revenue Income/(Loss)	(\$2,192.94)	(\$22,920.15)

Discussion:

The Voucher Program (HCV) received \$9,379 from HUD for administrative expenses which ended up showing a deficit of \$2,281.74 for the month.

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	\$88,531.47	<i>1/31/2020</i>
Investment in Fixed Assets	\$0.00	
Monthly VMS Net Revenue Income/(Loss)	(\$2,192.94)	
	\$0.00	<i>Transfer to NRP or Adjustment</i>
UNP Ending Balance	\$86,338.53	For Admin Expenses and HAP (if needed)

HAP

	<u>Feb-20</u>	<u>Current YTD</u>
Operating Income	\$72,581.00	\$829,881.00
Operating Expenses	\$72,055.16	\$816,865.91
Net Revenue Income/(Loss)	\$525.84	\$13,015.09

Discussion:

The Voucher Program (HCV) received \$71,759 from HUD for HAP expenses which the program underspent by \$437.84 for the month.

Deficit covered by the NRP and if needed HUD Held Reserves.

Net Restricted Position (NRP)	\$17,698.00	<i>1/31/2020</i>
	\$0.00	<i>Transfer from UNP or Adjustment</i>
Monthly VMS Net Revenue - Income/(Loss)	(\$710.00)	
NRP Ending Balance for HAP	\$16,988.00	For HAP Expenses (Only)

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	15.00	15.00	0.00	165.00	165.00	180.00	0.00
FEE REVENUE							
Management Fees							
10-1-000-000-3810.000 Management Fee Inc	-42,724.95	-42,907.00	182.05	-471,977.00	-464,679.25	-514,884.00	-9.75
10-1-000-000-3810.010 Mgmt Fees CFP	0.00	0.00	0.00	0.00	-100,000.00	0.00	
Total Management Fees	-42,724.95	-42,907.00	182.05	-471,977.00	-564,679.25	-514,884.00	9.67
Asset Management Fees							
10-1-000-000-3820.000 Asset Mgmt Fee Inc	-4,240.00	-4,180.00	-60.00	-45,980.00	-46,160.00	-50,160.00	-7.97
Total Asset Management Fees	-4,240.00	-4,180.00	-60.00	-45,980.00	-46,160.00	-50,160.00	-7.97
Book Keeping Fees							
10-1-000-000-3830.000 Bookkeeping Fee Inc	-6,651.96	-5,627.00	-1,024.96	-61,897.00	-63,539.46	-67,524.00	-5.90
Total Book Keeping Fees	-6,651.96	-5,627.00	-1,024.96	-61,897.00	-63,539.46	-67,524.00	-5.90
Other Fees							
10-1-000-000-3840.000 Other Fees Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Fees	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL FEE REVENUE	-53,616.91	-52,714.00	-902.91	-579,854.00	-674,378.71	-632,568.00	6.61
OTHER REVENUE							
Other Grants & Investment Income							
10-1-000-000-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3610.000 Interest Income	-12,049.34	0.00	-12,049.34	0.00	-12,127.81	0.00	
10-1-000-000-3610.010 Interest - Restricted	0.00	-8.33	8.33	-91.63	0.00	-100.00	-100.00
Total Other Grants & Investment Income	-12,049.34	-8.33	-12,041.01	-91.63	-12,127.81	-100.00	12,027.81
Other Revenue							
10-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	-43,363.00	0.00	
10-1-000-000-3690.010 Other Income-Training	0.00	-27.67	27.67	-304.37	0.00	-332.00	-100.00
10-1-000-000-3850.000 Inspection(s) Income	0.00	0.00	0.00	0.00	-48.00	0.00	
10-1-000-000-3850.005 Income from Other Amps	-2,373.00	0.00	-2,373.00	0.00	-17,706.40	0.00	
10-1-000-000-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-2,373.00	-27.67	-2,345.33	-304.37	-61,117.40	-332.00	18,308.86
TOTAL OTHER REVENUE	-14,422.34	-36.00	-14,386.34	-396.00	-73,245.21	-432.00	16,854.91
TOTAL REVENUE	-68,039.25	-52,750.00	-15,289.25	-580,250.00	-747,623.92	-633,000.00	18.11
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries							
10-1-000-000-4110.000 Admin Salaries	27,156.90	25,666.67	1,490.23	282,333.37	319,582.89	308,000.00	3.76
10-1-000-000-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4110.200 Admin - Other Amps	-3,005.80	0.00	-3,005.80	0.00	0.00	0.00	
Total Administrative Salaries	24,151.10	25,666.67	-1,515.57	282,333.37	319,582.89	308,000.00	3.76
Administrative Benefits							
10-1-000-000-4110.500 Emp Benefit - Admin	9,106.96	8,750.00	356.96	96,250.00	99,784.25	105,000.00	-4.97
10-1-000-000-4110.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4110.502 Benefit - Comp Absence	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4110.550 Benefit - Life Ins.	494.18	0.00	494.18	0.00	5,478.64	0.00	
Total Administrative Benefits	9,601.14	8,750.00	851.14	96,250.00	105,262.89	105,000.00	0.25
Fee Expenses							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-000-4171.000 Audit Fee	1,200.00	229.17	970.83	2,520.87	1,200.00	2,750.00	-56.36
Total Fee Expenses	1,200.00	229.17	970.83	2,520.87	1,200.00	2,750.00	-56.36
Advertising & Marketing							
10-1-000-000-4190.650 Advertising	0.00	62.50	-62.50	687.50	565.34	750.00	-24.62
Total Advertising & Marketing	0.00	62.50	-62.50	687.50	565.34	750.00	-24.62
Office Expense							
10-1-000-000-4140.000 Training - Staff	306.85	1,666.67	-1,359.82	18,333.37	10,006.51	20,000.00	-49.97
10-1-000-000-4180.000 Telephone	316.28	416.67	-100.39	4,583.37	5,717.53	5,000.00	14.35
10-1-000-000-4190.100 Postage	-462.00	125.00	-587.00	1,375.00	643.01	1,500.00	-57.13
10-1-000-000-4190.200 Office Supplies	142.66	125.00	17.66	1,375.00	766.53	1,500.00	-48.90
10-1-000-000-4190.300 Paper Supplies	44.59	83.33	-38.74	916.63	740.10	1,000.00	-25.99
10-1-000-000-4190.400 Printing/printers	0.00	0.00	0.00	0.00	371.85	0.00	
10-1-000-000-4190.401 Printing Supplies	0.00	166.67	-166.67	1,833.37	2,319.95	2,000.00	16.00
10-1-000-000-4190.500 Printer/Copier Supp-Cont	185.98	0.00	185.98	0.00	1,910.97	0.00	
10-1-000-000-4190.550 Computers	0.00	416.67	-416.67	4,583.37	3,947.91	5,000.00	-21.04
10-1-000-000-4190.600 Publications	219.00	41.67	177.33	458.37	219.00	500.00	-56.20
10-1-000-000-4190.700 Member Dues/Fees	0.00	833.33	-833.33	9,166.63	7,007.00	10,000.00	-29.93
10-1-000-000-4190.800 Internet Services	156.87	250.00	-93.13	2,750.00	1,824.28	3,000.00	-39.19
10-1-000-000-4190.850 IT Support	367.44	416.67	-49.23	4,583.37	3,294.18	5,000.00	-34.12
Total Office Expense	1,277.67	4,541.68	-3,264.01	49,958.48	38,768.82	54,500.00	-28.86
Legal Expense							
10-1-000-000-4130.000 Legal Expense	800.00	833.33	-33.33	9,166.63	7,500.00	10,000.00	-25.00
10-1-000-000-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	800.00	833.33	-33.33	9,166.63	7,500.00	10,000.00	-25.00
Travel Expense							
10-1-000-000-4150.000 Travel - Staff	-684.65	333.33	-1,017.98	3,666.63	-899.67	4,000.00	-122.49
10-1-000-000-4150.010 Travel - Commissioners	748.98	250.00	498.98	2,750.00	3,286.10	3,000.00	9.54
10-1-000-000-4150.100 Mileage - Admin	0.00	41.67	-41.67	458.37	454.72	500.00	-9.06
Total Travel Expense	64.33	625.00	-560.67	6,875.00	2,841.15	7,500.00	-62.12
Other Expense							
10-1-000-000-4140.010 Training-Commissioners	2,956.80	583.33	2,373.47	6,416.63	9,152.20	7,000.00	30.75
10-1-000-000-4160.000 Consulting Services	917.00	1,250.00	-333.00	13,750.00	13,556.93	15,000.00	-9.62
10-1-000-000-4160.500 Translating/Interp Serv.	0.00	25.00	-25.00	275.00	0.00	300.00	-100.00
10-1-000-000-4170.000 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4190.000 Other Sundry	721.48	83.33	638.15	916.63	1,264.70	1,000.00	26.47
10-1-000-000-4190.950 Background Verification	0.00	41.67	-41.67	458.37	194.30	500.00	-61.14
Total Other Expense	4,595.28	1,983.33	2,611.95	21,816.63	24,168.13	23,800.00	1.55
TOTAL OPERATING EXPENSE - Admin	41,689.52	42,691.68	-1,002.16	469,608.48	499,889.22	512,300.00	-2.42
<u>UTILITIES EXPENSE</u>							
Utilities Expense							
10-1-000-000-4310.000 Water	20.91	25.00	-4.09	275.00	206.61	300.00	-31.13
10-1-000-000-4315.000 Sewer	6.49	12.50	-6.01	137.50	69.37	150.00	-53.75
10-1-000-000-4320.000 Electric	0.00	229.17	-229.17	2,520.87	1,931.22	2,750.00	-29.77
10-1-000-000-4330.000 Gas	155.95	200.00	-44.05	2,200.00	1,133.57	2,400.00	-52.77
10-1-000-000-4340.000 Fuel	0.00	0.00	0.00	0.00	0.00	0.00	
Total Utilites Expense	183.35	466.67	-283.32	5,133.37	3,340.77	5,600.00	-40.34
TOTAL UTILITIES EXPENSE	183.35	466.67	-283.32	5,133.37	3,340.77	5,600.00	-40.34
<u>MAINTENANCE & OPERATIONS EXPENSE</u>							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Maintenance - Labor & OT							
10-1-000-000-4410.200 Maint - Amps	18.56	0.00	18.56	0.00	816.97	0.00	
Total Maintenance - Labor & OT	18.56	0.00	18.56	0.00	816.97	0.00	
Benefit Contributions - Maintenance							
10-1-000-000-4410.500 Emp Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
Total Benefit Contributions - Maint.	0.00	0.00	0.00	0.00	0.00	0.00	
Maintenance - Materials/Supplies							
10-1-000-000-4420.010 Garbage&Trash Supp	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-000-4420.020 Htg & Cooling	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-000-4420.050 Landscape/Grounds Sup	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-000-4420.060 Maint - Supplies-BB	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-000-4420.070 Electrical Supplies	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-000-4420.080 COCC-Elect supp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.100 Janitorial Supplies	73.70	25.00	48.70	275.00	453.10	300.00	51.03
10-1-000-000-4420.110 Routine Maint. Supply	0.00	25.00	-25.00	275.00	13.85	300.00	-95.38
10-1-000-000-4420.120 Other Misc Supply	0.00	8.33	-8.33	91.63	0.00	100.00	-100.00
10-1-000-000-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.126 Vehicle Supplies	0.00	41.67	-41.67	458.37	121.29	500.00	-75.74
Total Maintenance - Materials/Supplies	73.70	204.15	-130.45	2,245.65	588.24	2,450.00	-75.99
Maintenance - Contracts							
10-1-000-000-4430.000 Maint-Contracts-Gen	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.010 Garbage & Trash Cont	45.00	29.17	15.83	320.87	225.00	350.00	-35.71
10-1-000-000-4430.020 Heating&Cooling Cont	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
10-1-000-000-4430.030 Snow Removal Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.050 Landscape & Grds Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.070 Electrical Contract	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
10-1-000-000-4430.080 Plumbing Contracts	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-000-4430.090 Extermination Cont	0.00	33.33	-33.33	366.63	350.96	400.00	-12.26
10-1-000-000-4430.100 Janitorial Contracts	0.00	8.33	-8.33	91.63	0.00	100.00	-100.00
10-1-000-000-4430.110 Routine Maint Cont	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-000-4430.120 Other Misc Maint Cont	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-000-4430.126 Vehicle Maint Cont	4.00	20.83	-16.83	229.13	4.00	250.00	-98.40
10-1-000-000-4430.200 Copiers	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
10-1-000-000-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	49.00	279.16	-230.16	3,070.76	579.96	3,350.00	-82.69
TOTAL MAINTENANCE EXPENSES	141.26	483.31	-342.05	5,316.41	1,985.17	5,800.00	-65.77
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expense							
10-1-000-000-4510.010 Property Insurance	82.92	78.00	4.92	858.00	856.87	936.00	-8.45
10-1-000-000-4510.015 Equipment Insurance	10.40	10.25	0.15	112.75	111.83	123.00	-9.08
10-1-000-000-4510.020 Liability Insurance	35.82	35.42	0.40	389.62	390.50	425.00	-8.12
10-1-000-000-4510.025 PE & PO Insurance	278.50	237.92	40.58	2,617.12	2,683.26	2,855.00	-6.02
10-1-000-000-4510.030 Work Comp Insurance	1,080.09	930.83	149.26	10,239.13	9,039.99	11,170.00	-19.07
10-1-000-000-4510.035 Auto Insurance	41.93	52.25	-10.32	574.75	49.08	627.00	-92.17
10-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expense	1,529.66	1,344.67	184.99	14,791.37	13,131.53	16,136.00	-18.62
TOTAL INSURANCE PREMIUMS EXPENSE	1,529.66	1,344.67	184.99	14,791.37	13,131.53	16,136.00	-18.62

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Knox County Housing Authority
INCOME STATEMENT - COCC
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-000-4480.000 Protect Service	0.00	0.00	0.00	0.00	0.00	0.00	
Total Protective Services - Contract	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PROTECTIVE SERVICES EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER GENERAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
10-1-000-000-5230.100 Int on DSF Invest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	43,543.79	44,986.33	-1,442.54	494,849.63	518,346.69	539,836.00	-3.98
NET REVENUE/EXPENSE (GAIN/-LOSS)	-24,495.46	-7,763.67	-16,731.79	-85,400.37	-229,277.23	-93,164.00	146.10
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary & Casualty Expense							
10-1-000-000-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-000-4800.000 Depreciation Exp COCC	53.00	53.00	0.00	583.00	583.00	636.00	-8.33
Total Depreciation Expense	53.00	53.00	0.00	583.00	583.00	636.00	-8.33
TOTAL MISCELLANEOUS EXPENSES	53.00	53.00	0.00	583.00	583.00	636.00	-8.33
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfers In/Out							
10-1-000-000-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-7010.000 Prov Oper Reserve	0.00	7,730.33	-7,730.33	85,033.63	0.00	92,764.00	-100.00
10-1-000-000-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	7,730.33	-7,730.33	85,033.63	0.00	92,764.00	-100.00
TOTAL OTHER FINANCING SOURCES	0.00	7,730.33	-7,730.33	85,033.63	0.00	92,764.00	-100.00
EXCESS REVENUE/EXPENSE GAIN/-LOSS	-24,442.46	19.66	-24,462.12	216.26	-228,694.23	236.00	-97,004.33

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	177.00	177.00	0.00	1,947.00	1,947.00	2,124.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-001-3110.000 Dwelling Rent	-32,618.00	-32,916.67	298.67	-362,083.37	-374,728.00	-395,000.00	-5.13
10-1-000-001-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-32,618.00	-32,916.67	298.67	-362,083.37	-374,728.00	-395,000.00	-5.13
Tenant Revenue - Other							
10-1-000-001-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.100 Beauty Shop Rent	-300.00	-150.00	-150.00	-1,650.00	-1,650.00	-1,800.00	-8.33
10-1-000-001-3690.000 Other Income	-141.55	0.00	-141.55	0.00	-1,258.96	0.00	
10-1-000-001-3690.100 Late Fees	-325.00	-250.00	-75.00	-2,750.00	-3,425.00	-3,000.00	14.17
10-1-000-001-3690.120 Violation Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3690.140 Returned Check Charge	0.00	-4.17	4.17	-45.87	-75.00	-50.00	50.00
10-1-000-001-3690.150 Laundry Income	-295.00	-916.67	621.67	-10,083.37	-4,918.75	-11,000.00	-55.28
10-1-000-001-3690.160 Vending Machines Inc.	-212.42	-133.33	-79.09	-1,466.63	-1,720.96	-1,600.00	7.56
10-1-000-001-3690.180 Labor	-174.75	-416.67	241.92	-4,583.37	-2,463.83	-5,000.00	-50.72
10-1-000-001-3690.200 Materials	-26.50	-83.33	56.83	-916.63	-502.19	-1,000.00	-49.78
10-1-000-001-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3690.500 Resid.Council Activ	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Revenue Other	-1,475.22	-1,954.17	478.95	-21,495.87	-16,014.69	-23,450.00	-31.71
TOTAL TENANT REVENUE	-34,093.22	-34,870.84	777.62	-383,579.24	-390,742.69	-418,450.00	-6.62
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-001-8020.000 Oper Sub - Curr Yr	-30,931.00	-29,961.42	-969.58	-329,575.62	-379,474.00	-359,537.00	5.55
Total HUD PH Operating Subsidy	-30,931.00	-29,961.42	-969.58	-329,575.62	-379,474.00	-359,537.00	5.55
Other Grants & Investment Income							
10-1-000-001-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3610.000 Interest Income	5,633.15	-416.67	6,049.82	-4,583.37	-9,817.36	-5,000.00	96.35
Total Other Grants & Investment Income	5,633.15	-416.67	6,049.82	-4,583.37	-9,817.36	-5,000.00	96.35
Other Revenue							
10-1-000-001-3850.005 Income from Other Amps	-5,065.94	-541.67	-4,524.27	-5,958.37	-10,195.30	-6,500.00	56.85
10-1-000-001-3850.010 Garbage & Trash Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.020 Heat & Cooling Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.030 Snow Removal Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.050 Landscape & Grds Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.070 Electrical Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.080 Plumbing Maint Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.100 Janitorial Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.110 Routine Maint Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.120 Other Mis Cont Inc.	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-5,065.94	-541.67	-4,524.27	-5,958.37	-10,195.30	-6,500.00	56.85
TOTAL OTHER REVENUE	-30,363.79	-30,919.76	555.97	-340,117.36	-399,486.66	-371,037.00	7.67
TOTAL REVENUE	-64,457.01	-65,790.60	1,333.59	-723,696.60	-790,229.35	-789,487.00	0.09
EXPENSES							

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4170.000 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4190.000 Other Sundry	0.00	0.00	0.00	0.00	54.98	0.00	
10-1-000-001-4190.950 Background Verification	21.40	62.50	-41.10	687.50	735.55	750.00	-1.93
Total Other Expense	21.40	120.83	-99.43	1,329.13	833.53	1,450.00	-42.52
TOTAL ADMINISTRATIVE EXPENSE	27,872.91	25,909.99	1,962.92	285,009.89	288,719.44	310,920.00	-7.14
TENANT SERVICES							
Tenant Services - Salaries & Benefits							
10-1-000-001-4210.000 Ten Services-Salary	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4210.500 Emp Benefit-TenSer	0.00	0.00	0.00	0.00	0.00	0.00	
Total Ten. Ser. - Salaries & Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Tenant Services - Other							
10-1-000-001-4220.000 Ten Ser-Incentives	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.050 Ten Ser-Cable/TV Exp	76.94	0.00	76.94	0.00	664.68	0.00	
10-1-000-001-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	-6.52	0.00	
10-1-000-001-4220.110 Ten Ser-Recreation	0.00	16.67	-16.67	183.37	561.09	200.00	180.55
10-1-000-001-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.130 Ten Ser-Phone	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.140 Ten Ser-Transportation	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.155 National Night Out	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.160 TenSer-Printing&Postage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.161 Ten Serv-advertizing	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.171 Summer Prog Functions	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.172 Summer Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.175 Garden Program Expense	0.00	25.00	-25.00	275.00	0.00	300.00	-100.00
10-1-000-001-4220.181 Winter Prog Functions	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.182 Winter Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.192 GED Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.200 Emergency Shelter	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.000 ChildCareContract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.174 Summer Prog Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.184 Winter Prog Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.194 GED Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4590.100 Cable TV Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Services - Other	76.94	41.67	35.27	458.37	1,219.25	500.00	143.85
TOTAL TENANT SERVICES EXPENSE	76.94	41.67	35.27	458.37	1,219.25	500.00	143.85
MAINTENANCE & OPERATIONS EXPENSE							
Maintenance - Labor & OT							
10-1-000-001-4410.000 Maintenance - Labor	13,918.65	11,393.75	2,524.90	125,331.25	128,664.10	136,725.00	-5.90
10-1-000-001-4410.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4410.100 Maint Labor - OT	683.19	266.67	416.52	2,933.37	2,528.54	3,200.00	-20.98
10-1-000-001-4410.200 Maint - Other Amps	35.18	0.00	35.18	0.00	689.42	0.00	
Total Maintenance - Labor & OT	14,637.02	11,660.42	2,976.60	128,264.62	131,882.06	139,925.00	-5.75
Benefit Contributions - Maintenance							
10-1-000-001-4410.500 Emp Benefit-Maint	4,884.92	4,254.17	630.75	46,795.87	45,558.81	51,050.00	-10.76
10-1-000-001-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Benefit Contributions - Maint.	4,884.92	4,254.17	630.75	46,795.87	45,558.81	51,050.00	-10.76
Maintenance - Materials/Supplies							
10-1-000-001-4420.010 Garbage&Trash Supp	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
10-1-000-001-4420.020 Heating&Cooling Supp	1,488.81	333.33	1,155.48	3,666.63	2,362.24	4,000.00	-40.94

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4420.030 Snow Removal Supplies	0.00	25.00	-25.00	275.00	954.39	300.00	218.13
10-1-000-001-4420.031 Gas for Snow Removal	0.00	4.17	-4.17	45.87	0.00	50.00	-100.00
10-1-000-001-4420.050 Landscape/Grounds Sup	397.83	62.50	335.33	687.50	1,092.45	750.00	45.66
10-1-000-001-4420.051 Gasoline for Mowing	0.00	33.33	-33.33	366.63	201.49	400.00	-49.63
10-1-000-001-4420.070 Electrical Supplies	120.67	166.67	-46.00	1,833.37	672.40	2,000.00	-66.38
10-1-000-001-4420.080 Plumbing Supplies	362.99	166.67	196.32	1,833.37	1,017.43	2,000.00	-49.13
10-1-000-001-4420.090 Extermination Supplies	0.00	125.00	-125.00	1,375.00	1,135.00	1,500.00	-24.33
10-1-000-001-4420.100 Janitorial Supplies	263.99	375.00	-111.01	4,125.00	3,809.78	4,500.00	-15.34
10-1-000-001-4420.110 Routine Maint. Supplies	794.15	1,000.00	-205.85	11,000.00	10,858.45	12,000.00	-9.51
10-1-000-001-4420.120 Other Misc Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.121 Laundry Equip Suppllies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.125 Mileage	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
10-1-000-001-4420.126 Vehicle Supplies	657.73	29.17	628.56	320.87	859.94	350.00	145.70
10-1-000-001-4420.130 Securitiy Supplies	300.00	291.67	8.33	3,208.37	300.00	3,500.00	-91.43
Total Maintenance - Materials/Supplies	4,386.17	2,695.85	1,690.32	29,654.35	23,263.57	32,350.00	-28.09
Maintenance - Contracts							
10-1-000-001-4430.010 Garbage & Trash Con	361.90	416.67	-54.77	4,583.37	3,986.98	5,000.00	-20.26
10-1-000-001-4430.020 Heating & Cooling Cont	270.00	0.00	270.00	0.00	1,598.19	0.00	
10-1-000-001-4430.030 Snow Removal Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.040 Elevator Maintenance	4,461.24	1,166.67	3,294.57	12,833.37	17,659.65	14,000.00	26.14
10-1-000-001-4430.050 Landscape & Grds Cont	0.00	66.67	-66.67	733.37	980.00	800.00	22.50
10-1-000-001-4430.060 Unit Turnaround Con	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.070 Electrical Contracts	215.00	16.67	198.33	183.37	228.30	200.00	14.15
10-1-000-001-4430.080 Plumbing Contracts	2,285.13	375.00	1,910.13	4,125.00	20,011.67	4,500.00	344.70
10-1-000-001-4430.090 Extermination Contracts	1,050.00	1,000.00	50.00	11,000.00	15,395.36	12,000.00	28.29
10-1-000-001-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	375.00	0.00	
10-1-000-001-4430.110 Routine Mainten Cont	0.00	541.67	-541.67	5,958.37	2,029.82	6,500.00	-68.77
10-1-000-001-4430.120 Other Misc Cont Cost	150.00	125.00	25.00	1,375.00	1,054.16	1,500.00	-29.72
10-1-000-001-4430.121 Laundry Equip Contract	0.00	83.33	-83.33	916.63	155.00	1,000.00	-84.50
10-1-000-001-4430.126 Vehicle Maint Cont	4.00	41.67	-37.67	458.37	2,227.30	500.00	345.46
Total Maintenance - Contracts	8,797.27	3,833.35	4,963.92	42,166.85	65,701.43	46,000.00	42.83
TOTAL MAINTENANCE EXPENSES	32,705.38	22,443.79	10,261.59	246,881.69	266,405.87	269,325.00	-1.08
UTILITIES EXPENSE							
Utilities Expense							
10-1-000-001-4310.000 Water	1,370.46	1,000.00	370.46	11,000.00	12,150.64	12,000.00	1.26
10-1-000-001-4315.000 Sewer	1,450.98	1,166.67	284.31	12,833.37	14,028.50	14,000.00	0.20
10-1-000-001-4320.000 Electric	0.00	2,000.00	-2,000.00	22,000.00	18,453.35	24,000.00	-23.11
10-1-000-001-4330.000 Gas	3,742.74	3,750.00	-7.26	41,250.00	27,205.44	45,000.00	-39.54
10-1-000-001-4330.010 Refuse	22.60	0.00	22.60	0.00	28.21	0.00	
Total Utilities Expense	6,586.78	7,916.67	-1,329.89	87,083.37	71,866.14	95,000.00	-24.35
TOTAL UTILITIES EXPENSE	6,586.78	7,916.67	-1,329.89	87,083.37	71,866.14	95,000.00	-24.35
TOTAL PROTECTIVE SERVICES EXPENSE							
Protective Services - Contract							
10-1-000-001-4480.000 Police Contract	714.97	208.33	506.64	2,291.63	2,057.06	2,500.00	-17.72
10-1-000-001-4480.100 ADT Contract	0.00	41.67	-41.67	458.37	547.90	500.00	9.58
10-1-000-001-4480.500 Security Contract	2,350.00	208.33	2,141.67	2,291.63	18,879.96	2,500.00	655.20
Total Protective Services - Contract	3,064.97	458.33	2,606.64	5,041.63	21,484.92	5,500.00	290.63
TOTAL PROTECTIVE SERVICES EXPENSE	3,064.97	458.33	2,606.64	5,041.63	21,484.92	5,500.00	290.63
INSURANCE PREMIUMS EXPENSE							
Insurance Expenses							

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4510.010 Property	2,819.31	1,933.33	885.98	21,266.63	22,775.50	23,200.00	-1.83
10-1-000-001-4510.015 Equipment Insurance	123.95	127.17	-3.22	1,398.87	1,382.96	1,526.00	-9.37
10-1-000-001-4510.020 Liability Insurance	427.08	441.67	-14.59	4,858.37	4,828.16	5,300.00	-8.90
10-1-000-001-4510.025 PE & PO Insurance	199.00	237.92	-38.92	2,617.12	2,524.23	2,855.00	-11.59
10-1-000-001-4510.030 Work Comp Insurance	671.28	645.92	25.36	7,105.12	7,139.14	7,751.00	-7.89
10-1-000-001-4510.035 Auto Insurance	41.93	52.25	-10.32	574.75	554.08	627.00	-11.63
10-1-000-001-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	4,282.55	3,438.26	844.29	37,820.86	39,204.07	41,259.00	-4.98
TOTAL INSURANCE PREMIUMS EXPENSE	4,282.55	3,438.26	844.29	37,820.86	39,204.07	41,259.00	-4.98
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-001-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-001-4520.000 Pay in lieu of Tax	2,603.13	2,500.00	103.13	27,500.00	30,286.19	30,000.00	0.95
Total Payment In Lieu Of Taxes - PILOT	2,603.13	2,500.00	103.13	27,500.00	30,286.19	30,000.00	0.95
Bad Debt Write-Offs - Tenant Rents							
10-1-000-001-4570.000 Collection Losses	1,093.27	0.00	1,093.27	0.00	4,094.45	0.00	
Total Bad Debt Write-Offs - Tenant Rents	1,093.27	0.00	1,093.27	0.00	4,094.45	0.00	
TOTAL OTHER GENERAL EXPENSES	3,696.40	2,500.00	1,196.40	27,500.00	34,380.64	30,000.00	14.60
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
10-1-000-001-5230.100 Int on DSF Invest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	78,285.93	62,708.71	15,577.22	689,795.81	723,280.33	752,504.00	-3.88
NET (REVENUE)/EXPENSE	13,828.92	-3,081.89	16,910.81	-33,900.79	-66,949.02	-36,983.00	81.03
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary Expense							
10-1-000-001-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Losses - Non-capitalized							
10-1-000-001-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.040 Insur Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-001-4800.000 Depreciation Exp MT	29,300.00	29,300.00	0.00	322,300.00	322,300.00	351,600.00	-8.33
Total Depreciation Expense	29,300.00	29,300.00	0.00	322,300.00	322,300.00	351,600.00	-8.33
TOTAL MISCELLANEOUS EXPENSES	29,300.00	29,300.00	0.00	322,300.00	322,300.00	351,600.00	-8.33

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
February, 2020

	<u>Monthly Amt</u>	<u>Monthly Budget</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>Current YTD</u>	<u>Budget</u>	<u>Variance %</u>
TOTAL EXPENSES	43,128.92	26,218.11	16,910.81	288,399.21	255,350.98	314,617.00	-18.84
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfers In/Out							
10-1-000-001-7010.000 Prov Oper Reserve	0.00	-26,218.08	26,218.08	-288,398.88	0.00	-314,617.00	-100.00
10-1-000-001-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	-26,218.08	26,218.08	-288,398.88	0.00	-314,617.00	-100.00
Prior Period Adjustment							
10-1-000-001-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Period Adj.	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-26,218.08	26,218.08	-288,398.88	0.00	-314,617.00	-100.00
EXCESS (REVENUE)/EXPENSE	43,128.92	0.03	43,128.89	0.33	255,350.98	0.00	

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	196.00	190.00	0.00	2,090.00	2,108.00	2,280.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-002-3110.000 Dwelling Rent	-22,328.14	-15,000.00	-7,328.14	-165,000.00	-190,263.74	-180,000.00	5.70
10-1-000-002-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-22,328.14	-15,000.00	-7,328.14	-165,000.00	-190,263.74	-180,000.00	5.70
Tenant Revenue - Other							
10-1-000-002-3190.000 Nondwell Rent	0.00	-25.00	25.00	-275.00	0.00	-300.00	-100.00
10-1-000-002-3690.000 Other Income	-601.75	0.00	-601.75	0.00	-2,833.11	0.00	
10-1-000-002-3690.100 Late Fees	-1,125.00	-583.33	-541.67	-6,416.63	-10,975.00	-7,000.00	56.79
10-1-000-002-3690.120 Violation Fees	0.00	-583.33	583.33	-6,416.63	-1,775.00	-7,000.00	-74.64
10-1-000-002-3690.130 Court Cost Fees	0.00	-18.75	18.75	-206.25	0.00	-225.00	-100.00
10-1-000-002-3690.140 Returned Check Charge	0.00	-6.25	6.25	-68.75	-75.00	-75.00	0.00
10-1-000-002-3690.180 Labor	-729.25	-1,166.67	437.42	-12,833.37	-14,832.75	-14,000.00	5.95
10-1-000-002-3690.200 Materials	-713.40	-833.33	119.93	-9,166.63	-6,653.15	-10,000.00	-33.47
10-1-000-002-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Revenue Other	-3,169.40	-3,216.66	47.26	-35,383.26	-37,144.01	-38,600.00	-3.77
TOTAL TENANT REVENUE	-25,497.54	-18,216.66	-7,280.88	-200,383.26	-227,407.75	-218,600.00	4.03
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-002-8020.000 Oper Sub - Curr Yr	-59,525.00	-57,658.50	-1,866.50	-634,243.50	-716,835.00	-691,902.00	3.60
Total HUD PH Operating Subsidy	-59,525.00	-57,658.50	-1,866.50	-634,243.50	-716,835.00	-691,902.00	3.60
Other Grants & Investment Income							
10-1-000-002-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3404.010 Other Inc - Operations	0.00	0.00	0.00	0.00	-125,000.00	0.00	
10-1-000-002-3610.000 Interest Income	3,448.27	0.00	3,448.27	0.00	-6,504.38	0.00	
Total Other Grants & Investment Income	3,448.27	0.00	3,448.27	0.00	-131,504.38	0.00	
Other Revenue							
10-1-000-002-3195.000 Day Care Income	-125.00	-125.00	0.00	-1,375.00	-1,250.00	-1,500.00	-16.67
10-1-000-002-3850.005 Income from Other Amps	-35.18	0.00	-35.18	0.00	-951.20	0.00	
10-1-000-002-3850.010 Garbage & Trash Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.020 Heating & Cooling Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.030 Snow Removal Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.040 Elevator Main Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.050 Landscape&Grds Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.060 Unit Turnaround Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.070 Electrical Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.080 Plumbing Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.100 Janitorial Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.110 Routine Main Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-160.18	-125.00	-35.18	-1,375.00	-2,201.20	-1,500.00	46.75
TOTAL OTHER REVENUE	-56,236.91	-57,783.50	1,546.59	-635,618.50	-850,540.58	-693,402.00	22.66
TOTAL REVENUE	-81,734.45	-76,000.16	-5,734.29	-836,001.76	-1,077,948.33	-912,002.00	18.20

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4410.100 Maint Labor - OT	1,030.02	583.33	446.69	6,416.63	3,753.79	7,000.00	-46.37
10-1-000-002-4410.200 Maint - Other Amps	12,065.72	0.00	12,065.72	0.00	13,595.07	0.00	
10-1-000-002-4410.300 Maintenance - Seasonal	1,846.40	400.00	1,446.40	4,400.00	18,796.52	4,800.00	291.59
Total Maintenance - Labor & OT	33,394.94	24,900.00	8,494.94	273,900.00	254,746.77	298,800.00	-14.74
Benefit Contributions - Maintenance							
10-1-000-002-4410.500 Emp Benefit - Maint	8,097.00	10,045.83	-1,948.83	110,504.13	85,236.05	120,550.00	-29.29
10-1-000-002-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.503 Emp Benefit - Seasonal	704.41	54.17	650.24	595.87	2,835.24	650.00	336.19
Total Benefit Contributions - Maint.	8,801.41	10,100.00	-1,298.59	111,100.00	88,071.29	121,200.00	-27.33
Maintenance - Materials/Supplies							
10-1-000-002-4420.010 Garbage&Trash Supp	0.00	0.00	0.00	0.00	198.44	0.00	
10-1-000-002-4420.020 Heating&Cooling Supp	297.14	0.00	297.14	0.00	3,584.23	0.00	
10-1-000-002-4420.030 Snow Removal Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.031 Gas for Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.040 Roofing Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.050 Landscape/Grounds Sup	0.00	83.33	-83.33	916.63	1,278.48	1,000.00	27.85
10-1-000-002-4420.051 Gasoline for mowing	0.00	62.50	-62.50	687.50	1,899.53	750.00	153.27
10-1-000-002-4420.070 Electrical Supplies	484.60	166.67	317.93	1,833.37	5,677.02	2,000.00	183.85
10-1-000-002-4420.080 Plumbing Supplies	1,179.53	208.33	971.20	2,291.63	5,955.22	2,500.00	138.21
10-1-000-002-4420.090 Extermination Supplies	48.86	33.33	15.53	366.63	1,237.38	400.00	209.35
10-1-000-002-4420.100 Janitorial Supplies	472.94	83.33	389.61	916.63	2,427.69	1,000.00	142.77
10-1-000-002-4420.110 Routine Maint. Supplies	7,680.40	1,083.33	6,597.07	11,916.63	27,437.09	13,000.00	111.05
10-1-000-002-4420.120 Other Misc. Supplies	0.00	6.67	-6.67	73.37	78.04	80.00	-2.45
10-1-000-002-4420.125 Mileage	0.00	12.50	-12.50	137.50	60.38	150.00	-59.75
10-1-000-002-4420.126 Vehicle Supplies	40.00	283.33	-243.33	3,116.63	3,429.35	3,400.00	0.86
10-1-000-002-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Materials/Supplies	10,203.47	2,023.32	8,180.15	22,256.52	53,262.85	24,280.00	119.37
Maintenance - Contracts							
10-1-000-002-4430.010 Garbage&Trash Cont	165.00	158.33	6.67	1,741.63	3,672.10	1,900.00	93.27
10-1-000-002-4430.020 Heating&Cooling Cont	3,832.98	20.83	3,812.15	229.13	11,128.02	250.00	4,351.21
10-1-000-002-4430.030 Snow Removal Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.050 Landscape & Grds Cont	0.00	458.33	-458.33	5,041.63	18,676.20	5,500.00	239.57
10-1-000-002-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.070 Electrical Contracts	0.00	50.00	-50.00	550.00	38.15	600.00	-93.64
10-1-000-002-4430.080 Plumbing Contracts	142.50	125.00	17.50	1,375.00	24,270.32	1,500.00	1,518.02
10-1-000-002-4430.090 Extermination Contracts	350.00	500.00	-150.00	5,500.00	8,559.40	6,000.00	42.66
10-1-000-002-4430.100 Reg Contracts	0.00	0.00	0.00	0.00	2,400.00	0.00	
10-1-000-002-4430.110 Routine Maint Contr	37,539.00	233.33	37,305.67	2,566.63	55,769.65	2,800.00	1,891.77
10-1-000-002-4430.120 Other Misc Cont Cost	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.126 Vehicle Maint Cont	66.20	0.00	66.20	0.00	42,781.57	0.00	
10-1-000-002-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	42,095.68	1,545.82	40,549.86	17,004.02	167,295.41	18,550.00	801.86
TOTAL MAINTENANCE EXPENSES	94,495.50	38,569.14	55,926.36	424,260.54	563,376.32	462,830.00	21.72
UTILITIES EXPENSE							
Utilities Expense							
10-1-000-002-4310.000 Water	169.26	75.83	93.43	834.13	1,765.28	910.00	93.99
10-1-000-002-4315.000 Sewer	36.15	16.67	19.48	183.37	302.54	200.00	51.27
10-1-000-002-4320.000 Electric	647.93	916.67	-268.74	10,083.37	11,970.47	11,000.00	8.82

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4330.000 Gas	343.55	666.67	-323.12	7,333.37	8,022.63	8,000.00	0.28
10-1-000-002-4330.010 Refuse	35.81	33.33	2.48	366.63	1,048.62	400.00	162.16
Total Utilities Expense	1,232.70	1,709.17	-476.47	18,800.87	23,109.54	20,510.00	12.67
TOTAL UTILITIES EXPENSE	1,232.70	1,709.17	-476.47	18,800.87	23,109.54	20,510.00	12.67
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-002-4480.000 Police Contract	714.98	108.33	606.65	1,191.63	2,057.09	1,300.00	58.24
10-1-000-002-4480.100 ADT Contract	488.07	91.67	396.40	1,008.37	1,952.28	1,100.00	77.48
10-1-000-002-4480.500 Security Contract	350.00	258.33	91.67	2,841.63	11,250.47	3,100.00	262.92
Total Protective Services - Contract	1,553.05	458.33	1,094.72	5,041.63	15,259.84	5,500.00	177.45
TOTAL PROTECTIVE SERVICES EXPENSE	1,553.05	458.33	1,094.72	5,041.63	15,259.84	5,500.00	177.45
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-002-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4510.010 Property Ins	2,819.31	2,760.42	58.89	30,364.62	30,100.15	33,125.00	-9.13
10-1-000-002-4510.015 Equipment Insurance	135.54	129.17	6.37	1,420.87	1,413.22	1,550.00	-8.82
10-1-000-002-4510.020 Liability Ins	467.03	445.83	21.20	4,904.13	4,932.57	5,350.00	-7.80
10-1-000-002-4510.025 PE & PO Insurance	397.76	395.83	1.93	4,354.13	4,337.80	4,750.00	-8.68
10-1-000-002-4510.030 Work Comp Insurance	1,209.90	1,275.00	-65.10	14,025.00	13,862.01	15,300.00	-9.40
10-1-000-002-4510.035 Auto Insurance	209.63	318.75	-109.12	3,506.25	3,283.56	3,825.00	-14.16
10-1-000-002-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	5,239.17	5,325.00	-85.83	58,575.00	57,929.31	63,900.00	-9.34
TOTAL INSURANCE PREMIUMS EXPENSE	5,239.17	5,325.00	-85.83	58,575.00	57,929.31	63,900.00	-9.34
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-002-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-002-4520.000 Pay in lieu of Tax	2,109.54	1,992.58	116.96	21,918.38	16,715.42	23,911.00	-30.09
Total Payment In Lieu Of Taxes - PILOT	2,109.54	1,992.58	116.96	21,918.38	16,715.42	23,911.00	-30.09
Bad Debt Write-Offs - Tenant Rents							
10-1-000-002-4570.000 Collection Losses	4,461.89	0.00	4,461.89	0.00	2,687.60	0.00	
Total Bad Debt Write-Offs - Tenant Rents	4,461.89	0.00	4,461.89	0.00	2,687.60	0.00	
TOTAL OTHER GENERAL EXPENSES	6,571.43	1,992.58	4,578.85	21,918.38	19,403.02	23,911.00	-18.85
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	139,782.14	81,431.82	58,350.32	895,750.02	1,042,565.39	977,182.00	6.69

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
NET (REVENUE)/EXPENSE	58,047.69	5,431.66	52,616.03	59,748.26	-35,382.94	65,180.00	-154.28
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary Expense							
10-1-000-002-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Losses - Non-capitalized							
10-1-000-002-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4620.040 Insur Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-002-4800.000 Depreciation Exp Fam	33,500.00	35,500.00	-2,000.00	390,500.00	368,500.00	426,000.00	-13.50
Total Depreciation Expense	33,500.00	35,500.00	-2,000.00	390,500.00	368,500.00	426,000.00	-13.50
TOTAL MISCELLANEOUS EXPENSES	33,500.00	35,500.00	-2,000.00	390,500.00	368,500.00	426,000.00	-13.50
TOTAL EXPENSES	91,547.69	40,931.66	50,616.03	450,248.26	333,117.06	491,180.00	-32.18
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfers In/Out							
10-1-000-002-7010.000 Prov Oper Reserve	0.00	-40,931.67	40,931.67	-450,248.37	0.00	-491,180.00	-100.00
10-1-000-002-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	-40,931.67	40,931.67	-450,248.37	0.00	-491,180.00	-100.00
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-40,931.67	40,931.67	-450,248.37	0.00	-491,180.00	-100.00
EXCESS (REVENUE)/EXPENSE	91,547.69	-0.01	91,547.70	-0.11	333,117.06	0.00	

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	51.00	51.00	0.00	561.00	561.00	612.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-006-3110.000 Dwelling Rent	-14,791.00	-14,166.67	-624.33	-155,833.37	-161,887.00	-170,000.00	-4.77
10-1-000-006-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-14,791.00	-14,166.67	-624.33	-155,833.37	-161,887.00	-170,000.00	-4.77
Tenant Revenue - Other							
10-1-000-006-3120.000 Escess Utilities	0.00	-6.25	6.25	-68.75	-75.00	-75.00	0.00
10-1-000-006-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.000 Other Income	0.00	-20.83	20.83	-229.13	-840.50	-250.00	236.20
10-1-000-006-3690.100 Late Fees	-25.00	-16.67	-8.33	-183.37	-275.00	-200.00	37.50
10-1-000-006-3690.120 Violation Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.140 Returned Check Charge	0.00	-6.25	6.25	-68.75	-25.00	-75.00	-66.67
10-1-000-006-3690.150 Laundry Income	0.00	-541.67	541.67	-5,958.37	-1,984.77	-6,500.00	-69.47
10-1-000-006-3690.160 Vending Machine Inc	0.00	-20.83	20.83	-229.13	-145.25	-250.00	-41.90
10-1-000-006-3690.180 Labor	0.00	-50.00	50.00	-550.00	-405.50	-600.00	-32.42
10-1-000-006-3690.200 Materials	0.00	-16.67	16.67	-183.37	-75.25	-200.00	-62.38
Total Tenant Revenue Other	-25.00	-679.17	654.17	-7,470.87	-3,826.27	-8,150.00	-53.05
TOTAL TENANT REVENUE	-14,816.00	-14,845.84	29.84	-163,304.24	-165,713.27	-178,150.00	-6.98
OTHER REVENUE							
HUD/Other Grants & Investment Income							
10-1-000-006-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3404.010 Other Inc - Operations	0.00	0.00	0.00	0.00	-75,000.00	0.00	
10-1-000-006-3610.000 Interest Income	981.04	-125.00	1,106.04	-1,375.00	-2,145.87	-1,500.00	43.06
10-1-000-006-8020.000 Oper Sub - Curr Yr	-4,186.00	-4,054.92	-131.08	-44,604.12	-51,135.00	-48,659.00	5.09
Total HUD/Other Grants & Invest Income	-3,204.96	-4,179.92	974.96	-45,979.12	-128,280.87	-50,159.00	155.75
Other Revenue							
10-1-000-006-3850.000 Inspection(s) Income	0.00	-20.83	20.83	-229.13	0.00	-250.00	-100.00
10-1-000-006-3850.005 Income from Other Amps	-874.44	-83.33	-791.11	-916.63	-874.44	-1,000.00	-12.56
10-1-000-006-3850.010 Garbage&Trash Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.020 Htg & Cooling Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.030 Snow Removal Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.040 Elevator Maint Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.050 Landscape&Grds Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.060 Unit Turnaround Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.070 Electric Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.080 Plumbing Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.090 Exterminator Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.100 Janitorial Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.110 Routine Main. Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-874.44	-104.16	-770.28	-1,145.76	-874.44	-1,250.00	-30.04
TOTAL OTHER REVENUE	-4,079.40	-4,284.08	204.68	-47,124.88	-129,155.31	-51,409.00	151.23
TOTAL REVENUE	-18,895.40	-19,129.92	234.52	-210,429.12	-294,868.58	-229,559.00	28.45

EXPENSES

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4190.000 Other Sundry	0.00	0.00	0.00	0.00	48.94	0.00	
10-1-000-006-4190.950 Background Verification	0.00	12.50	-12.50	137.50	126.76	150.00	-15.49
Total Other Expense	0.00	12.50	-12.50	137.50	175.70	150.00	17.13
TOTAL OPERATING EXPENSE - Admin	6,671.10	10,921.01	-4,249.91	120,131.11	78,677.79	131,052.00	-39.96
<u>TENANT SERVICES</u>							
Tenant Services - Other							
10-1-000-006-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.110 Ten Ser-Recreation	0.00	20.83	-20.83	229.13	74.72	250.00	-70.11
Total Tenant Services - Other	0.00	20.83	-20.83	229.13	74.72	250.00	-70.11
TOTAL TENANT SERVICES EXPENSE	0.00	20.83	-20.83	229.13	74.72	250.00	-70.11
<u>MAINTENANCE & OPERATIONS EXPENSE</u>							
Maintenance - Labor & OT							
10-1-000-006-4410.000 Maintenance - Labor	2,774.40	3,006.25	-231.85	33,068.75	33,097.22	36,075.00	-8.25
10-1-000-006-4410.001 Salary Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4410.100 Maint Labor - OT	104.04	77.08	26.96	847.88	499.29	925.00	-46.02
10-1-000-006-4410.200 Maint - Other Amps	0.00	0.00	0.00	0.00	2,360.72	0.00	
Total Maintenance - Labor & OT	2,878.44	3,083.33	-204.89	33,916.63	35,957.23	37,000.00	-2.82
Benefit Contributions - Maintenance							
10-1-000-006-4410.500 Emp Benefit - Maint	674.35	1,222.92	-548.57	13,452.12	7,757.83	14,675.00	-47.14
10-1-000-006-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Benefit Contributions - Maint.	674.35	1,222.92	-548.57	13,452.12	7,757.83	14,675.00	-47.14
Maintenance - Materials/Supplies							
10-1-000-006-4420.010 Garbage&Trash Supp	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-006-4420.020 Heating&Cooling Supp	104.09	25.00	79.09	275.00	1,127.40	300.00	275.80
10-1-000-006-4420.030 Snow Removal Supplies	0.00	8.33	-8.33	91.63	165.21	100.00	65.21
10-1-000-006-4420.031 Gas for Snow Removal	0.00	8.33	-8.33	91.63	0.00	100.00	-100.00
10-1-000-006-4420.050 Landscape/Grounds Sup	0.00	62.50	-62.50	687.50	43.32	750.00	-94.22
10-1-000-006-4420.051 Gasoline for mowing	0.00	12.50	-12.50	137.50	38.60	150.00	-74.27
10-1-000-006-4420.070 Electrical Supplies	93.59	25.00	68.59	275.00	224.83	300.00	-25.06
10-1-000-006-4420.080 Plumbing Supplies	248.86	62.50	186.36	687.50	790.39	750.00	5.39
10-1-000-006-4420.090 Extermination Supplies	0.00	8.33	-8.33	91.63	0.00	100.00	-100.00
10-1-000-006-4420.100 Janitorial Supplies	56.99	95.83	-38.84	1,054.13	1,077.53	1,150.00	-6.30
10-1-000-006-4420.110 Routine Maint.Supplies	70.73	416.67	-345.94	4,583.37	3,654.88	5,000.00	-26.90
10-1-000-006-4420.120 Other Misc Supplies	0.00	50.00	-50.00	550.00	49.90	600.00	-91.68
10-1-000-006-4420.121 Laundry Equip Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.125 Mileage	0.00	8.33	-8.33	91.63	-12.76	100.00	-112.76
10-1-000-006-4420.130 Security Supplies	0.00	25.00	-25.00	275.00	0.00	300.00	-100.00
Total Maintenance - Materials/Supplies	574.26	829.15	-254.89	9,120.65	7,159.30	9,950.00	-28.05
Maintenance - Contracts							
10-1-000-006-4430.010 Garbage & Trash Cont	120.00	250.00	-130.00	2,750.00	643.29	3,000.00	-78.56
10-1-000-006-4430.020 Heating & Cooling Cont	270.00	125.00	145.00	1,375.00	1,923.44	1,500.00	28.23
10-1-000-006-4430.030 Snow Removal Contract	115.00	25.00	90.00	275.00	115.00	300.00	-61.67
10-1-000-006-4430.040 Elevator Maint Cont	1,067.70	541.67	526.03	5,958.37	4,196.38	6,500.00	-35.44
10-1-000-006-4430.050 Landscape & Grds Cont	0.00	41.67	-41.67	458.37	680.00	500.00	36.00
10-1-000-006-4430.070 Electrical Contracts	0.00	62.50	-62.50	687.50	3,018.85	750.00	302.51
10-1-000-006-4430.080 Plumbing Contracts	618.00	833.33	-215.33	9,166.63	6,023.68	10,000.00	-39.76
10-1-000-006-4430.090 Extermination Contracts	0.00	166.67	-166.67	1,833.37	1,777.26	2,000.00	-11.14

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.110 Routing Maint Cont	88.73	125.00	-36.27	1,375.00	13,517.05	1,500.00	801.14
10-1-000-006-4430.120 Other Misc. Cont Cost	0.00	25.00	-25.00	275.00	85.50	300.00	-71.50
10-1-000-006-4430.121 Laundry Equip Contract	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
10-1-000-006-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	2,279.43	2,237.51	41.92	24,612.61	31,980.45	26,850.00	19.11
TOTAL MAINTENANCE EXPENSES	6,406.48	7,372.91	-966.43	81,102.01	82,854.81	88,475.00	-6.35
<u>UTILITIES EXPENSE</u>							
Utilities Expense							
10-1-000-006-4310.000 Water	284.79	308.33	-23.54	3,391.63	3,000.05	3,700.00	-18.92
10-1-000-006-4315.000 Sewer	229.44	250.00	-20.56	2,750.00	2,423.61	3,000.00	-19.21
10-1-000-006-4320.000 Electric	0.00	833.33	-833.33	9,166.63	9,134.85	10,000.00	-8.65
10-1-000-006-4330.000 Gas	801.45	833.33	-31.88	9,166.63	5,182.72	10,000.00	-48.17
Total Utilities Expense	1,315.68	2,224.99	-909.31	24,474.89	19,741.23	26,700.00	-26.06
TOTAL UTILITIES EXPENSE	1,315.68	2,224.99	-909.31	24,474.89	19,741.23	26,700.00	-26.06
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-006-4480.000 Police Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4480.100 ADT Contract	0.00	150.00	-150.00	1,650.00	2,811.94	1,800.00	56.22
10-1-000-006-4480.500 Security Contract	0.00	125.00	-125.00	1,375.00	4,082.91	1,500.00	172.19
Total Protective Services - Contract	0.00	275.00	-275.00	3,025.00	6,894.85	3,300.00	108.93
TOTAL PROTECTIVE SERVICES EXPENSE	0.00	275.00	-275.00	3,025.00	6,894.85	3,300.00	108.93
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-006-4510.010 Property Insurance	912.13	1,100.00	-187.87	12,100.00	11,567.38	13,200.00	-12.37
10-1-000-006-4510.015 Equipment Insurance	35.19	35.42	-0.23	389.62	378.57	425.00	-10.92
10-1-000-006-4510.020 Liability Insurance	121.24	120.83	0.41	1,329.13	1,321.79	1,450.00	-8.84
10-1-000-006-4510.025 PE & PO Insurance	79.62	81.25	-1.63	893.75	868.39	975.00	-10.93
10-1-000-006-4510.030 Work Comp	142.94	250.00	-107.06	2,750.00	2,488.69	3,000.00	-17.04
10-1-000-006-4510.035 Auto Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	1,291.12	1,587.50	-296.38	17,462.50	16,624.82	19,050.00	-12.73
TOTAL INSURANCE PREMIUMS EXPENSE	1,291.12	1,587.50	-296.38	17,462.50	16,624.82	19,050.00	-12.73
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-006-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-006-4520.000 Pay in lieu of Tax	1,347.53	1,707.08	-359.55	18,777.88	14,214.58	20,485.00	-30.61
Total Payment In Lieu Of Taxes - PILOT	1,347.53	1,707.08	-359.55	18,777.88	14,214.58	20,485.00	-30.61
Bad Debt Write-Offs - Tenant Rents							
10-1-000-006-4570.000 Collection Losses	78.00	0.00	78.00	0.00	506.78	0.00	

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total Bad Debt Write-Offs - Tenant Rents	78.00	0.00	78.00	0.00	506.78	0.00	
TOTAL OTHER GENERAL EXPENSES	1,425.53	1,707.08	-281.55	18,777.88	14,721.36	20,485.00	-28.14
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	17,109.91	24,109.32	-6,999.41	265,202.52	219,589.58	289,312.00	-24.10
NET (REVENUE)/EXPENSE	-1,785.49	4,979.40	-6,764.89	54,773.40	-75,279.00	59,753.00	-225.98
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary & Casualty Expense							
10-1-000-006-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-006-4800.000 Depreciation Exp BB	14,010.00	14,010.00	0.00	154,110.00	154,110.00	168,120.00	-8.33
Total Depreciation Expense	14,010.00	14,010.00	0.00	154,110.00	154,110.00	168,120.00	-8.33
TOTAL MISCELLANEOUS EXPENSES	14,010.00	14,010.00	0.00	154,110.00	154,110.00	168,120.00	-8.33
TOTAL EXPENSES	12,224.51	18,989.40	-6,764.89	208,883.40	78,831.00	227,873.00	-65.41
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating/Reserve Transfers In/Out							
10-1-000-006-7010.000 Prov Oper Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-9111.000 Operating Xfers - In	0.00	9,009.75	-9,009.75	99,107.25	0.00	108,117.00	-100.00
10-1-000-006-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating/Reserve Transfers In/Out	0.00	9,009.75	-9,009.75	99,107.25	0.00	108,117.00	-100.00
TOTAL OTHER FINANCING SOURCES	0.00	9,009.75	-9,009.75	99,107.25	0.00	108,117.00	-100.00
EXCESS (REVENUE)/EXPENSE	12,224.51	27,999.15	-15,774.64	307,990.65	78,831.00	335,990.00	-76.54

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Knox County Housing Authority
INCOME STATEMENT - HCV (ADMIN & HAP) HAP
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
30-1-000-000-4190.401 Printing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.550 Computers	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.800 Internet Services	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.850 IT Support	91.76	25.00	66.76	275.00	293.24	300.00	-2.25
30-1-000-000-4190.950 Background Verification	37.10	66.67	-29.57	733.37	445.09	800.00	-44.36
Total Admin Sundry & w/o Sundry	1,372.26	1,154.17	218.09	12,695.87	7,468.89	13,850.00	-46.07
TOTAL ADMIN EXPENSE	11,763.88	12,862.17	-1,098.29	141,483.87	126,154.20	154,346.00	-18.27
General Expense							
30-1-000-000-4400.000 Maint & Operation	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4510.025 PE & PO Insurance	79.62	81.25	-1.63	893.75	868.39	975.00	-10.93
30-1-000-000-4510.030 Work Comp Insurance	252.20	225.00	27.20	2,475.00	2,519.48	2,700.00	-6.69
30-1-000-000-4510.035 Auto Insurance	41.93	52.50	-10.57	577.50	554.08	630.00	-12.05
30-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4540.000 Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4570.100 Collection Loss Admin	-53.84	-41.67	-12.17	-458.37	-221.10	-500.00	-55.78
30-1-000-000-4590.000 Other General Exp	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4590.010 Admin Gen Exp-Port	366.40	416.67	-50.27	4,583.37	4,557.00	5,000.00	-8.86
30-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expense	686.31	733.75	-47.44	8,071.25	8,277.85	8,805.00	-5.99
TOTAL GENERAL EXPENSE	686.31	733.75	-47.44	8,071.25	8,277.85	8,805.00	-5.99
Surplus Adjustments							
30-1-000-000-6010.000 Prior Yr Adj - ARR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-6020.000 Prior Yr Adj - NARR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-6120.000 Gain/Loss-Nonex Eq	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	
Provision for Reserve							
30-1-000-000-7016.000 Prov for Oper Rsrve	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7027.000 Prov for Proj Rsrve	0.00	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Capital Expenditures							
30-1-000-000-7520.000 Replace Nonexp Eq	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7530.000 Repts Nonex Eq NR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.010 Labor	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.020 Materials	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.030 NonExp Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.040 Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7590.000 Oper Exp Prop Contra	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
30-1-000-000-4800.000 Dpreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL ADMIN EXPENSES	12,450.19	13,595.92	-1,145.73	149,555.12	134,432.05	163,151.00	-17.60
ADMIN (Profit)/Loss w/ Depreciation	2,281.74	3,452.67	-1,170.93	37,979.37	22,920.15	41,432.00	-44.68

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Knox County Housing Authority
INCOME STATEMENT - HCV (ADMIN & HAP) HAP
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
HAP REVENUE							
HAP Income							
30-1-000-000-3300.200 Fraud Recovery - HAP	-734.00	-375.00	-359.00	-4,125.00	-5,307.00	-4,500.00	17.93
30-1-000-000-3300.500 Int Reserve Surplus-HAP	0.00	-8.33	8.33	-91.63	0.00	-100.00	-100.00
30-1-000-000-8026.000 Ann Contr-Cur Yr	-71,759.00	-69,174.67	-2,584.33	-760,921.37	-824,574.00	-830,096.00	-0.67
30-1-000-000-8027.000 Ann Contr - Pr Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	-72,493.00	-69,558.00	-2,935.00	-765,138.00	-829,881.00	-834,696.00	-0.58
TOTAL HAP INCOME	-72,493.00	-69,558.00	-2,935.00	-765,138.00	-829,881.00	-834,696.00	-0.58
HAP EXPENSES							
HAP Expenses							
30-1-000-000-4715.010 HAP-Occupied Units	56,063.00	57,500.00	-1,437.00	632,500.00	627,908.00	690,000.00	-9.00
30-1-000-000-4715.015 HAP Mid Month Lease	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.020 HAP-Repayments	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.021 HAP-FraudRepay-HUD	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.030 HAP-Port Ins	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.040 HAP-Util Payments	2,198.00	2,666.67	-468.67	29,333.37	23,942.00	32,000.00	-25.18
30-1-000-000-4715.050 HAP-Homeownership	243.00	250.00	-7.00	2,750.00	2,673.00	3,000.00	-10.90
30-1-000-000-4715.070 HAP-Portable	13,605.00	11,666.67	1,938.33	128,333.37	162,564.00	140,000.00	16.12
30-1-000-000-4715.080 HAP Hard to House	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4718.000 HAP-Escrow Certs	0.00	0.00	0.00	0.00	0.00	0.00	
Total HAP Expenses	72,109.00	72,083.34	25.66	792,916.74	817,087.00	865,000.00	-5.54
TOTAL HAP EXPENSE	72,109.00	72,083.34	25.66	792,916.74	817,087.00	865,000.00	-5.54
General HAP Expenses							
30-1-000-000-4570.200 Collection Loss HUD	-53.84	-41.67	-12.17	-458.37	-221.09	-500.00	-55.78
Total General HAP Expenses	-53.84	-41.67	-12.17	-458.37	-221.09	-500.00	-55.78
TOTAL GENERAL HAP EXPENSES	-53.84	-41.67	-12.17	-458.37	-221.09	-500.00	-55.78
Prior Year Adj - HAP							
30-1-000-000-6010.010 Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL HAP EXPENSES	72,055.16	72,041.67	13.49	792,458.37	816,865.91	864,500.00	-5.51
Remaining HAP to/from Reserve	-437.84	2,483.67	-2,921.51	27,320.37	-13,015.09	29,804.00	-143.67

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
PUM - Brentwood	72.00	72.00	0.00	792.00	792.00	864.00	0.00
REVENUE							
<u>TENANT REVENUE</u>							
Tenant Rent Revenue							
60-1-000-000-5120.000 Rent - Brentwood	-28,410.00	-27,966.67	-443.33	-307,633.37	-299,265.00	-335,600.00	-10.83
60-1-000-000-5125.000 PHA Rent	-3,950.00	-4,000.00	50.00	-44,000.00	-47,355.00	-48,000.00	-1.34
60-1-000-000-5320.000 Rent Adjustments	0.00	0.00	0.00	0.00	-494.00	0.00	
Total Tenant Rent Revenue	-32,360.00	-31,966.67	-393.33	-351,633.37	-347,114.00	-383,600.00	-9.51
Excess Rent							
60-1-000-000-5970.000 Excess Rent	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5971.000 Excess Rent to HUD	0.00	0.00	0.00	0.00	0.00	0.00	
Total Excess Rent	0.00	0.00	0.00	0.00	0.00	0.00	
Vacancies Revenue							
60-1-000-000-5220.000 Vacancies - Brentwood	0.00	639.33	-639.33	7,032.63	0.00	7,672.00	-100.00
Total Vacancies Revenue	0.00	639.33	-639.33	7,032.63	0.00	7,672.00	-100.00
TOTAL TENANT REVENUE	-32,360.00	-31,327.34	-1,032.66	-344,600.74	-347,114.00	-375,928.00	-7.66
<u>INVESTMENT REVENUE</u>							
Investment Revenue							
60-1-000-000-5410.000 Interest Income	-129.68	-333.33	203.65	-3,666.63	-3,725.91	-4,000.00	-6.85
60-1-000-000-5420.000 Interst Sec Deposits	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5440.000 Rep Res Interest	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5500.000 Other Inc - HUD Int Crd	0.00	0.00	0.00	0.00	0.00	0.00	
Total Investment Revenue	-129.68	-333.33	203.65	-3,666.63	-3,725.91	-4,000.00	-6.85
TOTAL INVESTMENT INCOME	-129.68	-333.33	203.65	-3,666.63	-3,725.91	-4,000.00	-6.85
<u>OTHER REVENUE</u>							
Other Revenue							
60-1-000-000-5900.000 Other Income	0.00	-4.17	4.17	-45.87	0.00	-50.00	-100.00
60-1-000-000-5901.000 Income - LR Amps	-765.10	0.00	-765.10	0.00	-1,456.28	0.00	
60-1-000-000-5910.000 Laundry Income	-988.00	-300.00	-688.00	-3,300.00	-8,459.19	-3,600.00	134.98
60-1-000-000-5920.000 Bad Check Charges	0.00	-1.67	1.67	-18.37	-60.00	-20.00	200.00
60-1-000-000-5920.100 Deposits Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5922.000 Labor & Materials	-260.00	-440.00	180.00	-4,840.00	-3,429.94	-5,280.00	-35.04
60-1-000-000-5923.000 Misc Charges	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5925.000 Late Charges	-146.00	-200.00	54.00	-2,200.00	-1,702.00	-2,400.00	-29.08
60-1-000-000-5926.000 Violation Charges	0.00	-36.25	36.25	-398.75	-279.00	-435.00	-35.86
60-1-000-000-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5991.000 ECRM Grant Inc-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5991.100 ECRM Grant #2 Inc-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5992.000 Carver Center Grant-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5992.500 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-2,159.10	-982.09	-1,177.01	-10,802.99	-15,386.41	-11,785.00	30.56
TOTAL OTHER REVENUE	-2,159.10	-982.09	-1,177.01	-10,802.99	-15,386.41	-11,785.00	30.56
TOTAL REVENUE	-34,648.78	-32,642.76	-2,006.02	-359,070.36	-366,226.32	-391,713.00	-6.51
EXPENSES							

Date:
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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>OPERATING EXPENSES</u>							
Administrative Salaries & Benefits							
60-1-000-000-6330.000 Manager Salaries	2,368.50	2,541.67	-173.17	27,958.37	28,077.07	30,500.00	-7.94
60-1-000-000-6330.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6330.500 Manager's Benefits	833.03	845.83	-12.80	9,304.13	8,943.23	10,150.00	-11.89
60-1-000-000-6330.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	3,201.53	3,387.50	-185.97	37,262.50	37,020.30	40,650.00	-8.93
Admin Sundry							
60-1-000-000-6210.000 Admin. Advertisement	9.50	41.67	-32.17	458.37	284.97	500.00	-43.01
60-1-000-000-6250.000 Misc Renting Expense	85.00	141.67	-56.67	1,558.37	952.00	1,700.00	-44.00
60-1-000-000-6311.000 Office Expense-Brent	32.61	150.00	-117.39	1,650.00	1,312.70	1,800.00	-27.07
60-1-000-000-6311.050 Office Rental Expense	225.00	221.83	3.17	2,440.13	2,437.50	2,662.00	-8.43
60-1-000-000-6311.100 Phone/Internet Service	95.34	180.00	-84.66	1,980.00	1,817.21	2,160.00	-15.87
60-1-000-000-6311.150 IT Support	22.94	33.33	-10.39	366.63	148.18	400.00	-62.96
60-1-000-000-6340.000 Legal	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6350.000 Audit	450.00	75.00	375.00	825.00	450.00	900.00	-50.00
60-1-000-000-6360.000 Training - Staff	63.28	83.33	-20.05	916.63	585.62	1,000.00	-41.44
60-1-000-000-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6365.000 Travel - Staff	196.53	125.00	71.53	1,375.00	1,091.93	1,500.00	-27.20
60-1-000-000-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6370.000 Bad Debt	803.50	166.67	636.83	1,833.37	-2,184.73	2,000.00	-209.24
60-1-000-000-6380.000 Consulting Services	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
60-1-000-000-6380.500 Translating/Interp Serv.	0.00	16.67	-16.67	183.37	0.00	200.00	-100.00
60-1-000-000-6399.000 Other Administrative	71.78	66.67	5.11	733.37	185.62	800.00	-76.80
Total Admin Sundry	2,055.48	1,343.51	711.97	14,778.61	7,081.00	16,122.00	-56.08
Fee Expense							
60-1-000-000-6320.000 Management Fees	5,262.48	5,400.00	-137.52	59,400.00	56,571.66	64,800.00	-12.70
60-1-000-000-6351.000 Bookkeeping Fees	648.00	648.00	0.00	7,128.00	6,966.00	7,776.00	-10.42
Total Fee Expense	5,910.48	6,048.00	-137.52	66,528.00	63,537.66	72,576.00	-12.45
TOTAL OPERATING EXPENSES	11,167.49	10,779.01	388.48	118,569.11	107,638.96	129,348.00	-16.78
<u>UTILITIES</u>							
Utilities Expense							
60-1-000-000-6450.000 Utilites - Electric	-819.71	458.33	-1,278.04	5,041.63	4,875.42	5,500.00	-11.36
60-1-000-000-6451.000 Utilities - Water	839.70	800.00	39.70	8,800.00	8,510.10	9,600.00	-11.35
60-1-000-000-6452.000 Utilities - Gas	141.88	150.00	-8.12	1,650.00	1,235.52	1,800.00	-31.36
60-1-000-000-6453.000 Utilities - Sewer	779.05	720.00	59.05	7,920.00	8,176.49	8,640.00	-5.36
Total Utilities	940.92	2,128.33	-1,187.41	23,411.63	22,797.53	25,540.00	-10.74
TOTAL UTILITIES	940.92	2,128.33	-1,187.41	23,411.63	22,797.53	25,540.00	-10.74
<u>MAINTENANCE EXPENSES</u>							
Maintenance Salaries							
60-1-000-000-6510.000 Maintenance Salaries	3,862.40	4,108.33	-245.93	45,191.63	47,166.66	49,300.00	-4.33
60-1-000-000-6510.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6510.100 OT Maintenance	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
60-1-000-000-6510.200 Maint from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6510.500 Maint. Employee Ben.	1,869.27	1,795.83	73.44	19,754.13	19,026.64	21,550.00	-11.71
60-1-000-000-6510.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance Salaries	5,731.67	5,924.99	-193.32	65,174.89	66,193.30	71,100.00	-6.90
Maintenance Supplies							

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-000-6515.010 Garbage/Trash Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6515.020 Heating/Cooling Supplies	367.91	58.33	309.58	641.63	1,332.29	700.00	90.33
60-1-000-000-6515.030 Snow Removal Supplies	174.69	41.67	133.02	458.37	174.69	500.00	-65.06
60-1-000-000-6515.050 Lndscape/Grnd Supplies	0.00	166.67	-166.67	1,833.37	1,903.56	2,000.00	-4.82
60-1-000-000-6515.070 Electrical Supplies	0.00	133.33	-133.33	1,466.63	1,111.90	1,600.00	-30.51
60-1-000-000-6515.080 Plumbing Supplies	143.53	400.00	-256.47	4,400.00	4,170.06	4,800.00	-13.12
60-1-000-000-6515.100 Janitorial Supplies	0.00	125.00	-125.00	1,375.00	1,000.69	1,500.00	-33.29
60-1-000-000-6515.110 Routine Maint. Supplies	132.14	849.33	-717.19	9,342.63	2,201.63	10,192.00	-78.40
60-1-000-000-6515.114 Painting Supplies - BW	0.00	158.33	-158.33	1,741.63	2,362.13	1,900.00	24.32
60-1-000-000-6515.115 Refrigerators	0.00	125.00	-125.00	1,375.00	1,465.00	1,500.00	-2.33
60-1-000-000-6515.116 Stoves	0.00	80.00	-80.00	880.00	1,005.00	960.00	4.69
60-1-000-000-6515.120 Misc. Other Supplies	0.00	41.67	-41.67	458.37	151.78	500.00	-69.64
Total Maintenance Supplies	818.27	2,179.33	-1,361.06	23,972.63	16,878.73	26,152.00	-35.46
Maintenance Contracts							
60-1-000-000-6516.000 Interior Repr/Repl-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6516.200 Carpet Repr/Repl-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6520.010 Garbage/Trash Contract	969.35	912.50	56.85	10,037.50	8,413.32	10,950.00	-23.17
60-1-000-000-6520.020 Heat/Cool Contract	0.00	41.67	-41.67	458.37	1,144.00	500.00	128.80
60-1-000-000-6520.030 Snow Removal Contract	455.00	165.00	290.00	1,815.00	455.00	1,980.00	-77.02
60-1-000-000-6520.050 Landscape&Grds Cont	0.00	166.67	-166.67	1,833.37	519.00	2,000.00	-74.05
60-1-000-000-6520.070 Electrical Contract	0.00	66.67	-66.67	733.37	0.00	800.00	-100.00
60-1-000-000-6520.080 Plumbing Contract	0.00	137.50	-137.50	1,512.50	5,354.12	1,650.00	224.49
60-1-000-000-6520.090 Extermination Contract	0.00	212.50	-212.50	2,337.50	2,086.72	2,550.00	-18.17
60-1-000-000-6520.100 Janitorial Contract	0.00	108.33	-108.33	1,191.63	1,109.93	1,300.00	-14.62
60-1-000-000-6520.110 Routine Maint. Contract	0.00	100.00	-100.00	1,100.00	848.70	1,200.00	-29.28
60-1-000-000-6520.111 Carpet Repr/Repl Cont.	0.00	558.33	-558.33	6,141.63	1,698.18	6,700.00	-74.65
60-1-000-000-6520.120 Misc. Other Contracts	8,000.00	4,516.67	3,483.33	49,683.37	80,000.00	54,200.00	47.60
Total Maintenance Contracts	9,424.35	6,985.84	2,438.51	76,844.24	101,628.97	83,830.00	21.23
TOTAL MAINTENANCE	15,974.29	15,090.16	884.13	165,991.76	184,701.00	181,082.00	2.00
<u>TAXES & INSURANCE EXPENSE</u>							
Taxes & Insurance Expense							
60-1-000-000-6710.000 PILOT - Real Estate Tax	1,570.95	1,672.83	-101.88	18,401.13	16,215.82	20,074.00	-19.22
60-1-000-000-6720.000 Property Insurance	829.21	966.67	-137.46	10,633.37	10,226.85	11,600.00	-11.84
60-1-000-000-6720.500 Equipment Insurance	49.98	50.00	-0.02	550.00	530.87	600.00	-11.52
60-1-000-000-6721.000 Liability Insurance	172.21	168.75	3.46	1,856.25	1,853.07	2,025.00	-8.49
60-1-000-000-6721.500 PE & PO Insuranace	79.62	81.33	-1.71	894.63	868.39	976.00	-11.03
60-1-000-000-6722.000 Work Comp Insurance	249.22	254.17	-4.95	2,795.87	2,765.50	3,050.00	-9.33
60-1-000-000-6722.500 Auto Insurnace	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6790.000 Other General Exp	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6795.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Taxes & Insurance Expense	2,951.19	3,193.75	-242.56	35,131.25	32,460.50	38,325.00	-15.30
TOTAL TAXES & INSURANCE EXPENSE	2,951.19	3,193.75	-242.56	35,131.25	32,460.50	38,325.00	-15.30
<u>MISCELLANEOUS EXPENSE</u>							
Financial Expenses							

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-000-6810.000 Interest Expense Payable	1,996.40	2,166.67	-170.27	23,833.37	20,323.11	26,000.00	-21.83
60-1-000-000-6860.000 Security Deposit Interest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	1,996.40	2,166.67	-170.27	23,833.37	20,323.11	26,000.00	-21.83
Amortization Expense							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Surplus Adjustments							
60-1-000-000-6010.000 Prior Yr Adj - BW	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	
Provision for Reserve							
60-1-000-000-7010.000 Provision For Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Vandalism Expenditures							
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Transfers In/Out							
60-1-000-000-9111.000 Operating Xfers - In	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	
TOTAL MISCELLANEOUS EXPENSE	1,996.40	2,166.67	-170.27	23,833.37	20,323.11	26,000.00	-21.83
TOTAL EXPENSES BEFORE DEPRECIATION	33,030.29	33,357.92	-327.63	366,937.12	367,921.10	400,295.00	-8.09
NET REVENUE/EXPENSES (PROFIT)/LOSS	-1,618.49	715.16	-2,333.65	7,866.76	1,694.78	8,582.00	-80.25
Depreciation Expense							
60-1-000-000-6600.000 Depreciation Expense	7,330.00	7,330.00	0.00	80,630.00	80,630.00	87,960.00	-8.33
Total Depreciation Expense	7,330.00	7,330.00	0.00	80,630.00	80,630.00	87,960.00	-8.33
TOTAL DEPRECIATION EXPENSE	7,330.00	7,330.00	0.00	80,630.00	80,630.00	87,960.00	-8.33
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	5,711.51	8,045.16	-2,333.65	88,496.76	82,324.78	96,542.00	-14.73
TOTAL BOND PAYMENT	1,891.11	0.00	1,891.11	0.00	18,551.92	0.00	

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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
PUM - Prairieland	65.00	65.00	0.00	715.00	715.00	780.00	0.00
REVENUE							
TENANT REVENUE							
Tenant Rent Revenue							
60-1-000-001-5120.000 Rent - Prairieland	-23,232.00	-22,025.50	-1,206.50	-242,280.50	-247,151.00	-264,306.00	-6.49
60-1-000-001-5125.000 PHA Rent	-1,544.00	-2,100.00	556.00	-23,100.00	-19,141.00	-25,200.00	-24.04
60-1-000-001-5126.000 Georgia HAP - Prairie S8	-2,935.00	-3,300.00	365.00	-36,300.00	-32,086.00	-39,600.00	-18.97
60-1-000-001-5320.000 Rent Adjustments	0.00	0.00	0.00	0.00	-22.00	0.00	
Total Tenant Rent Revenue	-27,711.00	-27,425.50	-285.50	-301,680.50	-298,400.00	-329,106.00	-9.33
Excess Rent							
60-1-000-001-5970.000 Excess Rent	-737.00	-600.00	-137.00	-6,600.00	-7,471.00	-7,200.00	3.76
60-1-000-001-5971.000 Excess Rent to HUD	0.00	0.00	0.00	0.00	0.00	0.00	
Total Excess Rent	-737.00	-600.00	-137.00	-6,600.00	-7,471.00	-7,200.00	3.76
Vacancies Revenue							
60-1-000-001-5220.000 Vacancies	0.00	490.42	-490.42	5,394.62	0.00	5,885.00	-100.00
Total Vacancies Revenue	0.00	490.42	-490.42	5,394.62	0.00	5,885.00	-100.00
TOTAL TENANT REVENUE	-28,448.00	-27,535.08	-912.92	-302,885.88	-305,871.00	-330,421.00	-7.43
INVESTMENT REVENUE							
Investment Revenue							
60-1-000-001-5410.000 Interest Income	-3.03	-2.50	-0.53	-27.50	-3.03	-30.00	-89.90
60-1-000-001-5420.000 Interest Sec Dep	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5440.000 Rep Res Interest	0.00	-2.50	2.50	-27.50	-22.20	-30.00	-26.00
60-1-000-001-5450.000 Residual Res Int Inc	0.00	-1.25	1.25	-13.75	-9.20	-15.00	-38.67
60-1-000-001-5500.000 HUD Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	
Total Investment Revenue	-3.03	-6.25	3.22	-68.75	-34.43	-75.00	-54.09
TOTAL INVESTMENT INCOME	-3.03	-6.25	3.22	-68.75	-34.43	-75.00	-54.09
OTHER REVENUE							
Other Revenue							
60-1-000-001-5127.000 Office Rent Receipt	-225.00	-221.83	-3.17	-2,440.13	-2,437.50	-2,662.00	-8.43
60-1-000-001-5900.000 Other Income	0.00	0.00	0.00	0.00	-141.00	0.00	
60-1-000-001-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5910.000 Laundry Income	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5920.000 Bad Check Charges	0.00	-1.67	1.67	-18.37	-40.00	-20.00	100.00
60-1-000-001-5920.100 Deposits Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5922.000 Labor & Materials	-212.00	-350.00	138.00	-3,850.00	-2,713.00	-4,200.00	-35.40
60-1-000-001-5923.000 Misc Charges	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5925.000 Late Charges	-250.00	-170.00	-80.00	-1,870.00	-2,626.00	-2,040.00	28.73
60-1-000-001-5926.000 Violation Charges	0.00	-33.75	33.75	-371.25	0.00	-405.00	-100.00
60-1-000-001-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5979.000 Gifts	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5990.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5991.000 ECRM Grant Inc-PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5992.500 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-687.00	-777.25	90.25	-8,549.75	-7,957.50	-9,327.00	-14.68
TOTAL OTHER REVENUE	-687.00	-777.25	90.25	-8,549.75	-7,957.50	-9,327.00	-14.68
TOTAL REVENUE	-29,138.03	-28,318.58	-819.45	-311,504.38	-313,862.93	-339,823.00	-7.64

EXPENSES

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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-001-6515.020 Heating/Cooling Supplies	29.32	100.00	-70.68	1,100.00	1,208.46	1,200.00	0.71
60-1-000-001-6515.030 Snow Removal Supplies	0.00	45.83	-45.83	504.13	30.67	550.00	-94.42
60-1-000-001-6515.050 Lndscape/Grnd Supplies	132.80	150.00	-17.20	1,650.00	679.07	1,800.00	-62.27
60-1-000-001-6515.070 Electrical Supplies	0.00	116.67	-116.67	1,283.37	697.67	1,400.00	-50.17
60-1-000-001-6515.080 Plumbing Supplies	188.05	208.33	-20.28	2,291.63	2,742.13	2,500.00	9.69
60-1-000-001-6515.100 Janitorial Supplies	256.51	66.67	189.84	733.37	721.71	800.00	-9.79
60-1-000-001-6515.110 Routine Maint. Supplies	1,638.80	541.67	1,097.13	5,958.37	3,374.13	6,500.00	-48.09
60-1-000-001-6515.114 Painting Supplies - PL	125.11	150.00	-24.89	1,650.00	1,339.47	1,800.00	-25.59
60-1-000-001-6515.115 Refrigerators	0.00	79.17	-79.17	870.87	966.00	950.00	1.68
60-1-000-001-6515.116 Stoves	0.00	66.67	-66.67	733.37	714.00	800.00	-10.75
60-1-000-001-6515.120 Other Misc. Supplies	0.00	83.33	-83.33	916.63	0.00	1,000.00	-100.00
Total Maintenance Supplies	2,370.59	1,608.34	762.25	17,691.74	12,473.31	19,300.00	-35.37
Maintenance Contracts							
60-1-000-001-6516.000 Interior Repr/Repl-PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6516.200 Carpet Repr/Repl-PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.010 Garbage/Trash Contract	719.50	833.33	-113.83	9,166.63	7,782.75	10,000.00	-22.17
60-1-000-001-6520.020 Heat/Cool Contract	0.00	50.00	-50.00	550.00	715.56	600.00	19.26
60-1-000-001-6520.030 Snow Removal Contract	395.00	125.00	270.00	1,375.00	395.00	1,500.00	-73.67
60-1-000-001-6520.050 Landscape&Grnds Cont	0.00	100.00	-100.00	1,100.00	0.00	1,200.00	-100.00
60-1-000-001-6520.070 Electrical Contract	0.00	16.67	-16.67	183.37	0.00	200.00	-100.00
60-1-000-001-6520.080 Plumbing Contract	0.00	41.67	-41.67	458.37	262.50	500.00	-47.50
60-1-000-001-6520.090 Extermin Contract	0.00	170.83	-170.83	1,879.13	1,271.16	2,050.00	-37.99
60-1-000-001-6520.100 Janitorial	34.48	33.33	1.15	366.63	99.46	400.00	-75.14
60-1-000-001-6520.110 Routine Main. Contract	0.00	41.67	-41.67	458.37	182.70	500.00	-63.46
60-1-000-001-6520.111 Carpet Repr/Repl Cont.	0.00	500.00	-500.00	5,500.00	1,390.43	6,000.00	-76.83
60-1-000-001-6520.120 Other Misc. Contracts	0.00	5,367.67	-5,367.67	59,044.37	0.00	64,412.00	-100.00
Total Maintenance Contracts	1,148.98	7,280.17	-6,131.19	80,081.87	12,099.56	87,362.00	-86.15
TOTAL MAINTENANCE	9,251.06	14,813.50	-5,562.44	162,948.50	90,764.44	177,762.00	-48.94
TAXES & INSURANCE EXPENSE							
Taxes & Insurance Expense							
60-1-000-001-6710.000 PILOT - Real Estate Tax	1,249.92	1,488.00	-238.08	16,368.00	13,902.44	17,856.00	-22.14
60-1-000-001-6720.000 Prpoerty Insurance	829.21	960.42	-131.21	10,564.62	10,157.73	11,525.00	-11.86
60-1-000-001-6720.500 Equipment Insurance	44.78	45.75	-0.97	503.25	485.49	549.00	-11.57
60-1-000-001-6721.000 Liability Insurance	154.30	154.17	0.13	1,695.87	1,694.58	1,850.00	-8.40
60-1-000-001-6721.500 PE & PO Insuranace	79.62	80.83	-1.21	889.13	868.39	970.00	-10.48
60-1-000-001-6722.000 Work Comp Insurance	249.22	254.17	-4.95	2,795.87	2,765.50	3,050.00	-9.33
60-1-000-001-6722.500 Auto Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6790.000 Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6795.000 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Taxes & Insurance Expense	2,607.05	2,983.34	-376.29	32,816.74	29,874.13	35,800.00	-16.55
TOTAL TAXES & INSURANCE EXPENSE	2,607.05	2,983.34	-376.29	32,816.74	29,874.13	35,800.00	-16.55
MISCELLANEOUS EXPENSE							
Financial Expenses							
60-1-000-001-6810.000 Interest Expense Payable	1,996.39	2,150.00	-153.61	23,650.00	22,230.31	25,800.00	-13.84
60-1-000-001-6860.000 Sec Dep Int	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	1,996.39	2,150.00	-153.61	23,650.00	22,230.31	25,800.00	-13.84
Amortization Expense							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Surplus Adjustments							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
February, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-001-6010.000 Prior Yr Adj - PL	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	
Provision for Reserve							
60-1-000-001-7010.000 Provision For Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Vandalism Expenditures							
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Transfers In/Out							
60-1-000-001-9111.000 Operating Xfers - In	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	
TOTAL MISCELLANEOUS EXPENSE	1,996.39	2,150.00	-153.61	23,650.00	22,230.31	25,800.00	-13.84
TOTAL EXPENSES BEFORE DEPRECIATION	30,893.61	32,147.66	-1,254.05	353,624.26	274,143.13	385,772.00	-28.94
NET REVENUE/EXPENSES (PROFIT)/LOSS	1,755.58	3,829.08	-2,073.50	42,119.88	-39,719.80	45,949.00	-186.44
Depreciation Expense							
60-1-000-001-6600.000 Depreciation Expense	6,257.00	6,257.50	-0.50	68,832.50	68,827.00	75,090.00	-8.34
Total Depreciation Expense	6,257.00	6,257.50	-0.50	68,832.50	68,827.00	75,090.00	-8.34
TOTAL DEPRECIATION EXPENSE	6,257.00	6,257.50	-0.50	68,832.50	68,827.00	75,090.00	-8.34
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	8,012.58	10,086.58	-2,074.00	110,952.38	29,107.20	121,039.00	-75.95
TOTAL BOND PAYMENT	1,891.11	0.00	1,891.11	0.00	18,551.92	0.00	

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
February 28, 2020

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	68,039.25	56,930.00	11,109.25	747,623.92	683,160.00	9.44
TOTAL OPERATING INCOME	68,039.25	56,930.00	11,109.25	747,623.92	683,160.00	9.44
OPERATING EXPENSE						
Total Administration Expenses	41,689.52	42,691.68	-1,002.16	499,889.22	512,300.00	-2.42
Total Tenant Services	-128.90	0.00	-128.90	0.00	0.00	
Total Utilities Expenses	183.35	466.67	-283.32	3,340.77	5,600.00	-40.34
Total Maintenance Expenses	141.26	483.31	-342.05	1,985.17	5,800.00	-65.77
General Expense	1,529.66	1,344.67	184.99	13,131.53	16,136.00	-18.62
TOTAL ROUTINE OPERATING EXPENSES	43,414.89	44,986.33	-1,571.44	518,346.69	539,836.00	-3.98
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	7,730.33	-7,730.33	0.00	92,764.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	43,414.89	52,716.66	-9,301.77	518,346.69	632,600.00	-18.06
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	24,624.36	4,213.34	20,411.02	229,277.23	50,560.00	353.48
Total Depreciation Expense						
	53.00	53.00	0.00	583.00	636.00	-8.33
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	24,571.36	4,160.34	20,411.02	228,694.23	49,924.00	358.08

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
February 28, 2020

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	64,457.01	65,790.60	-1,333.59	790,229.35	789,487.00	0.09
TOTAL OPERATING INCOME	64,457.01	65,790.60	-1,333.59	790,229.35	789,487.00	0.09
OPERATING EXPENSE						
Total Administration Expenses	27,872.91	25,909.99	1,962.92	288,719.44	310,920.00	-7.14
Total Tenant Services	76.94	41.67	35.27	1,219.25	500.00	143.85
Total Utilities Expenses	6,586.78	7,916.67	-1,329.89	71,866.14	95,000.00	-24.35
Total Maintenance Expenses	35,770.35	22,902.12	12,868.23	287,890.79	274,825.00	4.75
General Expense	7,978.95	5,938.26	2,040.69	73,584.71	71,259.00	3.26
TOTAL ROUTINE OPERATING EXPENSES	78,285.93	62,708.71	15,577.22	723,280.33	752,504.00	-3.88
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-26,218.08	26,218.08	0.00	-314,617.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	78,285.93	36,490.63	41,795.30	723,280.33	437,887.00	65.18
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-13,828.92	29,299.97	-43,128.89	66,949.02	351,600.00	-80.96
Total Depreciation Expense						
	29,300.00	29,300.00	0.00	322,300.00	351,600.00	-8.33
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-43,128.92	-0.03	-43,128.89	-255,350.98	0.00	

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
February 28, 2020

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	81,734.45	76,000.16	5,734.29	1,077,948.33	912,002.00	18.20
TOTAL OPERATING INCOME	81,734.45	76,000.16	5,734.29	1,077,948.33	912,002.00	18.20
OPERATING EXPENSE						
Total Administration Expenses	30,690.29	32,637.60	-1,947.31	363,063.43	391,651.00	-7.30
Total Tenant Services	0.00	740.00	-740.00	423.93	8,880.00	-95.23
Total Utilities Expenses	1,232.70	1,709.17	-476.47	23,109.54	20,510.00	12.67
Total Maintenance Expenses	96,048.55	39,027.47	57,021.08	578,636.16	468,330.00	23.55
General Expense	11,810.60	7,317.58	4,493.02	77,332.33	87,811.00	-11.93
TOTAL ROUTINE OPERATING EXPENSES	139,782.14	81,431.82	58,350.32	1,042,565.39	977,182.00	6.69
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-40,931.67	40,931.67	0.00	-491,180.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	139,782.14	40,500.15	99,281.99	1,042,565.39	486,002.00	114.52
NET REVENUE/EXPENSE PROFIT/-LOSS	-58,047.69	35,500.01	-93,547.70	35,382.94	426,000.00	-91.69
Total Depreciation Expense						
Total Depreciation Expense	33,500.00	35,500.00	-2,000.00	368,500.00	426,000.00	-13.50
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-91,547.69	0.01	-91,547.70	-333,117.06	0.00	

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
February 28, 2020

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	18,895.40	19,129.92	-234.52	294,868.58	229,559.00	28.45
TOTAL OPERATING INCOME	18,895.40	19,129.92	-234.52	294,868.58	229,559.00	28.45
OPERATING EXPENSE						
Total Administration Expenses	6,671.10	10,921.01	-4,249.91	78,677.79	131,052.00	-39.96
Total Tenant Services	0.00	20.83	-20.83	74.72	250.00	-70.11
Total Utilities Expenses	1,315.68	2,224.99	-909.31	19,741.23	26,700.00	-26.06
Total Maintenance Expenses	6,406.48	7,647.91	-1,241.43	89,749.66	91,775.00	-2.21
General Expense	2,716.65	3,294.58	-577.93	31,346.18	39,535.00	-20.71
TOTAL ROUTINE OPERATING EXPENSES	17,109.91	24,109.32	-6,999.41	219,589.58	289,312.00	-24.10
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	17,109.91	24,109.32	-6,999.41	219,589.58	289,312.00	-24.10
NET REVENUE/EXPENSE PROFIT/-LOSS	1,785.49	-4,979.40	6,764.89	75,279.00	-59,753.00	-225.98
Total Depreciation Expense						
Total Depreciation Expense	14,010.00	14,010.00	0.00	154,110.00	168,120.00	-8.33
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-12,224.51	-18,989.40	6,764.89	-78,831.00	-227,873.00	-65.41

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
February 28, 2020

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	233,126.11	217,850.68	15,275.43	2,910,670.18	2,614,208.00	11.34
TOTAL OPERATING INCOME	233,126.11	217,850.68	15,275.43	2,910,670.18	2,614,208.00	11.34
OPERATING EXPENSE						
Total Administration Expenses	106,923.82	112,160.28	-5,236.46	1,230,349.88	1,345,923.00	-8.59
Total Tenant Services	-51.96	802.50	-854.46	1,717.90	9,630.00	-82.16
Total Utilities Expenses	9,318.51	12,317.50	-2,998.99	118,057.68	147,810.00	-20.13
Total Maintenance Expenses	138,366.64	70,060.81	68,305.83	958,261.78	840,730.00	13.98
General Expense	24,035.86	17,895.09	6,140.77	195,394.75	214,741.00	-9.01
TOTAL ROUTINE OPERATING EXPENSES	278,592.87	213,236.18	65,356.69	2,503,781.99	2,558,834.00	-2.15
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-59,419.42	59,419.42	0.00	-713,033.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	278,592.87	153,816.76	124,776.11	2,503,781.99	1,845,801.00	35.65
NET REVENUE/EXPENSE PROFIT/-LOSS	-45,466.76	64,033.92	-109,500.68	406,888.19	768,407.00	-47.05
Total Depreciation Expense						
Total Depreciation Expense	76,863.00	78,863.00	-2,000.00	845,493.00	946,356.00	-10.66
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-122,329.76	-14,829.08	-107,500.68	-438,604.81	-177,949.00	146.48

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
February 28, 2020

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	10,902.45	10,526.58	375.87	116,818.90	126,319.00	-7.52
TOTAL ADMIN OPERATING INCOME	10,902.45	10,526.58	375.87	116,818.90	126,319.00	-7.52
OPERATING EXPENSES						
Total Admin Expenses	7,353.88	9,104.17	-1,750.29	85,747.20	109,250.00	-21.51
Total Fees Expenses	4,410.00	3,758.00	652.00	40,407.00	45,096.00	-10.40
Total General Expenses	686.31	733.75	-47.44	8,277.85	8,805.00	-5.99
TOTAL OPERATING EXPENSES	12,450.19	13,595.92	-1,145.73	134,432.05	163,151.00	-17.60
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES	12,450.19	13,595.92	-1,145.73	134,432.05	163,151.00	-17.60
NET REVENUE PROFIT/-LOSS	-1,547.74	-3,069.34	1,521.60	-17,613.15	-36,832.00	-52.18
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
NET REVENUE w/Deprecitation PROFIT/-LOSS	-1,547.74	-3,069.34	1,521.60	-17,613.15	-36,832.00	-52.18

HAP - OPERATING STATEMENT

HAP INCOME						
Total Income	72,493.00	69,549.67	2,943.33	829,881.00	834,596.00	-0.56
TOTAL HAP INCOME	72,493.00	69,549.67	2,943.33	829,881.00	834,596.00	-0.56
HAP EXPENSES						
Total HAP Expenses	72,109.00	72,083.34	25.66	817,087.00	865,000.00	-5.54
Total General HAP Expenses	-53.84	-41.67	-12.17	-221.09	-500.00	-55.78
TOTAL HAP EXPENSES	72,055.16	72,041.67	13.49	816,865.91	864,500.00	-5.51
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	437.84	-2,492.00	2,929.84	13,015.09	-29,904.00	-143.52

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
February 28, 2020

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	34,648.78	32,642.76	2,006.02	366,226.32	391,713.00	-6.51
TOTAL OPERATING INCOME	34,648.78	32,642.76	2,006.02	366,226.32	391,713.00	-6.51
OPERATING EXPENSE						
Total Administration Expenses	5,257.01	4,731.01	526.00	44,101.30	56,772.00	-22.32
Total Fee Expenses	5,910.48	6,048.00	-137.52	63,537.66	72,576.00	-12.45
Total Utilities Expenses	940.92	2,128.33	-1,187.41	22,797.53	25,540.00	-10.74
Total Maintenance Expenses	15,974.29	15,090.16	884.13	184,701.00	181,082.00	2.00
Total Taxes & Insurance Expense	2,951.19	3,193.75	-242.56	32,460.50	38,325.00	-15.30
Total Financial Expenses	1,996.40	2,166.67	-170.27	20,323.11	26,000.00	-21.83
TOTAL ROUTINE OPERATING EXPENSE	33,030.29	33,357.92	-327.63	367,921.10	400,295.00	-8.09
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	33,030.29	33,357.92	-327.63	367,921.10	400,295.00	-8.09
NET REVENUE PROFIT/-LOSS						
	1,618.49	-715.16	2,333.65	-1,694.78	-8,582.00	-80.25
Total Depreciation Expense						
	7,330.00	7,330.00	0.00	80,630.00	87,960.00	-8.33
NET REVENUE w/Depreciation PROFIT/-LOSS	-5,711.51	-8,045.16	2,333.65	-82,324.78	-96,542.00	-14.73

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
February 28, 2020

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	29,138.03	28,318.58	819.45	313,862.93	339,823.00	-7.64
TOTAL OPERATING INCOME	29,138.03	28,318.58	819.45	313,862.93	339,823.00	-7.64
OPERATING EXPENSE						
Total Administration Expenses	8,765.51	4,517.49	4,248.02	50,365.76	54,210.00	-7.09
Total Fee Expenses	5,335.85	5,460.00	-124.15	58,119.72	65,520.00	-11.29
Total Utilities Expenses	2,937.75	2,223.33	714.42	22,788.77	26,680.00	-14.58
Total Maintenance Expenses	9,251.06	14,813.50	-5,562.44	90,764.44	177,762.00	-48.94
Total Taxes & Insurance Expense	2,607.05	2,983.34	-376.29	29,874.13	35,800.00	-16.55
Total Financial Expenses	1,996.39	2,150.00	-153.61	22,230.31	25,800.00	-13.84
TOTAL ROUTINE OPERATING EXPENSE	30,893.61	32,147.66	-1,254.05	274,143.13	385,772.00	-28.94
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	30,893.61	32,147.66	-1,254.05	274,143.13	385,772.00	-28.94
NET REVENUE PROFIT/-LOSS						
	-1,755.58	-3,829.08	2,073.50	39,719.80	-45,949.00	-186.44
Total Depreciation Expense						
	6,257.00	6,257.50	-0.50	68,827.00	75,090.00	-8.34
NET REVENUE w/Depreciation PROFIT/-LOSS	-8,012.58	-10,086.58	2,074.00	-29,107.20	-121,039.00	-75.95

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
February 28, 2020

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	63,786.81	60,961.34	2,825.47	680,089.25	731,536.00	-7.03
TOTAL OPERATING INCOME	63,786.81	60,961.34	2,825.47	680,089.25	731,536.00	-7.03
OPERATING EXPENSE						
Total Administration Expenses	14,022.52	9,248.50	4,774.02	94,467.06	110,982.00	-14.88
Total Fee Expenses	11,246.33	11,508.00	-261.67	121,657.38	138,096.00	-11.90
Total Utilities Expenses	3,878.67	4,351.66	-472.99	45,586.30	52,220.00	-12.70
Total Maintenance Expenses	25,225.35	29,903.66	-4,678.31	275,465.44	358,844.00	-23.24
Total Taxes & Insurance Expense	5,558.24	6,177.09	-618.85	62,334.63	74,125.00	-15.91
Total Financial Expenses	3,992.79	4,316.67	-323.88	42,553.42	51,800.00	-17.85
TOTAL ROUTINE OPERATING EXPENSE	63,923.90	65,505.58	-1,581.68	642,064.23	786,067.00	-18.32
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	63,923.90	65,505.58	-1,581.68	642,064.23	786,067.00	-18.32
NET REVENUE PROFIT/-LOSS						
	-137.09	-4,544.24	4,407.15	38,025.02	-54,531.00	-169.73
Total Depreciation Expense						
	13,587.00	13,587.50	-0.50	149,457.00	163,050.00	-8.34
NET REVENUE w/Depreciation PROFIT/-LOSS	-13,724.09	-18,131.74	4,407.65	-111,431.98	-217,581.00	-48.79

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
February, 2020

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	27,576.17	21,985.25	5,590.92	272,583.12
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,034.43	16,034.43	0.00	175,572.83
Administrative Expenses	3,784.25	583.91	3,200.34	18,004.36
Teneant Services	76.94	0.00	76.94	1,219.25
Utilities	6,586.78	12,231.78	-5,645.00	71,866.14
Maintenance Supplies/Contracts	15,948.41	8,873.85	7,074.56	110,149.92
Mileage	0.00	0.00	0.00	0.00
General Expenses	7,978.95	10,260.40	-2,281.45	73,584.71
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	77,985.93	69,969.62	8,016.31	722,980.33
AMP002 - FAMILY				
Salaries	51,265.44	39,688.07	11,577.37	484,927.72
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	18,286.65	16,567.38	1,719.27	187,384.64
Administrative Expenses	3,334.55	3,273.64	60.91	33,569.13
Teneant Services	0.00	0.00	0.00	423.93
Utilities	1,232.70	4,014.41	-2,781.71	23,109.54
Maintenance Supplies/Contracts	53,852.20	6,344.20	47,508.00	235,757.72
Mileage	0.00	0.00	0.00	60.38
General Expenses	11,810.60	16,263.89	-4,453.29	77,332.33
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	139,782.14	86,151.59	53,630.55	1,042,565.39
AMP003 - BLUEBELL				
Salaries	4,673.53	9,292.97	-4,619.44	62,540.46
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,539.50	4,539.50	0.00	50,256.86
Administrative Expenses	1,010.86	1,088.57	-77.71	9,595.53
Teneant Services	0.00	0.00	0.00	74.72
Utilities	1,315.68	3,284.57	-1,968.89	19,741.23
Maintenance Supplies/Contracts	2,853.69	20,446.52	-17,592.83	46,047.36
Mileage	0.00	0.00	0.00	-12.76
General Expenses	2,716.65	3,002.07	-285.42	31,346.18
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	17,109.91	41,654.20	-24,544.29	219,589.58
COCC				
Salaries	33,770.80	30,634.31	3,136.49	425,662.75
Employee W/H Payments	41.73	47.73	-6.00	701.19
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	7,937.28	2,351.87	5,585.41	75,043.44
Teneant Services	-128.90	0.00	-128.90	0.00
Utilities	183.35	444.29	-260.94	3,340.77
Maintenance Supplies/Contracts	122.70	45.00	77.70	1,168.20
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,529.66	1,380.09	149.57	13,131.53
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	43,456.62	34,903.29	8,553.33	519,047.88
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	117,285.94	101,600.60	15,685.34	1,245,714.05
Employee W/H Payments	41.73	47.73	-6.00	701.19
Management Fees	38,860.58	37,141.31	1,719.27	413,214.33
Administrative Expenses	16,066.94	7,297.99	8,768.95	136,212.46
Teneant Services	-51.96	0.00	-51.96	1,717.90
Utilities	9,318.51	19,975.05	-10,656.54	118,057.68
Maintenance Supplies	72,777.00	35,709.57	37,067.43	393,123.20
Mileage	0.00	0.00	0.00	47.62
General Expenses	24,035.86	30,906.45	-6,870.59	195,394.75
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	278,334.60	232,678.70	45,655.90	2,504,183.18

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
February, 2020

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,933.20	8,477.10	456.10
Employee W/H Payments	0.00	0.00	0.00
Management Fees	6,360.48	5,746.30	614.18
Administrative Expenses	1,605.48	1,307.73	297.75
Utilities	940.92	2,332.52	-1,391.60
Maintenance Supplies/Contracts	10,242.62	2,025.96	8,216.66
Tax & Insurance Expenses	2,951.19	3,146.13	-194.94
Finacial Expenses	1,996.40	2,121.47	-125.07
TOTAL BRENTWOOD CLAIMS	33,030.29	25,157.21	7,873.08
PRAIRIELAND			
Salaries	8,932.99	8,476.96	456.03
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,785.85	5,253.76	532.09
Administrative Expenses	5,114.01	2,356.51	2,757.50
Utilities	2,937.75	2,157.32	780.43
Maintenance Supplies/Contracts	3,519.57	1,732.73	1,786.84
Taxes & Insurance Expenses	2,607.05	2,951.61	-344.56
Financial Expenses	1,996.39	2,121.46	-125.07
TOTAL PRAIRIELAND CLAIMS	30,893.61	25,050.35	5,843.26
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	17,866.19	16,954.06	912.13
Employee W/H Payments	0.00	0.00	0.00
Management Fees	12,146.33	11,000.06	1,146.27
Administrative Expenses	6,719.49	3,664.24	3,055.25
Utilities	3,878.67	4,489.84	-611.17
Maintenance Supplies	13,762.19	3,758.69	10,003.50
Taxes & Insurance Expenses	5,558.24	6,097.74	-539.50
Financial Expenses	3,992.79	4,242.93	-250.14
TOTAL AHP CLAIMS	63,923.90	50,207.56	13,716.34
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,881.62	6,603.98	277.64
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,410.00	3,763.50	646.50
Administrative Expenses	472.26	902.40	-430.14
General Expense-Admin	686.31	704.48	-18.17
Total HCV Expenses	12,450.19	11,974.36	475.83
HAP Expenses	72,109.00	78,170.00	-6,061.00
General Expenses	-53.84	0.00	-53.84
Total HAP Expenses	72,055.16	78,170.00	-6,114.84
TOTAL HCV CLAIMS	84,505.35	90,144.36	-5,639.01

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
February, 2020

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2019 - \$1,083,874				
Admin / Operations	0.00	0.00	300,000.00	300,000.00
General CFP Activity	0.00	0.00	0.00	0.00
TOTAL CFG 2019 CLAIMS	0.00	0.00	300,000.00	300,000.00
CFG 2018 - \$1,044,578				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	755,683.68	948,851.75
TOTAL CFG 2018 CLAIMS	0.00	0.00	755,683.68	948,851.75
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	272,147.50	0.00	673,386.00
TOTAL CFG 2017 CLAIMS	0.00	272,147.50	0.00	673,386.00
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	594,598.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2016 CLAIMS	0.00	0.00	0.00	608,598.00
TOTAL CFG GRANT(S) CLAIMS	0.00	272,147.50	1,055,683.68	2,530,835.75

Knox County Housing Authority
CLAIMS REPORT TOTALS
Febuary, 2020

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	78,285.93	69,969.62	8,316.31	723,280.33
AMP002 - FAMILY	139,782.14	86,151.59	53,630.55	1,042,565.39
AMP003 - BLUEBELL	17,109.91	41,654.20	-24,544.29	219,589.58
COCC	43,456.63	34,903.30	8,553.33	519,109.33
TOTAL LOW RENT	278,634.61	232,678.71	45,955.90	2,504,544.63
<u>A.H.P.</u>				
BRENTWOOD	33,030.29	25,157.21	7,873.08	367,921.10
PRAIRIELAND	30,893.61	25,050.35	5,843.26	274,143.13
TOTAL A.H.P.	63,923.90	50,207.56	13,716.34	642,064.23
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	12,450.19	11,974.36	475.83	134,432.05
TOTAL HCV	12,450.19	11,974.36	475.83	134,432.05
<u>GRANTS</u>				
CAPITAL FUND GRANT 2019	0.00	0.00	0.00	300,000.00
CAPITAL FUND GRANT 2018	0.00	0.00	0.00	755,683.68
CAPITAL FUND GRANT 2017	0.00	272,147.50	-272,147.50	0.00
CAPITAL FUND GRANT 2016	0.00	0.00	0.00	0.00
TOTAL GRANTS	0.00	272,147.50	-272,147.50	1,055,683.68
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TOTAL CLAIMS FOR MONTH	355,008.70	567,008.13	-211,999.43	4,336,724.59

RESOLUTION 2020-02

03/27/2020

Board of Commissioners

Derek Antoine, Executive Director

RE: COVID-19 Pandemic – KCHA Emergency Actions Authorization

Article I. Background

On January 30, 2020, the World Health Organization (WHO) declared a “public health emergency of international concern” in response to the potential spread of coronavirus disease 2019 (COVID-19). This warning was intensified, as the WHO declared COVID-19 to be a global pandemic on March 12, 2020. A day later, President Donald J. Trump officially declared a national emergency in the United States. Following CDC recommendations, several states began prohibiting gatherings of 50 or more people in an effort to slow the spread of COVID-19. On March 9, 2020, Illinois Governor JB Pritzker issued a Gubernatorial Disaster Proclamation in response to the COVID-19 outbreak. Governor Pritzker issued Executive Order 2020-10 on March 20, 2020, which ordered all individuals currently living in the State of Illinois to stay at home, effective 5:00 PM on 03/21/2020 through 04/01/2020. Individuals and businesses performing “essential services” were exempted from this order.

The Knox County Housing Authority has been deemed an “essential service” under State of Illinois Executive Order 2020-10. Section 5,(d.) of the order specifically states “For the purposes of this Executive Order, individuals may leave their residence to perform any of the following essential activities: To perform work providing essential products and services at Essential Businesses or Operations (which, as defined below, includes Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure) or to otherwise carry out activities specifically permitted in this Executive Order.” Pursuant to Section 8. of the order, Human Service Operations deemed essential include “residential settings and shelters for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness; transitional facilities; home-based settings to provide services to individuals with physical, intellectual, and/or developmental disabilities, seniors, adults, and children; field offices that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, child care, vocational services, rehabilitation services; developmental centers; adoption agencies; businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, and/or developmental disabilities, or otherwise needy individuals.”

The Knox County Housing Authority, considering the state of emergency and order issued by the Governor of Illinois has taken the following actions:

- All KCHA offices and community spaces are closed to the public
- All business conducted with the Authority is being done electronically
- KCHA staff are required to work at the office two (2) days per week, while observing social distancing, and are being allowed to work from home the other three (3) days
- While physically on site, KCHA staff directed to perform only essential functions of the Authority
- Routine inspections and work orders have been suspended or postponed
- Emergency, urgent, and unit-turn work orders are being completed

- 750 letters mailed and distributed to tenants and participants detailing operational changes
- Press release on 03/16/2020 regarding agency response
- Updates posted as need at www.knoxcountyhousing.org
- Social media updates regarding closures, community resources, etc.

Information regarding this crisis, the virus, and government direction is updated daily. As the COVID-19 response evolves, the Knox County Housing Authority must have the discretion to make immediate decisions regarding emergency measures and contingencies for continuity of operations.

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners adopt this resolution authorizing previous and future action taken by Executive Director Derek Antoine, or his designee(s), during the COVID-19 pandemic deemed necessary to ensure the continued operations of the Knox County Housing Authority while protecting its employees, clients, vendors, partners and the community as a whole.

RESOLUTION 2020-02

03/27/2020

Board of Commissioners

Derek Antoine, Executive Director

COVID-19 Pandemic – KCHA Emergency Actions Authorization

WHEREAS, On January 30, 2020, the World Health Organization (WHO) declared a “public health emergency of international concern” in response to the potential spread of coronavirus disease 2019 (COVID-19), and on March 12, 2020 WHO declared COVID-19 to be a global pandemic; and

WHEREAS, On March 13, 2020, President Donald J. Trump officially declared a national emergency in the United States; and

WHEREAS, The State of Illinois, following the Centers for Disease Control recommendations, began restricting gatherings of 50 or more people in an effort to slow the spread of COVID-19; and

WHEREAS, On March 9, 2020, Illinois Governor JB Pritzker issued a Gubernatorial Disaster Proclamation for the State of Illinois, including Knox County, in response to the COVID-19 outbreak; and

WHEREAS, Governor Pritzker issued Executive Order 2020-10 on March 20, 2020, which ordered all individuals currently living in the State of Illinois to stay at home, effective 5:00 PM on 03/21/2020 through 04/01/2020; and

WHEREAS, Individuals and businesses performing “essential services” were exempted from this order; and

WHEREAS, The Knox County Housing Authority has been deemed an “essential service” under State of Illinois Executive Order 2020-10, Section 5(d.); and

WHEREAS, The Knox County Housing Authority, considering the state of emergency and order issued by the Governor of Illinois has taken emergency measures and will need discretion to take future extraordinary and expedient action to protect the Knox County Housing Authority's essential operations; and

WHEREAS, The Knox County Housing Authority has a responsibility to enact measures to safeguard the health, safety and welfare of its residents, employees, clients, and the general public.

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RESOLUTION 2020-02

03/27/2020

Board of Commissioners

Derek Antoine, Executive Director

COVID-19 Pandemic – KCHA Emergency Actions Authorization

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 Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2021 is hereby approved and adopted.
3. The Executive Director is hereby authorized in previous and future emergency action deemed necessary during the COVID-19 pandemic to ensure the continued operations of the Knox County Housing Authority while protecting its employees, clients, vendors, partners and the community as a whole.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective as of 03/31/2020.

RESOLVED: March 31, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul H. Stewart, Commissioner

Wayne Allen, Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2020-03

03/31/2020

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of the Knox County Housing Authority Annual Operating Budget FYE 03/31/2021

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 an agency's fiscal year.

For FYE 03/31/21, The Knox County Housing Authority realistically anticipates revenue in the amount of \$4,595,186.00 and expenditures totaling \$4,629,812.00, resulting in a decrease in agency reserves of approximately \$34,626.00. 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 96.5% 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 99.5% of eligibility for housing assistance payments, and 79.0% for administrative fees.

Further highlights and assumptions of the budget submission include:

- KCHA's FYE 2020 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 2.0%, and employee benefits will continue to account for approximately 31% of the total compensation package;
- Moon Towers and Bluebell Tower are projected to operate under a surplus budget, and Family is operating at a deficit budget, with shortfall supplemented by COCC transfers;
- Family Housing budget includes replacement of the property's maintenance vehicle fleet, replacing playground equipment, and adding Wi-Fi internet connectivity for all dwelling units;
- Brentwood Manor budget includes rehab/modernization projects for the property;
- Prairieland Townhouse Apartments will consider several rehab/modernization projects as well;
- 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 of Commissioners resolve to approve the agency operating budget for fiscal year-ending 03/31/2021.

FISCAL YEAR 2021 PROPOSED BUDGETS

Budget Lines	COCC		Moon Towers		Family		Bluebell		LOW RENT		Variance 2021 vs 2020
	2020	Proj 2021	2020	Proj 2021	2020	Proj 2021	2020	Proj 2021	2020	Proj 2021	
INCOME											
REVENUE											
Tenant Revenue	\$ -	\$ -	\$ (418,450.00)	\$ (422,175.00)	\$ (218,600.00)	\$ (240,075.00)	\$ (178,150.00)	\$ (182,325.00)	\$ (815,200.00)	\$ (844,575.00)	\$ (29,375.00)
Fee Revenue	\$ (632,568.00)	\$ (639,084.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (632,568.00)	\$ (639,084.00)	\$ (6,516.00)
Operating Subsidy	\$ -	\$ -	\$ (359,537.00)	\$ (397,875.00)	\$ (691,902.00)	\$ (822,801.00)	\$ (48,659.00)	\$ (60,152.00)	\$ (1,100,098.00)	\$ (1,280,828.00)	\$ (180,730.00)
Other Grants & investments	\$ (100.00)	\$ (10,916.00)	\$ (5,000.00)	\$ (10,450.00)	\$ -	\$ (7,000.00)	\$ (1,500.00)	\$ (2,300.00)	\$ (6,600.00)	\$ (30,666.00)	\$ (24,066.00)
Other Revenue	\$ (332.00)	\$ -	\$ (6,500.00)	\$ (5,500.00)	\$ (1,500.00)	\$ (4,500.00)	\$ (1,250.00)	\$ (250.00)	\$ (9,582.00)	\$ (10,250.00)	\$ (668.00)
TOTAL REVENUE	\$ (633,000.00)	\$ (650,000.00)	\$ (789,487.00)	\$ (836,000.00)	\$ (912,002.00)	\$ (1,074,376.00)	\$ (229,559.00)	\$ (245,027.00)	\$ (2,564,048.00)	\$ (2,805,403.00)	\$ (241,355.00)
EXPENSES											
Admin Expenses											
Admin Salary & Benefits	\$ 413,000.00	\$ 488,250.00	\$ 97,550.00	\$ 91,500.00	\$ 161,025.00	\$ 169,500.00	\$ 61,725.00	\$ 30,500.00	\$ 733,300.00	\$ 779,750.00	\$ 46,450.00
Admin Fee Expense	\$ 2,750.00	\$ 2,750.00	\$ 194,920.00	\$ 194,920.00	\$ 206,556.00	\$ 213,072.00	\$ 55,452.00	\$ 55,452.00	\$ 459,678.00	\$ 466,194.00	\$ 6,516.00
Office Expense	\$ 72,750.00	\$ 79,050.00	\$ 17,000.00	\$ 15,350.00	\$ 22,470.00	\$ 129,600.00	\$ 13,725.00	\$ 11,295.00	\$ 125,945.00	\$ 235,295.00	\$ 109,350.00
Other Admin Expense	\$ 23,800.00	\$ 27,200.00	\$ 1,450.00	\$ 1,000.00	\$ 1,600.00	\$ 1,000.00	\$ 150.00	\$ 150.00	\$ 27,000.00	\$ 29,350.00	\$ 2,350.00
Total Admin Expenses	\$ 512,300.00	\$ 597,250.00	\$ 310,920.00	\$ 302,770.00	\$ 391,651.00	\$ 513,172.00	\$ 131,052.00	\$ 97,397.00	\$ 1,345,923.00	\$ 1,510,589.00	\$ 164,666.00
Tenant Services Expense											
T.S. Salaries/Benefits	\$ -	\$ -	\$ -	\$ -	\$ 7,580.00	\$ 2,800.00	\$ -	\$ -	\$ 7,580.00	\$ 2,800.00	\$ (4,780.00)
T.S. Other	\$ -	\$ -	\$ 500.00	\$ 1,500.00	\$ 1,300.00	\$ 1,300.00	\$ 250.00	\$ 450.00	\$ 2,050.00	\$ 3,250.00	\$ 1,200.00
Total Tenant Services Exp	\$ -	\$ -	\$ 500.00	\$ 1,500.00	\$ 8,880.00	\$ 4,100.00	\$ 250.00	\$ 450.00	\$ 9,630.00	\$ 6,050.00	\$ (3,580.00)
Maintenance Expenses											
Maintenance Labor & Benefits	\$ -	\$ 300.00	\$ 190,975.00	\$ 198,500.00	\$ 420,000.00	\$ 392,750.00	\$ 51,675.00	\$ 47,000.00	\$ 662,650.00	\$ 638,550.00	\$ (24,100.00)
Maintenance Supplies	\$ 2,450.00	\$ 2,000.00	\$ 32,350.00	\$ 30,250.00	\$ 24,280.00	\$ 49,800.00	\$ 9,950.00	\$ 12,150.00	\$ 69,030.00	\$ 94,200.00	\$ 25,170.00
Maintenance Contracts	\$ 3,350.00	\$ 3,500.00	\$ 46,000.00	\$ 57,950.00	\$ 18,550.00	\$ 33,850.00	\$ 26,850.00	\$ 28,150.00	\$ 94,750.00	\$ 123,450.00	\$ 28,700.00
Total Maintenance Expense	\$ 5,800.00	\$ 5,800.00	\$ 269,325.00	\$ 286,700.00	\$ 462,830.00	\$ 476,400.00	\$ 88,475.00	\$ 87,300.00	\$ 826,430.00	\$ 856,200.00	\$ 29,770.00
Total Utilities Expense	\$ 5,600.00	\$ 5,600.00	\$ 95,000.00	\$ 108,000.00	\$ 20,510.00	\$ 27,550.00	\$ 26,700.00	\$ 27,750.00	\$ 147,810.00	\$ 168,900.00	\$ 21,090.00
Protective Services Expense	\$ -	\$ -	\$ 5,500.00	\$ 8,550.00	\$ 5,500.00	\$ 14,680.00	\$ 3,300.00	\$ 6,500.00	\$ 14,300.00	\$ 29,730.00	\$ 15,430.00
Total Insurance Expense	\$ 16,136.00	\$ 18,650.00	\$ 41,259.00	\$ 52,200.00	\$ 63,900.00	\$ 64,000.00	\$ 19,050.00	\$ 15,800.00	\$ 140,345.00	\$ 150,650.00	\$ 10,305.00
Total General Expenses	\$ -	\$ -	\$ 30,000.00	\$ 29,200.00	\$ 23,911.00	\$ 26,763.00	\$ 20,485.00	\$ 21,008.00	\$ 74,396.00	\$ 76,971.00	\$ 2,575.00
Total Interest & Amort Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HAP Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 539,836.00	\$ 627,300.00	\$ 752,504.00	\$ 788,920.00	\$ 977,182.00	\$ 1,126,665.00	\$ 289,312.00	\$ 256,205.00	\$ 2,558,834.00	\$ 2,799,090.00	\$ 240,256.00
NET (REVENUE) / EXPENSE	\$ (93,164.00)	\$ (22,700.00)	\$ (36,983.00)	\$ (47,080.00)	\$ 65,180.00	\$ 52,289.00	\$ 59,753.00	\$ 11,178.00	\$ (5,214.00)	\$ (6,313.00)	\$ (1,099.00)
<i>Transfers from Reserves - (In)/Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200,000.00)	\$ (75,000.00)	\$ -	\$ (75,000.00)	\$ (200,000.00)	\$ (125,000.00)
NET (REVENUE) / EXPENSE after TRANSFERS	\$ (93,164.00)	\$ (22,700.00)	\$ (36,983.00)	\$ (47,080.00)	\$ 65,180.00	\$ (147,711.00)	\$ (15,247.00)	\$ 11,178.00	\$ (80,214.00)	\$ (206,313.00)	\$ (126,099.00)

FISCAL YEAR 2021 PROPOSED BUDGETS

Budget Lines	Brentwood		Prairieland		AHP		Housing Choice Voucher		TOTAL PHA		Variance 2021 vs 2020
	2020	Proj 2021	2020	Proj 2021	2020	Proj 2021	2020	Proj 2021	2020	Proj 2021	
INCOME											
REVENUE											
Tenant Revenue	\$ (375,928.00)	\$ (381,525.00)	\$ (330,421.00)	\$ (334,064.00)	\$ (706,349.00)	\$ (715,589.00)	\$ -	\$ -	\$ (1,521,549.00)	\$ (1,560,164.00)	\$ (38,615.00)
Fee Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (632,568.00)	\$ (639,084.00)	\$ (6,516.00)
Operating Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (946,315.00)	\$ (1,031,788.00)	\$ (2,046,413.00)	\$ (2,312,616.00)	\$ (266,203.00)
Other Grants & investments	\$ (4,000.00)	\$ (4,400.00)	\$ (75.00)	\$ (36.00)	\$ (4,075.00)	\$ (4,436.00)	\$ (1,100.00)	\$ (1,000.00)	\$ (11,775.00)	\$ (36,102.00)	\$ (24,327.00)
Other Revenue	\$ (11,785.00)	\$ (16,875.00)	\$ (9,327.00)	\$ (10,095.00)	\$ (21,112.00)	\$ (26,970.00)	\$ (9,000.00)	\$ (10,000.00)	\$ (39,694.00)	\$ (47,220.00)	\$ (7,526.00)
TOTAL REVENUE	\$ (391,713.00)	\$ (402,800.00)	\$ (339,823.00)	\$ (344,195.00)	\$ (731,536.00)	\$ (746,995.00)	\$ (956,415.00)	\$ (1,042,788.00)	\$ (4,251,999.00)	\$ (4,595,186.00)	\$ (343,187.00)
EXPENSES											
Admin Expenses											
Admin Salary & Benefits	\$ 40,650.00	\$ 41,600.00	\$ 40,650.00	\$ 41,600.00	\$ 81,300.00	\$ 83,200.00	\$ 97,200.00	\$ 88,000.00	\$ 911,800.00	\$ 950,950.00	\$ 39,150.00
Admin Fee Expense	\$ 72,576.00	\$ 69,636.00	\$ 65,520.00	\$ 62,868.00	\$ 138,096.00	\$ 132,504.00	\$ 43,296.00	\$ 45,636.00	\$ 641,070.00	\$ 644,334.00	\$ 3,264.00
Office Expense	\$ 15,322.00	\$ 12,900.00	\$ 12,360.00	\$ 11,600.00	\$ 27,682.00	\$ 24,500.00	\$ 13,850.00	\$ 13,950.00	\$ 167,477.00	\$ 273,745.00	\$ 106,268.00
Other Admin Expense	\$ 800.00	\$ 900.00	\$ 1,200.00	\$ 1,200.00	\$ 2,000.00	\$ 2,100.00	\$ -	\$ -	\$ 29,000.00	\$ 31,450.00	\$ 2,450.00
Total Admin Expenses	\$ 129,348.00	\$ 125,036.00	\$ 119,730.00	\$ 117,268.00	\$ 249,078.00	\$ 242,304.00	\$ 154,346.00	\$ 147,586.00	\$ 1,749,347.00	\$ 1,900,479.00	\$ 151,132.00
Tenant Services Expense											
T.S. Salaries/Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,580.00	\$ 2,800.00	\$ (4,780.00)
T.S. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,050.00	\$ 3,250.00	\$ 1,200.00
Total Tenant Services Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,630.00	\$ 6,050.00	\$ (3,580.00)
Maintenance Expenses											
Maintenance Labor & Benefits	\$ 71,100.00	\$ 79,500.00	\$ 71,100.00	\$ 79,500.00	\$ 142,200.00	\$ 159,000.00	\$ -	\$ -	\$ 804,850.00	\$ 797,550.00	\$ (7,300.00)
Maintenance Supplies	\$ 26,152.00	\$ 40,005.00	\$ 19,300.00	\$ 23,195.00	\$ 45,452.00	\$ 63,200.00	\$ -	\$ -	\$ 114,482.00	\$ 157,400.00	\$ 42,918.00
Maintenance Contracts	\$ 83,830.00	\$ 68,480.00	\$ 87,362.00	\$ 30,375.00	\$ 171,192.00	\$ 98,855.00	\$ -	\$ -	\$ 265,942.00	\$ 222,305.00	\$ (43,637.00)
Total Maintenance Expense	\$ 181,082.00	\$ 187,985.00	\$ 177,762.00	\$ 133,070.00	\$ 358,844.00	\$ 321,055.00	\$ -	\$ -	\$ 1,185,274.00	\$ 1,177,255.00	\$ (8,019.00)
Total Utilities Expense	\$ 25,540.00	\$ 26,900.00	\$ 26,680.00	\$ 27,200.00	\$ 52,220.00	\$ 54,100.00	\$ -	\$ -	\$ 200,030.00	\$ 223,000.00	\$ 22,970.00
Protective Services Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,300.00	\$ 29,730.00	\$ 15,430.00
Total Insurance Expense	\$ 18,251.00	\$ 16,875.00	\$ 17,944.00	\$ 16,625.00	\$ 36,195.00	\$ 33,500.00	\$ 4,305.00	\$ 4,600.00	\$ 180,845.00	\$ 188,750.00	\$ 7,905.00
Total General Expenses	\$ 20,074.00	\$ 17,731.00	\$ 17,856.00	\$ 15,343.00	\$ 37,930.00	\$ 33,074.00	\$ 4,000.00	\$ 5,800.00	\$ 116,326.00	\$ 115,845.00	\$ (481.00)
Total Interest & Amort Expense	\$ 26,000.00	\$ 22,538.00	\$ 25,800.00	\$ 22,537.00	\$ 51,800.00	\$ 45,075.00	\$ -	\$ -	\$ 51,800.00	\$ 45,075.00	\$ (6,725.00)
Total Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HAP Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 865,000.00	\$ 943,628.00	\$ 865,000.00	\$ 943,628.00	\$ 78,628.00
TOTAL EXPENSES	\$ 400,295.00	\$ 397,065.00	\$ 385,772.00	\$ 332,043.00	\$ 786,067.00	\$ 729,108.00	\$ 1,027,651.00	\$ 1,101,614.00	\$ 4,372,552.00	\$ 4,629,812.00	\$ 257,260.00
NET (REVENUE) / EXPENSE	\$ 8,582.00	\$ (5,735.00)	\$ 45,949.00	\$ (12,152.00)	\$ 54,531.00	\$ (17,887.00)	\$ 71,236.00	\$ 58,826.00	\$ 120,553.00	\$ 34,626.00	\$ (85,927.00)
<i>Transfers from Reserves - (In)/Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (75,000.00)	\$ (200,000.00)	\$ (125,000.00)
NET (REVENUE) / EXPENSE after TRANSFERS	\$ 8,582.00	\$ (5,735.00)	\$ 45,949.00	\$ (12,152.00)	\$ 54,531.00	\$ (17,887.00)	\$ 71,236.00	\$ 58,826.00	\$ 45,553.00	\$ (165,374.00)	\$ (210,927.00)

RESOLUTION 2020-03

03/31/2020

Board of Commissioners

Derek Antoine, Executive Director

Approval of the Knox County Housing Authority Annual Operating Budget FYE 03/31/2021

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 03/31/2021 is hereby approved and adopted.
3. The Operational Budget for FYE 03/31/2021 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 04/01/2020.

RESOLVED: March 31, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Paula Sanford, Resident Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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RESOLUTION 2020-04

03/24/2020

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2021

Article I. Background

Small purchase procedures are a simplified method for acquiring supplies, materials, and services (including professional and construction) that do not exceed the PHA's small purchase threshold. These procedures are the simplest method of procurement and will be used for the vast majority of a PHA's purchases. The Knox County Housing Authority's small purchase threshold, as established by the State of Illinois (30 ILCS 500/20-20), has been set at the following limit:

- Construction \$100,000.00

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. The HUD Procurement Handbook 7460.8 REV 2 requires public housing agencies to develop procurement policies and agency specific operational procedures to ensure internal control.

2 CFR §200.319(a) states "All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of this section (Subpart D – Post Federal Award Requirements." 2 CFR §200.319(a)(1-7) clarifies actions or situations that are deemed restrictive on open competition, and thus prohibited from any procurement action. These situations include placing unreasonable requirements on firms, requiring unnecessary and excessive bonding, noncompetitive pricing practices between firms, organizational conflicts of interest, specifying "brand name" product without allowing equivalent products to be offered, or any other arbitrary action in a procurement process. Further, 2 CFR §200.319(b) goes on to this list the use of "in-State" or geographical preferences in the evaluation of bids and proposals. 2 CFR §200.319(c) requires PHAs to maintain written selection procedures for each procurement transaction, ensuring all solicitations include a clear and accurate description of the requirements for the product or services to be procured, clearly identify requirements which bidders must fulfill, and specify all factors to be used in evaluating bids or proposals.

2 CFR §200.323(a) establishes requirements to conduct cost or price analysis for each procurement action. Simply stated, price analysis must consist of a comparison of quotations to each other and to other sources of pricing information (e.g., past prices paid, catalog prices, etc.). Before making an award, PHAs must determine that the proposed price is fair and reasonable. Finally, 2 CFR §200.318(i) stipulates PHAs must maintain records sufficient to detail the history of procurement, including but not limited to the following: rationale for the procurement method, selection or rejection methodology, and the basis for contract price.

2 CFR §200.318(c) requires that agencies maintain a written code of standards governing the performance of their employees engaged in the award and administration of contracts. Members of the

Board of Commissioners, PHA employees, and any others serving in an official position or acting as an agent of the PHA (hereafter referred to as employees, officers, or agents) must discharge their duties

impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, employees, officers, and agents should conduct themselves in such a manner as to foster the public's confidence in the integrity of the PHA procurement organization and process. Any attempt to realize personal gain through PHA employment or to serve as an officer or agent of the PHA through actions inconsistent with the proper discharge of duties is a breach of public trust.

Effective with the FYE 2013 procurement actions, a renewal clause was added to each procurement action on this list. Basically stated, as long as contractual obligations were satisfactorily met and cost was only modified through a reasonable method (cost of inflation increase, material price increase, etc.), contracts would be renewed on an annual basis for two additional one-year terms.

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners adopt the Small Purchase Procurement – Supply/Service Vendor List, effective for the fiscal year commencing 04/01/2020 and ending 03/31/2021.

RESOLUTION 2020-04

03/24/2020

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2021

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 Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2021 is hereby approved and adopted.
3. The solicitation and selection process used in procuring said goods and services is compliant with state and federal requirements.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective as of 04/01/2020.

RESOLVED: March 31, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul H. Stewart, Commissioner

Wayne Allen, Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2020-05

3/31/2020

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2020

Article I. Background

It is the policy of the Knox County Housing Authority to write-off all uncollectable debt owed from previous program participants. An effective asset management program includes activities that enable the Knox County Housing Authority to accurately reflect the value of its receivables and other assets and ensure that resources are not devoted to the recovery of uncollectible receivables. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of the KCHA's assets. Therefore, the write-off process is a critical component of the financial management activities.

Write-off recommendations should be made by each program manager upon the determination that the program area or accounting operation, despite its best recovery efforts, cannot recover the asset. Write-offs may also be appropriate when the general ledger account balances are insupportable, or other auditors have identified the need to adjust the records and management has agreed with the auditors.

Write-offs occur when the KCHA removes the corresponding amount of an uncollectible, un-reconciled, or unsubstantiated asset from the general ledger. On a quarterly basis, each program should evaluate the recoverability of its assets to quantify and recognize amounts to be written off. Each quarter the program managers will report to the finance coordinator the level of actual write-offs vs. its original estimated write-offs.

Once approved by the Board of Commissioners, uncollectable receivables will be turned over to the Illinois Debt Recovery Offset Portal (IDROP) for collection attempt. Additionally, the uncollectible receivables will be written off in KCHA accounting software and adjustment entries will be made to the general ledger.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$4,088.83 effective for the period ending March 31, 2020.

RESOLUTION 2020-05

3/31/2020

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending March 31, 2020

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 Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$4,088.83 for the period ending March 31, 2020.
3. The Executive Director or designate is hereby authorized to charge-off uncollectible debt on behalf of the Knox County Housing Authority as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of March 31, 2020.

RESOLVED: March 31, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Paula Sanford, Resident Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2020

Moon Towers' 4th Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	Debt Identifier	Debt Owed	Notes
Gregory	Lewis	MT073-8	\$ 11.00	
Karrie	Hathaway	MT148-15	\$ 263.91	
Larry	Wall	MT161-8	\$ 4.00	
Melvajeon	Brown	MT189-14	\$ 1,134.00	

Moon Towers' 4th Qtr Bad Debt Write-Off Total \$1,412.91

Family's 4th Qtr Bad FYE 2020 Debt Write-Offs				
First Name	Last Name	Debt Identifier	Debt Owed	Notes
Vanessa	Sweedman	FAM270-17	\$1,496.92	

Family's 4th Qtr Bad Debt Write-Off Total \$1,496.92

Bluebell's 4th Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	Debt Identifier	Debt Owed	Notes

AHP 4th Qtr Bad Debt Write-Off Total \$0.00

Housing Choice Voucher's 4th Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	Debt Identifier	Debt Owed	Notes
Uretha	Coaster	VF0135-2	\$1,179.00	

AHP 4th Qtr Bad Debt Write-Off Total \$1,179.00

AHP 4th Qtr FYE 2020 Bad Debt Write-Offs				
First Name	Last Name	Debt Identifier	Debt Owed	Notes

AHP 4th Qtr Bad Debt Write-Off Total \$0.00

Total 4th Qtr 2020 Bad Debt Write-Offs	\$4,088.83
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BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 03/24/2020

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 03/31/2020

SUBJECT: Janitorial Supplies Contract Extension

Executive Summary

A Quotation for Small Purchase (QSP) was issued on 02/22/2020 to solicit quotes for Janitorial Supplies for the period 04/01/2020 through 03/31/2021. The deadline to submit pricing was 03/23/2020.

Due to current market conditions caused by the COVID-19 pandemic, the Agency was asked on 03/16/2020 to extend the QSP deadline. Upon review, the Agency determined that this was a reasonable request and has extended the QSP deadline to 04/22/2020.

Office Specialists and Wilson Paper Company were the procured vendors for the period 04/01/2019 to 03/31/2020 which was the third year of the contract award for the aforementioned vendors. The contract was initially executed for the period of one year and, at the Agency's discretion, was extended for two additional one-year option periods for a maximum of three years.

The extension would be for one month and would expire on 04/30/2020. Current contract prices would remain in effect until the end of this extension. The contract award for Janitorial Supplies would be approved at the April board meeting and would be for an initial 11-month period so that the contract would coincide with all other services and supply contracts.

Fiscal Impact

Items purchased under the Janitorial Supplies contract are paid from the operating budgets of each program. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve a one-month contract extension to 04/30/2020 for Office Specialists and Wilson Paper Company for Janitorial Supplies.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 02/29/2020

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 03/31/2020

SUBJECT: Application for Payment – Union Flooring Services

Executive Summary

Union Flooring Services installed new floors and cove base in three family units (1074 W. South Street, 1076 W. South Street and 2023 E. Knox Street) in February 2020 in the amount of \$12,039.00. This invoice amount exceeds the Executive Director's threshold of payment authority. Thus, Board approval is necessary for payment.

The work has been reviewed by agency staff and has been deemed to be satisfactory and of quality workmanship. Therefore, this application for payment is recommended for approval.

Union Flooring Services was the lowest bidder to provide flooring installation services when pricing was sought in 2019.

Fiscal Impact

This application for payment will be paid from Family Sites Operating Budget. This expense is eligible and allowable under federal guidelines located at 2 CFR 200— Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment to Union Flooring Services in the amount of \$12,039.00 to be paid from Family Sites Operating Budget.

Union Flooring Services
1021 2550TH ST
Emden, IL 62635

217-642-5419

Project:
KCHA- 3 Three Bedroom Units

Bill to:

KNOX COUNTY HOUSING
216 W Simmons Street
Galesburg, IL 61401

Invoice number: 636
Invoice date: 2/18/2020
Terms: AIA

Our JobID:531	Application #:1	Period: 02/10/20 - 02/16/20	Your order #:
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1. ORIGINAL CONTRACT SUM	12,039.00
2. Net Change by Change Orders	0.00
3. CONTRACT SUM TO DATE	12,039.00
4. TOTAL COMPLETED AND STORED TO DATE	12,039.00
5. PREVIOUS RETAINAGE	0.00
6. CURRENT BILLING RETAINAGE	0.00
7. TOTAL EARNED LESS RETAINAGE	12,039.00
8. PREVIOUS CERTIFICATES	0.00
9. CURRENT PAYMENT DUE	12,039.00

Due date: 3/19/2020

Total amount due: 12,039.00

Union Flooring Services
1021 2550th St.
Emden, IL 62635
(217) 642-5419
(217) 642-5428 Fax

January 18, 2019

TO: KNOX COUNTY HOUSING AUTHORITY

Attn: Cheryl Lefler

RE: KNOX COUNTY HOUSING AUTHORITY - ~~Bldg D-29-1566~~

1074 W. SOUTH ST
1076 W. SOUTH ST
2029 E. KNOX ST

JOB: Install vinyl composition tile, resilient wall base, and plywood underlayment provided by others.

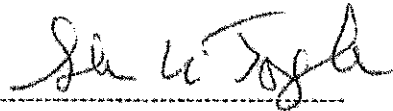
BASE BID (three bedroom unit - upper & lower level)

48 hours @ \$78.00 / hour	=	\$3,744.00
Sundries	=	\$ 269.00

\$4,013.00 x 3 = \$12,039.00

PRICE DOES NOT INCLUDE:

- Sales Tax
- Major floor preparation
- Cleaning or waxing VCT



Glenn R. Fogler

**BOARD
MEMO**


216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 03/27/2020

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 03/31/2020

SUBJECT: REAC-PASS Physical Inspection Results – Family Sites

Executive Summary

The purpose of the Public Housing Assessment System (PHAS) is to improve the delivery of services in public housing and enhance trust in the public housing system among public housing agencies (PHAs), public housing residents, and the general public, by providing a management tool for effectively and fairly measuring the performance of a PHA in essential housing operations of projects, on a program-wide basis and individual project basis, and providing rewards for high performers and remedial requirements for poor performers. PHAS is a strategic measure of the essential housing operations of projects and PHAs. HUD will assess and score the performance of projects and PHAs based on physical condition, financial condition, management operations, and the Capital Fund program.

The Real Estate Assessment Center (REAC) physical inspection provides data for the physical condition. The objective of the physical condition indicator is to determine whether a PHA is meeting the standard of decent, safe, sanitary housing in good repair as defined in 24 CFR § 5.703. The physical condition assessment is based on an independent physical inspection of a PHA's projects provided by HUD and performed by contract inspectors, and conducted using HUD's Uniform Physical Condition Standards (UPCS) under 24 CFR part 5, subpart G. Areas assessed include the site, building exterior, building systems, dwelling units, common areas, and health and safety concerns.

On 02/26/2020, an inspector contracted by REAC performed a physical inspection of the Family Sites. On 02/27/2020, the score report for the inspection was released and received by the agency. The Family Sites achieved a score of 94.71, which rounds up to a final score of 95.0. The score report is attached to this memo.

The following table shows the REAC-PASS scores for the last five inspections.

FYE	Score
2009	95.00
2011	82.00
2013	90.00
2016	90.00
2020	95.00
Average	90.40

Under PHAS, there are 40 possible points associated with PASS. With revised physical inspection scores, the PASS portion of PHAS will be scored as follows:

AMP	Total Units	PASS Score	PHAS Score
Moon Towers	177	97.38	38.95
Family Sites	190	94.71	37.88
Bluebell Tower	51	99.80	39.92
Total KCHA	418	96.46	38.58

As the table above indicates, the agency will receive a score of 38.58 for PASS when next assessed under PHAS. This puts the agency in great position to attain an overall designation of High Performer, which includes assessment of agency financial position, management operations, and capital fund performance.

Fiscal Impact

The designation as High Performer, if attained for PHAS, qualifies the agency for funding opportunities only available under such designation.

Inspection Summary Report (POA) for Inspection #649314

Inspection Snapshot

Inspection ID:	649314	Inspection Time:	09:59 AM - 01:19 PM
Inspection Start Date:	02/26/2020	Inspection End Date:	02/27/2020
Property ID:	IL085000002	Property Type:	Public Housing
Property Name:	FAMILY HOUSING		
Inspection State:	Successful	Score:	95c*

Inspection Summary Report (POA) for Inspection #649314

Property Profile

Property Name: FAMILY HOUSING
Scattered Site? Yes **Multiple Site?** Yes
Address Line 1: 480 IOWA AVENUE
Address Line 2:
City: GALESBURG **State:** IL
ZIP: 61401 **Extension:** _____
Phone: (309) 342-8129 **Extension:**
Fax: (209) 342-7206 **Email:** dantoine@knoxhousing.org

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	98	95	24	193	190	24
Common	3	6	6	-	-	-
Total	101	101	30	193	190	24

Occupancy Information

No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
182	96%	No

Comments Bed bugs reported bldg 2 unit 562, bldg 4 unit 540, bldg 20 unit 503 and bldg 70 unit 1548.

Inspection Summary Report (POA) for Inspection #649314

Participant Profile

Executive Director [Primary Contact / Present During Inspection]

Name (F, MI, L): Derek Antoine
Organization: Knox County Housing Authority
Address Line 1: 216 W. Simmons St.
Address Line 2: Knox County Housing Authority
City: Galesburg **State:** IL
ZIP: 61401 **Extension:**
Phone: (309) 342-8129 **Extension:** 223
Fax: (309) 342-7206 **Email:** dantoine@knoxhousing.org

Management Agent [Present During Inspection]

Name (F, MI, L): Cheryl Lefler
Organization: Knox County Housing Authority
Address Line 1: 216 West Simmons Street
Address Line 2:
City: Galesburg **State:** IL
ZIP: 61401 **Extension:**
Phone: (309) 342-8129 **Extension:**
Fax: (309) 342-7206 **Email:** clefler@knoxhousing.org

Site Manager [Present During Inspection]

Name (F, MI, L): Kim Longenecker
Organization: Knox County Housing Authority
Address Line 1: 216 West Simmons Street
Address Line 2:
City: Galesburg **State:** IL
ZIP: 61401 **Extension:**
Phone: (309) 342-8129 **Extension:**
Fax: (309) 342-7206 **Email:** klongenecker@knoxhousing.org

Other [Present During Inspection]

Name (F, MI, L): Caleb Diefendorf
Organization: Knox County Housing Authority
Address Line 1: 480 Iowa Avenue
Address Line 2:
City: Galesburg **State:** IL
ZIP: 61401 **Extension:**
Phone: (309) 342-8129 **Extension:**
Fax: (309) 342-7206 **Email:** dantoine@knoxhousing.org

Other [Present During Inspection]

Name (F, MI, L): Gaylon Webb
Organization: Knox County Housing Authority

Inspection Summary Report (POA) for Inspection #649314

Participant Profile

Address Line 1: 1064 West South Street

Address Line 2:

City: Galesburg

State: IL

ZIP: 61401

Extension:

Phone: (309) 342-8129

Extension:

Fax: (309) 342-7206

Email: gwebb@knoxhousing.org

Inspection Summary Report (POA) for Inspection #649314

Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	20.43	0.00	20.43	0.00	20.43
Building Exterior	16.79	0.38	16.40	0.00	16.40
Building Systems	17.04	0.00	17.04	0.00	17.04
Common Area	0.66	0.01	0.65	0.00	0.65
Unit	45.09	3.10	41.99	1.80	40.18
Total	100.00	3.49	96.51	1.80	94.71

Score Version: 1

Score Date: 02/27/2020

Final Score: 95c*