

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
3/30/2021  
10:00 a.m.

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<b>Opening</b>	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> LaToya Carson	Review/Ratify 02-2021 Financial Reports	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 02-2021 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 47,469.61
<input type="checkbox"/> Joseph Riley	Moon Towers:	\$ 70,169.68
<input type="checkbox"/> Sara Robison	Family:	\$ 71,410.31
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 21,275.81
<u>Excused:</u>	HCV:	\$ 94,712.50
	Brentwood:	\$ 32,651.95
	Prairieland:	\$ 27,527.69
<u>Others Present:</u>	Capital Fund 2019:	\$ 4,200
	Capital Fund 2020:	\$ 0.00

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<b>Old Business</b>	Induction of Resident Commissioner	Chairperson Payton Vice Chair Hawkinson
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<b>New Business</b>	Review/Approve Resolution 2021-03 KCHA FYE 03/31/2022 Operating Budget Revision	Derek Antoine
	Review/Approve Resolution 2021-04 Supply/Service Vendor Listing for FYE03/31/2022	Derek Antoine
	Review/Approve Emergency Generator Replacement – Bluebell Tower	Derek Antoine
	Review/Approve Extension to Mechanical Contracts	Derek Antoine
	Review/Approve Resolution 2021-05 Uncollectible Debt Charge-Off for Period Ending 03/31/2021	Derek Antoine

# board agenda

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**Reports**

Executive Director's Report – 02-2021

Derek Antoine

KCHA Legal Counsel Report – 03-2021

Jack Ball

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**Other Business**

None

Derek Antoine

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
February 23, 2021**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held virtually via Zoom Meetings. Roll call was taken, and the following Commissioners were present:

PRESENT:           Wayne Allen  
                      Jared Hawkinson  
                      Lomac Payton  
                      Joseph Riley  
                      Sara Robison  
                      Paul H. Stewart

EXCUSED:

ABSENT:

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

Chairperson Payton called the meeting to order at 10:01 a.m.

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

Chairperson Payton then requested the Board review and ratify the January 2021 financial reports. After brief discussion, Commissioner Hawkinson made a motion to ratify the financial reports for January 2021 as presented; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

January 2021 claims against the HA Administration in the sum of \$393,634.51; Central Office Cost Center in the sum of \$43,198.14; Moon Towers in the sum of \$63,100.93; Family in the sum of \$92,541.51; Bluebell in the sum of \$25,937.85; Housing Choice Voucher Program in the sum of \$93,188.31; Brentwood (A.H.P.) in the sum of \$25,056.02; Prairieland (A.H.P.) in the sum of \$22,261.75; Capital Fund '19 in the sum of \$28,350.00 and Capital Fund '20 in the sum of \$0.00 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills for January 2021; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye

Commissioner Robison - aye  
Commissioner Stewart - aye  
Motion Carried, 6-0.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

Mr. Antoine asked the Board to review and approve Resolution 2021-02 KCHA FYE 03/21/2022 Operating Budget. Mr. Antoine highlighted several budget submission items that are also outlined in the Board resolution. Commissioner Hawkinson asked if the budget takes into account lost revenue from people not paying rent. Mr. Antoine responded that he anticipates rent collection to start normalizing after the eviction moratorium ends and that the CARES Act funding helped offset uncollected rent this year. Commissioner Hawkinson also asked about COCCC administration increase. Mr. Antoine noted that a salary increase is included as well as anticipated staffing increases at COCC and Family Sites. After brief discussion, Commissioner Hawkinson made a motion to approve Resolution 2021-01 KCHA FYE 03/31/2022 Operating Budget; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

Mr. Antoine asked the Board to review and approve Selection of Contractor for 504 Modification/Rehabilitation - Phase 3. Mr. Antoine referred to the board memo and outlined the solicitation process for Phase 3 of the 504 project. This phase will include modifications throughout the agency common areas, elevator modernization at Bluebell Tower and interior and site modifications to 10 two-bedroom units at the Family Sites. The recommendation of Hein Construction by Alliance Architecture was included in the packet. After brief discussion, Commissioner Hawkinson made a motion to approve Selection of Hein Construction, Inc. for 504 Modification/Rehabilitation - Phase 3 in the amount of \$1,262,000.00; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

Mr. Antoine asked the Board to review and approve Emergency Heater Unit Replacement - Moon Towers. Mr. Antoine advised that an emergency replacement of two rooftop heating units was necessary at Moon Towers. After they stopped working properly, it was discovered that the 25-year-old units had cracked heat exchangers which necessitated their replacement. After brief discussion, Commissioner Stewart made a motion

to approve Emergency Heater Unit Replacement - Moon Towers in an amount not to exceed \$12,935.00; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

Mr. Antoine asked the Board to review and approve Recommendation to Fill Vacated Resident Commissioner Position. Mr. Antoine said that LaToya Carson would fill the remainder of Paula Sanford's unexpired term as resident commissioner and serve until 08/31/2024. He referred the Board to the recommendation letter in the packet and said that upon board approval he would forward it to the Knox County Board. After brief discussion, Commissioner Robison made a motion to unanimously approve Recommendation of LaToya Carson to Fill Vacated Resident Commissioner Position; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - abstain  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye  
Commissioner Stewart - aye

Motion Carried, 5-0-1.

## **REPORTS**

The Executive Director's written report was included in the Board packet. Mr. Antoine provided an update related to agency operations, the Illinois eviction moratorium dates and Commissioner Training.

The Legal Counsel report was emailed to Commissioners. Mr. Ball provided an update on current cases and related case management and said that there were currently two cases in case management status.

## **OTHER BUSINESS**

Chairperson Payton expressed his appreciation to the Board for getting things done during his recent absence due to illness.

## **ADJOURNMENT**

Commissioner Stewart made a motion to adjourn the meeting at 10:54 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - aye  
Commissioner Riley - aye  
Commissioner Robison - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

Respectfully submitted,

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Secretary

**COCC**

	<u>February-21</u>	<u>Current YTD</u>
Operating Income	\$50,950.79	\$602,186.39
Operating Expenses	\$49,181.08	\$660,496.71
<b>Net Revenue Income/(Loss)</b>	<b>\$1,769.71</b>	<b>(\$58,310.32)</b>

Discussion:

Revenue increased/(Decreased) by the following for the month: **\$1,769.71**

\$50,921.81 of COCC's income comes from these monthly fee revenues: management fees, bookkeeping fees, and asset management fees.

Paid for auditor for 2021 audit.

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

COCC's Cash, Investments, A/R, & A/P **\$1,284,657.17**

**MOON TOWERS**

	<u>February-21</u>	<u>Current YTD</u>
Operating Income	\$71,981.14	\$821,469.61
Operating Expenses	\$70,169.68	\$769,459.32
<b>Net Revenue Income/(Loss)</b>	<b>\$1,811.46</b>	<b>\$52,010.29</b>

Discussion:

Revenue increased/(Decreased) by the following for the month: **\$1,811.46**

Moon Towers received \$35,512 from HUD for operations provided by HUD. The remaining income is from tenant revenue, interest, and income from other Amps.

Paid for auditor for 2021 audit.

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

Moon Towers' Cash, Investments, A/R, & A/P **\$513,253.74**

Minimum Reserve Position **\$279,803.39**

Over/(Under) minimum reserve position **\$233,450.35**

**FAMILY SITES**

	<u>February-21</u>	<u>Current YTD</u>
Operating Income	\$98,980.53	\$1,114,450.08
Operating Expenses	\$71,608.98	\$964,912.54
<b>Net Revenue Income/(Loss)</b>	<b>\$27,371.55</b>	<b>\$149,537.54</b>

Discussion:

Revenue increased/(Decreased) by the following for the month: **\$27,371.55**

Family received \$68,687 from HUD for operations provided by HUD. The remaining income is from tenant revenue, interest, and income from other Amps.

Paid for auditor for 2021 audit.

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

Family's Cash, Investments, A/R, & A/P **\$494,300.56**

Minimum Reserve Position **\$350,877.29**

Over/(Under) minimum reserve position **\$143,423.27**

**BLUEBELL**

	<u>February-21</u>	<u>Current YTD</u>
Operating Income	\$20,781.72	\$226,642.13
Operating Expenses	\$21,275.81	\$223,985.29
<b>Net Revenue Income/(Loss)</b>	<b>(\$494.09)</b>	<b>\$2,656.84</b>

Discussion:

Revenue increased/(Decreased) by the following for the month: **(\$494.09)**

Bluebell received \$6,058 from HUD for operations provided by HUD. The remaining income is from tenant revenue, interest, and income from other Amps.

Paid for auditor for 2021 audit.

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

Bluebell's Cash, Investments, A/R, & A/P **\$164,044.23**

Minimum Reserve Position **\$81,449.20**

Over/(Under) minimum reserve position **\$82,595.03**

## BRENTWOOD

	February-21	Current YTD
Operating Income	\$31,735.91	\$360,527.40
Operating Expenses	\$32,661.95	\$299,864.73
<b>Net Revenue Income/(Loss)</b>	<b>(\$926.04)</b>	<b>\$60,662.67</b>

### Discussion:

Revenue increased/(Decreased) by the following for the month: **(\$926.04)**

Brentwood's tenant revenue totaled \$30,778 for the month, and the rest of the revenue coming from interest income and other income.

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

Paid for auditor for 2021 audit.

**Brentwood's Cash, Investments, A/R, & A/P** **\$135,815.68**

## PRAIRIELAND

	February-21	Current YTD
Operating Income	\$28,417.00	\$314,444.79
Operating Expenses	\$27,535.69	\$289,807.66
<b>Net Revenue Income/(Loss)</b>	<b>\$881.31</b>	<b>\$24,637.13</b>

### Discussion:

Revenue increased/(Decreased) by the following for the month: **\$881.31**

PrairieLand's tenant revenue totaled \$28,007 for the month, and the rest of the revenue coming from interest income and other income.

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

Paid for auditor for 2021 audit.

**PrairieLand's Cash, Investments, A/R, & A/P** **\$95,878.19**

**Restricted - Security Deposits** **(\$192.00)**

**Restricted - Replacement Reserve** **(\$168,411.78)**

**Restricted - Residual Receipts** **(\$54,526.10)**

**PL's Total Cash** **(\$127,251.69)**

*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.*

## HOUSING CHOICE VOUCHERS

ADMINISTRATIVE	February-21	Current YTD
Operating Income	\$9,197.03	\$156,587.49
Operating Expenses	\$14,473.30	\$170,034.60
<b>Net Revenue Income/(Loss)</b>	<b>(\$5,276.27)</b>	<b>(\$13,447.11)</b>

### Discussion:

The Voucher Program (HCV) received \$9,192 from HUD for administrative expenses which ended up showing a Decrease of \$2,951.72

*Deficit covered by the UNP.*

**Unrestricted Net Position (UNP)**  
Investment in Fixed Assets  
Monthly VMS Net Revenue Income/(Loss)

**\$70,151.99** 1/31/2021 Balance

**\$0.00**

**(\$5,195.47)**

**\$0.00**

Transfer to NRP or Adjustment

**UNP Ending Balance Per VMS**

**\$64,956.52**

For Admin Expenses and HAP (if needed)

HAP	Feb-21	Current YTD
Operating Income	\$71,923.00	\$804,055.00
Operating Expenses	\$80,239.20	\$844,101.16
<b>Net Revenue Income/(Loss)</b>	<b>(\$8,316.20)</b>	<b>(\$40,046.16)</b>

### Discussion:

The Voucher Program (HCV) received \$71,923 from HUD for HAP expenses which the program overspent by \$9,116.45 for the month.

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

**Net Restricted Position (NRP)**

**\$12,367.55** 1/31/2021 Balance

**\$0.00**

Transfer from UNP or Adjustment

**(\$8,244.00)**

Monthly VMS Net Revenue - Income/(Loss)

**NRP Ending Balance for HAP Per VMS**

**\$4,123.55**

For HAP Expenses (Only)

### Tenant Online Payments

Property Sites	Month	FYE 2021
AMPS - Moon, Family, Bluebell	\$ 7,167.32	\$ 35,668.06
AHP - Brentwood & Prairieland	\$ 9,558.00	\$ 69,966.00
Housing Choice Voucher	\$ -	\$ 1,066.00
<b>Total PHA</b>	<b>\$ 16,725.32</b>	<b>\$ 106,700.06</b>

### IDROP Bad Debt Collection

Property Sites	Month	FYE 2021
AMPS - Moon, Family, Bluebell	\$ 483.95	\$ 18,584.09
AHP - Brentwood & Prairieland	\$ -	\$ 7,603.20
Housing Choice Voucher	\$ -	\$ 1,922.00
<b>Total PHA</b>	<b>\$ 483.95</b>	<b>\$ 28,109.29</b>



Date:  
Time:  
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**Knox County Housing Authority  
INCOME STATEMENT - COCC  
February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>REVENUE</b>							
pum	15.00	15.00	0.00	165.00	165.00	180.00	0.00
<b>FEE REVENUE</b>							
<b>Management Fees</b>							
10-1-000-000-3810.000 Management Fee Inc	-41,026.81	-43,345.00	2,318.19	-476,795.00	-471,223.67	-520,140.00	-9.40
10-1-000-000-3810.010 Mgmt Fees CFP	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-000-3810.000 Mgmt Fee - Cares Act	0.00	0.00	0.00	0.00	-19,833.00	0.00	
Total Management Fees	-41,026.81	-43,345.00	2,318.19	-476,795.00	-491,056.67	-520,140.00	-5.59
<b>Asset Management Fees</b>							
10-1-000-000-3820.000 Asset Mgmt Fee Inc	-4,240.00	-4,240.00	0.00	-46,640.00	-46,640.00	-50,880.00	-8.33
Total Asset Management Fees	-4,240.00	-4,240.00	0.00	-46,640.00	-46,640.00	-50,880.00	-8.33
<b>Book Keeping Fees</b>							
10-1-000-000-3830.000 Bookkeeping Fee Inc	-5,655.00	-5,672.00	17.00	-62,392.00	-62,869.50	-68,064.00	-7.63
Total Book Keeping Fees	-5,655.00	-5,672.00	17.00	-62,392.00	-62,869.50	-68,064.00	-7.63
<b>Other Fees</b>							
10-1-000-000-3840.000 Other Fee 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	
<b>TOTAL FEE REVENUE</b>	<b>-50,921.81</b>	<b>-53,257.00</b>	<b>2,335.19</b>	<b>-585,827.00</b>	<b>-600,566.17</b>	<b>-639,084.00</b>	<b>-6.03</b>
<b>OTHER REVENUE</b>							
<b>Other Grants &amp; Investment Income</b>							
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	-28.98	-909.67	880.69	-10,006.37	-938.10	-10,916.00	-91.41
10-1-000-000-3610.010 Interest - Restricted	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Grants & Investment Income	-28.98	-909.67	880.69	-10,006.37	-938.10	-10,916.00	-91.41
<b>Other Revenue</b>							
10-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3690.010 Other Income-Training	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.000 Inspection(s) Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.005 Income from Amps	0.00	0.00	0.00	0.00	-682.12	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	0.00	0.00	0.00	0.00	-682.12	0.00	
<b>TOTAL OTHER REVENUE</b>	<b>-28.98</b>	<b>-909.67</b>	<b>880.69</b>	<b>-10,006.37</b>	<b>-1,620.22</b>	<b>-10,916.00</b>	<b>-85.16</b>
<b>TOTAL REVENUE</b>	<b>-50,950.79</b>	<b>-54,166.67</b>	<b>3,215.88</b>	<b>-595,833.37</b>	<b>-602,186.39</b>	<b>-650,000.00</b>	<b>-7.36</b>
<b>EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
<b>Administrative Salaries</b>							
10-1-000-000-4110.000 Admin Salaries	29,777.53	30,437.50	-659.97	334,812.50	380,503.88	365,250.00	4.18
10-1-000-000-4110.200 Admin - Other Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-000-4110.000 Admin Salary-Cares Act	0.00	0.00	0.00	0.00	14,664.09	0.00	
Total Administrative Salaries	29,777.53	30,437.50	-659.97	334,812.50	395,167.97	365,250.00	8.19
<b>Administrative Benefits</b>							
10-1-000-000-4110.500 Emp Benefit - Admin	9,785.67	10,250.00	-464.33	112,750.00	122,935.33	123,000.00	-0.05
10-1-000-000-4110.550 Benefit - Life Ins.	445.52	0.00	445.52	0.00	4,497.00	0.00	
10-1-020-000-4110.500 Admin Benefit-Cares Act	0.00	0.00	0.00	0.00	431.46	0.00	
Total Administrative Benefits	10,231.19	10,250.00	-18.81	112,750.00	127,863.79	123,000.00	3.95
<b>Fee Expenses</b>							

Date:  
Time:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - COCC**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-000-4171.000 Audit Fee	2,350.00	229.17	2,120.83	2,520.87	2,350.00	2,750.00	-14.55
Total Fee Expenses	2,350.00	229.17	2,120.83	2,520.87	2,350.00	2,750.00	-14.55
<b>Advertising &amp; Marketing</b>							
10-1-000-000-4190.650 Advertising	144.40	62.50	81.90	687.50	185.88	750.00	-75.22
Total Advertising & Marketing	144.40	62.50	81.90	687.50	185.88	750.00	-75.22
<b>Office Expense</b>							
10-1-000-000-4140.000 Training - Staff	0.00	1,666.67	-1,666.67	18,333.37	2,647.00	20,000.00	-86.77
10-1-000-000-4180.000 Telephone	345.47	416.67	-71.20	4,583.37	5,443.92	5,000.00	8.88
10-1-000-000-4190.000 Other Sundry	0.00	137.50	-137.50	1,512.50	1,280.72	1,650.00	-22.38
10-1-000-000-4190.100 Postage	492.56	125.00	367.56	1,375.00	1,425.14	1,500.00	-4.99
10-1-000-000-4190.200 Office Supplies	48.68	125.00	-76.32	1,375.00	783.85	1,500.00	-47.74
10-1-000-000-4190.300 Paper Supplies	236.61	83.33	153.28	916.63	903.44	1,000.00	-9.66
10-1-000-000-4190.400 Printing/printers	0.00	16.67	-16.67	183.37	0.00	200.00	-100.00
10-1-000-000-4190.401 Printing Supplies	0.00	166.67	-166.67	1,833.37	440.85	2,000.00	-77.96
10-1-000-000-4190.500 Printer/Copier Supp-Cont	185.98	208.33	-22.35	2,291.63	1,859.80	2,500.00	-25.61
10-1-000-000-4190.550 Computers	732.89	583.33	149.56	6,416.63	22,886.50	7,000.00	226.95
10-1-000-000-4190.600 Publications	0.00	41.67	-41.67	458.37	451.90	500.00	-9.62
10-1-000-000-4190.700 Member Dues/Fees	0.00	833.33	-833.33	9,166.63	2,824.00	10,000.00	-71.76
10-1-000-000-4190.800 Internet Services	577.59	250.00	327.59	2,750.00	2,088.33	3,000.00	-30.39
10-1-000-000-4190.850 IT Support	105.00	416.67	-311.67	4,583.37	6,692.35	5,000.00	33.85
10-1-020-000-4190.200 Office Supply-Cares Act	0.00	0.00	0.00	0.00	179.39	0.00	
10-1-020-000-4190.550 Computers - Cares Act	0.00	0.00	0.00	0.00	9,186.50	0.00	
Total Office Expense	2,724.78	5,070.84	-2,346.06	55,779.24	59,093.69	60,850.00	-2.89
<b>Legal Expense</b>							
10-1-000-000-4130.000 Legal Expense	800.00	833.33	-33.33	9,166.63	8,000.00	10,000.00	-20.00
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	8,000.00	10,000.00	-20.00
<b>Travel Expense</b>							
10-1-000-000-4150.000 Travel - Staff	0.00	333.33	-333.33	3,666.63	1,250.63	4,000.00	-68.73
10-1-000-000-4150.010 Travel - Commissioners	0.00	416.67	-416.67	4,583.37	0.00	5,000.00	-100.00
10-1-000-000-4150.100 Mileage - Admin	0.00	8.33	-8.33	91.63	0.00	100.00	-100.00
Total Travel Expense	0.00	758.33	-758.33	8,341.63	1,250.63	9,100.00	-86.26
<b>Other Expense</b>							
10-1-000-000-4140.010 Training-Commissioners	0.00	833.33	-833.33	9,166.63	-2,100.00	10,000.00	-121.00
10-1-000-000-4160.000 Consulting Services	1,059.09	1,250.00	-190.91	13,750.00	13,637.09	15,000.00	-9.09
10-1-000-000-4160.500 Translating/Interp Serv.	0.00	25.00	-25.00	275.00	0.00	300.00	-100.00
10-1-000-000-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4190.950 Background Verification	10.97	20.83	-9.86	229.13	43.34	250.00	-82.66
Total Other Expense	1,070.06	2,129.16	-1,059.10	23,420.76	11,580.43	25,550.00	-54.68
<b>TOTAL OPERATING EXPENSE - Admin</b>	<b>47,097.96</b>	<b>49,770.83</b>	<b>-2,672.87</b>	<b>547,479.13</b>	<b>605,492.39</b>	<b>597,250.00</b>	<b>1.38</b>
<b>UTILITIES EXPENSE</b>							
<b>Utilities Expense</b>							
10-1-000-000-4310.000 Water	18.41	25.00	-6.59	275.00	199.10	300.00	-33.63
10-1-000-000-4315.000 Sewer	6.99	12.50	-5.51	137.50	87.85	150.00	-41.43
10-1-000-000-4320.000 Electric	191.75	229.17	-37.42	2,520.87	1,968.73	2,750.00	-28.41
10-1-000-000-4330.000 Gas	214.18	200.00	14.18	2,200.00	1,242.19	2,400.00	-48.24
10-1-000-000-4340.000 Fuel	0.00	0.00	0.00	0.00	0.00	0.00	
Total Utilites Expense	431.33	466.67	-35.34	5,133.37	3,497.87	5,600.00	-37.54
<b>TOTAL UTILITIES EXPENSE</b>	<b>431.33</b>	<b>466.67</b>	<b>-35.34</b>	<b>5,133.37</b>	<b>3,497.87</b>	<b>5,600.00</b>	<b>-37.54</b>

Date:  
Time:  
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**Knox County Housing Authority  
INCOME STATEMENT - COCC  
February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b><u>MAINTENANCE &amp; OPERATIONS EXPENSE</u></b>							
<b>Maintenance - Labor &amp; OT</b>							
10-1-000-000-4410.200 Maint Labor-Other Amp	55.80	0.00	55.80	0.00	510.96	0.00	
Total Maintenance - Labor & OT	55.80	0.00	55.80	0.00	510.96	0.00	
<b>Benefit Contributions - Maintenance</b>							
10-1-000-000-4410.500 Maint Emp Benefit	0.00	25.00	-25.00	275.00	0.00	300.00	-100.00
Total Benefit Contributions - Maint.	0.00	25.00	-25.00	275.00	0.00	300.00	-100.00
<b>Maintenance - Materials/Supplies</b>							
10-1-000-000-4420.010 Garbage&Trash Supp	0.00	0.00	0.00	0.00	0.00	0.00	
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	1.70	20.83	-19.13	229.13	1.70	250.00	-99.32
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	0.00	25.00	-25.00	275.00	114.51	300.00	-61.83
10-1-000-000-4420.110 Routine Maint. Supplies	0.00	25.00	-25.00	275.00	37.49	300.00	-87.50
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	25.00	-25.00	275.00	187.94	300.00	-37.35
10-1-020-000-4420.000 Maint Supply-Cares Act	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Materials/Supplies	1.70	166.65	-164.95	1,833.15	341.64	2,000.00	-82.92
<b>Maintenance - Contracts</b>							
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	0.00	29.17	-29.17	320.87	136.50	350.00	-61.00
10-1-000-000-4430.020 Heating&Cooling Cont	0.00	83.33	-83.33	916.63	0.00	1,000.00	-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	263.22	400.00	-34.20
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	329.50	250.00	31.80
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	0.00	20.83	-20.83	229.13	28,185.00	250.00	11,174.00
10-1-000-000-4430.200 Copiers	0.00	12.50	-12.50	137.50	0.00	150.00	-100.00
10-1-000-000-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-000-4430.000 Maint Contract-Cares Act	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	0.00	291.65	-291.65	3,208.15	28,914.22	3,500.00	726.12
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>57.50</b>	<b>483.30</b>	<b>-425.80</b>	<b>5,316.30</b>	<b>29,766.82</b>	<b>5,800.00</b>	<b>413.22</b>
<b><u>PROTECTIVE SERVICES EXPENSE</u></b>							
<b>Protective Services - Contract</b>							
10-1-000-000-4480.000 Protect Service	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4480.500 Security Contract	0.00	0.00	0.00	0.00	225.00	0.00	
10-1-020-000-4480.000 Protective Serv-Cares Act	0.00	0.00	0.00	0.00	4,559.06	0.00	
Total Protective Services - Contract	0.00	0.00	0.00	0.00	4,784.06	0.00	
<b>TOTAL PROTECTIVE SERVICES EXPENSEE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,784.06</b>	<b>0.00</b>	



Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - COCC**  
*February, 2021*

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	
<b>Casualty Expense</b>							
Total Casualty Expense	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Depreciation Expense</b>							
10-1-000-000-4800.000 Depreciation Exp COCC	45.00	50.00	-5.00	550.00	495.00	600.00	-17.50
Total Depreciation Expense	45.00	50.00	-5.00	550.00	495.00	600.00	-17.50
<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>45.00</b>	<b>50.00</b>	<b>-5.00</b>	<b>550.00</b>	<b>495.00</b>	<b>600.00</b>	<b>-17.50</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>							
<b>Operating Transfers In/Out</b>							
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	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>EXCESS REVENUE/EXPENSE GAIN/-LOSS</b>	<b>-1,724.71</b>	<b>-1,841.71</b>	<b>117.00</b>	<b>-20,258.81</b>	<b>58,805.32</b>	<b>-22,100.00</b>	<b>-366.09</b>

Date:  
Time:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 1, Moon Towers**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>REVENUE</b>							
pum	177.00	177.00	0.00	1,947.00	1,947.00	2,124.00	0.00
<b>TENANT REVENUE</b>							
<b>Tenant Rent Revenue</b>							
10-1-000-001-3110.000 Dwelling Rent	-32,368.00	-32,916.67	548.67	-362,083.37	-348,852.00	-395,000.00	-11.68
10-1-000-001-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-32,368.00	-32,916.67	548.67	-362,083.37	-348,852.00	-395,000.00	-11.68
<b>Tenant Revenue - Other</b>							
10-1-000-001-3120.000 Excess Utilities	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	0.00	-150.00	150.00	-1,650.00	-1,050.00	-1,800.00	-41.67
10-1-000-001-3690.000 Other Income	0.00	0.00	0.00	0.00	-919.13	0.00	
10-1-000-001-3690.100 Late Fees	0.00	-250.00	250.00	-2,750.00	25.00	-3,000.00	-100.83
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	0.00	-50.00	-100.00
10-1-000-001-3690.150 Laundry Income	-1,371.50	-916.67	-454.83	-10,083.37	-12,928.00	-11,000.00	17.53
10-1-000-001-3690.160 Vending Machine Inc	-74.58	-133.33	58.75	-1,466.63	-1,232.40	-1,600.00	-22.98
10-1-000-001-3690.180 Labor	-415.00	-416.67	1.67	-4,583.37	-3,142.75	-5,000.00	-37.15
10-1-000-001-3690.200 Materials	0.00	-83.33	83.33	-916.63	-210.50	-1,000.00	-78.95
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	-1,861.08	-1,954.17	93.09	-21,495.87	-19,457.78	-23,450.00	-17.02
<b>TOTAL TENANT REVENUE</b>	<b>-34,229.08</b>	<b>-34,870.84</b>	<b>641.76</b>	<b>-383,579.24</b>	<b>-368,309.78</b>	<b>-418,450.00</b>	<b>-11.98</b>
<b>OTHER REVENUE</b>							
<b>HUD PH Operating Subsidy</b>							
10-1-000-001-8020.000 Oper Sub - Curr Yr	-35,512.00	-29,961.42	-5,550.58	-329,575.62	-386,086.00	-359,537.00	7.38
10-1-000-001-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-001-8020.000 Oper Sub - Cares Act	-1,813.47	0.00	-1,813.47	0.00	-61,626.00	0.00	
Total HUD PH Operating Subsidy	-37,325.47	-29,961.42	-7,364.05	-329,575.62	-447,712.00	-359,537.00	24.52
<b>Other Grants &amp; Investment Income</b>							
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	-18.61	-416.67	398.06	-4,583.37	-645.66	-5,000.00	-87.09
Total Other Grants & Investment Income	-18.61	-416.67	398.06	-4,583.37	-645.66	-5,000.00	-87.09
<b>Other Revenue</b>							
10-1-000-001-3850.005 Income from Amps	-407.98	-541.67	133.69	-5,958.37	-4,802.17	-6,500.00	-26.12
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	-407.98	-541.67	133.69	-5,958.37	-4,802.17	-6,500.00	-26.12
<b>TOTAL OTHER REVENUE</b>	<b>-37,752.06</b>	<b>-30,919.76</b>	<b>-6,832.30</b>	<b>-340,117.36</b>	<b>-453,159.83</b>	<b>-371,037.00</b>	<b>22.13</b>
<b>TOTAL REVENUE</b>	<b>-71,981.14</b>	<b>-65,790.60</b>	<b>-6,190.54</b>	<b>-723,696.60</b>	<b>-821,469.61</b>	<b>-789,487.00</b>	<b>4.05</b>



Date:  
Time:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 1, Moon Towers**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4150.100 Mileage - Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Travel Expense	0.00	83.33	-83.33	916.63	443.82	1,000.00	-55.62
<b>Other Expense</b>							
10-1-000-001-4140.010 Training-Commissioners	0.00	0.00	0.00	0.00	-1,575.00	0.00	
10-1-000-001-4160.000 Consulting Services	0.00	58.33	-58.33	641.63	0.00	700.00	-100.00
10-1-000-001-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
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	1,872.00	0.00	
10-1-000-001-4190.950 Background Verification	87.76	62.50	25.26	687.50	434.75	750.00	-42.03
Total Other Expense	87.76	120.83	-33.07	1,329.13	731.75	1,450.00	-49.53
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>28,121.79</b>	<b>25,909.99</b>	<b>2,211.80</b>	<b>285,009.89</b>	<b>299,246.72</b>	<b>310,920.00</b>	<b>-3.75</b>
<b>TENANT SERVICES</b>							
<b>Tenant Services - Salaries &amp; Benefits</b>							
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	
<b>Tenant Services - Other</b>							
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	77.45	0.00	77.45	0.00	769.91	0.00	
10-1-000-001-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.110 Ten Ser-Recreation	0.00	16.67	-16.67	183.37	0.00	200.00	-100.00
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 Ten Ser Contract	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	77.45	41.67	35.78	458.37	769.91	500.00	53.98
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>77.45</b>	<b>41.67</b>	<b>35.78</b>	<b>458.37</b>	<b>769.91</b>	<b>500.00</b>	<b>53.98</b>
<b>MAINTENANCE &amp; OPERATIONS EXPENSE</b>							
<b>Maintenance - Labor &amp; OT</b>							
10-1-000-001-4410.000 Maint - Labor	11,016.03	11,393.75	-377.72	125,331.25	127,233.34	136,725.00	-6.94
10-1-000-001-4410.100 Maint Labor - OT	556.68	266.67	290.01	2,933.37	3,239.52	3,200.00	1.24
10-1-000-001-4410.200 Maint Labor-Other Amp	90.35	0.00	90.35	0.00	624.79	0.00	
10-1-020-001-4410.000 Maint Labor - Cares Act	0.00	0.00	0.00	0.00	4,664.00	0.00	
Total Maintenance - Labor & OT	11,663.06	11,660.42	2.64	128,264.62	135,761.65	139,925.00	-2.98
<b>Benefit Contributions - Maintenance</b>							
10-1-000-001-4410.500 Maint Emp Benefit	4,322.71	4,254.17	68.54	46,795.87	46,952.33	51,050.00	-8.03



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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 1, Moon Towers**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4410.501 Maint Wellness Benefit	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-001-4410.500 Maint Benefit-Cares Act	0.00	0.00	0.00	0.00	356.81	0.00	
Total Benefit Contributions - Maint.	4,322.71	4,254.17	68.54	46,795.87	47,309.14	51,050.00	-7.33
<b>Maintenance - Materials/Supplies</b>							
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	0.00	333.33	-333.33	3,666.63	6,377.42	4,000.00	59.44
10-1-000-001-4420.030 Snow Removal Supplies	143.84	25.00	118.84	275.00	363.64	300.00	21.21
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	0.00	62.50	-62.50	687.50	581.49	750.00	-22.47
10-1-000-001-4420.051 Gasoline for Mowing	0.00	33.33	-33.33	366.63	215.87	400.00	-46.03
10-1-000-001-4420.070 Electrical Supplies	0.58	166.67	-166.09	1,833.37	539.01	2,000.00	-73.05
10-1-000-001-4420.080 Plumbing Supplies	41.13	166.67	-125.54	1,833.37	1,144.89	2,000.00	-42.76
10-1-000-001-4420.090 Extermination Supplies	0.00	125.00	-125.00	1,375.00	1,108.73	1,500.00	-26.08
10-1-000-001-4420.100 Janitorial Supplies	392.53	375.00	17.53	4,125.00	4,484.78	4,500.00	-0.34
10-1-000-001-4420.110 Routine Maint. Supplies	528.79	1,000.00	-471.21	11,000.00	10,414.11	12,000.00	-13.22
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	45.04	29.17	15.87	320.87	2,160.94	350.00	517.41
10-1-000-001-4420.130 Securty Supplies	0.00	291.67	-291.67	3,208.37	-54.80	3,500.00	-101.57
10-1-020-001-4420.000 Maint Supply-Cares Act	22.86	0.00	22.86	0.00	2,046.28	0.00	
Total Maintenance - Materials/Supplies	1,174.77	2,695.85	-1,521.08	29,654.35	29,382.36	32,350.00	-9.17
<b>Maintenance - Contracts</b>							
10-1-000-001-4430.010 Garbage & Trash Con	385.90	416.67	-30.77	4,583.37	4,132.64	5,000.00	-17.35
10-1-000-001-4430.020 Heating & Cooling Cont	0.00	0.00	0.00	0.00	5,001.91	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 Maint Cont	4,112.16	1,166.67	2,945.49	12,833.37	18,024.08	14,000.00	28.74
10-1-000-001-4430.050 Landscape & Grds Cont	0.00	66.67	-66.67	733.37	3,210.49	800.00	301.31
10-1-000-001-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.070 Electrical Contracts	0.00	16.67	-16.67	183.37	1,477.50	200.00	638.75
10-1-000-001-4430.080 Plumbing Contracts	0.00	375.00	-375.00	4,125.00	1,018.53	4,500.00	-77.37
10-1-000-001-4430.090 Extermination Contracts	2,100.00	1,000.00	1,100.00	11,000.00	16,359.02	12,000.00	36.33
10-1-000-001-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.110 Routine Mainten Cont	85.03	541.67	-456.64	5,958.37	6,526.48	6,500.00	0.41
10-1-000-001-4430.120 Other Misc Cont Cost	0.00	125.00	-125.00	1,375.00	0.00	1,500.00	-100.00
10-1-000-001-4430.121 Laundry Equip Contract	0.00	83.33	-83.33	916.63	0.00	1,000.00	-100.00
10-1-000-001-4430.126 Vehicle Maint Cont	0.00	41.67	-41.67	458.37	36,212.00	500.00	7,142.40
Total Maintenance - Contracts	6,683.09	3,833.35	2,849.74	42,166.85	91,962.65	46,000.00	99.92
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>23,843.63</b>	<b>22,443.79</b>	<b>1,399.84</b>	<b>246,881.69</b>	<b>304,415.80</b>	<b>269,325.00</b>	<b>13.03</b>
<b>UTILITIES EXPENSE</b>							
<b>Utilities Expense</b>							
10-1-000-001-4310.000 Water	1,334.35	1,000.00	334.35	11,000.00	13,424.48	12,000.00	11.87
10-1-000-001-4315.000 Sewer	2,210.99	1,166.67	1,044.32	12,833.37	22,193.68	14,000.00	58.53
10-1-000-001-4320.000 Electric	1,575.83	2,000.00	-424.17	22,000.00	14,796.37	24,000.00	-38.35
10-1-000-001-4330.000 Gas	5,140.34	3,750.00	1,390.34	41,250.00	27,122.79	45,000.00	-39.73
10-1-000-001-4330.010 Refuse	0.00	0.00	0.00	0.00	0.00	0.00	
Total Utilities Expense	10,261.51	7,916.67	2,344.84	87,083.37	77,537.32	95,000.00	-18.38
<b>TOTAL UTILITIES EXPENSE</b>	<b>10,261.51</b>	<b>7,916.67</b>	<b>2,344.84</b>	<b>87,083.37</b>	<b>77,537.32</b>	<b>95,000.00</b>	<b>-18.38</b>
<b>TOTAL PROTECTIVE SERVICES EXPENSE</b>							
<b>Protective Services - Contract</b>							



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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 1, Moon Towers**  
*February, 2021*

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>Depreciation Expense</b>							
10-1-000-001-4800.000 Depreciation Exp MT	14,500.00	29,300.00	-14,800.00	322,300.00	159,500.00	351,600.00	-54.64
Total Depreciation Expense	14,500.00	29,300.00	-14,800.00	322,300.00	159,500.00	351,600.00	-54.64
<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>14,500.00</b>	<b>29,300.00</b>	<b>-14,800.00</b>	<b>322,300.00</b>	<b>159,500.00</b>	<b>351,600.00</b>	<b>-54.64</b>
<b>TOTAL EXPENSES</b>	<b>12,688.54</b>	<b>26,218.11</b>	<b>-13,529.57</b>	<b>288,399.21</b>	<b>107,489.71</b>	<b>314,617.00</b>	<b>-65.83</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>							
<b>Prior Period Adjustment</b>							
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 Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Operating Transfers In/Out</b>							
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 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-9111.100 Xfers Out from Amps	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
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>0.00</b>	<b>-26,218.08</b>	<b>26,218.08</b>	<b>-288,398.88</b>	<b>0.00</b>	<b>-314,617.00</b>	<b>-100.00</b>
<b>EXCESS (REVENUE)/EXPENSE</b>	<b>12,688.54</b>	<b>0.03</b>	<b>12,688.51</b>	<b>0.33</b>	<b>107,489.71</b>	<b>0.00</b>	

Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 2, Family Sites**  
*February, 2021*

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>REVENUE</b>							
pum	196.00	190.00	0.00	2,090.00	2,156.00	2,280.00	0.00
<b>TENANT REVENUE</b>							
<b>Tenant Rent Revenue</b>							
10-1-000-002-3110.000 Dwelling Rent	-14,330.00	-15,000.00	670.00	-165,000.00	-159,721.50	-180,000.00	-11.27
10-1-000-002-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-14,330.00	-15,000.00	670.00	-165,000.00	-159,721.50	-180,000.00	-11.27
<b>Tenant Revenue - Other</b>							
10-1-000-002-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3190.000 Nondwell Rent	0.00	-25.00	25.00	-275.00	-50.50	-300.00	-83.17
10-1-000-002-3690.000 Other Income	-369.42	0.00	-369.42	0.00	-2,987.58	0.00	
10-1-000-002-3690.100 Late Fees	0.00	-583.33	583.33	-6,416.63	0.00	-7,000.00	-100.00
10-1-000-002-3690.120 Violation Fees	-1,805.00	-583.33	-1,221.67	-6,416.63	-4,645.00	-7,000.00	-33.64
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	0.00	-75.00	-100.00
10-1-000-002-3690.180 Labor	-893.00	-1,166.67	273.67	-12,833.37	-11,817.13	-14,000.00	-15.59
10-1-000-002-3690.200 Materials	-326.50	-833.33	506.83	-9,166.63	-3,976.00	-10,000.00	-60.24
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	-3,393.92	-3,216.66	-177.26	-35,383.26	-23,476.21	-38,600.00	-39.18
<b>TOTAL TENANT REVENUE</b>	<b>-17,723.92</b>	<b>-18,216.66</b>	<b>492.74</b>	<b>-200,383.26</b>	<b>-183,197.71</b>	<b>-218,600.00</b>	<b>-16.20</b>
<b>OTHER REVENUE</b>							
<b>HUD PH Operating Subsidy</b>							
10-1-000-002-8020.000 Oper Sub - Curr Yr	-68,687.00	-57,658.50	-11,028.50	-634,243.50	-800,859.00	-691,902.00	15.75
10-1-000-002-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-002-8020.000 Oper Sub - Cares Act	-12,462.97	0.00	-12,462.97	0.00	-127,401.00	0.00	
Total HUD PH Operating Subsidy	-81,149.97	-57,658.50	-23,491.47	-634,243.50	-928,260.00	-691,902.00	34.16
<b>Other Grants &amp; Investment Income</b>							
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	0.00	0.00	
10-1-000-002-3610.000 Interest Income	-16.29	0.00	-16.29	0.00	-490.54	0.00	
Total Other Grants & Investment Income	-16.29	0.00	-16.29	0.00	-490.54	0.00	
<b>Other Revenue</b>							
10-1-000-002-3195.000 Day Care Income	0.00	-125.00	125.00	-1,375.00	-1,250.00	-1,500.00	-16.67
10-1-000-002-3850.005 Income from Amps	-90.35	0.00	-90.35	0.00	-1,251.83	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	-90.35	-125.00	34.65	-1,375.00	-2,501.83	-1,500.00	66.79
<b>TOTAL OTHER REVENUE</b>	<b>-81,256.61</b>	<b>-57,783.50</b>	<b>-23,473.11</b>	<b>-635,618.50</b>	<b>-931,252.37</b>	<b>-693,402.00</b>	<b>34.30</b>

Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 2, Family Sites**  
**February, 2021**

	<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>
<b>TOTAL REVENUE</b>	<b>-98,980.53</b>	<b>-76,000.16</b>	<b>-22,980.37</b>	<b>-836,001.76</b>	<b>-1,114,450.08</b>	<b>-912,002.00</b>	<b>22.20</b>
<b>EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
<b>Administrative Salaries &amp; Benefits</b>							
10-1-000-002-4110.000 Admin Salaries	5,778.00	8,654.17	-2,876.17	95,195.87	75,504.75	103,850.00	-27.29
10-1-000-002-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4110.200 Admin - Other Amps	0.00	625.00	-625.00	6,875.00	0.00	7,500.00	-100.00
10-1-020-002-4110.000 Admin Salary-Cares Act	0.00	0.00	0.00	0.00	2,115.00	0.00	
Total Administrative Salaries & Benefits	5,778.00	9,279.17	-3,501.17	102,070.87	77,619.75	111,350.00	-30.29
<b>Benefit Contributions - Administrative</b>							
10-1-000-002-4110.500 Emp Benefit - Admin	2,402.28	4,764.58	-2,362.30	52,410.38	32,677.80	57,175.00	-42.85
10-1-000-002-4110.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4110.502 Benefit - Comp Absence	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-002-4110.500 Admin Benefit-Cares Act	0.00	0.00	0.00	0.00	161.79	0.00	
Total Benefit Contributions - Admin	2,402.28	4,764.58	-2,362.30	52,410.38	32,839.59	57,175.00	-42.56
<b>Fee Expenses</b>							
10-1-000-002-4120.100 Management Fee Exp	14,654.49	13,888.00	766.49	152,768.00	158,084.82	166,656.00	-5.14
10-1-000-002-4120.200 Asset Mgt Fee Exp	1,960.00	1,900.00	60.00	20,900.00	21,560.00	22,800.00	-5.44
10-1-000-002-4120.300 Bookkeeping Fee Exp	1,447.50	1,425.00	22.50	15,675.00	15,885.00	17,100.00	-7.11
10-1-000-002-4120.400 Fee for Service Exp	8.00	0.00	8.00	0.00	30.00	0.00	
10-1-000-002-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4171.000 Audit Fee	2,702.50	0.00	2,702.50	0.00	2,702.50	0.00	
10-1-020-002-4120.100 Mgmt Fee - Cares Act	0.00	0.00	0.00	0.00	12,739.00	0.00	
Total Fee Expenses	20,772.49	17,213.00	3,559.49	189,343.00	211,001.32	206,556.00	2.15
<b>Advertising &amp; Marketing</b>							
10-1-000-002-4190.650 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
Total Advertising & Marketing	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Office Expense</b>							
10-1-000-002-4140.000 Training - Staff	0.00	291.67	-291.67	3,208.37	2,229.00	3,500.00	-36.31
10-1-000-002-4180.000 Telephone	198.67	341.67	-143.00	3,758.37	2,282.27	4,100.00	-44.33
10-1-000-002-4190.100 Postage	207.71	187.50	20.21	2,062.50	1,874.72	2,250.00	-16.68
10-1-000-002-4190.200 Office Supplies	145.67	54.17	91.50	595.87	1,177.49	650.00	81.15
10-1-000-002-4190.300 Paper Supplies	61.80	100.00	-38.20	1,100.00	440.25	1,200.00	-63.31
10-1-000-002-4190.400 Printing/printers	0.00	100.00	-100.00	1,100.00	0.00	1,200.00	-100.00
10-1-000-002-4190.401 Printing Supplies	0.00	79.17	-79.17	870.87	605.75	950.00	-36.24
10-1-000-002-4190.500 Printer/Copier Supp-Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.550 Computers	290.00	0.00	290.00	0.00	3,199.00	0.00	
10-1-000-002-4190.600 Publications	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.700 Member Dues/Fees	0.00	83.33	-83.33	916.63	611.66	1,000.00	-38.83
10-1-000-002-4190.800 Internet Services	-401.86	375.00	-776.86	4,125.00	4,362.63	4,500.00	-3.05
10-1-000-002-4190.850 IT Support	0.00	76.67	-76.67	843.37	392.00	920.00	-57.39
Total Office Expense	501.99	1,689.18	-1,187.19	18,580.98	17,174.77	20,270.00	-15.27
<b>Legal Expense</b>							
10-1-000-002-4130.000 Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Travel Expense</b>							



Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 2, Family Sites**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4230.195 GED Testing	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Services - Other	0.00	108.33	-108.33	1,191.63	0.00	1,300.00	-100.00
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>0.00</b>	<b>740.00</b>	<b>-740.00</b>	<b>8,140.00</b>	<b>0.00</b>	<b>8,880.00</b>	<b>-100.00</b>
<b><u>MAINTENANCE &amp; OPERATIONS EXPENSE</u></b>							
<b>Maintenance - Labor &amp; OT</b>							
10-1-000-002-4410.000 Maint - Labor	17,956.80	23,916.67	-5,959.87	263,083.37	232,418.03	287,000.00	-19.02
10-1-000-002-4410.100 Maint Labor - OT	402.60	583.33	-180.73	6,416.63	3,276.76	7,000.00	-53.19
10-1-000-002-4410.200 Maint Labor-Other Amp	0.00	0.00	0.00	0.00	428.00	0.00	
10-1-000-002-4410.300 Maint Labor - Seasonal	0.00	400.00	-400.00	4,400.00	1,846.40	4,800.00	-61.53
10-1-020-002-4410.000 Maint Labor - Cares Act	0.00	0.00	0.00	0.00	6,517.50	0.00	
Total Maintenance - Labor & OT	18,359.40	24,900.00	-6,540.60	273,900.00	244,486.69	298,800.00	-18.18
<b>Benefit Contributions - Maintenance</b>							
10-1-000-002-4410.500 Emp Benefit - Maint	7,145.20	10,045.83	-2,900.63	110,504.13	84,228.23	120,550.00	-30.13
10-1-000-002-4410.501 Maint Wellness Benefit	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.503 Emp Benefit - Seasonal	0.00	54.17	-54.17	595.87	581.83	650.00	-10.49
10-1-020-002-4410.500 Maint Benefit-Cares Act	0.00	0.00	0.00	0.00	498.58	0.00	
Total Benefit Contributions - Maint.	7,145.20	10,100.00	-2,954.80	111,100.00	85,308.64	121,200.00	-29.61
<b>Maintenance - Materials/Supplies</b>							
10-1-000-002-4330.010 Refuse	0.00	33.33	-33.33	366.63	193.82	400.00	-51.55
10-1-000-002-4420.010 Garbage&Trash Supp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.020 Heating&Cooling Supp	248.15	0.00	248.15	0.00	2,954.09	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	2,164.62	1,000.00	116.46
10-1-000-002-4420.051 Gasoline for mowing	0.00	62.50	-62.50	687.50	373.22	750.00	-50.24
10-1-000-002-4420.070 Electrical Supplies	612.12	166.67	445.45	1,833.37	4,736.07	2,000.00	136.80
10-1-000-002-4420.080 Plumbing Supplies	432.22	208.33	223.89	2,291.63	4,999.85	2,500.00	99.99
10-1-000-002-4420.090 Extermination Supplies	0.00	33.33	-33.33	366.63	590.81	400.00	47.70
10-1-000-002-4420.100 Janitorial Supplies	369.44	83.33	286.11	916.63	2,598.68	1,000.00	159.87
10-1-000-002-4420.110 Routine Maint. Supplies	3,074.87	1,083.33	1,991.54	11,916.63	28,725.76	13,000.00	120.97
10-1-000-002-4420.120 Other Misc. Supplies	0.00	6.67	-6.67	73.37	2.33	80.00	-97.09
10-1-000-002-4420.125 Mileage	0.00	12.50	-12.50	137.50	0.00	150.00	-100.00
10-1-000-002-4420.126 Vehicle Supplies	312.63	283.33	29.30	3,116.63	4,797.42	3,400.00	41.10
10-1-000-002-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-002-4420.000 Maint Supply-Cares Act	0.00	0.00	0.00	0.00	1,907.75	0.00	
Total Maintenance - Materials/Supplies	5,049.43	2,056.65	2,992.78	22,623.15	54,044.42	24,680.00	118.98
<b>Maintenance - Contracts</b>							
10-1-000-002-4430.010 Garbage&Trash Cont	32.00	158.33	-126.33	1,741.63	1,258.01	1,900.00	-33.79
10-1-000-002-4430.020 Heating&Cooling Cont	0.00	20.83	-20.83	229.13	5,106.23	250.00	1,942.49
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	20.00	5,500.00	-99.64
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	0.00	600.00	-100.00
10-1-000-002-4430.080 Plumbing Contracts	649.21	125.00	524.21	1,375.00	14,579.89	1,500.00	871.99
10-1-000-002-4430.090 Extermination Contracts	0.00	500.00	-500.00	5,500.00	4,709.40	6,000.00	-21.51
10-1-000-002-4430.100 Reg Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.110 Routine Maint Contr	661.70	233.33	428.37	2,566.63	19,369.40	2,800.00	591.76
10-1-000-002-4430.120 Other Misc Cont Cost	460.00	0.00	460.00	0.00	8,728.60	0.00	
10-1-000-002-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	85,193.07	0.00	

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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 2, Family Sites**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	1,802.91	1,545.82	257.09	17,004.02	138,964.60	18,550.00	649.14
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>32,356.94</b>	<b>38,602.47</b>	<b>-6,245.53</b>	<b>424,627.17</b>	<b>522,804.35</b>	<b>463,230.00</b>	<b>12.86</b>
<b><u>UTILITIES EXPENSE</u></b>							
<b>Utilities Expense</b>							
10-1-000-002-4310.000 Water	-235.36	75.83	-311.19	834.13	437.47	910.00	-51.93
10-1-000-002-4315.000 Sewer	21.98	16.67	5.31	183.37	401.55	200.00	100.78
10-1-000-002-4320.000 Electric	1,295.54	916.67	378.87	10,083.37	9,755.36	11,000.00	-11.31
10-1-000-002-4330.000 Gas	1,052.27	666.67	385.60	7,333.37	5,859.48	8,000.00	-26.76
Total Utilities Expense	2,134.43	1,675.84	458.59	18,434.24	16,453.86	20,110.00	-18.18
<b>TOTAL UTILITIES EXPENSE</b>	<b>2,134.43</b>	<b>1,675.84</b>	<b>458.59</b>	<b>18,434.24</b>	<b>16,453.86</b>	<b>20,110.00</b>	<b>-18.18</b>
<b><u>TOTAL PROTECTIVE SERVICES EXPENSE</u></b>							
<b>Protective Services - Contract</b>							
10-1-000-002-4480.000 Police Contract	601.51	108.33	493.18	1,191.63	1,475.27	1,300.00	13.48
10-1-000-002-4480.100 ADT Contract	0.00	91.67	-91.67	1,008.37	1,464.21	1,100.00	33.11
10-1-000-002-4480.500 Security Contract	305.00	258.33	46.67	2,841.63	11,551.00	3,100.00	272.61
Total Protective Services - Contract	906.51	458.33	448.18	5,041.63	14,490.48	5,500.00	163.46
<b>TOTAL PROTECTIVE SERVICES EXPENSE</b>	<b>906.51</b>	<b>458.33</b>	<b>448.18</b>	<b>5,041.63</b>	<b>14,490.48</b>	<b>5,500.00</b>	<b>163.46</b>
<b><u>INSURANCE PREMIUMS EXPENSE</u></b>							
<b>Insurance Expenses</b>							
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	3,044.84	2,760.42	284.42	30,364.62	31,463.49	33,125.00	-5.02
10-1-000-002-4510.015 Equipment Insurance	150.31	129.17	21.14	1,420.87	1,519.98	1,550.00	-1.94
10-1-000-002-4510.020 Liability Ins	472.29	445.83	26.46	4,904.13	5,146.29	5,350.00	-3.81
10-1-000-002-4510.025 PE & PO Insurance	329.36	395.83	-66.47	4,354.13	4,238.51	4,750.00	-10.77
10-1-000-002-4510.030 Work Comp Insurance	1,001.42	1,275.00	-273.58	14,025.00	12,891.88	15,300.00	-15.74
10-1-000-002-4510.035 Auto Insurance	209.63	318.75	-109.12	3,506.25	2,305.98	3,825.00	-39.71
10-1-000-002-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	5,207.85	5,325.00	-117.15	58,575.00	57,566.13	63,900.00	-9.91
<b>TOTAL INSURANCE PREMIUMS EXPENSE</b>	<b>5,207.85</b>	<b>5,325.00</b>	<b>-117.15</b>	<b>58,575.00</b>	<b>57,566.13</b>	<b>63,900.00</b>	<b>-9.91</b>
<b><u>GENERAL EXPENSES</u></b>							
<b>General Expenses</b>							
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	
<b>Payment In Lieu Of Taxes - PILOT Tax</b>							
10-1-000-002-4520.000 Pay in lieu of Tax	1,219.55	1,992.58	-773.03	21,918.38	14,307.38	23,911.00	-40.16
Total Payment In Lieu Of Taxes - PILOT	1,219.55	1,992.58	-773.03	21,918.38	14,307.38	23,911.00	-40.16
<b>Bad Debt Write-Offs - Tenant Rents</b>							
10-1-000-002-4570.000 Collection Losses	317.97	0.00	317.97	0.00	-255.07	0.00	
Total Bad Debt Write-Offs - Tenant Rents	317.97	0.00	317.97	0.00	-255.07	0.00	
<b>TOTAL OTHER GENERAL EXPENSES</b>	<b>1,537.52</b>	<b>1,992.58</b>	<b>-455.06</b>	<b>21,918.38</b>	<b>14,052.31</b>	<b>23,911.00</b>	<b>-41.23</b>



Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 2, Family Sites**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b><u>INTEREST EXP &amp; AMORTIZATION COST</u></b>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL INTEREST EXP &amp; AMORT COST</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL OPERATING EXPENSE</b>	<b>71,608.98</b>	<b>82,056.82</b>	<b>-10,447.84</b>	<b>902,625.02</b>	<b>964,912.54</b>	<b>984,682.00</b>	<b>-2.01</b>
<b>NET (REVENUE)/EXPENSE</b>	<b>-27,371.55</b>	<b>6,056.66</b>	<b>-33,428.21</b>	<b>66,623.26</b>	<b>-149,537.54</b>	<b>72,680.00</b>	<b>-305.75</b>
<b><u>MISCELLANEOUS EXPENSE</u></b>							
<b>Extraordinary Expense</b>							
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	
<b>Casualty Losses - Non-capitalized</b>							
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	
<b>Depreciation Expense</b>							
10-1-000-002-4800.000 Depreciation Exp Fam	29,000.00	35,500.00	-6,500.00	390,500.00	319,000.00	426,000.00	-25.12
Total Depreciation Expense	29,000.00	35,500.00	-6,500.00	390,500.00	319,000.00	426,000.00	-25.12
<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>29,000.00</b>	<b>35,500.00</b>	<b>-6,500.00</b>	<b>390,500.00</b>	<b>319,000.00</b>	<b>426,000.00</b>	<b>-25.12</b>
<b>TOTAL EXPENSES</b>	<b>1,628.45</b>	<b>41,556.66</b>	<b>-39,928.21</b>	<b>457,123.26</b>	<b>169,462.46</b>	<b>498,680.00</b>	<b>-66.02</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>							
<b>Prior Period Adjustment</b>							
10-1-000-002-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Operating Transfers In/Out</b>							
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 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-9111.100 Xfers Out from Amps	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
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>0.00</b>	<b>-40,931.67</b>	<b>40,931.67</b>	<b>-450,248.37</b>	<b>0.00</b>	<b>-491,180.00</b>	<b>-100.00</b>
<b>EXCESS (REVENUE)/EXPENSE</b>	<b>1,628.45</b>	<b>624.99</b>	<b>1,003.46</b>	<b>6,874.89</b>	<b>169,462.46</b>	<b>7,500.00</b>	<b>2,159.50</b>

Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 3, Bluebell**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>REVENUE</b>							
pum	51.00	51.00	0.00	561.00	561.00	612.00	0.00
<b>TENANT REVENUE</b>							
<b>Tenant Rent Revenue</b>							
10-1-000-006-3110.000 Dwelling Rent	-13,257.00	-14,583.33	1,326.33	-160,416.63	-150,990.00	-175,000.00	-13.72
10-1-000-006-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-13,257.00	-14,583.33	1,326.33	-160,416.63	-150,990.00	-175,000.00	-13.72
<b>Tenant Revenue - Other</b>							
10-1-000-006-3120.000 Excess Utilities	0.00	-4.17	4.17	-45.87	-75.00	-50.00	50.00
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	-16.67	16.67	-183.37	524.00	-200.00	-362.00
10-1-000-006-3690.100 Late Fees	0.00	-14.58	14.58	-160.38	0.00	-175.00	-100.00
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	-4.17	4.17	-45.87	0.00	-50.00	-100.00
10-1-000-006-3690.150 Laundry Income	0.00	-500.00	500.00	-5,500.00	-4,851.80	-6,000.00	-19.14
10-1-000-006-3690.160 Vending Machine Inc	0.00	-20.83	20.83	-229.13	-55.85	-250.00	-77.66
10-1-000-006-3690.180 Labor	0.00	-41.67	41.67	-458.37	-540.50	-500.00	8.10
10-1-000-006-3690.200 Materials	0.00	-8.33	8.33	-91.63	-31.75	-100.00	-68.25
Total Tenant Revenue Other	0.00	-610.42	610.42	-6,714.62	-5,030.90	-7,325.00	-31.32
<b>TOTAL TENANT REVENUE</b>	<b>-13,257.00</b>	<b>-15,193.75</b>	<b>1,936.75</b>	<b>-167,131.25</b>	<b>-156,020.90</b>	<b>-182,325.00</b>	<b>-14.43</b>
<b>OTHER REVENUE</b>							
<b>HUD/Other Grants &amp; Investment Income</b>							
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	0.00	0.00	
10-1-000-006-3610.000 Interest Income	-6.24	-191.67	185.43	-2,108.37	-223.23	-2,300.00	-90.29
10-1-000-006-8020.000 Oper Sub - Curr Yr	-6,058.00	-5,012.67	-1,045.33	-55,139.37	-61,083.00	-60,152.00	1.55
10-1-020-006-8020.000 Oper Sub - Cares Act	-1,460.48	0.00	-1,460.48	0.00	-9,315.00	0.00	
Total HUD/Other Grants & Invest Income	-7,524.72	-5,204.34	-2,320.38	-57,247.74	-70,621.23	-62,452.00	13.08
<b>Other Revenue</b>							
10-1-000-006-3850.000 Inspection(s) Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.005 Income from Amps	0.00	-20.83	20.83	-229.13	0.00	-250.00	-100.00
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	0.00	-20.83	20.83	-229.13	0.00	-250.00	-100.00
<b>TOTAL OTHER REVENUE</b>	<b>-7,524.72</b>	<b>-5,225.17</b>	<b>-2,299.55</b>	<b>-57,476.87</b>	<b>-70,621.23</b>	<b>-62,702.00</b>	<b>12.63</b>
<b>TOTAL REVENUE</b>	<b>-20,781.72</b>	<b>-20,418.92</b>	<b>-362.80</b>	<b>-224,608.12</b>	<b>-226,642.13</b>	<b>-245,027.00</b>	<b>-7.50</b>

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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 3, Bluebell**  
*February, 2021*

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
<b>Administrative Salaries &amp; Benefits</b>							
10-1-000-006-4110.000 Admin Salaries	808.18	1,833.33	-1,025.15	20,166.63	9,887.30	22,000.00	-55.06
10-1-000-006-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4110.200 Admin - Other Amps	204.90	0.00	204.90	0.00	2,573.72	0.00	
10-1-020-006-4110.000 Admin Salary-Cares Act	0.00	0.00	0.00	0.00	111.89	0.00	
Total Administrative Salaries & Benefits	1,013.08	1,833.33	-820.25	20,166.63	12,572.91	22,000.00	-42.85
<b>Benefit Contributions - Administrative</b>							
10-1-000-006-4110.500 Emp Benefit - Admin	320.75	708.33	-387.58	7,791.63	3,694.07	8,500.00	-56.54
10-1-000-006-4110.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4110.502 Benefit - Comp Absence	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-006-4110.500 Admin Benefit-Cares Act	0.00	0.00	0.00	0.00	8.56	0.00	
Total Benefit Contributions - Admin	320.75	708.33	-387.58	7,791.63	3,702.63	8,500.00	-56.44
<b>Fee Expenses</b>							
10-1-000-006-4120.100 Management Fee Exp	3,720.57	3,728.00	-7.43	41,008.00	40,972.73	44,736.00	-8.41
10-1-000-006-4120.200 Asset Mngt Fee Exp	510.00	510.00	0.00	5,610.00	5,610.00	6,120.00	-8.33
10-1-000-006-4120.300 Bookkeeping Exp	367.50	383.00	-15.50	4,213.00	4,117.50	4,596.00	-10.41
10-1-000-006-4120.400 Fee for Service Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	420.00	0.00	
10-1-000-006-4171.000 Audit Fee	705.00	0.00	705.00	0.00	705.00	0.00	
10-1-020-006-4120.100 Mgmt Fee - Cares Act	0.00	0.00	0.00	0.00	931.00	0.00	
Total Fee Expenses	5,303.07	4,621.00	682.07	50,831.00	52,756.23	55,452.00	-4.86
<b>Advertising &amp; Marketing</b>							
10-1-000-006-4190.650 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
Total Advertising & Marketing	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Office Expense</b>							
10-1-000-006-4140.000 Training - Staff	0.00	125.00	-125.00	1,375.00	525.00	1,500.00	-65.00
10-1-000-006-4180.000 Telephone	323.45	416.67	-93.22	4,583.37	3,411.46	5,000.00	-31.77
10-1-000-006-4190.100 Postage	6.12	10.00	-3.88	110.00	68.12	120.00	-43.23
10-1-000-006-4190.200 Office Supplies	0.00	12.50	-12.50	137.50	36.78	150.00	-75.48
10-1-000-006-4190.300 Paper Supplies	0.00	14.58	-14.58	160.38	-109.59	175.00	-162.62
10-1-000-006-4190.400 Printing/printers	0.00	0.00	0.00	0.00	89.16	0.00	
10-1-000-006-4190.401 Printing Supplies	0.00	12.50	-12.50	137.50	0.00	150.00	-100.00
10-1-000-006-4190.500 Printer/Copier Supp-Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.550 Computers	58.00	125.00	-67.00	1,375.00	1,354.00	1,500.00	-9.73
10-1-000-006-4190.600 Publications	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.700 Member Dues/Fees	0.00	25.00	-25.00	275.00	157.92	300.00	-47.36
10-1-000-006-4190.800 Internet Services	169.95	150.00	19.95	1,650.00	1,626.57	1,800.00	-9.64
10-1-000-006-4190.850 IT Support	0.00	25.00	-25.00	275.00	139.75	300.00	-53.42
Total Office Expense	557.52	916.25	-358.73	10,078.75	7,299.17	10,995.00	-33.61
<b>Legal Expense</b>							
10-1-000-006-4130.000 Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Travel Expense</b>							
10-1-000-006-4150.000 Travel - Staff	0.00	16.67	-16.67	183.37	0.00	200.00	-100.00
10-1-000-006-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4150.100 Mileage - Admin	0.00	8.33	-8.33	91.63	0.00	100.00	-100.00
Total Travel Expense	0.00	25.00	-25.00	275.00	0.00	300.00	-100.00
<b>Other Expense</b>							

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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 3, Bluebell**  
*February, 2021*

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4140.010 Training-Commissioners	0.00	0.00	0.00	0.00	-525.00	0.00	
10-1-000-006-4160.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4170.000 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.000 Other Sundry	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.950 Background Verification	0.00	12.50	-12.50	137.50	32.10	150.00	-78.60
Total Other Expense	0.00	12.50	-12.50	137.50	-492.90	150.00	-428.60
<b>TOTAL OPERATING EXPENSE - Admin</b>	<b>7,194.42</b>	<b>8,116.41</b>	<b>-921.99</b>	<b>89,280.51</b>	<b>75,838.04</b>	<b>97,397.00</b>	<b>-22.14</b>
<b><u>TENANT SERVICES</u></b>							
<b>Tenant Services - Other</b>							
10-1-000-006-4220.100 Ten Ser-Supplies	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-006-4220.110 Ten Ser-Recreation	0.00	20.83	-20.83	229.13	19.39	250.00	-92.24
Total Tenant Services - Other	0.00	41.66	-41.66	458.26	19.39	500.00	-96.12
<b>TOTAL TENANT SERVICES EXPENSE</b>	<b>0.00</b>	<b>41.66</b>	<b>-41.66</b>	<b>458.26</b>	<b>19.39</b>	<b>500.00</b>	<b>-96.12</b>
<b><u>MAINTENANCE &amp; OPERATIONS EXPENSE</u></b>							
<b>Maintenance - Labor &amp; OT</b>							
10-1-000-006-4410.000 Maint - Labor	2,830.40	3,083.33	-252.93	33,916.63	33,967.43	37,000.00	-8.20
10-1-000-006-4410.100 Maint Labor - OT	0.00	83.33	-83.33	916.63	369.39	1,000.00	-63.06
10-1-000-006-4410.200 Maint Labor-Other Amp	147.28	0.00	147.28	0.00	1,916.53	0.00	
10-1-020-006-4410.000 Maint Labor - Cares Act	0.00	0.00	0.00	0.00	1,180.50	0.00	
Total Maintenance - Labor & OT	2,977.68	3,166.66	-188.98	34,833.26	37,433.85	38,000.00	-1.49
<b>Benefit Contributions - Maintenance</b>							
10-1-000-006-4410.500 Maint Emp Benefit	663.03	750.00	-86.97	8,250.00	8,065.76	9,000.00	-10.38
10-1-000-006-4410.501 Maint Wellness Benefit	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-006-4410.500 Maint Benefit-Cares Act	0.00	0.00	0.00	0.00	90.31	0.00	
Total Benefit Contributions - Maint.	663.03	750.00	-86.97	8,250.00	8,156.07	9,000.00	-9.38
<b>Maintenance - Materials/Supplies</b>							
10-1-000-006-4420.010 Garbage&Trash Supp	0.00	12.50	-12.50	137.50	0.00	150.00	-100.00
10-1-000-006-4420.020 Heating&Cooling Supp	0.00	125.00	-125.00	1,375.00	3,120.69	1,500.00	108.05
10-1-000-006-4420.030 Snow Removal Supplies	594.00	12.50	581.50	137.50	594.00	150.00	296.00
10-1-000-006-4420.031 Gas for Snow Removal	0.00	4.17	-4.17	45.87	0.00	50.00	-100.00
10-1-000-006-4420.050 Landscape/Grounds Sup	-32.61	50.00	-82.61	550.00	692.49	600.00	15.42
10-1-000-006-4420.051 Gasoline for mowing	0.00	16.67	-16.67	183.37	44.08	200.00	-77.96
10-1-000-006-4420.070 Electrical Supplies	0.22	29.17	-28.95	320.87	138.29	350.00	-60.49
10-1-000-006-4420.080 Plumbing Supplies	44.89	70.83	-25.94	779.13	518.04	850.00	-39.05
10-1-000-006-4420.090 Extermination Supplies	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
10-1-000-006-4420.100 Janitorial Supplies	90.71	125.00	-34.29	1,375.00	805.43	1,500.00	-46.30
10-1-000-006-4420.110 Routine Maint.Supplies	346.17	458.33	-112.16	5,041.63	8,277.10	5,500.00	50.49
10-1-000-006-4420.120 Other Misc Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
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	4.17	-4.17	45.87	0.00	50.00	-100.00
10-1-000-006-4420.130 Security Supplies	0.00	83.33	-83.33	916.63	0.00	1,000.00	-100.00
10-1-020-006-4420.000 Maint Supply-Cares Act	0.00	0.00	0.00	0.00	696.39	0.00	
Total Maintenance - Materials/Supplies	1,043.38	1,012.50	30.88	11,137.50	14,886.51	12,150.00	22.52
<b>Maintenance - Contracts</b>							
10-1-000-006-4430.010 Garbage & Trash Cont	120.00	166.67	-46.67	1,833.37	1,410.00	2,000.00	-29.50
10-1-000-006-4430.020 Heating & Cooling Cont	1,004.54	166.67	837.87	1,833.37	8,584.16	2,000.00	329.21
10-1-000-006-4430.030 Snow Removal Contract	0.00	29.17	-29.17	320.87	0.00	350.00	-100.00



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**Knox County Housing Authority**  
**INCOME STATEMENT - AMP 3, Bluebell**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>Payment In Lieu Of Taxes - PILOT Tax</b>							
10-1-000-006-4520.000 Pay in lieu of Tax	897.26	1,750.67	-853.41	19,257.37	13,204.41	21,008.00	-37.15
Total Payment In Lieu Of Taxes - PILOT	897.26	1,750.67	-853.41	19,257.37	13,204.41	21,008.00	-37.15
<b>Bad Debt Write-Offs - Tenant Rents</b>							
10-1-000-006-4570.000 Collection Losses	428.10	0.00	428.10	0.00	4,942.40	0.00	
Total Bad Debt Write-Offs - Tenant Rents	428.10	0.00	428.10	0.00	4,942.40	0.00	
<b>TOTAL OTHER GENERAL EXPENSES</b>	<b>1,325.36</b>	<b>1,750.67</b>	<b>-425.31</b>	<b>19,257.37</b>	<b>18,146.81</b>	<b>21,008.00</b>	<b>-13.62</b>
<b><u>INTEREST EXP &amp; AMORTIZATION COST</u></b>							
<b>Interest Expense</b>							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL INTEREST EXP &amp; AMORT COST</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL OPERATING EXPENSE</b>	<b>21,275.81</b>	<b>21,354.57</b>	<b>-78.76</b>	<b>234,900.27</b>	<b>223,985.29</b>	<b>256,255.00</b>	<b>-12.59</b>
<b>NET (REVENUE)/EXPENSE</b>	<b>494.09</b>	<b>935.65</b>	<b>-441.56</b>	<b>10,292.15</b>	<b>-2,656.84</b>	<b>11,228.00</b>	<b>-123.66</b>
<b><u>MISCELLANEOUS EXPENSE</u></b>							
<b>Extraordinary &amp; Casualty Expense</b>							
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	
<b>Depreciation Expense</b>							
10-1-000-006-4800.000 Depreciation Exp BB	11,000.00	14,083.33	-3,083.33	154,916.63	121,000.00	169,000.00	-28.40
Total Depreciation Expense	11,000.00	14,083.33	-3,083.33	154,916.63	121,000.00	169,000.00	-28.40
<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>11,000.00</b>	<b>14,083.33</b>	<b>-3,083.33</b>	<b>154,916.63</b>	<b>121,000.00</b>	<b>169,000.00</b>	<b>-28.40</b>
<b>TOTAL EXPENSES</b>	<b>11,494.09</b>	<b>15,018.98</b>	<b>-3,524.89</b>	<b>165,208.78</b>	<b>118,343.16</b>	<b>180,228.00</b>	<b>-34.34</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>							
<b>Prior Period Adjustment</b>							
10-1-000-006-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Operating/Reserve Transfers In/Out</b>							
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 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating/Reserve Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>EXCESS (REVENUE)/EXPENSE</b>	<b>11,494.09</b>	<b>15,018.98</b>	<b>-3,524.89</b>	<b>165,208.78</b>	<b>118,343.16</b>	<b>180,228.00</b>	<b>-34.34</b>



Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - HCV (ADMIN & HAP)**  
*February, 2021*

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>Travel Expense</b>							
30-1-000-000-4150.000 Travel - Staff	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
Total Travel Expense	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
<b>Other Expense</b>							
30-1-000-000-4140.000 Training - Staff	478.00	250.00	228.00	2,750.00	846.00	3,000.00	-71.80
30-1-000-000-4160.000 Publications	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4160.300 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4160.500 Translating/Interp Serv.	0.00	8.33	-8.33	91.63	0.00	100.00	-100.00
30-1-000-000-4190.000 Other Sundry	0.00	141.67	-141.67	1,558.37	2,345.92	1,700.00	38.00
30-1-000-000-4190.200 Inspections	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
30-1-000-000-4190.950 Background Verification	10.97	66.67	-55.70	733.37	581.50	800.00	-27.31
Total Other Expense	488.97	508.34	-19.37	5,591.74	3,773.42	6,100.00	-38.14
<b>TOTAL ADMIN EXPENSE</b>	<b>13,865.30</b>	<b>12,298.84</b>	<b>1,566.46</b>	<b>135,287.24</b>	<b>135,237.55</b>	<b>147,586.00</b>	<b>-8.37</b>
<b>Insurance Premiums Expense</b>							
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	61.72	83.33	-21.61	916.63	839.98	1,000.00	-16.00
30-1-000-000-4510.030 Work Comp Insurance	209.14	256.25	-47.11	2,818.75	2,688.08	3,075.00	-12.58
30-1-000-000-4510.035 Auto Insurance	41.93	43.75	-1.82	481.25	461.20	525.00	-12.15
30-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Premium Expenses	312.79	383.33	-70.54	4,216.63	3,989.26	4,600.00	-13.28
<b>TOTAL INSUANCE EXPENSE</b>	<b>312.79</b>	<b>383.33</b>	<b>-70.54</b>	<b>4,216.63</b>	<b>3,989.26</b>	<b>4,600.00</b>	<b>-13.28</b>
<b>General Expense</b>							
30-1-000-000-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4400.000 Maint & Operation	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	27,071.00	0.00	
30-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4570.100 Collection Loss Admin	-8.00	41.67	-49.67	458.37	273.13	500.00	-45.37
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	303.21	400.00	-96.79	4,400.00	3,463.66	4,800.00	-27.84
30-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expense	295.21	441.67	-146.46	4,858.37	30,807.79	5,300.00	481.28
<b>TOTAL GENERAL EXPENSE</b>	<b>295.21</b>	<b>441.67</b>	<b>-146.46</b>	<b>4,858.37</b>	<b>30,807.79</b>	<b>5,300.00</b>	<b>481.28</b>
<b>Miscellaneous Exp</b>							
<b>Surplus Adjustments</b>							
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	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Provision for Reserve</b>							
30-1-000-000-7016.000 Prov for Oper 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	
<b>Depreciation Expense</b>							
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	
<b>TOTAL MISC EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL ADMIN EXPENSES</b>	<b>14,473.30</b>	<b>13,123.84</b>	<b>1,349.46</b>	<b>144,362.24</b>	<b>170,034.60</b>	<b>157,486.00</b>	<b>7.97</b>
<b>ADMIN (Profit)/Loss w/ Depreciation</b>	<b>5,276.27</b>	<b>3,693.59</b>	<b>1,582.68</b>	<b>40,629.49</b>	<b>13,447.11</b>	<b>44,323.00</b>	<b>-69.66</b>

**HAP REVENUE**



Date:  
Time:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - HCV (ADMIN & HAP)**  
*February, 2021*

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>HAP Income</b>							
30-1-000-000-3300.200 Fraud Recovery - HAP	0.00	-416.67	416.67	-4,583.37	-1,768.00	-5,000.00	-64.64
30-1-000-000-3300.500 Int Reserve Surplus-HAP	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-8026.000 Ann Contr-Cur Yr	-71,923.00	-77,052.08	5,129.08	-847,572.88	-802,287.00	-924,625.00	-13.23
30-1-000-000-8027.000 Ann Contr - Pr Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	-71,923.00	-77,468.75	5,545.75	-852,156.25	-804,055.00	-929,625.00	-13.51
<b>TOTAL HAP INCOME</b>	<b>-71,923.00</b>	<b>-77,468.75</b>	<b>5,545.75</b>	<b>-852,156.25</b>	<b>-804,055.00</b>	<b>-929,625.00</b>	<b>-13.51</b>
<b>HAP EXPENSES</b>							
<b>HAP Expenses</b>							
30-1-000-000-4715.010 HAP-Occupied Units	67,853.00	61,544.00	6,309.00	676,984.00	687,132.00	738,528.00	-6.96
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	1,942.00	2,333.33	-391.33	25,666.63	29,468.00	28,000.00	5.24
30-1-000-000-4715.050 HAP-Homeownership	174.00	175.00	-1.00	1,925.00	2,121.00	2,100.00	1.00
30-1-000-000-4715.070 HAP-Portable	10,278.00	14,583.33	-4,305.33	160,416.63	125,104.45	175,000.00	-28.51
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	80,247.00	78,635.66	1,611.34	864,992.26	843,825.45	943,628.00	-10.58
<b>TOTAL HAP EXPENSE</b>	<b>80,247.00</b>	<b>78,635.66</b>	<b>1,611.34</b>	<b>864,992.26</b>	<b>843,825.45</b>	<b>943,628.00</b>	<b>-10.58</b>
<b>General HAP Expenses</b>							
30-1-000-000-4570.200 Collection Loss HUD	-7.80	41.67	-49.47	458.37	275.71	500.00	-44.86
Total General HAP Expenses	-7.80	41.67	-49.47	458.37	275.71	500.00	-44.86
<b>TOTAL GENERAL HAP EXPENSES</b>	<b>-7.80</b>	<b>41.67</b>	<b>-49.47</b>	<b>458.37</b>	<b>275.71</b>	<b>500.00</b>	<b>-44.86</b>
<b>Prior Year Adj - HAP</b>							
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	
<b>TOTAL HAP EXPENSES</b>	<b>80,239.20</b>	<b>78,677.33</b>	<b>1,561.87</b>	<b>865,450.63</b>	<b>844,101.16</b>	<b>944,128.00</b>	<b>-10.59</b>
<b>Remaining HAP to/from Reserve</b>							
<b>Remaining HAP to/from Reserve</b>	<b>8,316.20</b>	<b>1,208.58</b>	<b>7,107.62</b>	<b>13,294.38</b>	<b>40,046.16</b>	<b>14,503.00</b>	<b>176.12</b>

Date:  
Time:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AHP Brentwood**  
**February, 2021**

	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
<b>REVENUE</b>							
<u>TENANT REVENUE</u>							
<b>Tenant Rent Revenue</b>							
60-1-000-000-5120.000 Rent - Brentwood	-25,387.00	-28,060.00	2,673.00	-308,660.00	-299,905.00	-336,720.00	-10.93
60-1-000-000-5125.000 PHA Rent	-5,563.00	-4,300.00	-1,263.00	-47,300.00	-50,391.00	-51,600.00	-2.34
60-1-000-000-5320.000 Rent Adjustments	172.00	0.00	172.00	0.00	3,688.00	0.00	
Total Tenant Rent Revenue	-30,778.00	-32,360.00	1,582.00	-355,960.00	-346,608.00	-388,320.00	-10.74
<b>Excess Rent</b>							
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	
<b>Vacancies Revenue</b>							
60-1-000-000-5220.000 Vacancies - Brentwood	0.00	566.25	-566.25	6,228.75	0.00	6,795.00	-100.00
Total Vacancies Revenue	0.00	566.25	-566.25	6,228.75	0.00	6,795.00	-100.00
<b>TOTAL TENANT REVENUE</b>	<b>-30,778.00</b>	<b>-31,793.75</b>	<b>1,015.75</b>	<b>-349,731.25</b>	<b>-346,608.00</b>	<b>-381,525.00</b>	<b>-9.15</b>
<u>INVESTMENT REVENUE</u>							
<b>Investment Revenue</b>							
60-1-000-000-5410.000 Interest Income	-11.16	-366.67	355.51	-4,033.37	-278.59	-4,400.00	-93.67
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	-11.16	-366.67	355.51	-4,033.37	-278.59	-4,400.00	-93.67
<b>TOTAL INVESTMENT INCOME</b>	<b>-11.16</b>	<b>-366.67</b>	<b>355.51</b>	<b>-4,033.37</b>	<b>-278.59</b>	<b>-4,400.00</b>	<b>-93.67</b>
<u>OTHER REVENUE</u>							
<b>Other Revenue</b>							
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	0.00	-29.17	29.17	-320.87	0.00	-350.00	-100.00
60-1-000-000-5910.000 Laundry Income	-721.75	-733.33	11.58	-8,066.63	-7,506.75	-8,800.00	-14.70
60-1-000-000-5920.000 Bad Check Charges	0.00	-1.67	1.67	-18.37	-20.00	-20.00	0.00
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	-225.00	-416.67	191.67	-4,583.37	-4,676.06	-5,000.00	-6.48
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	0.00	-183.33	183.33	-2,016.63	-251.00	-2,200.00	-88.59
60-1-000-000-5926.000 Violation Charges	0.00	-37.92	37.92	-417.12	-1,187.00	-455.00	160.88
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	-946.75	-1,406.26	459.51	-15,468.86	-13,640.81	-16,875.00	-19.17
<b>TOTAL OTHER REVENUE</b>	<b>-946.75</b>	<b>-1,406.26</b>	<b>459.51</b>	<b>-15,468.86</b>	<b>-13,640.81</b>	<b>-16,875.00</b>	<b>-19.17</b>
<b>TOTAL REVENUE</b>	<b>-31,735.91</b>	<b>-33,566.68</b>	<b>1,830.77</b>	<b>-369,233.48</b>	<b>-360,527.40</b>	<b>-402,800.00</b>	<b>-10.49</b>
<b>EXPENSES</b>							

Date:  
Time:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AHP Brentwood**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>OPERATING EXPENSES</u>							
<b>Administrative Salaries &amp; Benefits</b>							
60-1-000-000-6310.000 Administrative Salaries	958.26	0.00	958.26	0.00	3,615.39	0.00	
60-1-000-000-6310.500 Emp Benefit - Admin	79.32	0.00	79.32	0.00	299.22	0.00	
60-1-000-000-6330.000 Manager Salaries	2,403.76	2,583.33	-179.57	28,416.63	30,375.06	31,000.00	-2.02
60-1-000-000-6330.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6330.200 Admin from Amps	0.00	0.00	0.00	0.00	682.12	0.00	
60-1-000-000-6330.500 Manager's Benefits	796.05	883.33	-87.28	9,716.63	9,756.21	10,600.00	-7.96
60-1-000-000-6330.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Administrative Salaries &amp; Benefits</b>	<b>4,237.39</b>	<b>3,466.66</b>	<b>770.73</b>	<b>38,133.26</b>	<b>44,728.00</b>	<b>41,600.00</b>	<b>7.52</b>
<b>Admin Sundry</b>							
60-1-000-000-6210.000 Admin. Advertisement	9.58	33.33	-23.75	366.63	204.58	400.00	-48.86
60-1-000-000-6250.000 Misc Renting Expense	51.00	108.33	-57.33	1,191.63	1,037.00	1,300.00	-20.23
60-1-000-000-6311.000 Office Expense-Brent	103.36	150.00	-46.64	1,650.00	3,806.47	1,800.00	111.47
60-1-000-000-6311.050 Office Rental Expense	225.00	225.00	0.00	2,475.00	2,475.00	2,700.00	-8.33
60-1-000-000-6311.100 Phone/Internet Service	176.85	108.33	68.52	1,191.63	1,386.82	1,300.00	6.68
60-1-000-000-6311.150 IT Support	0.00	33.33	-33.33	366.63	490.10	400.00	22.53
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	881.25	75.00	806.25	825.00	881.25	900.00	-2.08
60-1-000-000-6360.000 Training - Staff	0.00	87.50	-87.50	962.50	0.00	1,050.00	-100.00
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	88.55	129.17	-40.62	1,420.87	712.20	1,550.00	-54.05
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	4,794.40	83.33	4,711.07	916.63	1,910.14	1,000.00	91.01
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	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6399.000 Other Administrative	0.00	75.00	-75.00	825.00	57.28	900.00	-93.64
<b>Total Admin Sundry</b>	<b>6,329.99</b>	<b>1,149.99</b>	<b>5,180.00</b>	<b>12,649.89</b>	<b>12,960.84</b>	<b>13,800.00</b>	<b>-6.08</b>
<b>Fee Expense</b>							
60-1-000-000-6320.000 Management Fees	3,588.00	5,263.00	-1,675.00	57,893.00	54,234.33	63,156.00	-14.13
60-1-000-000-6351.000 Bookkeeping Fees	517.50	648.00	-130.50	7,128.00	6,732.00	7,776.00	-13.43
60-1-000-000-6390.000 Fee for Service Exp	10.00	0.00	10.00	0.00	68.00	0.00	
<b>Total Fee Expense</b>	<b>4,115.50</b>	<b>5,911.00</b>	<b>-1,795.50</b>	<b>65,021.00</b>	<b>61,034.33</b>	<b>70,932.00</b>	<b>-13.95</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>14,682.88</b>	<b>10,527.65</b>	<b>4,155.23</b>	<b>115,804.15</b>	<b>118,723.17</b>	<b>126,332.00</b>	<b>-6.02</b>
<u>UTILITIES</u>							
<b>Utilities Expense</b>							
60-1-000-000-6450.000 Utilites - Electric	566.90	458.33	108.57	5,041.63	5,980.94	5,500.00	8.74
60-1-000-000-6451.000 Utilities - Water	714.70	850.00	-135.30	9,350.00	8,359.50	10,200.00	-18.04
60-1-000-000-6452.000 Utilities - Gas	236.54	125.00	111.54	1,375.00	1,382.83	1,500.00	-7.81
60-1-000-000-6453.000 Utilities - Sewer	985.14	808.33	176.81	8,891.63	11,302.49	9,700.00	16.52
<b>Total Utilities</b>	<b>2,503.28</b>	<b>2,241.66</b>	<b>261.62</b>	<b>24,658.26</b>	<b>27,025.76</b>	<b>26,900.00</b>	<b>0.47</b>
<b>TOTAL UTILITIES</b>	<b>2,503.28</b>	<b>2,241.66</b>	<b>261.62</b>	<b>24,658.26</b>	<b>27,025.76</b>	<b>26,900.00</b>	<b>0.47</b>
<u>MAINTENANCE EXPENSES</u>							
<b>Maintenance Salaries</b>							
60-1-000-000-6510.000 Maintenance Salaries	3,928.80	4,416.67	-487.87	48,583.37	48,731.85	53,000.00	-8.05
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	176.97	250.00	-29.21
60-1-000-000-6510.200 Maint from Amps	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00

Date:  
Time:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AHP Brentwood**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-000-6510.500 Maint. Employee Ben.	1,930.18	2,166.67	-236.49	23,833.37	22,469.52	26,000.00	-13.58
60-1-000-000-6510.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance Salaries	5,858.98	6,625.00	-766.02	72,875.00	71,378.34	79,500.00	-10.22
<b>Maintenance Supplies</b>							
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	138.60	91.67	46.93	1,008.37	456.20	1,100.00	-58.53
60-1-000-000-6515.030 Snow Removal Supplies	77.64	41.67	35.97	458.37	207.04	500.00	-58.59
60-1-000-000-6515.050 Lndscape/Grnd Supplies	52.10	258.33	-206.23	2,841.63	337.27	3,100.00	-89.12
60-1-000-000-6515.070 Electrical Supplies	0.00	472.92	-472.92	5,202.12	3,948.25	5,675.00	-30.43
60-1-000-000-6515.080 Plumbing Supplies	134.04	400.00	-265.96	4,400.00	1,594.97	4,800.00	-66.77
60-1-000-000-6515.100 Janitorial Supplies	476.85	108.33	368.52	1,191.63	1,709.80	1,300.00	31.52
60-1-000-000-6515.110 Routine Maint. Supplies	2,591.35	1,509.17	1,082.18	16,600.87	4,755.70	18,110.00	-73.74
60-1-000-000-6515.114 Painting Supplies - BW	431.38	200.00	231.38	2,200.00	988.59	2,400.00	-58.81
60-1-000-000-6515.115 Refrigerators	0.00	125.00	-125.00	1,375.00	1,497.00	1,500.00	-0.20
60-1-000-000-6515.116 Stoves	0.00	85.00	-85.00	935.00	0.00	1,020.00	-100.00
60-1-000-000-6515.120 Misc. Other Supplies	0.00	41.67	-41.67	458.37	101.87	500.00	-79.63
Total Maintenance Supplies	3,901.96	3,333.76	568.20	36,671.36	15,596.69	40,005.00	-61.01
<b>Maintenance Contracts</b>							
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	946.85	1,008.33	-61.48	11,091.63	10,613.09	12,100.00	-12.29
60-1-000-000-6520.020 Heat/Cool Contract	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
60-1-000-000-6520.030 Snow Removal Contract	0.00	165.00	-165.00	1,815.00	0.00	1,980.00	-100.00
60-1-000-000-6520.050 Landscape&Grds Cont	0.00	416.67	-416.67	4,583.37	0.00	5,000.00	-100.00
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	162.50	-162.50	1,787.50	142.50	1,950.00	-92.69
60-1-000-000-6520.090 Extermination Contract	0.00	212.50	-212.50	2,337.50	1,826.72	2,550.00	-28.36
60-1-000-000-6520.100 Janitorial Contract	0.00	108.33	-108.33	1,191.63	1,054.44	1,300.00	-18.89
60-1-000-000-6520.110 Routine Maint. Contract	0.00	100.00	-100.00	1,100.00	1,256.74	1,200.00	4.73
60-1-000-000-6520.111 Carpet Repr/Repl Cont.	0.00	558.33	-558.33	6,141.63	0.00	6,700.00	-100.00
60-1-000-000-6520.120 Misc. Other Contracts	0.00	2,866.67	-2,866.67	31,533.37	0.00	34,400.00	-100.00
Total Maintenance Contracts	946.85	5,706.67	-4,759.82	62,773.37	14,893.49	68,480.00	-78.25
<b>TOTAL MAINTENANCE</b>	<b>10,707.79</b>	<b>15,665.43</b>	<b>-4,957.64</b>	<b>172,319.73</b>	<b>101,868.52</b>	<b>187,985.00</b>	<b>-45.81</b>
<b>TAXES &amp; INSURANCE EXPENSE</b>							
<b>Taxes &amp; Insurance Expense</b>							
60-1-000-000-6710.000 PILOT - Real Estate Tax	1,413.73	1,477.58	-63.85	16,253.38	15,979.11	17,731.00	-9.88
60-1-000-000-6720.000 Property Insurance	895.54	841.67	53.87	9,258.37	9,253.99	10,100.00	-8.38
60-1-000-000-6720.500 Equipment Insurance	55.24	52.08	3.16	572.88	560.30	625.00	-10.35
60-1-000-000-6721.000 Liability Insurance	173.57	175.00	-1.43	1,925.00	1,897.07	2,100.00	-9.66
60-1-000-000-6721.500 PE & PO Insuranace	102.90	83.33	19.57	916.63	922.40	1,000.00	-7.76
60-1-000-000-6722.000 Work Comp Insurance	263.81	254.17	9.64	2,795.87	2,770.60	3,050.00	-9.16
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	2,904.79	2,883.83	20.96	31,722.13	31,383.47	34,606.00	-9.31
<b>TOTAL TAXES &amp; INSURANCE EXPENSE</b>	<b>2,904.79</b>	<b>2,883.83</b>	<b>20.96</b>	<b>31,722.13</b>	<b>31,383.47</b>	<b>34,606.00</b>	<b>-9.31</b>

Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AHP Brentwood**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>MISCELLANEOUS EXPENSE</b>							
<b>Financial Expenses</b>							
60-1-000-000-6810.000 Interest Expense Payable	1,863.21	1,878.17	-14.96	20,659.87	20,863.81	22,538.00	-7.43
60-1-000-000-6860.000 Security Deposit Interest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	1,863.21	1,878.17	-14.96	20,659.87	20,863.81	22,538.00	-7.43
<b>Amortization Expense</b>							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Surplus Adjustments</b>							
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	
<b>Provision for Reserve</b>							
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	
<b>Capital Expenditures</b>							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Vandalism Expenditures</b>							
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Transfers In/Out</b>							
60-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL MISCELLANEOUS EXPENSE</b>	<b>1,863.21</b>	<b>1,878.17</b>	<b>-14.96</b>	<b>20,659.87</b>	<b>20,863.81</b>	<b>22,538.00</b>	<b>-7.43</b>
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	<b>32,661.95</b>	<b>33,196.74</b>	<b>-534.79</b>	<b>365,164.14</b>	<b>299,864.73</b>	<b>398,361.00</b>	<b>-24.73</b>
<b>NET REVENUE/EXPENSES (PROFIT)/LOSS</b>	<b>926.04</b>	<b>-369.94</b>	<b>1,295.98</b>	<b>-4,069.34</b>	<b>-60,662.67</b>	<b>-4,439.00</b>	<b>1,266.58</b>
<b>Depreciation Expense</b>							
60-1-000-000-6600.000 Depreciation Expense	8,000.00	7,500.00	500.00	82,500.00	88,000.00	90,000.00	-2.22
Total Depreciation Expense	8,000.00	7,500.00	500.00	82,500.00	88,000.00	90,000.00	-2.22
<b>TOTAL DEPRECIATION EXPENSE</b>	<b>8,000.00</b>	<b>7,500.00</b>	<b>500.00</b>	<b>82,500.00</b>	<b>88,000.00</b>	<b>90,000.00</b>	<b>-2.22</b>
<b>NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE</b>	<b>8,926.04</b>	<b>7,130.06</b>	<b>1,795.98</b>	<b>78,430.66</b>	<b>27,337.33</b>	<b>85,561.00</b>	<b>-68.05</b>
 TOTAL BOND PAYMENT	 2,024.30	 0.00	 2,024.30	 0.00	 21,898.75	 0.00	

Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AHP, Prairieland**  
**February, 2021**

	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
<b>REVENUE</b>							
<b>TENANT REVENUE</b>							
<b>Tenant Rent Revenue</b>							
60-1-000-001-5120.000 Rent - Prairieland	-22,205.00	-22,811.00	606.00	-250,921.00	-245,549.00	-273,732.00	-10.30
60-1-000-001-5125.000 PHA Rent	-2,241.00	-1,816.67	-424.33	-19,983.37	-19,091.00	-21,800.00	-12.43
60-1-000-001-5126.000 Georgia HAP - Prairie S8	-2,894.00	-3,083.33	189.33	-33,916.63	-36,500.00	-37,000.00	-1.35
60-1-000-001-5320.000 Rent Adjustments	0.00	0.00	0.00	0.00	120.00	0.00	
Total Tenant Rent Revenue	-27,340.00	-27,711.00	371.00	-304,821.00	-301,020.00	-332,532.00	-9.48
<b>Excess Rent</b>							
60-1-000-001-5970.000 Excess Rent	-667.00	-625.00	-42.00	-6,875.00	-7,415.00	-7,500.00	-1.13
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	-667.00	-625.00	-42.00	-6,875.00	-7,415.00	-7,500.00	-1.13
<b>Vacancies Revenue</b>							
60-1-000-001-5220.000 Vacancies	0.00	497.33	-497.33	5,470.63	0.00	5,968.00	-100.00
Total Vacancies Revenue	0.00	497.33	-497.33	5,470.63	0.00	5,968.00	-100.00
<b>TOTAL TENANT REVENUE</b>	<b>-28,007.00</b>	<b>-27,838.67</b>	<b>-168.33</b>	<b>-306,225.37</b>	<b>-308,435.00</b>	<b>-334,064.00</b>	<b>-7.67</b>
<b>INVESTMENT REVENUE</b>							
<b>Investment Revenue</b>							
60-1-000-001-5410.000 Interest Income	0.00	0.00	0.00	0.00	-18.79	0.00	
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	-2.00	2.00	-22.00	0.00	-24.00	-100.00
60-1-000-001-5450.000 Residual Res Int Inc	0.00	-1.00	1.00	-11.00	0.00	-12.00	-100.00
60-1-000-001-5500.000 HUD Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	
Total Investment Revenue	0.00	-3.00	3.00	-33.00	-18.79	-36.00	-47.81
<b>TOTAL INVESTMENT INCOME</b>	<b>0.00</b>	<b>-3.00</b>	<b>3.00</b>	<b>-33.00</b>	<b>-18.79</b>	<b>-36.00</b>	<b>-47.81</b>
<b>OTHER REVENUE</b>							
<b>Other Revenue</b>							
60-1-000-001-5127.000 Office Rent Receipt	-225.00	-225.00	0.00	-2,475.00	-2,475.00	-2,700.00	-8.33
60-1-000-001-5900.000 Other Income	0.00	-12.50	12.50	-137.50	100.00	-150.00	-166.67
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	-185.00	-350.00	165.00	-3,850.00	-2,592.00	-4,200.00	-38.29
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	0.00	-200.00	200.00	-2,200.00	-229.00	-2,400.00	-90.46
60-1-000-001-5926.000 Violation Charges	0.00	-35.42	35.42	-389.62	-755.00	-425.00	77.65
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	-410.00	-824.59	414.59	-9,070.49	-5,991.00	-9,895.00	-39.45
<b>TOTAL OTHER REVENUE</b>	<b>-410.00</b>	<b>-824.59</b>	<b>414.59</b>	<b>-9,070.49</b>	<b>-5,991.00</b>	<b>-9,895.00</b>	<b>-39.45</b>
<b>TOTAL REVENUE</b>	<b>-28,417.00</b>	<b>-28,666.26</b>	<b>249.26</b>	<b>-315,328.86</b>	<b>-314,444.79</b>	<b>-343,995.00</b>	<b>-8.59</b>

**EXPENSES**

Date:  
Time:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AHP, Prairieland**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<b>OPERATING EXPENSES</b>							
<b>Administrative Salaries &amp; Benefits</b>							
60-1-000-001-6310.000 Administrative Salaries	958.24	0.00	958.24	0.00	3,615.36	0.00	
60-1-000-001-6310.500 Emp Benefit - Admin	79.27	0.00	79.27	0.00	299.13	0.00	
60-1-000-001-6330.000 Manager's Salaries	2,403.74	2,583.33	-179.59	28,416.63	30,374.94	31,000.00	-2.02
60-1-000-001-6330.001 Salary - Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6330.500 Manager's Benefits	795.98	883.33	-87.35	9,716.63	9,755.78	10,600.00	-7.96
60-1-000-001-6330.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	4,237.23	3,466.66	770.57	38,133.26	44,045.21	41,600.00	5.88
<b>Admin Sundry</b>							
60-1-000-001-6210.000 Admin. Advertisement	9.57	33.33	-23.76	366.63	204.57	400.00	-48.86
60-1-000-001-6250.000 Misc. Rent Expense	17.00	100.00	-83.00	1,100.00	867.00	1,200.00	-27.75
60-1-000-001-6311.000 Office Expense-Prairie	103.35	150.00	-46.65	1,650.00	2,378.12	1,800.00	32.12
60-1-000-001-6311.050 Office Rental Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6311.100 Phone/Internet Service	176.81	108.33	68.48	1,191.63	1,359.04	1,300.00	4.54
60-1-000-001-6311.150 IT Support	0.00	33.33	-33.33	366.63	490.07	400.00	22.52
60-1-000-001-6340.000 Legal	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6350.000 Audit	881.25	75.00	806.25	825.00	881.25	900.00	-2.08
60-1-000-001-6350.500 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6360.000 Training - Staff	0.00	87.50	-87.50	962.50	0.00	1,050.00	-100.00
60-1-000-001-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6365.000 Travel - Staff	88.55	129.17	-40.62	1,420.87	712.10	1,550.00	-54.06
60-1-000-001-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6370.000 Bad Debt	3,409.77	208.33	3,201.44	2,291.63	4,142.51	2,500.00	65.70
60-1-000-001-6380.000 Consulting Services	0.00	41.67	-41.67	458.37	0.00	500.00	-100.00
60-1-000-001-6380.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6399.000 Other Administrative	0.00	100.00	-100.00	1,100.00	40.00	1,200.00	-96.67
Total Admin Sundry	4,686.30	1,066.66	3,619.64	11,733.26	11,074.66	12,800.00	-13.48
<b>Fee Expense</b>							
60-1-000-001-6320.000 Management Fees	3,328.00	4,751.00	-1,423.00	52,261.00	49,406.95	57,012.00	-13.34
60-1-000-001-6351.000 Bookkeeping Fees	480.00	585.00	-105.00	6,435.00	6,135.00	7,020.00	-12.61
60-1-000-001-6352.000 Computer Fees	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6390.000 Fee for Service Exp	8.00	0.00	8.00	0.00	30.00	0.00	
Total Fee Expense	3,816.00	5,336.00	-1,520.00	58,696.00	55,571.95	64,032.00	-13.21
<b>TOTAL OPERATING EXPENSES</b>	<b>12,739.53</b>	<b>9,869.32</b>	<b>2,870.21</b>	<b>108,562.52</b>	<b>110,691.82</b>	<b>118,432.00</b>	<b>-6.54</b>
<b>UTILITIES</b>							
<b>Utilities Expense</b>							
60-1-000-001-6450.000 Utilities Electric	310.66	425.00	-114.34	4,675.00	2,528.75	5,100.00	-50.42
60-1-000-001-6451.000 Utilities Water	986.10	858.33	127.77	9,441.63	10,366.00	10,300.00	0.64
60-1-000-001-6452.000 Utilities Gas	158.33	125.00	33.33	1,375.00	1,460.57	1,500.00	-2.63
60-1-000-001-6453.000 Utilities Sewer	1,365.06	858.33	506.73	9,441.63	14,254.95	10,300.00	38.40
Total Utilities	2,820.15	2,266.66	553.49	24,933.26	28,610.27	27,200.00	5.18
<b>TOTAL UTILITIES</b>	<b>2,820.15</b>	<b>2,266.66</b>	<b>553.49</b>	<b>24,933.26</b>	<b>28,610.27</b>	<b>27,200.00</b>	<b>5.18</b>
<b>MAINTENANCE EXPENSES</b>							
<b>Maintenance Salaries</b>							
60-1-000-001-6510.000 Maintenance Salaries	3,928.80	4,416.67	-487.87	48,583.37	48,731.85	53,000.00	-8.05
60-1-000-001-6510.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6510.100 OT Maintenance	0.00	20.83	-20.83	229.13	176.97	250.00	-29.21
60-1-000-001-6510.200 Maint from Amps	0.00	20.83	-20.83	229.13	0.00	250.00	-100.00
60-1-000-001-6510.500 Maint. Employee Ben.	1,930.00	2,166.67	-236.67	23,833.37	22,467.99	26,000.00	-13.58





Date:  
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**Knox County Housing Authority**  
**INCOME STATEMENT - AHP, Prairieland**  
**February, 2021**

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total Financial Expenses	1,863.20	1,878.08	-14.88	20,658.88	20,863.75	22,537.00	-7.42
<b>Amortization Expense</b>							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Surplus Adjustments</b>							
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	
<b>Provision for Reserve</b>							
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	
<b>Capital Expenditures</b>							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Vandalism Expenditures</b>							
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Transfers In/Out</b>							
60-1-000-001-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL MISCELLANEOUS EXPENSE</b>	<u>1,863.20</u>	<u>1,878.08</u>	<u>-14.88</u>	<u>20,658.88</u>	<u>20,863.75</u>	<u>22,537.00</u>	<u>-7.42</u>
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	<u>27,535.69</u>	<u>27,767.24</u>	<u>-231.55</u>	<u>305,439.64</u>	<u>289,807.66</u>	<u>333,207.00</u>	<u>-13.02</u>
<b>NET REVENUE/EXPENSES (PROFIT)/LOSS</b>	<b>-881.31</b>	<b>-899.02</b>	<b>17.71</b>	<b>-9,889.22</b>	<b>-24,637.13</b>	<b>-10,788.00</b>	<b>128.38</b>
<b>Depreciation Expense</b>							
60-1-000-001-6600.000 Depreciation Expense	6,257.00	6,258.33	-1.33	68,841.63	68,827.00	75,100.00	-8.35
Total Depreciation Expense	6,257.00	6,258.33	-1.33	68,841.63	68,827.00	75,100.00	-8.35
<b>TOTAL DEPRECIATION EXPENSE</b>	<u>6,257.00</u>	<u>6,258.33</u>	<u>-1.33</u>	<u>68,841.63</u>	<u>68,827.00</u>	<u>75,100.00</u>	<u>-8.35</u>
<b>NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE</b>	<b>5,375.69</b>	<b>5,359.31</b>	<b>16.38</b>	<b>58,952.41</b>	<b>44,189.87</b>	<b>64,312.00</b>	<b>-31.29</b>
TOTAL BOND PAYMENT	2,024.30	0.00	2,024.30	0.00	21,898.75	0.00	

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**February 28, 2021**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	50,950.79	54,166.67	-3,215.88	602,186.39	650,000.00	-7.36
<b>TOTAL OPERATING INCOME</b>	<b>50,950.79</b>	<b>54,166.67</b>	<b>-3,215.88</b>	<b>602,186.39</b>	<b>650,000.00</b>	<b>-7.36</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	47,097.96	49,770.83	-2,672.87	605,492.39	597,250.00	1.38
Total Tenant Service Expenses	0.00	0.00	0.00	0.00	0.00	
Total Utility Expenses	431.33	466.67	-35.34	3,497.87	5,600.00	-37.54
Total Maintenance Expenses	57.50	483.30	-425.80	29,766.82	5,800.00	413.22
Total Protective Expenses	0.00	0.00	0.00	4,784.06	0.00	
General Expenses	1,594.29	1,554.16	40.13	16,955.57	18,650.00	-9.09
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>49,181.08</b>	<b>52,274.96</b>	<b>-3,093.88</b>	<b>660,496.71</b>	<b>627,300.00</b>	<b>5.29</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>49,181.08</b>	<b>52,274.96</b>	<b>-3,093.88</b>	<b>660,496.71</b>	<b>627,300.00</b>	<b>5.29</b>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>						
	<b>1,769.71</b>	<b>1,891.71</b>	<b>-122.00</b>	<b>-58,310.32</b>	<b>22,700.00</b>	<b>-356.87</b>
<b>Total Depreciation Expense</b>						
	45.00	50.00	-5.00	495.00	600.00	-17.50
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>1,724.71</b>	<b>1,841.71</b>	<b>-117.00</b>	<b>-58,805.32</b>	<b>22,100.00</b>	<b>-366.09</b>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**February 28, 2021**

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	70,167.67	65,790.60	4,377.07	759,843.61	789,487.00	-3.75
<b>TOTAL OPERATING INCOME</b>	<b>70,167.67</b>	<b>65,790.60</b>	<b>4,377.07</b>	<b>759,843.61</b>	<b>789,487.00</b>	<b>-3.75</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	28,121.79	25,909.99	2,211.80	299,246.72	310,920.00	-3.75
Total Tenant Service Expenses	77.45	41.67	35.78	769.91	500.00	53.98
Total Utility Expenses	10,261.51	7,916.67	2,344.84	77,537.32	95,000.00	-18.38
Total Maintenance Expenses	23,843.63	22,443.79	1,399.84	304,415.80	269,325.00	13.03
Total Protective Service Expenses	601.50	458.33	143.17	8,043.52	5,500.00	46.25
General Expenses	7,263.80	5,938.26	1,325.54	79,446.05	71,259.00	11.49
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>70,169.68</b>	<b>62,708.71</b>	<b>7,460.97</b>	<b>769,459.32</b>	<b>752,504.00</b>	<b>2.25</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>70,169.68</b>	<b>36,490.63</b>	<b>33,679.05</b>	<b>769,459.32</b>	<b>437,887.00</b>	<b>75.72</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>						
	<b>-2.01</b>	<b>29,299.97</b>	<b>-29,301.98</b>	<b>-9,615.71</b>	<b>351,600.00</b>	<b>-102.73</b>
<b>Total Depreciation Expense</b>						
	14,500.00	29,300.00	-14,800.00	159,500.00	351,600.00	-54.64
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-14,502.01</b>	<b>-0.03</b>	<b>-14,501.98</b>	<b>-169,115.71</b>	<b>0.00</b>	

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**February 28, 2021**

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	86,517.56	76,000.16	10,517.40	987,049.08	912,002.00	8.23
<b>TOTAL OPERATING INCOME</b>	<b>86,517.56</b>	<b>76,000.16</b>	<b>10,517.40</b>	<b>987,049.08</b>	<b>912,002.00</b>	<b>8.23</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	29,465.73	33,262.60	-3,796.87	339,545.41	399,151.00	-14.93
Total Tenant Service Expenses	0.00	740.00	-740.00	0.00	8,880.00	-100.00
Total Utility Expenses	2,134.43	1,709.17	425.26	16,647.68	20,510.00	-18.83
Total Maintenance Expenses	32,356.94	38,569.14	-6,212.20	522,610.53	462,830.00	12.92
Total Protective Service Expenses	906.51	458.33	448.18	14,490.48	5,500.00	163.46
General Expenses	6,745.37	7,317.58	-572.21	71,618.44	87,811.00	-18.44
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>71,608.98</b>	<b>82,056.82</b>	<b>-10,447.84</b>	<b>964,912.54</b>	<b>984,682.00</b>	<b>-2.01</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>71,608.98</b>	<b>41,125.15</b>	<b>30,483.83</b>	<b>964,912.54</b>	<b>493,502.00</b>	<b>95.52</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>14,908.58</b>	<b>34,875.01</b>	<b>-19,966.43</b>	<b>22,136.54</b>	<b>418,500.00</b>	<b>-94.71</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	29,000.00	35,500.00	-6,500.00	319,000.00	426,000.00	-25.12
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-14,091.42</b>	<b>-624.99</b>	<b>-13,466.43</b>	<b>-296,863.46</b>	<b>-7,500.00</b>	<b>3,858.18</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**February 28, 2021**

<b>BLUEBELL - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Variance</b>	<b>Current Year</b>	<b>Year Budget</b>	<b>Variance Percent</b>
<b>OPERATING INCOME</b>						
Total Operating Income	19,321.24	20,418.92	-1,097.68	217,327.13	245,027.00	-11.30
<b>TOTAL OPERATING INCOME</b>	<b>19,321.24</b>	<b>20,418.92</b>	<b>-1,097.68</b>	<b>217,327.13</b>	<b>245,027.00</b>	<b>-11.30</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	7,194.42	8,116.41	-921.99	75,838.04	97,397.00	-22.14
Total Tenant Service Expenses	0.00	41.66	-41.66	19.39	500.00	-96.12
Total Utility Expenses	4,273.44	2,312.50	1,960.94	18,945.88	27,750.00	-31.73
Total Maintenance Expenses	7,105.08	7,275.01	-169.93	92,170.95	87,300.00	5.58
Total Protective Service Expenses	0.00	541.66	-541.66	4,491.23	6,500.00	-30.90
General Expenses	2,702.87	3,067.33	-364.46	32,519.80	36,808.00	-11.65
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>21,275.81</b>	<b>21,354.57</b>	<b>-78.76</b>	<b>223,985.29</b>	<b>256,255.00</b>	<b>-12.59</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>21,275.81</b>	<b>21,354.57</b>	<b>-78.76</b>	<b>223,985.29</b>	<b>256,255.00</b>	<b>-12.59</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>						
	<b>-1,954.57</b>	<b>-935.65</b>	<b>-1,018.92</b>	<b>-6,658.16</b>	<b>-11,228.00</b>	<b>-40.70</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	11,000.00	14,083.33	-3,083.33	121,000.00	169,000.00	-28.40
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-12,954.57</b>	<b>-15,018.98</b>	<b>2,064.41</b>	<b>-127,658.16</b>	<b>-180,228.00</b>	<b>-29.17</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**February 28, 2021**

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	9,197.03	9,430.25	-233.22	156,587.49	113,163.00	38.37
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>9,197.03</b>	<b>9,430.25</b>	<b>-233.22</b>	<b>156,587.49</b>	<b>113,163.00</b>	<b>38.37</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	8,124.80	8,345.84	-221.04	92,993.05	100,150.00	-7.15
Total Fees Expenses	5,740.50	3,953.00	1,787.50	42,244.50	47,436.00	-10.94
Total General Expenses	608.00	825.00	-217.00	34,797.05	9,900.00	251.49
<b>TOTAL OPERATING EXPENSES</b>	<b>14,473.30</b>	<b>13,123.84</b>	<b>1,349.46</b>	<b>170,034.60</b>	<b>157,486.00</b>	<b>7.97</b>
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	
<b>TOTAL EXPENSES</b>	<b>14,473.30</b>	<b>13,123.84</b>	<b>1,349.46</b>	<b>170,034.60</b>	<b>157,486.00</b>	<b>7.97</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-5,276.27</b>	<b>-3,693.59</b>	<b>-1,582.68</b>	<b>-13,447.11</b>	<b>-44,323.00</b>	<b>-69.66</b>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
<b>NET REVENUE w/Deprecitation PROFIT/-LOSS</b>	<b>-5,276.27</b>	<b>-3,693.59</b>	<b>-1,582.68</b>	<b>-13,447.11</b>	<b>-44,323.00</b>	<b>-69.66</b>

**HAP - OPERATING STATEMENT**

<b>HAP INCOME</b>						
Total Income	71,923.00	77,468.75	-5,545.75	804,055.00	929,625.00	-13.51
<b>TOTAL HAP INCOME</b>	<b>71,923.00</b>	<b>77,468.75</b>	<b>-5,545.75</b>	<b>804,055.00</b>	<b>929,625.00</b>	<b>-13.51</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	80,247.00	78,635.66	1,611.34	843,825.45	943,628.00	-10.58
Total General HAP Expenses	-7.80	41.67	-49.47	275.71	500.00	-44.86
<b>TOTAL HAP EXPENSES</b>	<b>80,239.20</b>	<b>78,677.33</b>	<b>1,561.87</b>	<b>844,101.16</b>	<b>944,128.00</b>	<b>-10.59</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>-8,316.20</b>	<b>-1,208.58</b>	<b>-7,107.62</b>	<b>-40,046.16</b>	<b>-14,503.00</b>	<b>176.12</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**February 28, 2021**

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	31,735.91	33,566.68	-1,830.77	360,527.40	402,800.00	-10.49
<b>TOTAL OPERATING INCOME</b>	<b>31,735.91</b>	<b>33,566.68</b>	<b>-1,830.77</b>	<b>360,527.40</b>	<b>402,800.00</b>	<b>-10.49</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	10,577.38	4,616.65	5,960.73	57,756.84	55,400.00	4.25
Total Fee Expenses	4,105.50	5,911.00	-1,805.50	60,966.33	70,932.00	-14.05
Total Utilities Expenses	2,503.28	2,241.66	261.62	27,025.76	26,900.00	0.47
Total Maintenance Expenses	10,707.79	15,665.43	-4,957.64	101,868.52	187,985.00	-45.81
Total Taxes & Insurance Expense	2,904.79	2,883.83	20.96	31,383.47	34,606.00	-9.31
Total Financial Expenses	1,863.21	1,878.17	-14.96	20,863.81	22,538.00	-7.43
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>32,661.95</b>	<b>33,196.74</b>	<b>-534.79</b>	<b>299,864.73</b>	<b>398,361.00</b>	<b>-24.73</b>
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	
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>32,661.95</b>	<b>33,196.74</b>	<b>-534.79</b>	<b>299,864.73</b>	<b>398,361.00</b>	<b>-24.73</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-926.04</b>	<b>369.94</b>	<b>-1,295.98</b>	<b>60,662.67</b>	<b>4,439.00</b>	<b>1,266.58</b>
<b>Total Depreciation Expense</b>						
	8,000.00	7,500.00	500.00	88,000.00	90,000.00	-2.22
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-8,926.04</b>	<b>-7,130.06</b>	<b>-1,795.98</b>	<b>-27,337.33</b>	<b>-85,561.00</b>	<b>-68.05</b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**February 28, 2021**

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	28,417.00	28,666.26	-249.26	314,444.79	343,995.00	-8.59
<b>TOTAL OPERATING INCOME</b>	<b>28,417.00</b>	<b>28,666.26</b>	<b>-249.26</b>	<b>314,444.79</b>	<b>343,995.00</b>	<b>-8.59</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	8,931.53	4,533.32	4,398.21	55,149.87	54,400.00	1.38
Total Fee Expenses	3,808.00	5,336.00	-1,528.00	55,541.95	64,032.00	-13.26
Total Utilities Expenses	2,820.15	2,266.66	553.49	28,610.27	27,200.00	5.18
Total Maintenance Expenses	7,407.79	11,089.18	-3,681.39	100,748.37	133,070.00	-24.29
Total Taxes & Insurance Expense	2,705.02	2,664.00	41.02	28,893.45	31,968.00	-9.62
Total Financial Expenses	1,863.20	1,878.08	-14.88	20,863.75	22,537.00	-7.42
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>27,535.69</b>	<b>27,767.24</b>	<b>-231.55</b>	<b>289,807.66</b>	<b>333,207.00</b>	<b>-13.02</b>
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	
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>27,535.69</b>	<b>27,767.24</b>	<b>-231.55</b>	<b>289,807.66</b>	<b>333,207.00</b>	<b>-13.02</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>881.31</b>	<b>899.02</b>	<b>-17.71</b>	<b>24,637.13</b>	<b>10,788.00</b>	<b>128.38</b>
<b>Total Depreciation Expense</b>						
	6,257.00	6,258.33	-1.33	68,827.00	75,100.00	-8.35
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-5,375.69</b>	<b>-5,359.31</b>	<b>-16.38</b>	<b>-44,189.87</b>	<b>-64,312.00</b>	<b>-31.29</b>



**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**February 28, 2021**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	226,957.26	216,376.35	10,580.91	2,546,573.21	2,596,516.00	-1.92
<b>TOTAL OPERATING INCOME</b>	<b>226,957.26</b>	<b>216,376.35</b>	<b>10,580.91</b>	<b>2,546,573.21</b>	<b>2,596,516.00</b>	<b>-1.92</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	111,879.90	117,059.83	-5,179.93	1,320,122.56	1,404,718.00	-6.02
Total Tenant Service Expenses	77.45	823.33	-745.88	789.30	9,880.00	-92.01
Total Utility Expenses	17,100.71	12,405.01	4,695.70	116,628.75	148,860.00	-21.65
Total Maintenance Expenses	63,363.15	68,771.24	-5,408.09	948,964.10	825,255.00	14.99
Total Protective Service Expenses	1,508.01	1,458.32	49.69	31,809.29	17,500.00	81.77
General Expenses	18,306.33	17,877.33	429.00	200,539.86	214,528.00	-6.52
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>212,235.55</b>	<b>218,395.06</b>	<b>-6,159.51</b>	<b>2,618,853.86</b>	<b>2,620,741.00</b>	<b>-0.07</b>
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	-67,149.75	67,149.75	0.00	-805,797.00	-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	
<b>TOTAL OPERATING EXPENSES</b>	<b>212,235.55</b>	<b>151,245.31</b>	<b>60,990.24</b>	<b>2,618,853.86</b>	<b>1,814,944.00</b>	<b>44.29</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>						
	<b>14,721.71</b>	<b>65,131.04</b>	<b>-50,409.33</b>	<b>-72,280.65</b>	<b>781,572.00</b>	<b>-109.25</b>
<b>Total Depreciation Expense</b>						
	54,545.00	78,933.33	-24,388.33	599,995.00	947,200.00	-36.66
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-39,823.29</b>	<b>-13,802.29</b>	<b>-26,021.00</b>	<b>-672,275.65</b>	<b>-165,628.00</b>	<b>305.89</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**February 28, 2021**

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	60,152.91	62,232.94	-2,080.03	674,972.19	746,795.00	-9.62
<b>TOTAL OPERATING INCOME</b>	<b>60,152.91</b>	<b>62,232.94</b>	<b>-2,080.03</b>	<b>674,972.19</b>	<b>746,795.00</b>	<b>-9.62</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	19,508.91	9,149.97	10,358.94	112,906.71	109,800.00	2.83
Total Fee Expenses	7,913.50	11,247.00	-3,333.50	116,508.28	134,964.00	-13.67
Total Utilities Expenses	5,323.43	4,508.32	815.11	55,636.03	54,100.00	2.84
Total Maintenance Expenses	18,115.58	26,754.61	-8,639.03	202,616.89	321,055.00	-36.89
Total Taxes & Insurance Expense	5,609.81	5,547.83	61.98	60,276.92	66,574.00	-9.46
Total Financial Expenses	3,726.41	3,756.25	-29.84	41,727.56	45,075.00	-7.43
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>60,197.64</b>	<b>60,963.98</b>	<b>-766.34</b>	<b>589,672.39</b>	<b>731,568.00</b>	<b>-19.40</b>
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	
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>60,197.64</b>	<b>60,963.98</b>	<b>-766.34</b>	<b>589,672.39</b>	<b>731,568.00</b>	<b>-19.40</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-44.73</b>	<b>1,268.96</b>	<b>-1,313.69</b>	<b>85,299.80</b>	<b>15,227.00</b>	<b>460.19</b>
<b>Total Depreciation Expense</b>						
	14,257.00	13,758.33	498.67	156,827.00	165,100.00	-5.01
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-14,301.73</b>	<b>-12,489.37</b>	<b>-1,812.36</b>	<b>-71,527.20</b>	<b>-149,873.00</b>	<b>-52.27</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*February, 2021*

	Current Period	Last Year Same	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	24,108.10	27,576.17	-3,468.07	281,596.49
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,372.25	16,034.43	337.82	183,922.84
Administrative Expenses	3,627.21	3,784.25	-157.04	16,798.18
Tenant Services	77.45	76.94	0.51	769.91
Utilities	10,261.51	6,586.78	3,674.73	77,537.32
Maintenance Supplies/Contracts	8,459.36	15,948.41	-7,489.05	129,443.33
Mileage	0.00	0.00	0.00	0.00
General Expenses	7,263.80	7,978.95	-715.15	79,446.05
Non-Routine Expense	0.00	0.00	0.00	0.00
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>70,169.68</b>	<b>77,985.93</b>	<b>-7,816.25</b>	<b>769,514.12</b>
<b>AMP002 - FAMILY</b>				
Salaries	33,684.88	51,265.44	-17,580.56	440,254.67
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	18,069.99	18,286.65	-216.66	208,298.82
Administrative Expenses	3,016.79	3,116.59	-99.80	18,504.98
Tenant Services	0.00	0.00	0.00	0.00
Utilities	2,134.43	1,232.70	901.73	16,647.68
Maintenance Supplies/Contracts	7,758.85	53,852.20	-46,093.35	207,305.68
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,745.37	11,810.60	-5,065.23	71,618.44
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>71,410.31</b>	<b>139,564.18</b>	<b>-68,153.87</b>	<b>962,630.27</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	4,974.54	4,673.53	301.01	61,865.46
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,598.07	4,539.50	58.57	52,051.23
Administrative Expenses	1,262.52	1,010.86	251.66	7,511.27
Tenant Services	0.00	0.00	0.00	19.39
Utilities	4,273.44	1,315.68	2,957.76	18,945.88
Maintenance Supplies/Contracts	3,464.37	2,853.69	610.68	51,072.26
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,702.87	2,716.65	-13.78	32,519.80
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>21,275.81</b>	<b>17,109.91</b>	<b>4,165.90</b>	<b>223,985.29</b>
<b>COCC</b>				
Salaries	40,064.52	33,770.80	6,293.72	523,542.72
Employee W/H Payments	-1,711.47	41.73	-1,753.20	-4,822.35
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	7,089.24	7,937.28	-848.04	82,460.63
Tenant Services	0.00	-128.90	128.90	0.00
Utilities	431.33	183.35	247.98	3,497.87
Maintenance Supplies/Contracts	1.70	122.70	-121.00	34,039.92
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,594.29	1,529.66	64.63	16,955.57
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>47,469.61</b>	<b>43,456.62</b>	<b>4,012.99</b>	<b>655,674.36</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	102,832.04	117,285.94	-14,453.90	1,307,259.34
Employee W/H Payments	-1,711.47	41.73	-1,753.20	-4,822.35
Management Fees	39,040.31	38,860.58	179.73	444,272.89
Administrative Expenses	15,194.43	16,066.94	-872.51	127,557.33
Tenant Services	77.45	-51.96	129.41	789.30
Utilities	17,100.71	9,318.51	7,782.20	116,628.75
Maintenance Supplies	19,684.28	72,777.00	-53,092.72	421,861.19
Mileage	0.00	0.00	0.00	0.00
General Expenses	18,306.33	24,035.86	-5,729.53	200,539.86
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL LOW RENT CLAIMS</b>	<b>210,524.08</b>	<b>278,334.60</b>	<b>-67,810.52</b>	<b>2,614,086.31</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*February, 2021*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	10,096.37	8,933.20	1,163.17
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,986.75	6,360.48	-1,373.73
Administrative Expenses	5,448.74	1,605.48	3,843.26
Utilities	2,503.28	940.92	1,562.36
Maintenance Supplies/Contracts	4,848.81	10,242.62	-5,393.81
Tax & Insurance Expenses	2,904.79	2,951.19	-46.40
Finacial Expenses	1,863.21	1,996.40	-133.19
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>32,651.95</b>	<b>33,030.29</b>	<b>-378.34</b>
<b>PRAIRIELAND</b>			
Salaries	10,096.03	8,932.99	1,163.04
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,689.25	5,785.85	-1,096.60
Administrative Expenses	3,805.05	5,114.01	-1,308.96
Utilities	2,820.15	2,937.75	-117.60
Maintenance Supplies/Contracts	1,548.99	3,519.57	-1,970.58
Taxes & Insurance Expenses	2,705.02	2,607.05	97.97
Financial Expenses	1,863.20	1,996.39	-133.19
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>27,527.69</b>	<b>30,893.61</b>	<b>-3,365.92</b>
<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	20,192.40	17,866.19	2,326.21
Employee W/H Payments	0.00	0.00	0.00
Management Fees	9,676.00	12,146.33	-2,470.33
Administrative Expenses	9,253.79	6,719.49	2,534.30
Utilities	5,323.43	3,878.67	1,444.76
Maintenance Supplies	6,397.80	13,762.19	-7,364.39
Taxes & Insurance Expenses	5,609.81	5,558.24	51.57
Financial Expenses	3,726.41	3,992.79	-266.38
<b>TOTAL AHP CLAIMS</b>	<b>60,179.64</b>	<b>63,923.90</b>	<b>-3,744.26</b>
<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	7,125.42	6,881.62	243.80
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,740.50	4,410.00	1,330.50
Administrative Expenses	999.38	472.26	527.12
General Expense-Admin	608.00	686.31	-78.31
<b>Total HCV Expenses</b>	<b>14,473.30</b>	<b>12,450.19</b>	<b>2,023.11</b>
HAP Expenses	80,247.00	72,109.00	8,138.00
General Expenses	-7.80	-53.84	46.04
<b>Total HAP Expenses</b>	<b>80,239.20</b>	<b>72,055.16</b>	<b>8,184.04</b>
<b>TOTAL HCV CLAIMS</b>	<b>94,712.50</b>	<b>84,505.35</b>	<b>10,207.15</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*Febuary, 2021*

	Current Period	Last Year Same	Current Year	Cumulative
<b>CFG 2021 -</b>				
Admin / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2021 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2020 - \$1,168,267</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2020 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2019 - \$1,083,874</b>				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	4,200.00	0.00	49,250.00	57,985.00
<b>TOTAL CFG 2019 CLAIMS</b>	<b>4,200.00</b>	<b>0.00</b>	<b>49,250.00</b>	<b>357,985.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>4,200.00</b>	<b>0.00</b>	<b>49,250.00</b>	<b>357,985.00</b>

**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*Febuary, 2021*

	<b>Current Period</b>	<b>Last Year Same</b>	<b>Variance</b>	<b>Current Year</b>
<b>TOTALS</b>				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	70,169.68	78,285.93	-8,116.25	769,459.32
AMP002 - FAMILY	71,608.98	139,782.14	-68,173.16	964,912.54
AMP003 - BLUEBELL	21,275.81	17,109.91	4,165.90	223,985.29
COCC	47,469.62	43,456.63	4,012.99	655,674.47
<b>TOTAL LOW RENT</b>	<b>210,524.09</b>	<b>278,634.61</b>	<b>-68,110.52</b>	<b>2,614,031.62</b>
<u>A.H.P.</u>				
BRENTWOOD	32,661.95	33,030.29	-368.34	299,864.73
PRAIRIELAND	27,535.69	30,893.61	-3,357.92	289,807.66
<b>TOTAL A.H.P.</b>	<b>60,197.64</b>	<b>63,923.90</b>	<b>-3,726.26</b>	<b>589,672.39</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	14,473.30	12,450.19	2,023.11	142,963.60
<b>TOTAL HCV</b>	<b>14,473.30</b>	<b>12,450.19</b>	<b>2,023.11</b>	<b>142,963.60</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT 2021	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2020	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2019	4,200.00	0.00	4,200.00	49,250.00
<b>TOTAL GRANTS</b>	<b>4,200.00</b>	<b>0.00</b>	<b>4,200.00</b>	<b>49,250.00</b>
<hr/>				
<b>TOTAL CLAIMS FOR MONTH</b>	<b>289,395.03</b>	<b>355,008.70</b>	<b>-65,613.67</b>	<b>3,395,917.61</b>

## RESOLUTION 2021-03

02/23/2021

Board of Commissioners

Derek Antoine, Executive Director

**RE: Revision to the Knox County Housing Authority Annual Operating Budget FYE 03/31/2022**

### **Article I. Background**

At the February 2021 regular meeting of the Knox County Housing Authority Board of Commissioners, an operating forecast was presented for fiscal year end 03/31/2021. After discussion amongst the Commissioners in attendance, the budget was approved by a unanimous vote.

After careful analysis of processes in the Public Housing program, it has been deemed necessary to the overall efficiency and sustainable operations of the program to create the position of Public Housing Facilities Manager. This position shall plan and coordinates the agency's maintenance programs and maintenance plans, work in conjunction with the Capital Fund program towards the long-term viability of our buildings and systems, and oversee the day-to-day maintenance of facilities, grounds, and equipment of the Public Housing program and properties. This shift in operational process is being made to serve three primary purposes: more effective planning and utilization of agency maintenance resources, remove the maintenance burden from property managers who lack maintenance knowledge and skills (thus allowing them to focus primarily on the occupancy and the "big picture" for the assigned properties), and to deliver more effectively deliver on our mission to provide decent, safe, and sanitary housing in good repair.

In adding this position which shall have multi-site responsibility, the PH Facilities Manager will be paid from the Central Office Cost Center (COCC). To account for the increase in expense at the COCC, the agency intends to centralize maintenance under the COCC and bill the amps on a fee-for-service basis. The fee charged to the AMPs will comply with all state and federal requirements for reasonable and allowable fees based on prevailing wage requirements. This fee will cover all maintenance related work performed at the AMPs as well as the administrative expense of the PH Facilities Manager position.

As such, the Knox County Housing Authority Operating Budget has been revised and is presented for approval with the following changes:

- COCC budgeted income increase from \$731,248 to \$1,446,208
- COCC budgeted expense increase from \$627,300 to \$1,438,704
- AMP 1 Moon Towers budgeted expense increase from \$848,981 to \$876,601
- AMP 2 Scattered Family Sites budgeted expense increase from \$1,092,418 to \$1,126,665
- AMP 3 Bluebell Tower budgeted expense increase from \$257,636 to \$268,040
- Total Low Rent Program projected net revenue decrease from \$82,169 to \$14,189

### **Article II. Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners resolve to approve the revision to the agency operating budget for fiscal year-ending 03/31/2022 as presented.







## RESOLUTION 2021-03

03/30/2021

Board of Commissioners

Derek Antoine, Executive Director

**Revision to the Knox County Housing Authority Annual Operating Budget FYE 03/31/2022**

**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 03/31/2022 is hereby approved and adopted.
3. The Operational Budget for FYE 03/31/2022 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 04/01/2021.

**RESOLVED: March 30, 2021**

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

\_\_\_\_\_  
Jared Hawkinson, Vice-Chairperson

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

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

\_\_\_\_\_  
Sara Robison, Commissioner

\_\_\_\_\_  
Joseph Riley, Commissioner

\_\_\_\_\_  
LaToya Carson, Resident Commissioner

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





## RESOLUTION 2021-04

03/26/2021

Board of Commissioners

Derek Antoine, Executive Director

**RE: Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2022**

### 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 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 04/01/2021 and ending 03/31/2022.

# KCHA Vendor List FYE 03/31/2022

Category	FYE 2021	FYE 2022	Contract Year
<b>Service/Maintenance</b>			
Plumbing/Heating	AMP Mechanical Services		1st
Electrical	AMP Electrical Services		1st
Asbestos Abatement	Iowa Illinois Taylor Insulation	Iowa Illinois Taylor Insulation	1st
Fire Protection	Getz Fire Equipment		1st
Trash Removal	Waste Management	Waste Management	1st
Pest Control	Four Seasons Pest Control	Four Seasons Pest Control	3rd
Lawn Service	Liqui-Green Lawn Care	Liqui-Green Lawn Care	1st
Flooring Installation	Union Flooring Services	Union Flooring Services	2nd
<b>Parts/Supplies</b>			
Appliances	Barton Carroll's	GE Appliances	1st
	GE Appliances	1 Stop Electronics Center, Inc.	1st
Appliance Parts	PDQ	PDQ	1st
	Partscription	PartScripton	1st
		Dey Distributing	1st
General Maint. Supplies/ Paint/Hardware	HD Supply Sherwin Williams	HD Supply Sherwin-Williams	U.S. Communities State of IL Joint Purchasing
<b>Janitorial Supplies</b>			
Janitorial Supplies	Office Specialists, Inc.	Office Specialists, Inc.	2nd
	Wilson Paper Company	Wilson Paper Company	2nd
<b>Administrative</b>			
IT Service	Office Specialists, Inc.	Office Specialists, Inc.	1st
Office Supplies	Staples Advantage	Staples Advantage	
Security Camera Service	Thompson Electronics	Thompson Electronics	3rd
Shredding Services	AAA Certified Confidential	AAA Certified Confidential	3rd
Printing Services	Allegra		1st



## RESOLUTION 2021-04

03/26/2021

Board of Commissioners

Derek Antoine, Executive Director

### Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2022

**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 03/31/2022 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 04/01/2021.

**RESOLVED: March 30, 2021**

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

\_\_\_\_\_  
Jared Hawkinson, Vice-Chairperson

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

\_\_\_\_\_  
Paul H. Stewart, Commissioner

\_\_\_\_\_  
Sara Robison, Commissioner

\_\_\_\_\_  
Joseph Riley, Commissioner

\_\_\_\_\_  
LaToya Carson, Resident Commissioner

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



# BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

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

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

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

**DATE:** 03/25/2021

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 03/30/2021

**SUBJECT:** AMP Electrical and Mechanical Proposal—Bluebell Tower

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### Executive Summary

Bluebell Tower was constructed in 1983 and consists of 51 units. The building is well-maintained; however, it is anticipated that from time-to-time items will arise that need to be addressed as the building ages.

Over the course of last year, the generator at Bluebell Tower started having issues. Upon investigation, it was found that the block heater while powered is not working as it should. More recently, it has started leaking oil and is not starting up as it should during the monthly tests. The generator is original to the building and functions as a standby generator meaning that it operates only during a power outage and then provides auxiliary power for lighting at the exits, hallways and stairwells.

Typically, standby generators have a lifespan of 20-40 years, depending on how often they run and how well they are maintained. The agency has been fortunate to have the current generator in place for 38 years. However, the recommendation is to replace the generator with a new unit so that proper operation can be ensured.

AMP Electrical and Mechanical Services was selected as the procured contractor for Plumbing and HVAC Services at the March 2018 Board meeting. The attached proposal shows the cost to furnish labor and material to install the new generator.

### Fiscal Impact

This project will be paid from Bluebell Tower Operating Fund.

### Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the proposal from AMP Electrical and Mechanical Services to replace the Bluebell Tower generator in an amount not to exceed \$17,840.00.



3075 Grand Ave., Galesburg, IL 61401  
Phone: (309) 343-3532 Fax: (309) 343-3538

March 22, 2021

KCHA  
Attn: Cheryl

Re: Bluebell Generator

**PROPOSAL**

We offer our proposal to furnish the necessary labor and material to complete the items listed below.

**SCOPE OF WORK**

- Provide new 25KW 3-phase 120/208 Generac Generator.
- Provide new generator auto transfer switch to replace existing.
- Provide gas piping & complete wiring for new generator.

**Base Bid..... \$17,840.00**

**CLARIFICATIONS**

1. All work shall be done in accordance with State and Local Code requirements.
2. All work shall be performed during normal business hours M-F 7AM-330PM.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Thank you for the opportunity to quote your project. Please call with any questions.

Sincerely,

*Gavin Phillips*

AMP Electrical Services

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

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

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

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

**DATE:** 03/26/2021

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 03/30/2020

**SUBJECT:** Contract Extensions

---

### Executive Summary

Two Quotations for Small Purchase (QSP) were issued on 02/12/2021 to solicit quotes for Plumbing/HVAC Services and Electrical Services and Maintenance with a deadline to submit pricing of 03/12/2021. Additionally, a Request for Proposal (RFP) was issued for Fire Protection Services on 02/22/2021 with a deadline to submit proposals of 03/25/2021. Both are for the period 04/01/2021 through 03/31/2022. However, the agency will not award contracts as a result of these solicitations. Upon review of our solicitation documents, it was determined that the solicitations did not sufficiently address the needs of the agency.

The specifications have been revised for On-Call Plumbing/Sewer & Drain Services and On-Call HVAC Services, and they have been issued separately for bid. Additionally, On-Call Electrical Services is now out for quote. These new solicitations were issued on 03/26/2021 and will be due on 04/22/2021.

The proposal responses for the Fire Protection Services solicitation were incomplete. Thus, the agency has determined the best course of action is to reissue the RFP. The RFP will be issued on 03/29/2021 and will be due on 04/22/2021.

AMP Mechanical Services, Inc. and Getz Fire Equipment Company were the procured vendor for these services for the period 04/01/2020 to 03/31/2021. This was their third year of the contract award. The contracts were initially executed for the period of one year and, at the Agency's discretion, were 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 awards would be approved at the April board meeting and would each be for an initial 11-month period so that the contracts would coincide with all other services and supply contracts.

**Fiscal Impact**

The services provided under the contracts 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 that the Board of Commissioners of the Knox County Housing Authority approve a one-month contract extension to 04/30/2020 to AMP Mechanical Services, Inc. for Plumbing/HVAC Services and Electrical Services and Maintenance and to Getz Fire Equipment for Fire Protection Services.

## **RESOLUTION 2021-05**

3/30/2021

Board of Commissioners

Derek Antoine, Executive Director

**RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2021**

### **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, at this point, 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 \$9,655.18 effective for the period ending March 31, 2021.



## RESOLUTION 2021-05

3/30/2021

Board of Commissioners

Derek Antoine, Executive Director

**RE: Approval of Bad Debt Charge-Offs for the period ending March 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 Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$9,655.18 for the period ending March 31, 2021.
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 30, 2021.

**RESOLVED: March 30, 2021**

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

\_\_\_\_\_  
Jared Hawkinson, Vice-Chairperson

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

\_\_\_\_\_  
Paul H. Stewart, Commissioner

\_\_\_\_\_  
Sara Robison, Commissioner

\_\_\_\_\_  
Joseph Riley, Commissioner

\_\_\_\_\_  
LaToya Carson, Resident Commissioner

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

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2021

<b>Moon Towers' 4th Qtr FYE 2021 Bad Debt Write-Offs</b>				
First Name	Last Name	Debt Identifier	Debt Owed	Notes
Shawn	Tappeiner	MT-007-6	\$ 2,171.00	
Janet	Soper	MT-033-11	\$ 138.40	
Heather	Wimsatt	MT-078-05	\$ 191.75	split with Shinn
James	Shinn	MT-078-05	\$ 191.75	Split with Wimsatt

*Moon Towers' 4th Qtr Bad Debt Write-Off Total* \$2,692.90

<b>Family's 4th Qtr Bad FYE 2021 Debt Write-Offs</b>				
First Name	Last Name	Debt Identifier	Debt Owed	Notes
Wright	Chalece	FAM215-11	\$199.50	
Cooper	Jacquelyne	FAM219-17	\$957.43	
Mitchell	David	FAM248-8	\$328.00	
Mahan	Shenelle	FAM286-23	\$3,368.50	
Riley	Kyonna	FAM342-9	\$100.00	
Cribbs	Lavetta	FAM370-21	1190.85	

*Family's 4th Qtr Bad Debt Write-Off Total* \$6,144.28

<b>Bluebell's 4th Qtr FYE 2021 Bad Debt Write-Offs</b>				
First Name	Last Name	Debt Identifier	Debt Owed	Notes
Mary	Wagher	BB-405-9	\$267.00	

*AHP 4th Qtr Bad Debt Write-Off Total* \$267.00

<b>Housing Choice Voucher's 4th Qtr FYE 2021 Bad Debt Write-Offs</b>				
First Name	Last Name	Debt Identifier	Debt Owed	Notes

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

<b>AHP 4th Qtr FYE 2021 Bad Debt Write-Offs</b>				
First Name	Last Name	Debt Identifier	Debt Owed	Notes
Stephen	Tuthill	BRE G3-2	\$275.50	split with Cannady
Sarra	Cannady	BRE G3-2	\$275.50	split with Tuthill

*AHP 4th Qtr Bad Debt Write-Off Total* \$551.00

<b>Total 4th Qtr 2021 Bad Debt Write-Offs</b>	<b>\$9,655.18</b>
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# EXECUTIVE DIRECTOR REPORT

FEBRUARY 2021

REGULAR MEETING  
KCHA BOARD OF COMMISSIONERS

Tuesday, March 30, 2021

Zoom Virtual Conference

255 W. Tompkins St.

Galesburg, IL 61401

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



<https://www.facebook.com/TheKnoxCountyHousingAuthority>



# EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

### COMMISSIONER COMPLIANCE REPORT

#### Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2021:

Date	Commissioner	Training Description	Location	Hours
1/4/2021	Sara Robison	Illinois Open Meetings Act	Web	2.0
				0.0
				0.0
				0.0
				0.0
<b>Total Hours:</b>				<b>2.0</b>

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2021:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
May-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jun-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jul-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Aug-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Sep-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Oct-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Nov-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Dec-20	1	2.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jan-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Feb-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Mar-21	0	0.0	\$ -	#DIV/0!			
FYE 2020	1	2.0	\$ -	\$ -	\$ 9,166.66	0.00%	\$ (9,166.66)

# EXECUTIVE SUMMARY

## Commissioner Governance/Compliance

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

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

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

CY 2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	%
Payton, Lomac ( C )		1											50.0%
Hawkinson, Jared (VC)	1	1											100.0%
Allen, Wayne	1	1											100.0%
Stewart, Paul H.	1	1											100.0%
Robison, Sara	1	1											100.0%
Riley, Joseph	1	1											100.0%
Carson, LaToya	1	1											100.0%
Antoine, Derek (ED)	1	1											100.0%

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

Board Governance Survey Status	REQ	KCHA	RESULT
Does the Board have the required number of members?	7	7	Meets Requirement
Does the Board include a participant of KCHA programs?	YES	YES	Meets Requirement
Number of Board meetings:	2	2	Meets requirement
Average meeting attendance:	80.0	93.8%	Meets Requirement
Methods of disseminating information about Board meetings and minutes.	YES	YES	Meets requirement
Role of Board in evaluating Executive Director performance and compensation	YES	YES	Meets requirement
Role of Board in reviewing financial statements/PHA's financial health.	YES	YES	Meets Requirement
Timeliness of budget adoption by Board.	3/31	3/30	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

# EXECUTIVE SUMMARY

## FINANCIAL SUMMARY

### Administration

- Central Office Cost Center (COCC)
  - Positive revenue for reporting period
  - Negative revenue for FYE
  - Adequate cash reserve position

### Public Housing Program

- Moon Towers
  - Positive revenue for reporting period
  - Positive revenue for FYE
  - Adequate cash reserve position
- Family Sites
  - Positive revenue for reporting period
  - Positive revenue for FYE
  - Adequate cash reserve position
- Bluebell Tower
  - Negative revenue for reporting period
  - Positive revenue for FYE
  - Adequate cash reserve position

### Housing Choice Voucher Program

- HAP utilization for CYE 2021 is at 101.38%. Utilization is the indicator of an agency's efficiency in spending allocated HAP dollars, thus a measure of how effective an agency is at housing the maximum number of families possible. The goal is 98.0% utilization of allocated HAP (housing assistance payments) plus any agency NRP (net-restricted position).
- HAP reserves, also known as Restricted net position (NRP) continue to be spent down, which is a positive outcome. Our HAP expenses exceed our HAP income, with the deficit being pulled from the NRP account. NRP grows when agencies do not spend the entirety of their HAP disbursements. While having a minimal NRP balance is considered normal, having too much indicates the agency is not leasing vouchers appropriately. At our current pace, NRP will be fully exhausted by March 2021. Once that occurs, any overspending of HAP disbursements will be funded from the HUD-Held Reserve (HHR) account. HHR is a HUD-held account, which is sourced from undisbursed HAP. Each agency has a budget authority, which is basically formula HAP. HAP is then disbursed to the agency based on previous year's spending. The difference between the two is either added to or subtracted from the agency's current HHR position. This money is available upon request for HAP

# EXECUTIVE SUMMARY

spending only. The agency anticipates utilization of HHR in the amount of \$60,000 for CYE 2021.

- Admin expenses continue to outpace income. Unrestricted net position (UNP) continues to dwindle at a rate of approximately \$3,000 per month. At the current pace, UNP would be completely exhausted as of February 2022. The agency has added approximately 20 vouchers to the roll, which adds approximately \$1,000 to the admin fee income beginning around Spring or Summer 2021. While this helps, it only serves to slow down the pace at which the UNP reserves will be depleted. It is anticipated a more sustainable model will need to be employed so the program “breaks even” moving forward.

## Affordable Housing Preservation

- Brentwood Manor
  - Negative revenue for reporting period
  - Positive revenue for FYE
  - Adequate cash reserve position
- Prairieland Townhouse Apartments
  - Positive revenue for reporting period
  - Positive revenue for FYE
  - Adequate cash reserve position

# EXECUTIVE SUMMARY

## GRANT STATUS/PERFORMANCE

### 2020 CFP Grant IL01P08550120

- Obligation End Date (OED): 04/15/2022
- Expenditure End Date (EED): 04/15/2024

#### CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ -	0.0%	\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ -	0.0%	\$ -	0.0%
1480 General Capital Activity	\$ 859,834.00	\$ 868,267.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
<b>Total Capital Fund Program</b>	<b>\$ 1,159,834.00</b>	<b>\$ 1,168,267.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>

#### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 Family - Playground	\$ 154,973.00	\$ 154,973.00	\$ -	0.0%	\$ -	0.0%
1480 MT - Roof Replacement	\$ 125,000.00	\$ 125,000.00	\$ -	0.0%	\$ -	0.0%
1480 Family - 2BR Renovation	\$ 90,000.00	\$ 98,433.00	\$ -	0.0%	\$ -	0.0%
1480 BB - 504 Phase 3	\$ 439,861.00	\$ 439,861.00	\$ -	0.0%	\$ -	0.0%
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 859,834.00</b>	<b>\$ 868,267.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>

Due to the COVID-19 pandemic, agency capital fund operations have been limited to planning for the 2020 CFP grant. Budgeted activities include operational transfers, playground renovation at the family sites, roof replacement at Moon Towers, and finishing 504-Phase 3 renovations at Bluebell Tower.

CFP Grant IL01P08550120 must be 90% obligated (contracts for work signed) by 04/15/2022 and must be fully expended by 04/15/2024.

# EXECUTIVE SUMMARY

## 2019 CFP Grant IL01P08550119

- Obligation End Date (OED): 04/15/2021
- Expenditure End Date (EED): 04/15/2023

### CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1408 Mgmnt Improvement	\$ 49,932.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 783,874.00	\$ 783,874.00	\$ 93,235.00	11.9%	\$ 57,985.00	7.4%
<b>Total Capital Fund Program</b>	<b>\$ 1,133,806.00</b>	<b>\$ 1,083,874.00</b>	<b>\$ 393,235.00</b>	<b>36.3%</b>	<b>\$ 357,985.00</b>	<b>33.0%</b>

### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 93,235.00	\$ 93,235.00	\$ 93,235.00	100.0%	\$ 57,985.00	62.2%
1480 504 Phase 3 - AMP 1	\$ 80,000.00	\$ 80,000.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3 - AMP 2	\$ 420,000.00	\$ 420,000.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3 - AMP 3	\$ 190,639.00	\$ 190,639.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Total Capital Fund Program</b>	<b>\$ 783,874.00</b>	<b>\$ 783,874.00</b>	<b>\$ 93,235.00</b>	<b>11.9%</b>	<b>\$ 57,985.00</b>	<b>7.4%</b>

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

Soft costs for Phase III of the 504 Modernization project will be applied to the 2019 grant for the month of December 2020. Preliminary design work has begun for the 2BR renovations at the scattered Family Sites.

A solicitation for Phase 3 construction was issued on January 14, 2021. Bid submissions were received February 9, with Hein Construction having been selected and approved at the February 23 meeting. Contracts were signed for this work in March, thus obligating the remaining 2019 CFP grant and a portion of the 2020 CFP grant. Those obligations will be reflected in the March 2021 ED Report.

CFP Grant IL01P08550118 must be 90% obligated (contracts for work signed) by 04/15/2021 and must be fully expended by 04/15/2023.

# EXECUTIVE SUMMARY

## POLICY/OPERATIONS

### COVID-19 Operations/Update

The Centers for Disease Control (CDC) has issued an extension to the moratorium on evictions through June 30, 2021. The previous moratorium was set to expire on March 31, 2021. The State of Illinois' eviction moratorium, set to expire March 6, was extended until April 9 through Executive Order 2021-05. It is anticipated the order will again be extended, in accordance with federal and CDC guidelines and recommendations, as the 4/9 expiration approaches. If the Illinois moratorium is allowed to expire, the KCHA would still be bound by the federal eviction ban.

The agency continues to conduct business under an amended protocol, designed to help prevent and slow the spread of COVID-19. This protocol includes the following operational safeguards:

- All offices are closed to the general public, unless the business is deemed necessary to continued operations
- All community spaces are closed
- Most essential housing operations are being conducted electronically
- Face masks must be worn by agency personnel at all times a safe social distance (at least six feet) cannot be maintained
- Agency staff are permitted to work remotely, given their job responsibilities allow for it
- All public spaces are sanitized regularly
- In-home inspections have been suspended until safe to resume
- Maintenance operations include only emergency work orders, unit turns, and preventive maintenance
- Personal protective equipment (PPE) is worn at all times while in occupied units, regardless of the presence of the tenant. PPE includes face coverings, masks, and gloves

## LEGISLATIVE/ADVOCACY

No report this period.

## PUBLIC RELATIONS

No report this period.

## STRATEGIC PLANNING

No report this period.



# PUBLIC HOUSING PROGRAM

## PUBLIC HOUSING PROGRAM

### OCCUPANCY

OCCUPANCY UNIT DAYS	CURRENT PERIOD				YEAR-TO-DATE			
	UDA	UDL	OCC %	VAC %	UDA	UDL	OCC %	VAC %
Moon Towers	4,956	4,937	99.62%	0.38%	59,118	58,692	99.28%	0.72%
Family Sites	5,320	5,171	97.20%	2.80%	63,460	62,288	98.15%	1.85%
Bluebell Tower	1,428	1,382	96.78%	3.22%	17,034	16,738	98.26%	1.74%
<b>TOTAL PUBLIC HOUSING</b>	<b>11,704</b>	<b>11,490</b>	<b>98.17%</b>	<b>1.83%</b>	<b>139,612</b>	<b>137,718</b>	<b>98.64%</b>	<b>1.36%</b>

OCCUPANCY UNIT MONTHS	CURRENT PERIOD				YEAR-TO-DATE			
	UMA	UML	OCC %	VAC %	UMA	UML	OCC %	VAC %
Moon Towers	177	177	100.00%	0.00%	1,947	1,947	100.00%	0.00%
Family Sites	196	194	98.98%	1.02%	2,156	2,154	99.91%	0.09%
Bluebell Tower	51	51	100.00%	0.00%	561	561	100.00%	0.00%
<b>TOTAL PUBLIC HOUSING</b>	<b>424</b>	<b>422</b>	<b>99.53%</b>	<b>0.47%</b>	<b>4,664</b>	<b>4,662</b>	<b>99.96%</b>	<b>0.04%</b>

OCCUPANCY UNIT TURNAROUND	CP	CURRENT PERIOD				YEAR-TO-DATE			
	YTD	DOWN	MAINT.	LEASING	TOTAL	DOWN	MAINT.	LEASING	TOTAL
Moon Towers	3	0	12	16	28	14	381	103	426
Average Days	39	0.00	4.00	5.33	9.33	0.36	9.77	2.64	10.92
Family Sites	5	14	60	15	89	311	774	299	1384
Average Days	40	2.80	12.00	3.00	17.80	7.78	19.35	7.48	34.60
Bluebell Tower	5	0	59	32	91	4	279	59	342
Average Days	14	0.00	11.80	6.40	18.20	0.29	19.93	4.21	24.43
<b>TOTAL PUBLIC HOUSING</b>	<b>13</b>	<b>14</b>	<b>131</b>	<b>63</b>	<b>208</b>	<b>329</b>	<b>1434</b>	<b>461</b>	<b>2152</b>
Average Days	93	1.08	10.08	4.85	16.00	3.54	15.42	4.96	23.14

Occupancy numbers remain strong for FYE 2020. Unit turnaround time averages are clearly affected by the agency shutdown in March, April, and May. As we move through the rest of FYE 2021, the average turn times should get closer to expected levels (12 – 14 days).

# PUBLIC HOUSING PROGRAM

## FINANCIAL ANALYSIS

FINANCIAL INCOME/EXPENSE	CURRENT PERIOD			YEAR-TO-DATE		
	ACTUAL	BUDGET	%	ACTUAL	BUDGET	%
<b>Moon Towers</b>						
Income	\$ 71,981.14	\$ 65,790.60	109.4%	\$ 821,469.61	\$ 723,696.60	113.5%
Expense	\$ 70,169.68	\$ 62,708.71	111.9%	\$ 769,459.32	\$ 689,795.81	111.5%
Revenue/(LOSS)	\$ 1,811.46	\$ 3,081.89	58.8%	\$ 52,010.29	\$ 33,900.79	153.4%
<b>Family Sites</b>						
Income	\$ 98,980.53	\$ 76,000.16	130.2%	\$ 1,114,450.08	\$ 836,001.76	133.3%
Expense	\$ 71,608.98	\$ 82,056.82	87.3%	\$ 964,912.54	\$ 902,625.02	106.9%
Revenue/(LOSS)	\$ 27,371.55	\$ (6,056.66)	451.9%	\$ 149,537.54	\$ (66,623.26)	224.5%
<b>Bluebell Tower</b>						
Income	\$ 20,781.72	\$ 20,418.93	101.8%	\$ 226,642.13	\$ 224,608.12	100.9%
Expense	\$ 21,275.81	\$ 21,354.57	99.6%	\$ 221,299.68	\$ 234,900.27	94.2%
Revenue/(LOSS)	\$ (494.09)	\$ (935.64)	52.8%	\$ 5,342.45	\$ (10,292.15)	-51.9%
<b>TOTAL PUBLIC HOUSING</b>						
Income	\$ 191,743.39	\$ 162,209.69	118.2%	\$ 2,162,561.82	\$ 1,784,306.48	121.2%
Expense	\$ 163,054.47	\$ 166,120.10	98.2%	\$ 1,955,671.54	\$ 1,827,321.10	107.0%
Revenue/(LOSS)	\$ 28,688.92	\$ (3,910.41)	-733.7%	\$ 206,890.28	\$ (43,014.62)	-481.0%

FINANCIAL POSITION	YEAR-TO-DATE					
	CASH POSITION	MIN. RESERVE	MENAR	RENT CO.	A/R	TAR
Moon Towers	\$ 553,181.00	\$ 279,803.39	7.91	98.33%	\$ 16,066.57	4.76%
Family Sites	\$ 494,300.56	\$ 350,877.29	5.64	128.62%	\$ 39,088.99	27.47%
Bluebell Tower	\$ 176,848.10	\$ 81,449.20	8.69	98.23%	\$ 4,803.88	3.45%

# PUBLIC HOUSING PROGRAM

## MAINTENANCE REPORT

MAINTENANCE ROUTINE WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	COM	% COM	DAYS	AVG.	REQ	COM	%	DAYS	AVG.
Moon Towers	9	9	100.0%	25	2.78	98	92	93.9%	122	1.33
Family Sites	57	57	100.0%	57	1.00	589	589	100.0%	589	1.00
Bluebell Tower	3	3	100.0%	6	2.00	86	85	98.8%	40	0.47
<b>TOTAL PUBLIC HOUSING</b>	<b>69</b>	<b>69</b>	<b>100.0%</b>	<b>88</b>	<b>1.28</b>	<b>773</b>	<b>766</b>	<b>99.1%</b>	<b>751</b>	<b>0.98</b>

MAINTENANCE EMERGENCY WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	< 24	% < 24	< 72	% < 72	REQ	< 24	% < 24	< 72	% < 72
Moon Towers	25	25	100.00%	25	100.00%	164	164	100.00%	164	100.00%
Family Sites	12	12	100.00%	12	100.00%	112	112	100.00%	111	99.11%
Bluebell Tower	6	6	100.00%	6	100.00%	48	48	100.00%	48	100.00%
<b>TOTAL PUBLIC HOUSING</b>	<b>43</b>	<b>43</b>	<b>100.00%</b>	<b>43</b>	<b>100.00%</b>	<b>324</b>	<b>324</b>	<b>100.00%</b>	<b>323</b>	<b>99.69%</b>

MAINTENANCE ANNUAL INSPECTIONS	YEAR-TO-DATE									
	SITE	EXT	SYST	COM	UNIT	TOTAL	% DONE	% REM	W.O.	RESOLVE
Moon Towers	11	9	27	99	0	146	9.23%	90.77%	0	100.0%
Family Sites	0	0	0	0	0	0	0.0%	100.00%	0	100.0%
Bluebell Tower	10	8	12	26	0	56	21.5%	78.50%	0	100.0%
<b>TOTAL PUBLIC HOUSING</b>	<b>21</b>	<b>17</b>	<b>39</b>	<b>125</b>	<b>0</b>	<b>202</b>	<b>10.24%</b>	<b>89.76%</b>	<b>0</b>	<b>100.0%</b>

MAINTENANCE COSTS	YEAR-TO-DATE								
	COST - UNIT		BILLED - UNIT		%	COST - TOTAL		PUM	
Moon Towers	\$	45,103.55	\$	3,343.25	7.4%	\$	295,887.49	\$	151.97
Family Sites	\$	90,041.63	\$	13,913.45	15.5%	\$	522,804.35	\$	242.49
Bluebell Tower	\$	15,998.45	\$	624.50	3.9%	\$	88,704.53	\$	158.12
<b>TOTAL PUBLIC HOUSING</b>	<b>\$</b>	<b>151,143.63</b>	<b>\$</b>	<b>17,881.20</b>	<b>11.8%</b>	<b>\$</b>	<b>907,396.37</b>	<b>\$</b>	<b>194.55</b>

# PUBLIC HOUSING PROGRAM

## MANAGEMENT OPERATIONS

MANAGEMENT PRACTICES	YEAR-TO-DATE				
	APP & MARKET	PIC %	EIV %	FILE REVIEWS	FR ISSUES %
Moon Towers	94.3%	100.0%	23.3%	0.0%	0.0%
Family Sites	80.00%	100.00%	11.4%	30.6%	95.0%
Bluebell Tower	95.7%	100.0%	13.6%	7.8%	100.0%

MANAGEMENT PEST CONTROL	CURRENT									
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	# TRT	% TRT
Moon Towers	14	13	0	0	0	27	177	15.25%	27	100.00%
Family Sites	0	9	0	0	0	9	196	4.59%	9	100.00%
Bluebell Tower	2	0	0	0	0	2	51	3.92%	2	100.00%
<b>TOTAL PUBLIC HOUSING</b>	16	22	0	0	0	38	424	8.96%	38	100.00%

MANAGEMENT PEST CONTROL	YEAR-TO-DATE							
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF
Moon Towers	39	36	0	0	0	75	177	42.37%
Family Sites	3	37	0	0	0	40	196	20.41%
Bluebell Tower	4	1	0	0	0	5	51	9.80%
<b>TOTAL PUBLIC HOUSING</b>	46	74	0	0	0	120	424	28.30%

# PUBLIC HOUSING PROGRAM

## CRIME REPORTING

SAFETY/SECURITY REPORTED CRIMES	VIOLENT CRIMES			THEFT			OTHER CRIMES		
	ASS/BAT	MUR	SEX	BURG	ROB	THEFT	DRUG	PROP	OTHER
Moon Towers	1	0	0	0	0	7	2	0	109
Family Sites	63	0	0	6	0	8	2	4	293
Bluebell Tower	0	0	0	0	0	0	0	0	1
<b>TOTAL PUBLIC HOUSING</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>15</b>	<b>4</b>	<b>4</b>	<b>403</b>

SAFETY/SECURITY CRIME RATES	VIOLENT CRIMES			THEFT CRIMES			DRUG CRIMES		
	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO
Moon Towers	515.5	413.6	441.8	3608.2	4176.0	1481.3	1030.9	829.3	829.3
Family Sites	10277.3	413.6	441.8	2283.8	4176.0	1481.3	326.3	829.3	829.3
Bluebell Tower	0.0	413.6	441.8	0.0	4176.0	1481.3	0.0	829.3	829.3
<b>TOTAL PUBLIC HOUSING</b>	<b>7441.9</b>	<b>413.6</b>	<b>441.8</b>	<b>2441.9</b>	<b>4176.0</b>	<b>1481.3</b>	<b>465.1</b>	<b>829.3</b>	<b>829.3</b>

## PHAS ASSESSMENT

PHAS ASSESSMENT	YEAR-TO-DATE							DESIGNATION
	P - 100	P - 40	MASS	FASS	CFP	OVERALL		
Moon Towers	97.38	38.95	21.00	25.00	10.00	94.95	<b>HIGH PERFORMER</b>	
Family Sites	95.00	38.00	21.00	25.00	10.00	94.00	<b>HIGH PERFORMER</b>	
Bluebell Tower	99.80	39.92	21.00	25.00	10.00	95.92	<b>HIGH PERFORMER</b>	
<b>TOTAL PUBLIC HOUSING</b>	<b>96.57</b>	<b>38.63</b>	<b>21.00</b>	<b>25.00</b>	<b>10.00</b>	<b>94.63</b>	<b>HIGH PERFORMER</b>	

This assessment is based on actual operational data for the current fiscal year. The actual PHAS scoring for FYE 03/31/2021 will be carried forward from the agency's last assessment (FYE 03/31/2018).

# HOUSING CHOICE VOUCHER PROGRAM

## HOUSING CHOICE VOUCHER PROGRAM

### APPLICATION/WAIT LIST

WAIT LIST	WL PRIOR	APPLICATIONS				VOU. ISSUED	WL CURRENT	WL AVG
		NEW	DENIED	INACTIVE	PURGED			
JAN	151	16	1	0	0	2	164	164.00
FEB	164	18	28	1	0	1	152	158.00
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTAL		34	29	1	0	3		

### VOUCHER ACTIVITY

VOUCHER ACTIVITY	PRIOR SEARCH	VOUCHER ACTIVITY						VOUCH. SEARCH
		ISSUED	EXPIRED	REVOKE	ABSORB	FORFEIT	LEASED	
JAN	6	2	2	0	0	0	2	4
FEB	4	19	1	2	1	0	2	17
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTAL		21	3	2	1	0	4	

# HOUSING CHOICE VOUCHER PROGRAM

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

KNOX CO. HAP STATS	KNOX CO. VOUCH	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		KNOX CO.	TOTAL			
JAN	194	\$ 66,765.00	\$ 81,046.45	82.38%	\$ 344.15	\$ 344.15
FEB	194	\$ 67,853.00	\$ 80,073.00	84.74%	\$ 349.76	\$ 346.95
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	388	\$ 134,618.00	\$ 161,119.45	83.55%	\$ 346.95	

## HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – PORTABILITY

PORTABILITY HAP STATS	PORTED VOUCH.	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		PORTED	TOTAL			
JAN	8	\$ 11,968.45	\$ 81,046.45	14.77%	\$ 1,496.06	\$ 1,496.06
FEB	8	\$ 10,278.00	\$ 80,073.00	12.84%	\$ 1,284.75	\$ 1,390.40
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	16	\$ 22,246.45	\$ 161,119.45	13.81%	\$ 1,390.40	

# HOUSING CHOICE VOUCHER PROGRAM

## PROGRAM UTILIZATION

VOUCHER - UTILIZATION				BUDGET AUTHORITY - UTILIZATION				
MON	ACC	UML	%	HAP EXPENSE	BUDG. AUTH.	NRP	BA + NRP	%
JAN	280	203	72.50%	\$ 81,046.45	\$ 77,482.00	\$ 12,367.55	\$ 89,849.55	90.20%
FEB	280	203	72.50%	\$ 161,285.00	\$ 154,964.00	\$ 4,123.55	\$ 159,087.55	101.38%
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								

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

## SEMAP FORECAST

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

Based on current trending, the agency would score as **Standard Performer** for the current SEMAP cycle. However, due to COVID-19, the Knox County Housing Authority will not be assessed for FYE 03/31/2021. Instead, the previous SEMAP certification of **High Performer** will carry forward. It is anticipated the agency will be assessed for FYE 03/31/2022.



# AFFORDABLE HOUSING PRESERVATION (AHP)

## AFFORDABLE HOUSING PRESERVATION (AHP)

### OCCUPANCY

OCCUPANCY UNIT DAYS	CURRENT PERIOD				YEAR-TO-DATE			
	UDA	UDL	OCC %	VAC %	UDA	UDL	OCC %	VAC %
Brentwood Manor	2,016	1,942	96.33%	3.67%	24,048	23,507	97.75%	2.25%
Prairieland Townhouses	1,821	1,792	98.41%	1.59%	21,710	21,387	98.51%	1.49%
<b>TOTAL AHP PROPERTIES</b>	<b>3,837</b>	<b>3,734</b>	<b>97.32%</b>	<b>2.68%</b>	<b>45,758</b>	<b>44,894</b>	<b>98.11%</b>	<b>1.89%</b>

OCCUPANCY UNIT MONTHS	CURRENT PERIOD				YEAR-TO-DATE			
	UMA	UML	OCC %	VAC %	UMA	UML	OCC %	VAC %
Brentwood Manor	72	70	97.22%	2.78%	792	789	100.00%	0.00%
Prairieland Townhouses	65	64	98.46%	1.54%	715	713	100.00%	0.00%
<b>TOTAL AHP PROPERTIES</b>	<b>137</b>	<b>134</b>	<b>97.81%</b>	<b>2.19%</b>	<b>1,507</b>	<b>1,502</b>	<b>99.67%</b>	<b>0.33%</b>

OCCUPANCY UNIT TURNAROUND	CP YTD	CURRENT PERIOD				YEAR-TO-DATE			
		DOWN	MAINT.	LEASING	TOTAL	DOWN	MAINT.	LEASING	TOTAL
Brentwood Manor	2	0	15	0	15	0	91	0	91
Average Days	16	0.00	7.50	0.00	7.50	0.00	5.69	0.00	5.69
Prairieland Townhouses	0	0	0	0	0	0	61	0	61
Average Days	13	0.00	0.00	0.00	0.00	0.00	4.69	0.00	4.69
<b>TOTAL AHP PROPERTIES</b>	<b>2</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>152</b>	<b>0</b>	<b>152</b>
Average Days	29	0.00	7.50	0.00	7.50	0.00	5.24	0.00	5.24

Occupancy numbers remain strong for FYE 2020. Unit turnaround time averages are clearly affected by the agency shutdown in March, April, and May.

# AFFORDABLE HOUSING PRESERVATION (AHP)

## FINANCIAL ANALYSIS

FINANCIAL INCOME/EXPENSE	CURRENT PERIOD			YEAR-TO-DATE		
	ACTUAL	BUDGET	%	ACTUAL	BUDGET	%
<b>Brentwood Manor</b>						
Income	\$ 31,735.91	\$ 33,566.68	94.5%	\$ 360,527.40	\$ 369,233.48	97.6%
Expense	\$ 32,661.95	\$ 33,196.74	98.4%	\$ 299,864.73	\$ 365,164.14	82.1%
Revenue/(LOSS)	\$ (926.04)	\$ 369.94	-250.3%	\$ 60,662.67	\$ 4,069.34	1490.7%
<b>Prairieland Townhouses</b>						
Income	\$ 28,417.00	\$ 28,666.26	99.1%	\$ 314,444.79	\$ 315,328.86	99.7%
Expense	\$ 27,535.69	\$ 27,767.24	99.2%	\$ 289,807.66	\$ 305,439.64	94.9%
Revenue/(LOSS)	\$ 881.31	\$ 899.02	98.0%	\$ 24,637.13	\$ 9,889.22	249.1%
<b>TOTAL AHP PROPERTIES</b>						
Income	\$ 60,152.91	\$ 62,232.94	96.7%	\$ 674,972.19	\$ 684,562.34	98.6%
Expense	\$ 60,197.64	\$ 60,963.98	98.7%	\$ 589,672.39	\$ 670,603.78	87.9%
Revenue/(LOSS)	\$ (44.73)	\$ 1,268.96	-3.5%	\$ 85,299.80	\$ 13,958.56	611.1%

FINANCIAL POSITION	YEAR-TO-DATE					
	CASH POSITION	MIN. RESERVE	MENAR	RENT CO.	A/R	TAR
Brentwood Manor	\$ 113,540.41	\$ 109,041.72	4.17	99.55%	\$ 5,115.01	1.15%
Prairieland Townhouses	\$ 119,875.99	\$ 105,384.60	4.55	99.78%	\$ 6,703.33	1.76%

# AFFORDABLE HOUSING PRESERVATION (AHP)

## MAINTENANCE REPORT

MAINTENANCE ROUTINE WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	COM	% COM	DAYS	AVG.	REQ	COM	%	DAYS	AVG.
Brentwood Manor	6	3	50.0%	14	4.67	130	127	97.7%	127	1.00
Prairieland Townhouses	17	17	100.0%	14	0.82	220	220	100.0%	251	1.14
<b>TOTAL AHP PROPERTIES</b>	<b>23</b>	<b>20</b>	<b>87.0%</b>	<b>5</b>	<b>0.25</b>	<b>350</b>	<b>347</b>	<b>99.1%</b>	<b>378</b>	<b>1.09</b>

MAINTENANCE EMERGENCY WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	< 24	% < 24	< 72	% < 72	REQ	< 24	% < 24	< 72	% < 72
Brentwood Manor	14	14	100.00%	14	100.00%	175	175	100.00%	175	100.00%
Prairieland Townhouses	14	14	100.00%	14	100.00%	87	87	100.00%	87	100.00%
<b>TOTAL AHP PROPERTIES</b>	<b>28</b>	<b>28</b>	<b>100.00%</b>	<b>28</b>	<b>100.00%</b>	<b>262</b>	<b>262</b>	<b>100.00%</b>	<b>262</b>	<b>100.00%</b>

MAINTENANCE ANNUAL INSPECTIONS	YEAR-TO-DATE									
	SITE	EXT	SYST	COM	UNIT	TOTAL	% DONE	% REM	W.O.	RESOLVE
Brentwood Manor	2	12	1	5	18	38	35.42%	64.58%	4	100.0%
Prairieland Townhouses	2	16	1	3	14	36	34.31%	65.69%	15	100.0%
<b>TOTAL AHP PROPERTIES</b>	<b>4</b>	<b>28</b>	<b>2</b>	<b>8</b>	<b>32</b>	<b>0</b>	<b>34.87%</b>	<b>65.14%</b>	<b>19</b>	<b>100.0%</b>

MAINTENANCE COSTS	YEAR-TO-DATE					
	COST - UNIT	BILLED - UNIT	%	COST - TOTAL	PUM	
Brentwood Manor	\$ 4,676.00	\$ 4,676.00	100.0%	\$ 101,868.52	\$ 128.62	
Prairieland Townhouses	\$ 2,592.00	\$ 2,592.00	100.0%	\$ 88,748.37	\$ 122.24	
<b>TOTAL AHP PROPERTIES</b>	<b>\$ 7,268.00</b>	<b>\$ 7,268.00</b>	<b>100.0%</b>	<b>\$ 190,616.89</b>	<b>\$ 125.57</b>	

# AFFORDABLE HOUSING PRESERVATION (AHP)

## MANAGEMENT OPERATIONS

MANAGEMENT PRACTICES	YEAR-TO-DATE				
	APP & MARKET	PIC %	EIV %	FILE REVIEWS	FR ISSUES %
Brentwood Manor	88.6%	0.0%	0.0%	0.0%	0.0%
PrairieLand Townhouses	88.6%	100.0%	20.5%	19.7%	100.0%

MANAGEMENT PEST CONTROL	CURRENT									
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	# TRT	% TRT
Brentwood Manor	0	0	0	0	0	0	72	0.00%	0	100.00%
PrairieLand Townhouses	0	0	0	0	0	0	66	0.00%	0	100.00%
<b>TOTAL AHP PROPERTIES</b>	0	0	0	0	0	0	138	0.00%	0	100.00%

MANAGEMENT PEST CONTROL	YEAR-TO-DATE							
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF
Brentwood Manor	1	9	0	1	0	11	72	15.28%
PrairieLand Townhouses	1	4	0	9	0	14	66	21.21%
<b>TOTAL AHP PROPERTIES</b>	2	13	0	10	0	25	138	18.12%

# AFFORDABLE HOUSING PRESERVATION (AHP)

## CRIME REPORTING

SAFETY/SECURITY REPORTED CRIMES	VIOLENT CRIMES			THEFT			OTHER CRIMES		
	ASS/BAT	MUR	SEX	BURG	ROB	THEFT	DRUG	PROP	OTHER
Brentwood Manor	1	0	0	0	0	1	0	2	36
Prairieland Townhouses	1	0	0	1	0	0	0	0	40
<b>TOTAL AHP PROPERTIES</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>76</b>

SAFETY/SECURITY CRIME RATES	VIOLENT CRIMES			THEFT CRIMES			DRUG CRIMES		
	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO
Brentwood Manor	689.7	413.6	441.8	689.7	4176.0	1481.3	0.0	829.3	829.3
Prairieland Townhouses	729.9	413.6	441.8	729.9	4176.0	1481.3	0.0	829.3	829.3
<b>TOTAL AHP PROPERTIES</b>	<b>709.2</b>	<b>413.6</b>	<b>441.8</b>	<b>709.2</b>	<b>4176.0</b>	<b>1481.3</b>	<b>0.0</b>	<b>829.3</b>	<b>829.3</b>

## OPERATIONS ASSESSMENT

PHAS ASSESSMENT	YEAR-TO-DATE						DESIGNATION
	P - 100	P - 40	MASS	FASS	CFP	OVERALL	
Brentwood Manor	98.00	39.20	25.00	22.23	10.00	96.43	<b>HIGH PERFORMER</b>
Prairieland Townhouses	98.00	39.20	23.00	25.00	10.00	97.20	<b>HIGH PERFORMER</b>
<b>TOTAL AHP PROPERTIES</b>	<b>98.00</b>	<b>39.20</b>	<b>24.04</b>	<b>23.55</b>	<b>10.00</b>	<b>96.80</b>	<b>HIGH PERFORMER</b>

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

# AGENCY VISION

## AGENCY VISION

### WHO WE ARE.

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

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

### WHAT WE DO.

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

### WHO WE SERVE.

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

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





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

A Professional Corporation

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190 S. Kellogg St.  
P.O. Box 308  
Galesburg, Illinois 61402-0308  
Phone (309) 345-2255  
Fax (309) 345-2258

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March 26, 2021

Knox County Housing Authority  
Board of Commissioners

Attorneys Report:

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

Rick Brown (300 N. Jefferson St.)	1 <sup>st</sup> Appr. - 04/20/21
Yolanda Daniel (1083 W. Berrien St.)	CMC - 04/13/21
Kristine Curtis (900 W. Dayton St.)	CMC - 04/13/21
James McDonald (449 Iowa Ave.)	Trial - CD (paid in full)

2. Review monthly board packet.

Jack P. Ball, Esq.

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