

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
2/25/2020
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 01-2020 Financial Reports	Chairperson Payton
<input type="checkbox"/> Lomac Payton	Review/Ratify 01-2020 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Joseph Riley	COCC:	\$ 72,127.80
<input type="checkbox"/> Sara Robison	Moon Towers:	\$ 76,030.36
<input type="checkbox"/> Paula Sanford	Family:	\$ 103,661.54
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 29,618.58
<u>Excused:</u>	HCV:	\$ 89,812.91
	Brentwood:	\$ 73,908.11
	Prairieland:	\$ 29,075.33
<u>Others Present:</u>	Capital Fund 2018:	\$ 235,220.42
	Capital Fund 2019:	\$ 300,000.00

Old Business	Review/Approve Classification of Funds for Application for Payment 16 FINAL from Hein Construction for 504 Modifications Project – Phase II	Derek Antoine
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New Business	Review/Approve Resolution 2018-02 Revision to KCHA By-Laws	Derek Antoine
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board agenda

Reports

Executive Director's Report – 02-2020

Derek Antoine

KCHA Legal Counsel Report – NO REPORT

Jack Ball

Other Business

REAC Physical Inspection Information – Family Sites

Derek Antoine

Commissioner Training Survey

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
January 28, 2020**

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

PRESENT: Jared Hawkinson
 Joseph Riley
 Sara Robison
 Paula Sanford
 Paul H. Stewart

EXCUSED: Wayne Allen
 Lomac Payton

ABSENT:

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

Vice-Chairperson Hawkinson called the meeting to order at 10:00 a.m.

Vice-Chairperson Hawkinson then asked if there were any additions or corrections to the previous meeting's minutes. Vice-Chairperson Hawkinson then stated that the minutes would stand approved as received.

Vice-Chairperson Hawkinson then requested the Board review and ratify the December 2019 financial reports. After brief discussion, Commissioner Sanford made a motion to ratify the financial reports for December 2019 as presented; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

December 2019 claims against the HA Administration in the sum of \$375,008.69; Central Office Cost Center in the sum of \$44,677.35; Moon Towers in the sum of \$59,216.31; Family in the sum of \$85,125.29; Bluebell in the sum of \$17,616.69; Housing Choice Voucher Program in the sum of \$85,617.32; Brentwood (A.H.P.) in the sum of \$57,174.18; Prairieland (A.H.P.) in the sum of \$25,581.55; Capital Fund '18 in the sum of \$0.00; and Capital Fund '19 in the sum of \$0.00 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills for December 2019; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Application for Payment 16 FINAL from Hein Construction for 504 Modification Project - Phase 2 at Family Sites. Mr. Antoine and Ms. Lefler reported that the project is complete pending a door installation scheduled to take place on 01/28/2020. Alliance Architecture has reviewed and signed approval for Pay Request 16. Per the information presented in the board memo, upon approval of this final payment, the payment will be withheld until the door is installed and all closeout documents are received and reviewed by Alliance Architects. After brief discussion, Commissioner Stewart made a motion to approve Application for Payment 16 FINAL from Hein Construction for 504 Modification Project - Phase 2 at Family Sites in the amount of \$101,880.67; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Application for Payment 3 FINAL from Hein Construction for Siding Replacement - Brentwood Manor. Mr. Antoine reported that this project was completed on 12/27/2019. Agency staff has reviewed and signed approval for Pay Request 3. After brief discussion, Commissioner Sanford made a motion to approve Application for Payment 2 from Hein Construction for Siding Replacement - Brentwood Manor in the amount of \$8,000.00; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Resolution 2020-01 for Bad Debt Charge-Off for Period Ending 12/31/19. Commissioner Stewart asked about the tenant from AHP with the \$6,737.00 balance and for the information to be brought to the next meeting. After brief discussion, Commissioner Sanford made a motion to approve Resolution 2020-01 for Bad Debt Charge-Off for Period Ending 12/31/19 in the amount of \$18,361.70; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

REPORTS

Mr. Antoine handed out the Executive Director's report at the meeting. Mr. Antoine highlighted three areas of the report including HUD's Quality Assurance Division remote review of the HCV Program, CFP 2019 grant performance and public safety. Mr. Antoine also highlighted upcoming training opportunities—NELROD in March 2020 and PHADA Legislative Conference in September 2020. Also, at this time, Commissioners Sanford and Robison gave a brief report on the PHADA Conference they attended earlier in the month in Phoenix, AZ.

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

OTHER BUSINESS

Mr. Antoine led a discussion on the Executive Director Appraisal Process. Currently, the appraisal is based on the calendar year; however, the last appraisal was conducted in August. After a brief discussion, the consensus was to conduct the appraisal of the Executive Director annually in June with any corresponding salary adjustments to be effective July 1 each year retroactive to the beginning of the fiscal year beginning April 1. Mr. Antoine will make revisions to the agency bylaws adding this specific timeline and said bylaws at the next meeting.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 10:57 a.m.; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye

Commissioner Riley - aye

Commissioner Robison - aye

Commissioner Sanford - aye

Commissioner Stewart - aye

Motion Carried, 5-0.

Respectfully submitted,

Secretary

COCC

	<u>January-20</u>	<u>Current YTD</u>
Operating Income	\$155,273.79	\$679,464.67
Operating Expenses	\$72,116.74	\$474,931.80
Net Revenue Income/(Loss)	\$83,157.05	\$204,532.87

Discussion:

COCC's revenue increased by the following for January. **\$83,157.05**

\$152,260.09 of COCC's income comes from monthly fee revenues: management fees, bookkeeping fees, and asset management fees. \$100,000 of that coming from the 2019 Capital Funds Grant.

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

COCC's Cash, Investments, A/R, & A/P \$1,309,765.62

There were three pay periods in the month of January, along with AAIM, NICH, and Nelrod membership renewals, commissioner training and travel, and new AHRMA insurance rates for calendar year 2020.

MOON TOWERS

	<u>January-20</u>	<u>Current YTD</u>
Operating Income	\$68,716.35	\$725,772.34
Operating Expenses	\$76,030.36	\$644,994.40
Net Revenue Income/(Loss)	(\$7,314.01)	\$80,777.94

Discussion:

Moon's revenue increased by the following for the month: **(\$7,314.01)**

Moon Towers received \$33,065 from HUD for operations. The rest coming from tenant revenue, interest, and income from other Amps.

Operated in the red for the month but still in the black YTD.

Moon Towers' Cash, Investments, A/R, & A/P \$542,806.89

Minimum Reserve Position \$286,664.18

Over/(Under) minimum reserve position \$256,142.71

Three pay periods along with the AHRMA renewal, helped put Moon Towers in the red for the month. Other than that, Moon's expenses were pretty normal for the month.

FAMILY SITES

	<u>January-20</u>	<u>Current YTD</u>
Operating Income	\$217,266.34	\$996,213.88
Operating Expenses	\$103,661.54	\$902,783.25
Net Revenue Income/(Loss)	\$113,604.80	\$93,430.63

Discussion:

Family's revenue increased by the following for the month: **\$113,604.80**

Family received \$63,631 from HUD and \$125,000 from the 2019 Capital Funds Grant for operations. The rest of the revenue coming from tenant revenue, interest income, and other income.

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

Family's Cash, Investments, A/R, & A/P \$436,689.15

Minimum Reserve Position \$401,237.00

Over/(Under) minimum reserve position \$35,452.15

Three pay periods, AHRMA renewal, repairing the hot and cold water line, roof repairs, and reinstalling fence are some of the bigger expenses Family sites endured in the month of January.

BLUEBELL

	<u>January-20</u>	<u>Current YTD</u>
Operating Income	\$95,123.84	\$275,973.18
Operating Expenses	\$29,618.58	\$202,479.67
Net Revenue Income/(Loss)	\$65,505.26	\$73,493.51

Discussion:

Bluebell's revenue increased by the following for the month: **\$65,505.26**

Bluebell received \$4,475 from HUD and \$75,000 from the 2019 Capital Funds Grant for operations with the rest of the revenue coming from tenant revenue and interest income.

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

Bluebell's Cash, Investments, A/R, & A/P \$165,615.78

Minimum Reserve Position \$89,990.96

Over/(Under) minimum reserve position \$75,624.82

Some of Bluebell's larger expenses for January was the removal of asbestos and installation of new flooring in one unit, repairing pipes that were leaking in the wall in two units, along with the three pay periods and the AHRMA renewal.

BRENTWOOD

	<u>January-20</u>	<u>Current YTD</u>
Operating Income	\$33,106.49	\$331,577.54
Operating Expenses	\$73,908.11	\$334,890.81
Net Revenue Income/(Loss)	(\$40,801.62)	(\$3,313.27)

Discussion:

Brentwood's revenue January by the following for the month: **(\$40,801.62)**
Brentwood's tenant revenue totaled \$32,287 for the month, and the rest of the revenue comes from interest income and other income.

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

Brentwood's Cash, Investments, A/R, & A/P **\$96,578.80**

Brentwood's major expenses for the month were the three pay periods, the AHRMA renewal and the second siding payment of \$43,933.50.

PRAIRIELAND

	<u>January-20</u>	<u>Current YTD</u>
Operating Income	\$28,918.25	\$284,724.90
Operating Expenses	\$29,075.33	\$243,249.52
Net Revenue Income/(Loss)	(\$157.08)	\$41,475.38

Discussion:

PrairieLand's revenue increased by the following for the month: **(\$157.08)**

PrairieLand's tenant revenue totaled \$28,226 for the month, and the rest of the revenue comes from interest income and other income.

Operated in the red for the month but still in the black YTD.

PrairieLand's Cash, Investments, A/R, & A/P	\$70,696.57
<i>Restricted - Security Deposits</i>	<i>(\$825.00)</i>
<i>Restricted - Replacement Reserve</i>	<i>(\$144,231.97)</i>
<i>Restricted - Residual Receipts</i>	<i>(\$54,519.27)</i>
PL's Total Cash	(\$128,879.67)

PrairieLand's expenses were pretty basic besides the three pay periods and the AHRMA renewal.

*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

	<u>January-20</u>	<u>Current YTD</u>
Operating Income	\$9,482.98	\$101,343.45
Operating Expenses	\$15,121.66	\$121,981.86
Net Revenue Income/(Loss)	(\$5,638.68)	(\$20,638.41)

Discussion:

The Voucher Program received \$9,379 from HUD to help cover admin expenses and with three pay periods along with the AHRMA renewal, HCV shows a deficit of \$5,638.68 for the month .

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	\$93,896.15	<i>12/31/2019 Balance</i>
<i>Investment in Fixed Assets</i>	<i>\$0.00</i>	
<i>Monthly VMS Net Revenue Income/(Loss)</i>	<i>(\$5,638.68)</i>	
	<i>\$0.00</i>	<i>Transfer to NRP or Adjustment</i>
UNP Ending Balance	\$88,257.47	For Admin Expenses and HAP (if needed)

HAP

	<u>Jan-20</u>	<u>Current YTD</u>
Operating Income	\$71,759.00	\$757,388.00
Operating Expenses	\$74,691.25	\$744,810.75
Net Revenue Income/(Loss)	(\$2,932.25)	\$12,577.25

Discussion:

The Voucher Program (HCV) received \$71,759 from HUD for HAP expenses which the program overspent by \$2,932.25 for the month.

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

Net Restricted Position (NRP)	\$17,287.00	<i>12/31/2019 Balance</i>
	<i>\$0.00</i>	<i>Transfer from UNP or Adjustment</i>
<i>Monthly VMS Net Revenue - Income/(Loss)</i>	<i>\$163.00</i>	
NRP Ending Balance for HAP	\$17,450.00	For HAP Expenses (Only)

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	15.00	15.00	0.00	150.00	150.00	180.00	0.00
FEE REVENUE							
Management Fees							
10-1-000-000-3810.000 Management Fee Inc	-42,408.59	-42,907.00	498.41	-429,070.00	-421,954.30	-514,884.00	-18.05
10-1-000-000-3810.010 Mgmt Fees CFP	-100,000.00	0.00	-100,000.00	0.00	-100,000.00	0.00	
Total Management Fees	-142,408.59	-42,907.00	-99,501.59	-429,070.00	-521,954.30	-514,884.00	1.37
Asset Management Fees							
10-1-000-000-3820.000 Asset Mgmt Fee Inc	-4,300.00	-4,180.00	-120.00	-41,800.00	-41,920.00	-50,160.00	-16.43
Total Asset Management Fees	-4,300.00	-4,180.00	-120.00	-41,800.00	-41,920.00	-50,160.00	-16.43
Book Keeping Fees							
10-1-000-000-3830.000 Bookkeeping Fee Inc	-5,671.50	-5,627.00	-44.50	-56,270.00	-56,887.50	-67,524.00	-15.75
Total Book Keeping Fees	-5,671.50	-5,627.00	-44.50	-56,270.00	-56,887.50	-67,524.00	-15.75
Other Fees							
10-1-000-000-3840.000 Other Fees Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Fees	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL FEE REVENUE	-152,380.09	-52,714.00	-99,666.09	-527,140.00	-620,761.80	-632,568.00	-1.87
OTHER REVENUE							
Other Grants & Investment Income							
10-1-000-000-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3404.100 Rev. Other-Settlement	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3610.000 Interest Income	-7.90	0.00	-7.90	0.00	-78.47	0.00	
10-1-000-000-3610.010 Interest - Restricted	0.00	-8.33	8.33	-83.30	0.00	-100.00	-100.00
Total Other Grants & Investment Income	-7.90	-8.33	0.43	-83.30	-78.47	-100.00	-21.53
Other Revenue							
10-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	-43,363.00	0.00	
10-1-000-000-3690.010 Other Income-Training	0.00	-27.67	27.67	-276.70	0.00	-332.00	-100.00
10-1-000-000-3850.000 Inspection(s) Income	0.00	0.00	0.00	0.00	-48.00	0.00	
10-1-000-000-3850.005 Income from Other Amps	-3,005.80	0.00	-3,005.80	0.00	-15,333.40	0.00	
10-1-000-000-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-3,005.80	-27.67	-2,978.13	-276.70	-58,744.40	-332.00	17,594.10
TOTAL OTHER REVENUE	-3,013.70	-36.00	-2,977.70	-360.00	-58,822.87	-432.00	13,516.41
TOTAL REVENUE	-155,393.79	-52,750.00	-102,643.79	-527,500.00	-679,584.67	-633,000.00	7.36
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries & Benefits							
10-1-000-000-4110.000 Admin Salaries	40,735.35	25,666.67	15,068.68	256,666.70	292,425.99	308,000.00	-5.06
10-1-000-000-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	40,735.35	25,666.67	15,068.68	256,666.70	292,425.99	308,000.00	-5.06
Benefit Contributions - Administrative							
10-1-000-000-4110.500 Emp Benefit - Admin	12,577.93	8,750.00	3,827.93	87,500.00	90,677.29	105,000.00	-13.64
10-1-000-000-4110.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4110.502 Benefit - Comp Absence	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4110.550 Benefit - Life Ins.	494.18	0.00	494.18	0.00	4,984.46	0.00	
Total Benefit Contributions - Admin	13,072.11	8,750.00	4,322.11	87,500.00	95,661.75	105,000.00	-8.89

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Fee Expenses							
10-1-000-000-4171.000 Audit Fee	0.00	229.17	-229.17	2,291.70	0.00	2,750.00	-100.00
Total Fee Expenses	0.00	229.17	-229.17	2,291.70	0.00	2,750.00	-100.00
Advertising & Marketing							
10-1-000-000-4190.650 Advertising	163.45	62.50	100.95	625.00	565.34	750.00	-24.62
Total Advertising & Marketing	163.45	62.50	100.95	625.00	565.34	750.00	-24.62
Office Expense							
10-1-000-000-4140.000 Training - Staff	1,036.97	1,666.67	-629.70	16,666.70	9,699.66	20,000.00	-51.50
10-1-000-000-4180.000 Telephone	495.13	416.67	78.46	4,166.70	5,401.25	5,000.00	8.03
10-1-000-000-4190.100 Postage	781.14	125.00	656.14	1,250.00	1,105.01	1,500.00	-26.33
10-1-000-000-4190.200 Office Supplies	49.21	125.00	-75.79	1,250.00	623.87	1,500.00	-58.41
10-1-000-000-4190.300 Paper Supplies	137.55	83.33	54.22	833.30	695.51	1,000.00	-30.45
10-1-000-000-4190.400 Printing/printers	0.00	0.00	0.00	0.00	371.85	0.00	
10-1-000-000-4190.401 Printing Supplies	372.36	166.67	205.69	1,666.70	2,319.95	2,000.00	16.00
10-1-000-000-4190.500 Printer/Copier Supp-Cont	185.98	0.00	185.98	0.00	1,724.99	0.00	
10-1-000-000-4190.550 Computers	0.00	416.67	-416.67	4,166.70	3,947.91	5,000.00	-21.04
10-1-000-000-4190.600 Publications	0.00	41.67	-41.67	416.70	0.00	500.00	-100.00
10-1-000-000-4190.700 Member Dues/Fees	3,363.00	833.33	2,529.67	8,333.30	7,007.00	10,000.00	-29.93
10-1-000-000-4190.800 Internet Services	156.87	250.00	-93.13	2,500.00	1,667.41	3,000.00	-44.42
10-1-000-000-4190.850 IT Support	643.86	416.67	227.19	4,166.70	2,926.74	5,000.00	-41.47
Total Office Expense	7,222.07	4,541.68	2,680.39	45,416.80	37,491.15	54,500.00	-31.21
Legal Expense							
10-1-000-000-4130.000 Legal Expense	800.00	833.33	-33.33	8,333.30	6,700.00	10,000.00	-33.00
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	8,333.30	6,700.00	10,000.00	-33.00
Travel Expense							
10-1-000-000-4150.000 Travel - Staff	0.00	333.33	-333.33	3,333.30	-215.02	4,000.00	-105.38
10-1-000-000-4150.010 Travel - Commissioners	1,430.08	250.00	1,180.08	2,500.00	2,537.12	3,000.00	-15.43
10-1-000-000-4150.100 Mileage - Admin	0.00	41.67	-41.67	416.70	454.72	500.00	-9.06
Total Travel Expense	1,430.08	625.00	805.08	6,250.00	2,776.82	7,500.00	-62.98
Other Expense							
10-1-000-000-4140.010 Training-Commissioners	2,300.00	583.33	1,716.67	5,833.30	6,195.40	7,000.00	-11.49
10-1-000-000-4160.000 Consulting Services	914.86	1,250.00	-335.14	12,500.00	12,639.93	15,000.00	-15.73
10-1-000-000-4160.500 Translating/Interp Serv.	0.00	25.00	-25.00	250.00	0.00	300.00	-100.00
10-1-000-000-4170.000 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4190.000 Other Sundry	21.91	83.33	-61.42	833.30	543.22	1,000.00	-45.68
10-1-000-000-4190.950 Background Verification	0.00	41.67	-41.67	416.70	194.30	500.00	-61.14
Total Other Expense	3,236.77	1,983.33	1,253.44	19,833.30	19,572.85	23,800.00	-17.76
TOTAL OPERATING EXPENSE - Admin	66,659.83	42,691.68	23,968.15	426,916.80	455,193.90	512,300.00	-11.15
UTILITIES EXPENSE							
Utilities Expense							
10-1-000-000-4310.000 Water	20.10	25.00	-4.90	250.00	185.70	300.00	-38.10
10-1-000-000-4315.000 Sewer	6.49	12.50	-6.01	125.00	62.88	150.00	-58.08
10-1-000-000-4320.000 Electric	194.20	229.17	-34.97	2,291.70	1,931.22	2,750.00	-29.77
10-1-000-000-4330.000 Gas	384.51	200.00	184.51	2,000.00	977.62	2,400.00	-59.27
10-1-000-000-4340.000 Fuel	0.00	0.00	0.00	0.00	0.00	0.00	
Total Utilites Expense	605.30	466.67	138.63	4,666.70	3,157.42	5,600.00	-43.62
TOTAL UTILITIES EXPENSE	605.30	466.67	138.63	4,666.70	3,157.42	5,600.00	-43.62

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>MAINTENANCE & OPERATIONS EXPENSE</u>							
Maintenance - Labor & OT							
Total Maintenance - Labor & OT	92.80	0.00	92.80	0.00	798.41	0.00	
Benefit Contributions - Maintenance							
Total Benefit Contributions - Maint.	0.00	0.00	0.00	0.00	0.00	0.00	
Maintenance - Materials/Supplies							
10-1-000-000-4420.010 Garbage&Trash Supp	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4420.020 Htg & Cooling	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4420.050 Landscape/Grounds Sup	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4420.060 Maint - Supplies-BB	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4420.070 Electrical Supplies	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4420.080 COCC-Elect supp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.100 Janitorial Supplies	0.00	25.00	-25.00	250.00	379.40	300.00	26.47
10-1-000-000-4420.110 Routine Maint. Supply	0.00	25.00	-25.00	250.00	13.85	300.00	-95.38
10-1-000-000-4420.120 Other Misc Supply	0.00	8.33	-8.33	83.30	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	6.86	41.67	-34.81	416.70	121.29	500.00	-75.74
Total Maintenance - Materials/Supplies	6.86	204.15	-197.29	2,041.50	514.54	2,450.00	-79.00
Maintenance - Contracts							
10-1-000-000-4430.000 Maint-Contracts-Gen	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.010 Garbage & Trash Cont	0.00	29.17	-29.17	291.70	180.00	350.00	-48.57
10-1-000-000-4430.020 Heating&Cooling Cont	0.00	41.67	-41.67	416.70	0.00	500.00	-100.00
10-1-000-000-4430.030 Snow Removal Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.050 Landscape & Grds Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.070 Electrical Contract	0.00	41.67	-41.67	416.70	0.00	500.00	-100.00
10-1-000-000-4430.080 Plumbing Contracts	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4430.090 Extermination Cont	87.74	33.33	54.41	333.30	350.96	400.00	-12.26
10-1-000-000-4430.100 Janitorial Contracts	0.00	8.33	-8.33	83.30	0.00	100.00	-100.00
10-1-000-000-4430.110 Routine Maint Cont	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4430.120 Other Misc Maint Cont	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4430.126 Vehicle Maint Cont	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-000-4430.200 Copiers	0.00	41.67	-41.67	416.70	0.00	500.00	-100.00
10-1-000-000-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	87.74	279.16	-191.42	2,791.60	530.96	3,350.00	-84.15
TOTAL MAINTENANCE EXPENSES	187.40	483.31	-295.91	4,833.10	1,843.91	5,800.00	-68.21
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expense							
10-1-000-000-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4510.010 Property Insurance	82.93	78.00	4.93	780.00	773.95	936.00	-17.31
10-1-000-000-4510.015 Equipment Insurance	10.35	10.25	0.10	102.50	101.43	123.00	-17.54
10-1-000-000-4510.020 Liability Insurance	35.81	35.42	0.39	354.20	354.68	425.00	-16.55
10-1-000-000-4510.025 PE & PO Insurance	278.51	237.92	40.59	2,379.20	2,404.76	2,855.00	-15.77
10-1-000-000-4510.030 Work Comp Insurance	1,080.01	930.83	149.18	9,308.30	7,959.90	11,170.00	-28.74
10-1-000-000-4510.035 Auto Insurance	41.90	52.25	-10.35	522.50	7.15	627.00	-98.86
10-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expense	1,529.51	1,344.67	184.84	13,446.70	11,601.87	16,136.00	-28.10
TOTAL INSURANCE PREMIUMS EXPENSE	1,529.51	1,344.67	184.84	13,446.70	11,601.87	16,136.00	-28.10

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-000-4480.000 Protect Service	0.00	0.00	0.00	0.00	0.00	0.00	
Total Protective Services - Contract	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PROTECTIVE SERVICES EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-000-4520.000 Pay in lieu of Tax	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4540.000 Emp Ben-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4540.200 Emp Ben-TenSer	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4540.300 Emp Ben-Maint.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER GENERAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	68,982.04	44,986.33	23,995.71	449,863.30	471,797.10	539,836.00	-12.60
NET REVENUE/EXPENSE (GAIN/-LOSS)	-86,411.75	-7,763.67	-78,648.08	-77,636.70	-207,787.57	-93,164.00	123.03
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary & Casualty Expense							
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-000-4800.000 Depreciation Exp COCC	53.00	53.00	0.00	530.00	530.00	636.00	-16.67
Total Depreciation Expense	53.00	53.00	0.00	530.00	530.00	636.00	-16.67
TOTAL MISCELLANEOUS EXPENSES	53.00	53.00	0.00	530.00	530.00	636.00	-16.67
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfers In/Out							
10-1-000-000-7010.000 Prov Oper Reserve	0.00	7,730.33	-7,730.33	77,303.30	0.00	92,764.00	-100.00
10-1-000-000-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	7,730.33	-7,730.33	77,303.30	0.00	92,764.00	-100.00
TOTAL OTHER FINANCING SOURCES	0.00	7,730.33	-7,730.33	77,303.30	0.00	92,764.00	-100.00
EXCESS REVENUE/EXPENSE GAIN/-LOSS	-86,358.75	19.66	-86,378.41	196.60	-207,257.57	236.00	-87,921.00

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	177.00	177.00	0.00	1,770.00	1,770.00	2,124.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-001-3110.000 Dwelling Rent	-32,185.00	-32,916.67	731.67	-329,166.70	-342,110.00	-395,000.00	-13.39
10-1-000-001-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-32,185.00	-32,916.67	731.67	-329,166.70	-342,110.00	-395,000.00	-13.39
Tenant Revenue - Other							
10-1-000-001-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.100 Beauty Shop Rent	0.00	-150.00	150.00	-1,500.00	-1,350.00	-1,800.00	-25.00
10-1-000-001-3690.000 Other Income	-264.00	0.00	-264.00	0.00	-1,117.41	0.00	
10-1-000-001-3690.100 Late Fees	-350.00	-250.00	-100.00	-2,500.00	-3,100.00	-3,000.00	3.33
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	-41.70	-75.00	-50.00	50.00
10-1-000-001-3690.150 Laundry Income	0.00	-916.67	916.67	-9,166.70	-4,623.75	-11,000.00	-57.97
10-1-000-001-3690.160 Vending Machines Inc.	-154.78	-133.33	-21.45	-1,333.30	-1,508.54	-1,600.00	-5.72
10-1-000-001-3690.180 Labor	-186.75	-416.67	229.92	-4,166.70	-2,289.08	-5,000.00	-54.22
10-1-000-001-3690.200 Materials	-55.75	-83.33	27.58	-833.30	-475.69	-1,000.00	-52.43
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	-1,011.28	-1,954.17	942.89	-19,541.70	-14,539.47	-23,450.00	-38.00
TOTAL TENANT REVENUE	-33,196.28	-34,870.84	1,674.56	-348,708.40	-356,649.47	-418,450.00	-14.77
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-001-8020.000 Oper Sub - Curr Yr	-33,065.00	-29,961.42	-3,103.58	-299,614.20	-348,543.00	-359,537.00	-3.06
Total HUD PH Operating Subsidy	-33,065.00	-29,961.42	-3,103.58	-299,614.20	-348,543.00	-359,537.00	-3.06
Other Grants & Investment Income							
10-1-000-001-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3610.000 Interest Income	-1,408.74	-416.67	-992.07	-4,166.70	-15,450.51	-5,000.00	209.01
Total Other Grants & Investment Income	-1,408.74	-416.67	-992.07	-4,166.70	-15,450.51	-5,000.00	209.01
Other Revenue							
10-1-000-001-3850.005 Income from Other Amps	-1,046.33	-541.67	-504.66	-5,416.70	-5,129.36	-6,500.00	-21.09
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	-1,046.33	-541.67	-504.66	-5,416.70	-5,129.36	-6,500.00	-21.09
TOTAL OTHER REVENUE	-35,520.07	-30,919.76	-4,600.31	-309,197.60	-369,122.87	-371,037.00	-0.52
TOTAL REVENUE	-68,716.35	-65,790.60	-2,925.75	-657,906.00	-725,772.34	-789,487.00	-8.07
EXPENSES							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4170.000 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4190.000 Other Sundry	0.00	0.00	0.00	0.00	54.98	0.00	
10-1-000-001-4190.950 Background Verification	10.70	62.50	-51.80	625.00	714.15	750.00	-4.78
Total Other Expense	10.70	120.83	-110.13	1,208.30	812.13	1,450.00	-43.99
TOTAL ADMINISTRATIVE EXPENSE	28,758.24	25,909.99	2,848.25	259,099.90	260,846.53	310,920.00	-16.10
TENANT SERVICES							
Tenant Services - Salaries & Benefits							
10-1-000-001-4210.000 Ten Services-Salary	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4210.500 Emp Benefit-TenSer	0.00	0.00	0.00	0.00	0.00	0.00	
Total Ten. Ser. - Salaries & Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Tenant Services - Other							
10-1-000-001-4220.000 Ten Ser-Incentives	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.050 Ten Ser-Cable/TV Exp	76.94	0.00	76.94	0.00	587.74	0.00	
10-1-000-001-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	-6.52	0.00	
10-1-000-001-4220.110 Ten Ser-Recreation	479.14	16.67	462.47	166.70	561.09	200.00	180.55
10-1-000-001-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.130 Ten Ser-Phone	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.140 Ten Ser-Transportation	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.155 National Night Out	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.160 TenSer-Printing&Postage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.161 Ten Serv-advertizing	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.171 Summer Prog Functions	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.172 Summer Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.175 Garden Program Expense	0.00	25.00	-25.00	250.00	0.00	300.00	-100.00
10-1-000-001-4220.181 Winter Prog Functions	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.182 Winter Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.192 GED Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.200 Emergency Shelter	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.000 ChildCareContract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.174 Summer Prog Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.184 Winter Prog Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.194 GED Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4590.100 Cable TV Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Services - Other	556.08	41.67	514.41	416.70	1,142.31	500.00	128.46
TOTAL TENANT SERVICES EXPENSE	556.08	41.67	514.41	416.70	1,142.31	500.00	128.46
MAINTENANCE & OPERATIONS EXPENSE							
Maintenance - Labor & OT							
10-1-000-001-4410.000 Maintenance - Labor	16,028.88	11,393.75	4,635.13	113,937.50	114,745.45	136,725.00	-16.08
10-1-000-001-4410.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4410.100 Maint Labor - OT	69.68	266.67	-196.99	2,666.70	1,845.35	3,200.00	-42.33
10-1-000-001-4410.200 Maint - Other Amps	70.36	0.00	70.36	0.00	654.24	0.00	
Total Maintenance - Labor & OT	16,168.92	11,660.42	4,508.50	116,604.20	117,245.04	139,925.00	-16.21
Benefit Contributions - Maintenance							
10-1-000-001-4410.500 Emp Benefit-Maint	5,428.73	4,254.17	1,174.56	42,541.70	40,673.89	51,050.00	-20.33
10-1-000-001-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Benefit Contributions - Maint.	5,428.73	4,254.17	1,174.56	42,541.70	40,673.89	51,050.00	-20.33
Maintenance - Materials/Supplies							
10-1-000-001-4420.010 Garbage&Trash Supp	0.00	41.67	-41.67	416.70	0.00	500.00	-100.00
10-1-000-001-4420.020 Heating&Cooling Supp	4.37	333.33	-328.96	3,333.30	873.43	4,000.00	-78.16

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4420.030 Snow Removal Supplies	0.00	25.00	-25.00	250.00	954.39	300.00	218.13
10-1-000-001-4420.031 Gas for Snow Removal	0.00	4.17	-4.17	41.70	0.00	50.00	-100.00
10-1-000-001-4420.050 Landscape/Grounds Sup	0.00	62.50	-62.50	625.00	694.62	750.00	-7.38
10-1-000-001-4420.051 Gasoline for Mowing	0.00	33.33	-33.33	333.30	201.49	400.00	-49.63
10-1-000-001-4420.070 Electrical Supplies	373.87	166.67	207.20	1,666.70	551.73	2,000.00	-72.41
10-1-000-001-4420.080 Plumbing Supplies	185.27	166.67	18.60	1,666.70	654.44	2,000.00	-67.28
10-1-000-001-4420.090 Extermination Supplies	340.00	125.00	215.00	1,250.00	1,135.00	1,500.00	-24.33
10-1-000-001-4420.100 Janitorial Supplies	402.90	375.00	27.90	3,750.00	3,545.79	4,500.00	-21.20
10-1-000-001-4420.110 Routine Maint. Supplies	612.12	1,000.00	-387.88	10,000.00	10,064.30	12,000.00	-16.13
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	416.70	0.00	500.00	-100.00
10-1-000-001-4420.126 Vehicle Supplies	54.82	29.17	25.65	291.70	202.21	350.00	-42.23
10-1-000-001-4420.130 Securitiy Supplies	0.00	291.67	-291.67	2,916.70	0.00	3,500.00	-100.00
Total Maintenance - Materials/Supplies	1,973.35	2,695.85	-722.50	26,958.50	18,877.40	32,350.00	-41.65
Maintenance - Contracts							
10-1-000-001-4430.010 Garbage & Trash Con	341.90	416.67	-74.77	4,166.70	3,625.08	5,000.00	-27.50
10-1-000-001-4430.020 Heating & Cooling Cont	0.00	0.00	0.00	0.00	1,328.19	0.00	
10-1-000-001-4430.030 Snow Removal Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.040 Elevator Maintenance	0.00	1,166.67	-1,166.67	11,666.70	13,198.41	14,000.00	-5.73
10-1-000-001-4430.050 Landscape & Grds Cont	0.00	66.67	-66.67	666.70	980.00	800.00	22.50
10-1-000-001-4430.060 Unit Turnaround Con	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.070 Electrical Contracts	0.00	16.67	-16.67	166.70	13.30	200.00	-93.35
10-1-000-001-4430.080 Plumbing Contracts	361.44	375.00	-13.56	3,750.00	17,726.54	4,500.00	293.92
10-1-000-001-4430.090 Extermination Contracts	2,886.34	1,000.00	1,886.34	10,000.00	14,345.36	12,000.00	19.54
10-1-000-001-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	375.00	0.00	
10-1-000-001-4430.110 Routine Mainten Cont	470.89	541.67	-70.78	5,416.70	2,029.82	6,500.00	-68.77
10-1-000-001-4430.120 Other Misc Cont Cost	50.00	125.00	-75.00	1,250.00	904.16	1,500.00	-39.72
10-1-000-001-4430.121 Laundry Equip Contract	0.00	83.33	-83.33	833.30	155.00	1,000.00	-84.50
10-1-000-001-4430.126 Vehicle Maint Cont	0.00	41.67	-41.67	416.70	2,223.30	500.00	344.66
Total Maintenance - Contracts	4,110.57	3,833.35	277.22	38,333.50	56,904.16	46,000.00	23.70
TOTAL MAINTENANCE EXPENSES	27,681.57	22,443.79	5,237.78	224,437.90	233,700.49	269,325.00	-13.23
UTILITIES EXPENSE							
Utilities Expense							
10-1-000-001-4310.000 Water	933.75	1,000.00	-66.25	10,000.00	10,780.18	12,000.00	-10.17
10-1-000-001-4315.000 Sewer	1,152.62	1,166.67	-14.05	11,666.70	12,577.52	14,000.00	-10.16
10-1-000-001-4320.000 Electric	1,775.60	2,000.00	-224.40	20,000.00	18,453.35	24,000.00	-23.11
10-1-000-001-4330.000 Gas	9,228.23	3,750.00	5,478.23	37,500.00	23,462.70	45,000.00	-47.86
10-1-000-001-4330.010 Refuse	2.24	0.00	2.24	0.00	5.61	0.00	
Total Utilities Expense	13,092.44	7,916.67	5,175.77	79,166.70	65,279.36	95,000.00	-31.28
TOTAL UTILITIES EXPENSE	13,092.44	7,916.67	5,175.77	79,166.70	65,279.36	95,000.00	-31.28
TOTAL PROTECTIVE SERVICES EXPENSE							
Protective Services - Contract							
10-1-000-001-4480.000 Police Contract	0.00	208.33	-208.33	2,083.30	1,342.09	2,500.00	-46.32
10-1-000-001-4480.100 ADT Contract	186.98	41.67	145.31	416.70	547.90	500.00	9.58
10-1-000-001-4480.500 Security Contract	200.00	208.33	-8.33	2,083.30	16,529.96	2,500.00	561.20
Total Protective Services - Contract	386.98	458.33	-71.35	4,583.30	18,419.95	5,500.00	234.91
TOTAL PROTECTIVE SERVICES EXPENSE	386.98	458.33	-71.35	4,583.30	18,419.95	5,500.00	234.91
INSURANCE PREMIUMS EXPENSE							
Insurance Expenses							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4510.010 Property	2,819.29	1,933.33	885.96	19,333.30	19,956.19	23,200.00	-13.98
10-1-000-001-4510.015 Equipment Insurance	123.93	127.17	-3.24	1,271.70	1,259.01	1,526.00	-17.50
10-1-000-001-4510.020 Liability Insurance	427.04	441.67	-14.63	4,416.70	4,401.08	5,300.00	-16.96
10-1-000-001-4510.025 PE & PO Insurance	198.98	237.92	-38.94	2,379.20	2,325.23	2,855.00	-18.56
10-1-000-001-4510.030 Work Comp Insurance	671.32	645.92	25.40	6,459.20	6,467.86	7,751.00	-16.55
10-1-000-001-4510.035 Auto Insurance	41.90	52.25	-10.35	522.50	512.15	627.00	-18.32
10-1-000-001-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	4,282.46	3,438.26	844.20	34,382.60	34,921.52	41,259.00	-15.36
TOTAL INSURANCE PREMIUMS EXPENSE	4,282.46	3,438.26	844.20	34,382.60	34,921.52	41,259.00	-15.36
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-001-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-001-4520.000 Pay in lieu of Tax	1,909.25	2,500.00	-590.75	25,000.00	27,683.06	30,000.00	-7.72
Total Payment In Lieu Of Taxes - PILOT	1,909.25	2,500.00	-590.75	25,000.00	27,683.06	30,000.00	-7.72
Bad Debt Write-Offs - Tenant Rents							
10-1-000-001-4570.000 Collection Losses	-636.66	0.00	-636.66	0.00	3,001.18	0.00	
Total Bad Debt Write-Offs - Tenant Rents	-636.66	0.00	-636.66	0.00	3,001.18	0.00	
TOTAL OTHER GENERAL EXPENSES	1,272.59	2,500.00	-1,227.41	25,000.00	30,684.24	30,000.00	2.28
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
10-1-000-001-5230.100 Int on DSF Invest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	76,030.36	62,708.71	13,321.65	627,087.10	644,994.40	752,504.00	-14.29
NET (REVENUE)/EXPENSE	7,314.01	-3,081.89	10,395.90	-30,818.90	-80,777.94	-36,983.00	118.42
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary Expense							
10-1-000-001-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Losses - Non-capitalized							
10-1-000-001-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.040 Insur Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-001-4800.000 Depreciation Exp MT	29,300.00	29,300.00	0.00	293,000.00	293,000.00	351,600.00	-16.67
Total Depreciation Expense	29,300.00	29,300.00	0.00	293,000.00	293,000.00	351,600.00	-16.67
TOTAL MISCELLANEOUS EXPENSES	29,300.00	29,300.00	0.00	293,000.00	293,000.00	351,600.00	-16.67

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
January, 2020

	<u>Monthly Amt</u>	<u>Monthly Budget</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>Current YTD</u>	<u>Budget</u>	<u>Variance %</u>
TOTAL EXPENSES	36,614.01	26,218.11	10,395.90	262,181.10	212,222.06	314,617.00	-32.55
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfers In/Out							
10-1-000-001-7010.000 Prov Oper Reserve	0.00	-26,218.08	26,218.08	-262,180.80	0.00	-314,617.00	-100.00
10-1-000-001-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	-26,218.08	26,218.08	-262,180.80	0.00	-314,617.00	-100.00
Prior Period Adjustment							
10-1-000-001-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Period Adj.	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-26,218.08	26,218.08	-262,180.80	0.00	-314,617.00	-100.00
EXCESS (REVENUE)/EXPENSE	36,614.01	0.03	36,613.98	0.30	212,222.06	0.00	

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	196.00	190.00	0.00	1,900.00	1,912.00	2,280.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-002-3110.000 Dwelling Rent	-23,838.00	-15,000.00	-8,838.00	-150,000.00	-167,935.60	-180,000.00	-6.70
10-1-000-002-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-23,838.00	-15,000.00	-8,838.00	-150,000.00	-167,935.60	-180,000.00	-6.70
Tenant Revenue - Other							
10-1-000-002-3190.000 Nondwell Rent	0.00	-25.00	25.00	-250.00	0.00	-300.00	-100.00
10-1-000-002-3690.000 Other Income	-230.80	0.00	-230.80	0.00	-2,231.36	0.00	
10-1-000-002-3690.100 Late Fees	-1,250.00	-583.33	-666.67	-5,833.30	-9,850.00	-7,000.00	40.71
10-1-000-002-3690.120 Violation Fees	50.00	-583.33	633.33	-5,833.30	-1,775.00	-7,000.00	-74.64
10-1-000-002-3690.130 Court Cost Fees	0.00	-18.75	18.75	-187.50	0.00	-225.00	-100.00
10-1-000-002-3690.140 Returned Check Charge	0.00	-6.25	6.25	-62.50	-75.00	-75.00	0.00
10-1-000-002-3690.180 Labor	-1,264.75	-1,166.67	-98.08	-11,666.70	-14,103.50	-14,000.00	0.74
10-1-000-002-3690.200 Materials	-1,170.59	-833.33	-337.26	-8,333.30	-5,939.75	-10,000.00	-40.60
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	-3,866.14	-3,216.66	-649.48	-32,166.60	-33,974.61	-38,600.00	-11.98
TOTAL TENANT REVENUE	-27,704.14	-18,216.66	-9,487.48	-182,166.60	-201,910.21	-218,600.00	-7.63
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-002-8020.000 Oper Sub - Curr Yr	-63,631.00	-57,658.50	-5,972.50	-576,585.00	-657,310.00	-691,902.00	-5.00
Total HUD PH Operating Subsidy	-63,631.00	-57,658.50	-5,972.50	-576,585.00	-657,310.00	-691,902.00	-5.00
Other Grants & Investment Income							
10-1-000-002-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3404.010 Other Inc - Operations	-125,000.00	0.00	-125,000.00	0.00	-125,000.00	0.00	
10-1-000-002-3610.000 Interest Income	-735.84	0.00	-735.84	0.00	-9,952.65	0.00	
Total Other Grants & Investment Income	-125,735.84	0.00	-125,735.84	0.00	-134,952.65	0.00	
Other Revenue							
10-1-000-002-3195.000 Day Care Income	-125.00	-125.00	0.00	-1,250.00	-1,125.00	-1,500.00	-25.00
10-1-000-002-3850.005 Income from Other Amps	-70.36	0.00	-70.36	0.00	-916.02	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	-195.36	-125.00	-70.36	-1,250.00	-2,041.02	-1,500.00	36.07
TOTAL OTHER REVENUE	-189,562.20	-57,783.50	-131,778.70	-577,835.00	-794,303.67	-693,402.00	14.55
TOTAL REVENUE	-217,266.34	-76,000.16	-141,266.18	-760,001.60	-996,213.88	-912,002.00	9.23

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4410.100 Maint Labor - OT	0.00	583.33	-583.33	5,833.30	2,723.77	7,000.00	-61.09
10-1-000-002-4410.200 Maint - Other Amps	69.60	0.00	69.60	0.00	1,529.35	0.00	
10-1-000-002-4410.300 Maintenance - Seasonal	2,821.53	400.00	2,421.53	4,000.00	16,950.12	4,800.00	253.13
Total Maintenance - Labor & OT	31,225.03	24,900.00	6,325.03	249,000.00	221,351.83	298,800.00	-25.92
Benefit Contributions - Maintenance							
10-1-000-002-4410.500 Emp Benefit - Maint	10,183.66	10,045.83	137.83	100,458.30	77,139.05	120,550.00	-36.01
10-1-000-002-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.503 Emp Benefit - Seasonal	785.09	54.17	730.92	541.70	2,130.83	650.00	227.82
Total Benefit Contributions - Maint.	10,968.75	10,100.00	868.75	101,000.00	79,269.88	121,200.00	-34.60
Maintenance - Materials/Supplies							
10-1-000-002-4420.010 Garbage&Trash Supp	102.49	0.00	102.49	0.00	198.44	0.00	
10-1-000-002-4420.020 Heating&Cooling Supp	533.25	0.00	533.25	0.00	3,287.09	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	833.30	1,278.48	1,000.00	27.85
10-1-000-002-4420.051 Gasoline for mowing	439.90	62.50	377.40	625.00	1,899.53	750.00	153.27
10-1-000-002-4420.070 Electrical Supplies	854.60	166.67	687.93	1,666.70	5,192.42	2,000.00	159.62
10-1-000-002-4420.080 Plumbing Supplies	489.86	208.33	281.53	2,083.30	4,775.69	2,500.00	91.03
10-1-000-002-4420.090 Extermination Supplies	305.00	33.33	271.67	333.30	1,188.52	400.00	197.13
10-1-000-002-4420.100 Janitorial Supplies	248.65	83.33	165.32	833.30	1,954.75	1,000.00	95.48
10-1-000-002-4420.110 Routine Maint. Supplies	1,943.80	1,083.33	860.47	10,833.30	19,756.69	13,000.00	51.97
10-1-000-002-4420.120 Other Misc. Supplies	0.00	6.67	-6.67	66.70	78.04	80.00	-2.45
10-1-000-002-4420.125 Mileage	0.00	12.50	-12.50	125.00	60.38	150.00	-59.75
10-1-000-002-4420.126 Vehicle Supplies	428.86	283.33	145.53	2,833.30	3,389.35	3,400.00	-0.31
10-1-000-002-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Materials/Supplies	5,346.41	2,023.32	3,323.09	20,233.20	43,059.38	24,280.00	77.35
Maintenance - Contracts							
10-1-000-002-4430.010 Garbage&Trash Cont	257.50	158.33	99.17	1,583.30	3,507.10	1,900.00	84.58
10-1-000-002-4430.020 Heating&Cooling Cont	0.00	20.83	-20.83	208.30	7,295.04	250.00	2,818.02
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	4,583.30	18,676.20	5,500.00	239.57
10-1-000-002-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.070 Electrical Contracts	0.00	50.00	-50.00	500.00	38.15	600.00	-93.64
10-1-000-002-4430.080 Plumbing Contracts	2,045.84	125.00	1,920.84	1,250.00	24,127.82	1,500.00	1,508.52
10-1-000-002-4430.090 Extermination Contracts	700.00	500.00	200.00	5,000.00	8,209.40	6,000.00	36.82
10-1-000-002-4430.100 Reg Contracts	0.00	0.00	0.00	0.00	2,400.00	0.00	
10-1-000-002-4430.110 Routine Maint Contr	4,058.64	233.33	3,825.31	2,333.30	18,230.65	2,800.00	551.09
10-1-000-002-4430.120 Other Misc Cont Cost	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	42,715.37	0.00	
10-1-000-002-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	7,061.98	1,545.82	5,516.16	15,458.20	125,199.73	18,550.00	574.93
TOTAL MAINTENANCE EXPENSES	54,602.17	38,569.14	16,033.03	385,691.40	468,880.82	462,830.00	1.31
UTILITIES EXPENSE							
Utilities Expense							
10-1-000-002-4310.000 Water	84.91	75.83	9.08	758.30	1,596.02	910.00	75.39
10-1-000-002-4315.000 Sewer	16.96	16.67	0.29	166.70	266.39	200.00	33.20
10-1-000-002-4320.000 Electric	1,674.34	916.67	757.67	9,166.70	11,322.54	11,000.00	2.93

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4330.000 Gas	2,598.71	666.67	1,932.04	6,666.70	7,679.08	8,000.00	-4.01
10-1-000-002-4330.010 Refuse	0.00	33.33	-33.33	333.30	1,012.81	400.00	153.20
Total Utilities Expense	4,374.92	1,709.17	2,665.75	17,091.70	21,876.84	20,510.00	6.66
TOTAL UTILITIES EXPENSE	4,374.92	1,709.17	2,665.75	17,091.70	21,876.84	20,510.00	6.66
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-002-4480.000 Police Contract	0.00	108.33	-108.33	1,083.30	1,342.11	1,300.00	3.24
10-1-000-002-4480.100 ADT Contract	0.00	91.67	-91.67	916.70	1,464.21	1,100.00	33.11
10-1-000-002-4480.500 Security Contract	0.00	258.33	-258.33	2,583.30	10,900.47	3,100.00	251.63
Total Protective Services - Contract	0.00	458.33	-458.33	4,583.30	13,706.79	5,500.00	149.21
TOTAL PROTECTIVE SERVICES EXPENSE	0.00	458.33	-458.33	4,583.30	13,706.79	5,500.00	149.21
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-002-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4510.010 Property Ins	2,819.29	2,760.42	58.87	27,604.20	27,280.84	33,125.00	-17.64
10-1-000-002-4510.015 Equipment Insurance	135.58	129.17	6.41	1,291.70	1,277.68	1,550.00	-17.57
10-1-000-002-4510.020 Liability Ins	467.02	445.83	21.19	4,458.30	4,465.54	5,350.00	-16.53
10-1-000-002-4510.025 PE & PO Insurance	397.73	395.83	1.90	3,958.30	3,940.04	4,750.00	-17.05
10-1-000-002-4510.030 Work Comp Insurance	1,209.87	1,275.00	-65.13	12,750.00	12,652.11	15,300.00	-17.31
10-1-000-002-4510.035 Auto Insurance	209.68	318.75	-109.07	3,187.50	3,073.93	3,825.00	-19.64
10-1-000-002-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	5,239.17	5,325.00	-85.83	53,250.00	52,690.14	63,900.00	-17.54
TOTAL INSURANCE PREMIUMS EXPENSE	5,239.17	5,325.00	-85.83	53,250.00	52,690.14	63,900.00	-17.54
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-002-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-002-4520.000 Pay in lieu of Tax	1,946.31	1,992.58	-46.27	19,925.80	14,605.88	23,911.00	-38.92
Total Payment In Lieu Of Taxes - PILOT	1,946.31	1,992.58	-46.27	19,925.80	14,605.88	23,911.00	-38.92
Bad Debt Write-Offs - Tenant Rents							
10-1-000-002-4570.000 Collection Losses	1,646.95	0.00	1,646.95	0.00	-1,774.29	0.00	
Total Bad Debt Write-Offs - Tenant Rents	1,646.95	0.00	1,646.95	0.00	-1,774.29	0.00	
TOTAL OTHER GENERAL EXPENSES	3,593.26	1,992.58	1,600.68	19,925.80	12,831.59	23,911.00	-46.34
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	103,661.54	81,431.82	22,229.72	814,318.20	902,783.25	977,182.00	-7.61

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
NET (REVENUE)/EXPENSE	-113,604.80	5,431.66	-119,036.46	54,316.60	-93,430.63	65,180.00	-243.34
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary Expense							
10-1-000-002-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Losses - Non-capitalized							
10-1-000-002-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4620.040 Insur Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-002-4800.000 Depreciation Exp Fam	33,500.00	35,500.00	-2,000.00	355,000.00	335,000.00	426,000.00	-21.36
Total Depreciation Expense	33,500.00	35,500.00	-2,000.00	355,000.00	335,000.00	426,000.00	-21.36
TOTAL MISCELLANEOUS EXPENSES	33,500.00	35,500.00	-2,000.00	355,000.00	335,000.00	426,000.00	-21.36
TOTAL EXPENSES	-80,104.80	40,931.66	-121,036.46	409,316.60	241,569.37	491,180.00	-50.82
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfers In/Out							
10-1-000-002-7010.000 Prov Oper Reserve	0.00	-40,931.67	40,931.67	-409,316.70	0.00	-491,180.00	-100.00
10-1-000-002-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	-40,931.67	40,931.67	-409,316.70	0.00	-491,180.00	-100.00
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-40,931.67	40,931.67	-409,316.70	0.00	-491,180.00	-100.00
EXCESS (REVENUE)/EXPENSE	-80,104.80	-0.01	-80,104.79	-0.10	241,569.37	0.00	

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	51.00	51.00	0.00	510.00	510.00	612.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-006-3110.000 Dwelling Rent	-14,982.00	-14,166.67	-815.33	-141,666.70	-147,096.00	-170,000.00	-13.47
10-1-000-006-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-14,982.00	-14,166.67	-815.33	-141,666.70	-147,096.00	-170,000.00	-13.47
Tenant Revenue - Other							
10-1-000-006-3120.000 Escess Utilities	0.00	-6.25	6.25	-62.50	-75.00	-75.00	0.00
10-1-000-006-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.000 Other Income	-60.00	-20.83	-39.17	-208.30	-840.50	-250.00	236.20
10-1-000-006-3690.100 Late Fees	-50.00	-16.67	-33.33	-166.70	-250.00	-200.00	25.00
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	-25.00	-6.25	-18.75	-62.50	-25.00	-75.00	-66.67
10-1-000-006-3690.150 Laundry Income	0.00	-541.67	541.67	-5,416.70	-1,984.77	-6,500.00	-69.47
10-1-000-006-3690.160 Vending Machine Inc	-21.15	-20.83	-0.32	-208.30	-145.25	-250.00	-41.90
10-1-000-006-3690.180 Labor	-228.00	-50.00	-178.00	-500.00	-405.50	-600.00	-32.42
10-1-000-006-3690.200 Materials	-6.75	-16.67	9.92	-166.70	-75.25	-200.00	-62.38
Total Tenant Revenue Other	-390.90	-679.17	288.27	-6,791.70	-3,801.27	-8,150.00	-53.36
TOTAL TENANT REVENUE	-15,372.90	-14,845.84	-527.06	-148,458.40	-150,897.27	-178,150.00	-15.30
OTHER REVENUE							
HUD/Other Grants & Investment Income							
10-1-000-006-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3404.010 Other Inc - Operations	-75,000.00	0.00	-75,000.00	0.00	-75,000.00	0.00	
10-1-000-006-3610.000 Interest Income	-275.94	-125.00	-150.94	-1,250.00	-3,126.91	-1,500.00	108.46
10-1-000-006-8020.000 Oper Sub - Curr Yr	-4,475.00	-4,054.92	-420.08	-40,549.20	-46,949.00	-48,659.00	-3.51
Total HUD/Other Grants & Invest Income	-79,750.94	-4,179.92	-75,571.02	-41,799.20	-125,075.91	-50,159.00	149.36
Other Revenue							
10-1-000-006-3850.000 Inspection(s) Income	0.00	-20.83	20.83	-208.30	0.00	-250.00	-100.00
10-1-000-006-3850.005 Income from Other Amps	0.00	-83.33	83.33	-833.30	0.00	-1,000.00	-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	-104.16	104.16	-1,041.60	0.00	-1,250.00	-100.00
TOTAL OTHER REVENUE	-79,750.94	-4,284.08	-75,466.86	-42,840.80	-125,075.91	-51,409.00	143.30
TOTAL REVENUE	-95,123.84	-19,129.92	-75,993.92	-191,299.20	-275,973.18	-229,559.00	20.22

EXPENSES

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4190.000 Other Sundry	0.00	0.00	0.00	0.00	48.94	0.00	
10-1-000-006-4190.950 Background Verification	21.40	12.50	8.90	125.00	126.76	150.00	-15.49
Total Other Expense	21.40	12.50	8.90	125.00	175.70	150.00	17.13
TOTAL OPERATING EXPENSE - Admin	7,820.76	10,921.01	-3,100.25	109,210.10	72,006.69	131,052.00	-45.05
<u>TENANT SERVICES</u>							
Tenant Services - Other							
10-1-000-006-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.110 Ten Ser-Recreation	46.47	20.83	25.64	208.30	74.72	250.00	-70.11
Total Tenant Services - Other	46.47	20.83	25.64	208.30	74.72	250.00	-70.11
TOTAL TENANT SERVICES EXPENSE	46.47	20.83	25.64	208.30	74.72	250.00	-70.11
<u>MAINTENANCE & OPERATIONS EXPENSE</u>							
Maintenance - Labor & OT							
10-1-000-006-4410.000 Maintenance - Labor	4,374.02	3,006.25	1,367.77	30,062.50	30,322.82	36,075.00	-15.95
10-1-000-006-4410.001 Salary Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4410.100 Maint Labor - OT	138.72	77.08	61.64	770.80	395.25	925.00	-57.27
10-1-000-006-4410.200 Maint - Other Amps	154.35	0.00	154.35	0.00	2,360.72	0.00	
Total Maintenance - Labor & OT	4,667.09	3,083.33	1,583.76	30,833.30	33,078.79	37,000.00	-10.60
Benefit Contributions - Maintenance							
10-1-000-006-4410.500 Emp Benefit - Maint	1,059.63	1,222.92	-163.29	12,229.20	7,083.48	14,675.00	-51.73
10-1-000-006-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Benefit Contributions - Maint.	1,059.63	1,222.92	-163.29	12,229.20	7,083.48	14,675.00	-51.73
Maintenance - Materials/Supplies							
10-1-000-006-4420.010 Garbage&Trash Supp	0.00	20.83	-20.83	208.30	0.00	250.00	-100.00
10-1-000-006-4420.020 Heating&Cooling Supp	0.00	25.00	-25.00	250.00	1,023.31	300.00	241.10
10-1-000-006-4420.030 Snow Removal Supplies	0.00	8.33	-8.33	83.30	165.21	100.00	65.21
10-1-000-006-4420.031 Gas for Snow Removal	0.00	8.33	-8.33	83.30	0.00	100.00	-100.00
10-1-000-006-4420.050 Landscape/Grounds Sup	0.00	62.50	-62.50	625.00	43.32	750.00	-94.22
10-1-000-006-4420.051 Gasoline for mowing	0.00	12.50	-12.50	125.00	38.60	150.00	-74.27
10-1-000-006-4420.070 Electrical Supplies	21.65	25.00	-3.35	250.00	131.24	300.00	-56.25
10-1-000-006-4420.080 Plumbing Supplies	162.83	62.50	100.33	625.00	541.53	750.00	-27.80
10-1-000-006-4420.090 Extermination Supplies	0.00	8.33	-8.33	83.30	0.00	100.00	-100.00
10-1-000-006-4420.100 Janitorial Supplies	0.00	95.83	-95.83	958.30	1,020.54	1,150.00	-11.26
10-1-000-006-4420.110 Routine Maint.Supplies	887.14	416.67	470.47	4,166.70	3,584.15	5,000.00	-28.32
10-1-000-006-4420.120 Other Misc Supplies	0.00	50.00	-50.00	500.00	49.90	600.00	-91.68
10-1-000-006-4420.121 Laundry Equip Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.125 Mileage	0.00	8.33	-8.33	83.30	-12.76	100.00	-112.76
10-1-000-006-4420.130 Security Supplies	0.00	25.00	-25.00	250.00	0.00	300.00	-100.00
Total Maintenance - Materials/Supplies	1,071.62	829.15	242.47	8,291.50	6,585.04	9,950.00	-33.82
Maintenance - Contracts							
10-1-000-006-4430.010 Garbage & Trash Cont	120.00	250.00	-130.00	2,500.00	523.29	3,000.00	-82.56
10-1-000-006-4430.020 Heating & Cooling Cont	0.00	125.00	-125.00	1,250.00	1,653.44	1,500.00	10.23
10-1-000-006-4430.030 Snow Removal Contract	0.00	25.00	-25.00	250.00	0.00	300.00	-100.00
10-1-000-006-4430.040 Elevator Maint Cont	0.00	541.67	-541.67	5,416.70	3,128.68	6,500.00	-51.87
10-1-000-006-4430.050 Landscape & Grds Cont	0.00	41.67	-41.67	416.70	680.00	500.00	36.00
10-1-000-006-4430.070 Electrical Contracts	0.00	62.50	-62.50	625.00	3,018.85	750.00	302.51
10-1-000-006-4430.080 Plumbing Contracts	663.07	833.33	-170.26	8,333.30	5,405.68	10,000.00	-45.94
10-1-000-006-4430.090 Extermination Contracts	677.42	166.67	510.75	1,666.70	1,777.26	2,000.00	-11.14

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.110 Routing Maint Cont	7,348.34	125.00	7,223.34	1,250.00	13,428.32	1,500.00	795.22
10-1-000-006-4430.120 Other Misc. Cont Cost	0.00	25.00	-25.00	250.00	85.50	300.00	-71.50
10-1-000-006-4430.121 Laundry Equip Contract	0.00	41.67	-41.67	416.70	0.00	500.00	-100.00
10-1-000-006-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	8,808.83	2,237.51	6,571.32	22,375.10	29,701.02	26,850.00	10.62
TOTAL MAINTENANCE EXPENSES	15,607.17	7,372.91	8,234.26	73,729.10	76,448.33	88,475.00	-13.59
<u>UTILITIES EXPENSE</u>							
Utilities Expense							
10-1-000-006-4310.000 Water	258.61	308.33	-49.72	3,083.30	2,715.26	3,700.00	-26.61
10-1-000-006-4315.000 Sewer	207.29	250.00	-42.71	2,500.00	2,194.17	3,000.00	-26.86
10-1-000-006-4320.000 Electric	878.46	833.33	45.13	8,333.30	9,134.85	10,000.00	-8.65
10-1-000-006-4330.000 Gas	1,589.22	833.33	755.89	8,333.30	4,381.27	10,000.00	-56.19
Total Utilities Expense	2,933.58	2,224.99	708.59	22,249.90	18,425.55	26,700.00	-30.99
TOTAL UTILITIES EXPENSE	2,933.58	2,224.99	708.59	22,249.90	18,425.55	26,700.00	-30.99
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-006-4480.000 Police Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4480.100 ADT Contract	562.80	150.00	412.80	1,500.00	2,811.94	1,800.00	56.22
10-1-000-006-4480.500 Security Contract	0.00	125.00	-125.00	1,250.00	4,082.91	1,500.00	172.19
Total Protective Services - Contract	562.80	275.00	287.80	2,750.00	6,894.85	3,300.00	108.93
TOTAL PROTECTIVE SERVICES EXPENSE	562.80	275.00	287.80	2,750.00	6,894.85	3,300.00	108.93
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-006-4510.010 Property Insurance	912.12	1,100.00	-187.88	11,000.00	10,655.25	13,200.00	-19.28
10-1-000-006-4510.015 Equipment Insurance	35.13	35.42	-0.29	354.20	343.38	425.00	-19.20
10-1-000-006-4510.020 Liability Insurance	121.18	120.83	0.35	1,208.30	1,200.55	1,450.00	-17.20
10-1-000-006-4510.025 PE & PO Insurance	79.66	81.25	-1.59	812.50	788.77	975.00	-19.10
10-1-000-006-4510.030 Work Comp	142.91	250.00	-107.09	2,500.00	2,345.75	3,000.00	-21.81
10-1-000-006-4510.035 Auto Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	1,291.00	1,587.50	-296.50	15,875.00	15,333.70	19,050.00	-19.51
TOTAL INSURANCE PREMIUMS EXPENSE	1,291.00	1,587.50	-296.50	15,875.00	15,333.70	19,050.00	-19.51
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-006-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-006-4520.000 Pay in lieu of Tax	1,204.85	1,707.08	-502.23	17,070.80	12,867.05	20,485.00	-37.19
Total Payment In Lieu Of Taxes - PILOT	1,204.85	1,707.08	-502.23	17,070.80	12,867.05	20,485.00	-37.19
Bad Debt Write-Offs - Tenant Rents							
10-1-000-006-4570.000 Collection Losses	151.95	0.00	151.95	0.00	428.78	0.00	

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total Bad Debt Write-Offs - Tenant Rents	151.95	0.00	151.95	0.00	428.78	0.00	
TOTAL OTHER GENERAL EXPENSES	1,356.80	1,707.08	-350.28	17,070.80	13,295.83	20,485.00	-35.09
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	29,618.58	24,109.32	5,509.26	241,093.20	202,479.67	289,312.00	-30.01
NET (REVENUE)/EXPENSE	-65,505.26	4,979.40	-70,484.66	49,794.00	-73,493.51	59,753.00	-223.00
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary & Casualty Expense							
10-1-000-006-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-006-4800.000 Depreciation Exp BB	14,010.00	14,010.00	0.00	140,100.00	140,100.00	168,120.00	-16.67
Total Depreciation Expense	14,010.00	14,010.00	0.00	140,100.00	140,100.00	168,120.00	-16.67
TOTAL MISCELLANEOUS EXPENSES	14,010.00	14,010.00	0.00	140,100.00	140,100.00	168,120.00	-16.67
TOTAL EXPENSES	-51,495.26	18,989.40	-70,484.66	189,894.00	66,606.49	227,873.00	-70.77
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating/Reserve Transfers In/Out							
10-1-000-006-7010.000 Prov Oper Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-9111.000 Operating Xfers - In	0.00	9,009.75	-9,009.75	90,097.50	0.00	108,117.00	-100.00
10-1-000-006-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating/Reserve Transfers In/Out	0.00	9,009.75	-9,009.75	90,097.50	0.00	108,117.00	-100.00
TOTAL OTHER FINANCING SOURCES	0.00	9,009.75	-9,009.75	90,097.50	0.00	108,117.00	-100.00
EXCESS (REVENUE)/EXPENSE	-51,495.26	27,999.15	-79,494.41	279,991.50	66,606.49	335,990.00	-80.18

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - HCV ADMIN & HAP
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
30-1-000-000-4190.401 Printing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.550 Computers	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.800 Internet Services	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.850 IT Support	201.48	25.00	176.48	250.00	201.48	300.00	-32.84
30-1-000-000-4190.950 Background Verification	21.40	66.67	-45.27	666.70	407.99	800.00	-49.00
Total Admin Sundry & w/o Sundry	1,080.44	1,154.17	-73.73	11,541.70	6,096.63	13,850.00	-55.98
TOTAL ADMIN EXPENSE	14,401.63	12,862.17	1,539.46	128,621.70	114,390.32	154,346.00	-25.89
General Expense							
30-1-000-000-4400.000 Maint & Operation	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4510.025 PE & PO Insurance	79.66	81.25	-1.59	812.50	788.77	975.00	-19.10
30-1-000-000-4510.030 Work Comp Insurance	252.18	225.00	27.18	2,250.00	2,267.28	2,700.00	-16.03
30-1-000-000-4510.035 Auto Insurance	41.90	52.50	-10.60	525.00	512.15	630.00	-18.71
30-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4540.000 Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4570.100 Collection Loss Admin	-56.75	-41.67	-15.08	-416.70	-167.26	-500.00	-66.55
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	403.04	416.67	-13.63	4,166.70	4,190.60	5,000.00	-16.19
30-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expense	720.03	733.75	-13.72	7,337.50	7,591.54	8,805.00	-13.78
TOTAL GENERAL EXPENSE	720.03	733.75	-13.72	7,337.50	7,591.54	8,805.00	-13.78
Surplus Adjustments							
30-1-000-000-6010.000 Prior Yr Adj - ARR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-6020.000 Prior Yr Adj - NARR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-6120.000 Gain/Loss-Nonex Eq	0.00	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	
Provision for Reserve							
30-1-000-000-7016.000 Prov for Oper Rsrve	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7027.000 Prov for Proj Rsrve	0.00	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Capital Expenditures							
30-1-000-000-7520.000 Replace Nonexp Eq	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7530.000 Repts Nonex Eq NR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.010 Labor	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.020 Materials	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.030 NonExp Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.040 Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7590.000 Oper Exp Prop Contra	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
30-1-000-000-4800.000 Dpreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL ADMIN EXPENSES	15,121.66	13,595.92	1,525.74	135,959.20	121,981.86	163,151.00	-25.23

ADMIN (Profit)/Loss w/ Depreciation	5,638.68	3,452.67	2,186.01	34,526.70	20,638.41	41,432.00	-50.19
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Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - HCV ADMIN & HAP
January, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
HAP REVENUE							
HAP Income							
30-1-000-000-3300.200 Fraud Recovery - HAP	0.00	-375.00	375.00	-3,750.00	-4,573.00	-4,500.00	1.62
30-1-000-000-3300.500 Int Reserve Surplus-HAP	0.00	-8.33	8.33	-83.30	0.00	-100.00	-100.00
30-1-000-000-8026.000 Ann Contr-Cur Yr	-71,759.00	-69,174.67	-2,584.33	-691,746.70	-752,815.00	-830,096.00	-9.31
30-1-000-000-8027.000 Ann Contr - Pr Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	-71,759.00	-69,558.00	-2,201.00	-695,580.00	-757,388.00	-834,696.00	-9.26
TOTAL HAP INCOME	-71,759.00	-69,558.00	-2,201.00	-695,580.00	-757,388.00	-834,696.00	-9.26
HAP EXPENSES							
HAP Expenses							
30-1-000-000-4715.010 HAP-Occupied Units	55,035.00	57,500.00	-2,465.00	575,000.00	571,845.00	690,000.00	-17.12
30-1-000-000-4715.015 HAP Mid Month Lease	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.020 HAP-Repayments	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.021 HAP-FraudRepay-HUD	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.030 HAP-Port Ins	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.040 HAP-Util Payments	2,022.00	2,666.67	-644.67	26,666.70	21,744.00	32,000.00	-32.05
30-1-000-000-4715.050 HAP-Homeownership	243.00	250.00	-7.00	2,500.00	2,430.00	3,000.00	-19.00
30-1-000-000-4715.070 HAP-Portable	17,448.00	11,666.67	5,781.33	116,666.70	148,959.00	140,000.00	6.40
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	74,748.00	72,083.34	2,664.66	720,833.40	744,978.00	865,000.00	-13.88
TOTAL HAP EXPENSE	74,748.00	72,083.34	2,664.66	720,833.40	744,978.00	865,000.00	-13.88
General HAP Expenses							
30-1-000-000-4570.200 Collection Loss HUD	-56.75	-41.67	-15.08	-416.70	-167.25	-500.00	-66.55
Total General HAP Expenses	-56.75	-41.67	-15.08	-416.70	-167.25	-500.00	-66.55
TOTAL GENERAL HAP EXPENSES	-56.75	-41.67	-15.08	-416.70	-167.25	-500.00	-66.55
Prior Year Adj - HAP							
30-1-000-000-6010.010 Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL HAP EXPENSES	74,691.25	72,041.67	2,649.58	720,416.70	744,810.75	864,500.00	-13.84
Remaining HAP to/from Reserve	2,932.25	2,483.67	448.58	24,836.70	-12,577.25	29,804.00	-142.20

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
PUM - Brentwood	72.00	72.00	0.00	720.00	720.00	864.00	0.00
REVENUE							
<u>TENANT REVENUE</u>							
Tenant Rent Revenue							
60-1-000-000-5120.000 Rent - Brentwood	-27,634.00	-27,966.67	332.67	-279,666.70	-270,855.00	-335,600.00	-19.29
60-1-000-000-5125.000 PHA Rent	-4,271.00	-4,000.00	-271.00	-40,000.00	-43,405.00	-48,000.00	-9.57
60-1-000-000-5320.000 Rent Adjustments	-382.00	0.00	-382.00	0.00	-494.00	0.00	
Total Tenant Rent Revenue	-32,287.00	-31,966.67	-320.33	-319,666.70	-314,754.00	-383,600.00	-17.95
Excess Rent							
60-1-000-000-5970.000 Excess Rent	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5971.000 Excess Rent to HUD	0.00	0.00	0.00	0.00	0.00	0.00	
Total Excess Rent	0.00	0.00	0.00	0.00	0.00	0.00	
Vacancies Revenue							
60-1-000-000-5220.000 Vacancies - Brentwood	0.00	639.33	-639.33	6,393.30	0.00	7,672.00	-100.00
Total Vacancies Revenue	0.00	639.33	-639.33	6,393.30	0.00	7,672.00	-100.00
TOTAL TENANT REVENUE	-32,287.00	-31,327.34	-959.66	-313,273.40	-314,754.00	-375,928.00	-16.27
<u>INVESTMENT REVENUE</u>							
Investment Revenue							
60-1-000-000-5410.000 Interest Income	-293.49	-333.33	39.84	-3,333.30	-3,596.23	-4,000.00	-10.09
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	-293.49	-333.33	39.84	-3,333.30	-3,596.23	-4,000.00	-10.09
TOTAL INVESTMENT INCOME	-293.49	-333.33	39.84	-3,333.30	-3,596.23	-4,000.00	-10.09
<u>OTHER REVENUE</u>							
Other Revenue							
60-1-000-000-5900.000 Other Income	0.00	-4.17	4.17	-41.70	0.00	-50.00	-100.00
60-1-000-000-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	-691.18	0.00	
60-1-000-000-5910.000 Laundry Income	-401.00	-300.00	-101.00	-3,000.00	-7,471.19	-3,600.00	107.53
60-1-000-000-5920.000 Bad Check Charges	0.00	-1.67	1.67	-16.70	-60.00	-20.00	200.00
60-1-000-000-5920.100 Deposits Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5922.000 Labor & Materials	-37.00	-440.00	403.00	-4,400.00	-3,169.94	-5,280.00	-39.96
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	-88.00	-200.00	112.00	-2,000.00	-1,556.00	-2,400.00	-35.17
60-1-000-000-5926.000 Violation Charges	0.00	-36.25	36.25	-362.50	-279.00	-435.00	-35.86
60-1-000-000-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5991.000 ECRM Grant Inc-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5991.100 ECRM Grant #2 Inc-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5992.000 Carver Center Grant-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5992.500 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-526.00	-982.09	456.09	-9,820.90	-13,227.31	-11,785.00	12.24
TOTAL OTHER REVENUE	-526.00	-982.09	456.09	-9,820.90	-13,227.31	-11,785.00	12.24
TOTAL REVENUE	-33,106.49	-32,642.76	-463.73	-326,427.60	-331,577.54	-391,713.00	-15.35
EXPENSES							

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>OPERATING EXPENSES</u>							
Administrative Salaries & Benefits							
60-1-000-000-6330.000 Manager Salaries	3,552.75	2,541.67	1,011.08	25,416.70	25,708.57	30,500.00	-15.71
60-1-000-000-6330.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6330.500 Manager's Benefits	1,112.23	845.83	266.40	8,458.30	8,110.20	10,150.00	-20.10
60-1-000-000-6330.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	4,664.98	3,387.50	1,277.48	33,875.00	33,818.77	40,650.00	-16.80
Admin Sundry							
60-1-000-000-6210.000 Admin. Advertisement	9.20	41.67	-32.47	416.70	275.47	500.00	-44.91
60-1-000-000-6250.000 Misc Renting Expense	68.00	141.67	-73.67	1,416.70	867.00	1,700.00	-49.00
60-1-000-000-6311.000 Office Expense-Brent	135.37	150.00	-14.63	1,500.00	1,280.09	1,800.00	-28.88
60-1-000-000-6311.050 Office Rental Expense	225.00	221.83	3.17	2,218.30	2,212.50	2,662.00	-16.89
60-1-000-000-6311.100 Phone/Internet Service	188.48	180.00	8.48	1,800.00	1,721.87	2,160.00	-20.28
60-1-000-000-6311.150 IT Support	30.71	33.33	-2.62	333.30	125.24	400.00	-68.69
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	0.00	75.00	-75.00	750.00	0.00	900.00	-100.00
60-1-000-000-6360.000 Training - Staff	0.00	83.33	-83.33	833.30	522.34	1,000.00	-47.77
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	85.55	125.00	-39.45	1,250.00	895.40	1,500.00	-40.31
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	117.40	166.67	-49.27	1,666.70	-2,988.23	2,000.00	-249.41
60-1-000-000-6380.000 Consulting Services	0.00	41.67	-41.67	416.70	0.00	500.00	-100.00
60-1-000-000-6380.500 Translating/Interp Serv.	0.00	16.67	-16.67	166.70	0.00	200.00	-100.00
60-1-000-000-6399.000 Other Administrative	0.00	66.67	-66.67	666.70	113.84	800.00	-85.77
Total Admin Sundry	859.71	1,343.51	-483.80	13,435.10	5,025.52	16,122.00	-68.83
Fee Expense							
60-1-000-000-6320.000 Management Fees	5,189.39	5,400.00	-210.61	54,000.00	51,309.18	64,800.00	-20.82
60-1-000-000-6351.000 Bookkeeping Fees	639.00	648.00	-9.00	6,480.00	6,318.00	7,776.00	-18.75
Total Fee Expense	5,828.39	6,048.00	-219.61	60,480.00	57,627.18	72,576.00	-20.60
TOTAL OPERATING EXPENSES	11,353.08	10,779.01	574.07	107,790.10	96,471.47	129,348.00	-25.42
<u>UTILITIES</u>							
Utilities Expense							
60-1-000-000-6450.000 Utilites - Electric	1,553.59	458.33	1,095.26	4,583.30	5,695.13	5,500.00	3.55
60-1-000-000-6451.000 Utilities - Water	784.80	800.00	-15.20	8,000.00	7,670.40	9,600.00	-20.10
60-1-000-000-6452.000 Utilities - Gas	327.08	150.00	177.08	1,500.00	1,093.64	1,800.00	-39.24
60-1-000-000-6453.000 Utilities - Sewer	758.85	720.00	38.85	7,200.00	7,397.44	8,640.00	-14.38
Total Utilities	3,424.32	2,128.33	1,295.99	21,283.30	21,856.61	25,540.00	-14.42
TOTAL UTILITIES	3,424.32	2,128.33	1,295.99	21,283.30	21,856.61	25,540.00	-14.42
<u>MAINTENANCE EXPENSES</u>							
Maintenance Salaries							
60-1-000-000-6510.000 Maintenance Salaries	5,793.60	4,108.33	1,685.27	41,083.30	43,304.26	49,300.00	-12.16
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	208.30	0.00	250.00	-100.00
60-1-000-000-6510.200 Maint from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6510.500 Maint. Employee Ben.	2,240.42	1,795.83	444.59	17,958.30	17,157.37	21,550.00	-20.38
60-1-000-000-6510.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance Salaries	8,034.02	5,924.99	2,109.03	59,249.90	60,461.63	71,100.00	-14.96
Maintenance Supplies							

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-000-6515.010 Garbage/Trash Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6515.020 Heating/Cooling Supplies	89.06	58.33	30.73	583.30	964.38	700.00	37.77
60-1-000-000-6515.030 Snow Removal Supplies	0.00	41.67	-41.67	416.70	0.00	500.00	-100.00
60-1-000-000-6515.050 Lndscape/Grnd Supplies	77.64	166.67	-89.03	1,666.70	1,903.56	2,000.00	-4.82
60-1-000-000-6515.070 Electrical Supplies	99.49	133.33	-33.84	1,333.30	1,111.90	1,600.00	-30.51
60-1-000-000-6515.080 Plumbing Supplies	432.80	400.00	32.80	4,000.00	4,026.53	4,800.00	-16.11
60-1-000-000-6515.100 Janitorial Supplies	182.34	125.00	57.34	1,250.00	1,000.69	1,500.00	-33.29
60-1-000-000-6515.110 Routine Maint. Supplies	805.83	849.33	-43.50	8,493.30	2,069.49	10,192.00	-79.69
60-1-000-000-6515.114 Painting Supplies - BW	96.03	158.33	-62.30	1,583.30	2,362.13	1,900.00	24.32
60-1-000-000-6515.115 Refrigerators	0.00	125.00	-125.00	1,250.00	1,465.00	1,500.00	-2.33
60-1-000-000-6515.116 Stoves	0.00	80.00	-80.00	800.00	1,005.00	960.00	4.69
60-1-000-000-6515.120 Misc. Other Supplies	0.00	41.67	-41.67	416.70	151.78	500.00	-69.64
Total Maintenance Supplies	1,783.19	2,179.33	-396.14	21,793.30	16,060.46	26,152.00	-38.59
Maintenance Contracts							
60-1-000-000-6516.000 Interior Repr/Repl-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6516.200 Carpet Repr/Repl-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6520.010 Garbage/Trash Contract	972.95	912.50	60.45	9,125.00	7,443.97	10,950.00	-32.02
60-1-000-000-6520.020 Heat/Cool Contract	0.00	41.67	-41.67	416.70	1,144.00	500.00	128.80
60-1-000-000-6520.030 Snow Removal Contract	0.00	165.00	-165.00	1,650.00	0.00	1,980.00	-100.00
60-1-000-000-6520.050 Landscape&Grds Cont	0.00	166.67	-166.67	1,666.70	519.00	2,000.00	-74.05
60-1-000-000-6520.070 Electrical Contract	0.00	66.67	-66.67	666.70	0.00	800.00	-100.00
60-1-000-000-6520.080 Plumbing Contract	245.00	137.50	107.50	1,375.00	5,354.12	1,650.00	224.49
60-1-000-000-6520.090 Extermination Contract	462.24	212.50	249.74	2,125.00	2,086.72	2,550.00	-18.17
60-1-000-000-6520.100 Janitorial Contract	225.00	108.33	116.67	1,083.30	1,109.93	1,300.00	-14.62
60-1-000-000-6520.110 Routine Maint. Contract	35.00	100.00	-65.00	1,000.00	848.70	1,200.00	-29.28
60-1-000-000-6520.111 Carpet Repr/Repl Cont.	-1,390.43	558.33	-1,948.76	5,583.30	1,698.18	6,700.00	-74.65
60-1-000-000-6520.120 Misc. Other Contracts	43,933.50	4,516.67	39,416.83	45,166.70	72,000.00	54,200.00	32.84
Total Maintenance Contracts	44,483.26	6,985.84	37,497.42	69,858.40	92,204.62	83,830.00	9.99
TOTAL MAINTENANCE	54,300.47	15,090.16	39,210.31	150,901.60	168,726.71	181,082.00	-6.82
TAXES & INSURANCE EXPENSE							
Taxes & Insurance Expense							
60-1-000-000-6710.000 PILOT - Real Estate Tax	1,443.13	1,672.83	-229.70	16,728.30	14,644.87	20,074.00	-27.05
60-1-000-000-6720.000 Property Insurance	829.19	966.67	-137.48	9,666.70	9,397.64	11,600.00	-18.99
60-1-000-000-6720.500 Equipment Insurance	49.97	50.00	-0.03	500.00	480.89	600.00	-19.85
60-1-000-000-6721.000 Liability Insurance	172.19	168.75	3.44	1,687.50	1,680.86	2,025.00	-16.99
60-1-000-000-6721.500 PE & PO Insuranace	79.66	81.33	-1.67	813.30	788.77	976.00	-19.18
60-1-000-000-6722.000 Work Comp Insurance	249.18	254.17	-4.99	2,541.70	2,516.28	3,050.00	-17.50
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	2,823.32	3,193.75	-370.43	31,937.50	29,509.31	38,325.00	-23.00
TOTAL TAXES & INSURANCE EXPENSE	2,823.32	3,193.75	-370.43	31,937.50	29,509.31	38,325.00	-23.00

MISCELLANEOUS EXPENSE
Financial Expenses

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-000-6810.000 Interest Expense Payable	2,006.92	2,166.67	-159.75	21,666.70	18,326.71	26,000.00	-29.51
60-1-000-000-6860.000 Security Deposit Interest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	2,006.92	2,166.67	-159.75	21,666.70	18,326.71	26,000.00	-29.51
Amortization Expense							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Surplus Adjustments							
60-1-000-000-6010.000 Prior Yr Adj - BW	0.00	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	
Provision for Reserve							
60-1-000-000-7010.000 Provision For Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Vandalism Expenditures							
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Transfers In/Out							
60-1-000-000-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENSE	2,006.92	2,166.67	-159.75	21,666.70	18,326.71	26,000.00	-29.51
TOTAL EXPENSES BEFORE DEPRECIATION	73,908.11	33,357.92	40,550.19	333,579.20	334,890.81	400,295.00	-16.34
NET REVENUE/EXPENSES (PROFIT)/LOSS	40,801.62	715.16	40,086.46	7,151.60	3,313.27	8,582.00	-61.39
Depreciation Expense							
60-1-000-000-6600.000 Depreciation Expense	7,330.00	7,330.00	0.00	73,300.00	73,300.00	87,960.00	-16.67
Total Depreciation Expense	7,330.00	7,330.00	0.00	73,300.00	73,300.00	87,960.00	-16.67
TOTAL DEPRECIATION EXPENSE	7,330.00	7,330.00	0.00	73,300.00	73,300.00	87,960.00	-16.67
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	48,131.62	8,045.16	40,086.46	80,451.60	76,613.27	96,542.00	-20.64
TOTAL BOND PAYMENT	1,880.58	0.00	1,880.58	0.00	16,660.81	0.00	

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
PUM - Prairieland	65.00	65.00	0.00	650.00	650.00	780.00	0.00
REVENUE							
TENANT REVENUE							
Tenant Rent Revenue							
60-1-000-001-5120.000 Rent - Prairieland	-23,716.00	-22,025.50	-1,690.50	-220,255.00	-223,919.00	-264,306.00	-15.28
60-1-000-001-5125.000 PHA Rent	-1,551.00	-2,100.00	549.00	-21,000.00	-17,597.00	-25,200.00	-30.17
60-1-000-001-5126.000 Georgia HAP - Prairie S8	-2,444.00	-3,300.00	856.00	-33,000.00	-29,151.00	-39,600.00	-26.39
60-1-000-001-5320.000 Rent Adjustments	233.00	0.00	233.00	0.00	-22.00	0.00	
Total Tenant Rent Revenue	-27,478.00	-27,425.50	-52.50	-274,255.00	-270,689.00	-329,106.00	-17.75
Excess Rent							
60-1-000-001-5970.000 Excess Rent	-748.00	-600.00	-148.00	-6,000.00	-6,734.00	-7,200.00	-6.47
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	-748.00	-600.00	-148.00	-6,000.00	-6,734.00	-7,200.00	-6.47
Vacancies Revenue							
60-1-000-001-5220.000 Vacancies	0.00	490.42	-490.42	4,904.20	0.00	5,885.00	-100.00
Total Vacancies Revenue	0.00	490.42	-490.42	4,904.20	0.00	5,885.00	-100.00
TOTAL TENANT REVENUE	-28,226.00	-27,535.08	-690.92	-275,350.80	-277,423.00	-330,421.00	-16.04
INVESTMENT REVENUE							
Investment Revenue							
60-1-000-001-5410.000 Interest Income	28.15	-2.50	30.65	-25.00	0.00	-30.00	-100.00
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	-22.20	-2.50	-19.70	-25.00	-22.20	-30.00	-26.00
60-1-000-001-5450.000 Residual Res Int Inc	-9.20	-1.25	-7.95	-12.50	-9.20	-15.00	-38.67
60-1-000-001-5500.000 HUD Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	
Total Investment Revenue	-3.25	-6.25	3.00	-62.50	-31.40	-75.00	-58.13
TOTAL INVESTMENT INCOME	-3.25	-6.25	3.00	-62.50	-31.40	-75.00	-58.13
OTHER REVENUE							
Other Revenue							
60-1-000-001-5127.000 Office Rent Receipt	-225.00	-221.83	-3.17	-2,218.30	-2,212.50	-2,662.00	-16.89
60-1-000-001-5900.000 Other Income	0.00	0.00	0.00	0.00	-141.00	0.00	
60-1-000-001-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5910.000 Laundry Income	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5920.000 Bad Check Charges	0.00	-1.67	1.67	-16.70	-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	-219.00	-350.00	131.00	-3,500.00	-2,501.00	-4,200.00	-40.45
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	-245.00	-170.00	-75.00	-1,700.00	-2,376.00	-2,040.00	16.47
60-1-000-001-5926.000 Violation Charges	0.00	-33.75	33.75	-337.50	0.00	-405.00	-100.00
60-1-000-001-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5979.000 Gifts	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5990.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5991.000 ECRM Grant Inc-PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5992.500 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-689.00	-777.25	88.25	-7,772.50	-7,270.50	-9,327.00	-22.05
TOTAL OTHER REVENUE	-689.00	-777.25	88.25	-7,772.50	-7,270.50	-9,327.00	-22.05
TOTAL REVENUE	-28,918.25	-28,318.58	-599.67	-283,185.80	-284,724.90	-339,823.00	-16.21

EXPENSES

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-001-6515.020 Heating/Cooling Supplies	488.89	100.00	388.89	1,000.00	1,179.14	1,200.00	-1.74
60-1-000-001-6515.030 Snow Removal Supplies	30.67	45.83	-15.16	458.30	30.67	550.00	-94.42
60-1-000-001-6515.050 Lndscape/Grnd Supplies	0.00	150.00	-150.00	1,500.00	546.27	1,800.00	-69.65
60-1-000-001-6515.070 Electrical Supplies	101.96	116.67	-14.71	1,166.70	697.67	1,400.00	-50.17
60-1-000-001-6515.080 Plumbing Supplies	379.91	208.33	171.58	2,083.30	2,554.08	2,500.00	2.16
60-1-000-001-6515.100 Janitorial Supplies	64.35	66.67	-2.32	666.70	465.20	800.00	-41.85
60-1-000-001-6515.110 Routine Maint. Supplies	173.03	541.67	-368.64	5,416.70	1,735.33	6,500.00	-73.30
60-1-000-001-6515.114 Painting Supplies - PL	0.00	150.00	-150.00	1,500.00	1,214.36	1,800.00	-32.54
60-1-000-001-6515.115 Refrigerators	0.00	79.17	-79.17	791.70	966.00	950.00	1.68
60-1-000-001-6515.116 Stoves	0.00	66.67	-66.67	666.70	714.00	800.00	-10.75
60-1-000-001-6515.120 Other Misc. Supplies	0.00	83.33	-83.33	833.30	0.00	1,000.00	-100.00
Total Maintenance Supplies	1,238.81	1,608.34	-369.53	16,083.40	10,102.72	19,300.00	-47.65
Maintenance Contracts							
60-1-000-001-6516.000 Interior Repr/Repl-PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6516.200 Carpet Repr/Repl-PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.010 Garbage/Trash Contract	697.00	833.33	-136.33	8,333.30	7,063.25	10,000.00	-29.37
60-1-000-001-6520.020 Heat/Cool Contract	159.75	50.00	109.75	500.00	715.56	600.00	19.26
60-1-000-001-6520.030 Snow Removal Contract	0.00	125.00	-125.00	1,250.00	0.00	1,500.00	-100.00
60-1-000-001-6520.050 Landscape&Grnds Cont	0.00	100.00	-100.00	1,000.00	0.00	1,200.00	-100.00
60-1-000-001-6520.070 Electrical Contract	0.00	16.67	-16.67	166.70	0.00	200.00	-100.00
60-1-000-001-6520.080 Plumbing Contract	0.00	41.67	-41.67	416.70	262.50	500.00	-47.50
60-1-000-001-6520.090 Extermin Contract	423.72	170.83	252.89	1,708.30	1,271.16	2,050.00	-37.99
60-1-000-001-6520.100 Janitorial	0.00	33.33	-33.33	333.30	64.98	400.00	-83.76
60-1-000-001-6520.110 Routine Main. Contract	42.00	41.67	0.33	416.70	182.70	500.00	-63.46
60-1-000-001-6520.111 Carpet Repr/Repl Cont.	1,390.43	500.00	890.43	5,000.00	1,390.43	6,000.00	-76.83
60-1-000-001-6520.120 Other Misc. Contracts	0.00	5,367.67	-5,367.67	53,676.70	0.00	64,412.00	-100.00
Total Maintenance Contracts	2,712.90	7,280.17	-4,567.27	72,801.70	10,950.58	87,362.00	-87.47
TOTAL MAINTENANCE	11,985.49	14,813.50	-2,828.01	148,135.00	81,513.38	177,762.00	-54.14
TAXES & INSURANCE EXPENSE							
Taxes & Insurance Expense							
60-1-000-001-6710.000 PILOT - Real Estate Tax	1,299.83	1,488.00	-188.17	14,880.00	12,652.52	17,856.00	-29.14
60-1-000-001-6720.000 Prpoerty Insurance	829.19	960.42	-131.23	9,604.20	9,328.52	11,525.00	-19.06
60-1-000-001-6720.500 Equipment Insurance	44.80	45.75	-0.95	457.50	440.71	549.00	-19.72
60-1-000-001-6721.000 Liability Insurance	154.28	154.17	0.11	1,541.70	1,540.28	1,850.00	-16.74
60-1-000-001-6721.500 PE & PO Insuranace	79.66	80.83	-1.17	808.30	788.77	970.00	-18.68
60-1-000-001-6722.000 Work Comp Insurance	249.18	254.17	-4.99	2,541.70	2,516.28	3,050.00	-17.50
60-1-000-001-6722.500 Auto Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6790.000 Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6795.000 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Taxes & Insurance Expense	2,656.94	2,983.34	-326.40	29,833.40	27,267.08	35,800.00	-23.83
TOTAL TAXES & INSURANCE EXPENSE	2,656.94	2,983.34	-326.40	29,833.40	27,267.08	35,800.00	-23.83
MISCELLANEOUS EXPENSE							
Financial Expenses							
60-1-000-001-6810.000 Interest Expense Payable	2,006.92	2,150.00	-143.08	21,500.00	20,233.92	25,800.00	-21.57
60-1-000-001-6860.000 Sec Dep Int	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	2,006.92	2,150.00	-143.08	21,500.00	20,233.92	25,800.00	-21.57
Amortization Expense							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Surplus Adjustments							

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

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-001-6010.000 Prior Yr Adj - PL	0.00	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	
Provision for Reserve							
60-1-000-001-7010.000 Provision For Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Vandalism Expenditures							
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Transfers In/Out							
60-1-000-001-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENSE	2,006.92	2,150.00	-143.08	21,500.00	20,233.92	25,800.00	-21.57
TOTAL EXPENSES BEFORE DEPRECIATION	29,075.33	32,147.66	-3,072.33	321,476.60	243,249.52	385,772.00	-36.94
NET REVENUE/EXPENSES (PROFIT)/LOSS	157.08	3,829.08	-3,672.00	38,290.80	-41,475.38	45,949.00	-190.26
Depreciation Expense							
60-1-000-001-6600.000 Depreciation Expense	6,257.00	6,257.50	-0.50	62,575.00	62,570.00	75,090.00	-16.67
Total Depreciation Expense	6,257.00	6,257.50	-0.50	62,575.00	62,570.00	75,090.00	-16.67
TOTAL DEPRECIATION EXPENSE	6,257.00	6,257.50	-0.50	62,575.00	62,570.00	75,090.00	-16.67
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	6,414.08	10,086.58	-3,672.50	100,865.80	21,094.62	121,039.00	-82.57
TOTAL BOND PAYMENT	1,880.58	0.00	1,880.58	0.00	16,660.81	0.00	

**Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
January 31, 2020**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	155,393.79	56,930.00	98,463.79	679,584.67	683,160.00	-0.52
TOTAL OPERATING INCOME	155,393.79	56,930.00	98,463.79	679,584.67	683,160.00	-0.52
OPERATING EXPENSE						
Total Administration Expenses	69,665.63	42,691.68	26,973.95	458,199.70	512,300.00	-10.56
Total Tenant Services	128.90	0.00	128.90	128.90	0.00	
Total Utilities Expenses	605.30	466.67	138.63	3,157.42	5,600.00	-43.62
Total Maintenance Expenses	187.40	483.31	-295.91	1,843.91	5,800.00	-68.21
General Expense	1,529.51	1,344.67	184.84	11,601.87	16,136.00	-28.10
TOTAL ROUTINE OPERATING EXPENSES	72,116.74	44,986.33	27,130.41	474,931.80	539,836.00	-12.02
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	7,730.33	-7,730.33	0.00	92,764.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	72,116.74	52,716.66	19,400.08	474,931.80	632,600.00	-24.92
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	83,277.05	4,213.34	79,063.71	204,652.87	50,560.00	304.77
Total Depreciation Expense						
	53.00	53.00	0.00	530.00	636.00	-16.67
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	83,224.05	4,160.34	79,063.71	204,122.87	49,924.00	308.87

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
January 31, 2020

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	68,716.35	65,790.60	2,925.75	725,772.34	789,487.00	-8.07
TOTAL OPERATING INCOME	68,716.35	65,790.60	2,925.75	725,772.34	789,487.00	-8.07
OPERATING EXPENSE						
Total Administration Expenses	28,758.24	25,909.99	2,848.25	260,846.53	310,920.00	-16.10
Total Tenant Services	556.08	41.67	514.41	1,142.31	500.00	128.46
Total Utilities Expenses	13,092.44	7,916.67	5,175.77	65,279.36	95,000.00	-31.28
Total Maintenance Expenses	28,068.55	22,902.12	5,166.43	252,120.44	274,825.00	-8.26
General Expense	5,555.05	5,938.26	-383.21	65,605.76	71,259.00	-7.93
TOTAL ROUTINE OPERATING EXPENSES	76,030.36	62,708.71	13,321.65	644,994.40	752,504.00	-14.29
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-26,218.08	26,218.08	0.00	-314,617.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	76,030.36	36,490.63	39,539.73	644,994.40	437,887.00	47.30
NET REVENUE/EXPENSE PROFIT/-LOSS	-7,314.01	29,299.97	-36,613.98	80,777.94	351,600.00	-77.03
Total Depreciation Expense						
Total Depreciation Expense	29,300.00	29,300.00	0.00	293,000.00	351,600.00	-16.67
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-36,614.01	-0.03	-36,613.98	-212,222.06	0.00	

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
January 31, 2020

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	217,266.34	76,000.16	141,266.18	996,213.88	912,002.00	9.23
TOTAL OPERATING INCOME	217,266.34	76,000.16	141,266.18	996,213.88	912,002.00	9.23
OPERATING EXPENSE						
Total Administration Expenses	35,763.07	32,637.60	3,125.47	332,373.14	391,651.00	-15.14
Total Tenant Services	88.95	740.00	-651.05	423.93	8,880.00	-95.23
Total Utilities Expenses	4,374.92	1,709.17	2,665.75	21,876.84	20,510.00	6.66
Total Maintenance Expenses	54,602.17	39,027.47	15,574.70	482,587.61	468,330.00	3.04
General Expense	8,832.43	7,317.58	1,514.85	65,521.73	87,811.00	-25.38
TOTAL ROUTINE OPERATING EXPENSES	103,661.54	81,431.82	22,229.72	902,783.25	977,182.00	-7.61
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-40,931.67	40,931.67	0.00	-491,180.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	103,661.54	40,500.15	63,161.39	902,783.25	486,002.00	85.76
NET REVENUE/EXPENSE PROFIT/-LOSS	113,604.80	35,500.01	78,104.79	93,430.63	426,000.00	-78.07
Total Depreciation Expense						
Total Depreciation Expense	33,500.00	35,500.00	-2,000.00	335,000.00	426,000.00	-21.36
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	80,104.80	0.01	80,104.79	-241,569.37	0.00	

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
January 31, 2020

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	95,123.84	19,129.92	75,993.92	275,973.18	229,559.00	20.22
TOTAL OPERATING INCOME	95,123.84	19,129.92	75,993.92	275,973.18	229,559.00	20.22
OPERATING EXPENSE						
Total Administration Expenses	7,820.76	10,921.01	-3,100.25	72,006.69	131,052.00	-45.05
Total Tenant Services	46.47	20.83	25.64	74.72	250.00	-70.11
Total Utilities Expenses	2,933.58	2,224.99	708.59	18,425.55	26,700.00	-30.99
Total Maintenance Expenses	16,169.97	7,647.91	8,522.06	83,343.18	91,775.00	-9.19
General Expense	2,647.80	3,294.58	-646.78	28,629.53	39,535.00	-27.58
TOTAL ROUTINE OPERATING EXPENSES	29,618.58	24,109.32	5,509.26	202,479.67	289,312.00	-30.01
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	29,618.58	24,109.32	5,509.26	202,479.67	289,312.00	-30.01
NET REVENUE/EXPENSE PROFIT/-LOSS						
	65,505.26	-4,979.40	70,484.66	73,493.51	-59,753.00	-223.00
Total Depreciation Expense						
	14,010.00	14,010.00	0.00	140,100.00	168,120.00	-16.67
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	51,495.26	-18,989.40	70,484.66	-66,606.49	-227,873.00	-70.77

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
January 31, 2020

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	536,500.32	217,850.68	318,649.64	2,677,544.07	2,614,208.00	2.42
TOTAL OPERATING INCOME	536,500.32	217,850.68	318,649.64	2,677,544.07	2,614,208.00	2.42
OPERATING EXPENSE						
Total Administration Expenses	142,007.70	112,160.28	29,847.42	1,123,426.06	1,345,923.00	-16.53
Total Tenant Services	820.40	802.50	17.90	1,769.86	9,630.00	-81.62
Total Utilities Expenses	21,006.24	12,317.50	8,688.74	108,739.17	147,810.00	-26.43
Total Maintenance Expenses	99,028.09	70,060.81	28,967.28	819,895.14	840,730.00	-2.48
General Expense	18,564.79	17,895.09	669.70	171,358.89	214,741.00	-20.20
TOTAL ROUTINE OPERATING EXPENSES	281,427.22	213,236.18	68,191.04	2,225,189.12	2,558,834.00	-13.04
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-59,419.42	59,419.42	0.00	-713,033.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	281,427.22	153,816.76	127,610.46	2,225,189.12	1,845,801.00	20.55
NET REVENUE/EXPENSE PROFIT/-LOSS	255,073.10	64,033.92	191,039.18	452,354.95	768,407.00	-41.13
Total Depreciation Expense						
Total Depreciation Expense	76,863.00	78,863.00	-2,000.00	768,630.00	946,356.00	-18.78
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	178,210.10	-14,829.08	193,039.18	-316,275.05	-177,949.00	77.73

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
January 31, 2020

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	9,482.98	10,526.58	-1,043.60	105,916.45	126,319.00	-16.15
TOTAL ADMIN OPERATING INCOME	9,482.98	10,526.58	-1,043.60	105,916.45	126,319.00	-16.15
OPERATING EXPENSES						
Total Admin Expenses	10,930.63	9,104.17	1,826.46	78,393.32	109,250.00	-28.24
Total Fees Expenses	3,471.00	3,758.00	-287.00	35,997.00	45,096.00	-20.18
Total General Expenses	720.03	733.75	-13.72	7,591.54	8,805.00	-13.78
TOTAL OPERATING EXPENSES	15,121.66	13,595.92	1,525.74	121,981.86	163,151.00	-25.23
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES	15,121.66	13,595.92	1,525.74	121,981.86	163,151.00	-25.23
NET REVENUE PROFIT/-LOSS	-5,638.68	-3,069.34	-2,569.34	-16,065.41	-36,832.00	-56.38
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
NET REVENUE w/Deprecitation PROFIT/-LOSS	-5,638.68	-3,069.34	-2,569.34	-16,065.41	-36,832.00	-56.38

HAP - OPERATING STATEMENT

HAP INCOME						
Total Income	71,759.00	69,549.67	2,209.33	757,388.00	834,596.00	-9.25
TOTAL HAP INCOME	71,759.00	69,549.67	2,209.33	757,388.00	834,596.00	-9.25
HAP EXPENSES						
Total HAP Expenses	74,748.00	72,083.34	2,664.66	744,978.00	865,000.00	-13.88
Total General HAP Expenses	-56.75	-41.67	-15.08	-167.25	-500.00	-66.55
TOTAL HAP EXPENSES	74,691.25	72,041.67	2,649.58	744,810.75	864,500.00	-13.84
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	-2,932.25	-2,492.00	-440.25	12,577.25	-29,904.00	-142.06

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
January 31, 2020

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	33,106.49	32,642.76	463.73	331,577.54	391,713.00	-15.35
TOTAL OPERATING INCOME	33,106.49	32,642.76	463.73	331,577.54	391,713.00	-15.35
OPERATING EXPENSE						
Total Administration Expenses	5,524.69	4,731.01	793.68	38,844.29	56,772.00	-31.58
Total Fee Expenses	5,828.39	6,048.00	-219.61	57,627.18	72,576.00	-20.60
Total Utilities Expenses	3,424.32	2,128.33	1,295.99	21,856.61	25,540.00	-14.42
Total Maintenance Expenses	54,300.47	15,090.16	39,210.31	168,726.71	181,082.00	-6.82
Total Taxes & Insurance Expense	2,823.32	3,193.75	-370.43	29,509.31	38,325.00	-23.00
Total Financial Expenses	2,006.92	2,166.67	-159.75	18,326.71	26,000.00	-29.51
TOTAL ROUTINE OPERATING EXPENSE	73,908.11	33,357.92	40,550.19	334,890.81	400,295.00	-16.34
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	73,908.11	33,357.92	40,550.19	334,890.81	400,295.00	-16.34
NET REVENUE PROFIT/-LOSS						
	-40,801.62	-715.16	-40,086.46	-3,313.27	-8,582.00	-61.39
Total Depreciation Expense						
	7,330.00	7,330.00	0.00	73,300.00	87,960.00	-16.67
NET REVENUE w/Depreciation PROFIT/-LOSS	-48,131.62	-8,045.16	-40,086.46	-76,613.27	-96,542.00	-20.64

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
January 31, 2020

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	28,918.25	28,318.58	599.67	284,724.90	339,823.00	-16.21
TOTAL OPERATING INCOME	28,918.25	28,318.58	599.67	284,724.90	339,823.00	-16.21
OPERATING EXPENSE						
Total Administration Expenses	5,383.77	4,517.49	866.28	41,600.25	54,210.00	-23.26
Total Fee Expenses	5,335.85	5,460.00	-124.15	52,783.87	65,520.00	-19.44
Total Utilities Expenses	1,706.36	2,223.33	-516.97	19,851.02	26,680.00	-25.60
Total Maintenance Expenses	11,985.49	14,813.50	-2,828.01	81,513.38	177,762.00	-54.14
Total Taxes & Insurance Expense	2,656.94	2,983.34	-326.40	27,267.08	35,800.00	-23.83
Total Financial Expenses	2,006.92	2,150.00	-143.08	20,233.92	25,800.00	-21.57
TOTAL ROUTINE OPERATING EXPENSE	29,075.33	32,147.66	-3,072.33	243,249.52	385,772.00	-36.94
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	29,075.33	32,147.66	-3,072.33	243,249.52	385,772.00	-36.94
NET REVENUE PROFIT/-LOSS						
	-157.08	-3,829.08	3,672.00	41,475.38	-45,949.00	-190.26
Total Depreciation Expense						
	6,257.00	6,257.50	-0.50	62,570.00	75,090.00	-16.67
NET REVENUE w/Depreciation PROFIT/-LOSS	-6,414.08	-10,086.58	3,672.50	-21,094.62	-121,039.00	-82.57

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
January 31, 2020

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	62,024.74	60,961.34	1,063.40	616,302.44	731,536.00	-15.75
TOTAL OPERATING INCOME	62,024.74	60,961.34	1,063.40	616,302.44	731,536.00	-15.75
OPERATING EXPENSE						
Total Administration Expenses	10,908.46	9,248.50	1,659.96	80,444.54	110,982.00	-27.52
Total Fee Expenses	11,164.24	11,508.00	-343.76	110,411.05	138,096.00	-20.05
Total Utilities Expenses	5,130.68	4,351.66	779.02	41,707.63	52,220.00	-20.13
Total Maintenance Expenses	66,285.96	29,903.66	36,382.30	250,240.09	358,844.00	-30.26
Total Taxes & Insurance Expense	5,480.26	6,177.09	-696.83	56,776.39	74,125.00	-23.40
Total Financial Expenses	4,013.84	4,316.67	-302.83	38,560.63	51,800.00	-25.56
TOTAL ROUTINE OPERATING EXPENSE	102,983.44	65,505.58	37,477.86	578,140.33	786,067.00	-26.45
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	102,983.44	65,505.58	37,477.86	578,140.33	786,067.00	-26.45
NET REVENUE PROFIT/-LOSS						
	-40,958.70	-4,544.24	-36,414.46	38,162.11	-54,531.00	-169.98
Total Depreciation Expense						
	13,587.00	13,587.50	-0.50	135,870.00	163,050.00	-16.67
NET REVENUE w/Depreciation PROFIT/-LOSS	-54,545.70	-18,131.74	-36,413.96	-97,707.89	-217,581.00	-55.09

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

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	33,194.40	24,029.13	9,165.27	245,006.95
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,873.25	15,953.84	-80.59	159,538.40
Administrative Expenses	1,288.24	4,245.39	-2,957.15	14,220.11
Tenant Services	556.08	122.96	433.12	1,142.31
Utilities	13,092.44	12,643.71	448.73	65,279.36
Maintenance Supplies/Contracts	6,470.90	2,981.86	3,489.04	94,201.51
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,555.05	6,253.95	-698.90	65,605.76
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	76,030.36	66,230.84	9,799.52	644,994.40
AMP002 - FAMILY				
Salaries	58,173.64	46,264.65	11,908.99	433,662.28
Employee W/H Payments	0.00	468.86	-468.86	0.00
Management Fees	17,191.51	16,567.38	624.13	169,097.99
Administrative Expenses	2,591.70	15,088.56	-12,496.86	30,234.58
Tenant Services	88.95	240.92	-151.97	423.93
Utilities	4,374.92	3,530.89	844.03	21,876.84
Maintenance Supplies/Contracts	12,408.39	5,557.41	6,850.98	181,905.52
Mileage	0.00	0.00	0.00	60.38
General Expenses	8,832.43	6,023.64	2,808.79	65,521.73
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	103,661.54	93,742.31	9,919.23	902,783.25
AMP003 - BLUEBELL				
Salaries	8,067.98	9,561.20	-1,493.22	57,866.93
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,620.09	4,539.50	80.59	45,717.36
Administrative Expenses	859.41	1,619.39	-759.98	8,584.67
Tenant Services	46.47	51.34	-4.87	74.72
Utilities	2,933.58	3,126.37	-192.79	18,425.55
Maintenance Supplies/Contracts	10,443.25	3,779.26	6,663.99	43,193.67
Mileage	0.00	0.00	0.00	-12.76
General Expenses	2,647.80	2,364.13	283.67	28,629.53
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	29,618.58	25,041.19	4,577.39	202,479.67
COCC				
Salaries	56,906.06	31,847.73	25,058.33	391,891.95
Employee W/H Payments	11.06	-8,862.69	8,873.75	659.46
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	12,852.37	18,984.38	-6,132.01	67,106.16
Tenant Services	128.90	0.00	128.90	128.90
Utilities	605.30	580.50	24.80	3,157.42
Maintenance Supplies/Contracts	94.60	92.01	2.59	1,045.50
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,529.51	1,298.00	231.51	11,601.87
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	72,127.80	43,939.93	28,187.87	475,591.26
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	156,342.08	111,702.71	44,639.37	1,128,428.11
Employee W/H Payments	11.06	-8,393.83	8,404.89	659.46
Management Fees	37,684.85	37,060.72	624.13	374,353.75
Administrative Expenses	17,591.72	39,937.72	-22,346.00	120,145.52
Tenant Services	820.40	415.22	405.18	1,769.86
Utilities	21,006.24	19,881.47	1,124.77	108,739.17
Maintenance Supplies	29,417.14	12,410.54	17,006.60	320,346.20
Mileage	0.00	0.00	0.00	47.62
General Expenses	18,564.79	15,939.72	2,625.07	171,358.89
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	281,438.28	228,954.27	52,484.01	2,225,848.58

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	12,699.00	9,277.13	3,421.87
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,828.39	6,791.73	-963.34
Administrative Expenses	859.71	793.05	66.66
Utilities	3,424.32	2,593.21	831.11
Maintenance Supplies/Contracts	46,266.45	3,898.08	42,368.37
Tax & Insurance Expenses	2,823.32	2,619.93	203.39
Finacial Expenses	2,006.92	2,131.30	-124.38
TOTAL BRENTWOOD CLAIMS	<u>73,908.11</u>	<u>28,104.43</u>	<u>45,803.68</u>
PRAIRIELAND			
Salaries	12,698.71	9,276.95	3,421.76
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,335.85	6,052.92	-717.07
Administrative Expenses	718.84	577.37	141.47
Utilities	1,706.36	2,347.62	-641.26
Maintenance Supplies/Contracts	3,951.71	3,276.09	675.62
Taxes & Insurance Expenses	2,656.94	2,404.98	251.96
Financial Expenses	2,006.92	2,131.29	-124.37
TOTAL PRAIRIELAND CLAIMS	<u>29,075.33</u>	<u>26,067.22</u>	<u>3,008.11</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	25,397.71	18,554.08	6,843.63
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,164.24	12,844.65	-1,680.41
Administrative Expenses	1,578.55	1,370.42	208.13
Utilities	5,130.68	4,940.83	189.85
Maintenance Supplies	50,218.16	7,174.17	43,043.99
Taxes & Insurance Expenses	5,480.26	5,024.91	455.35
Financial Expenses	4,013.84	4,262.59	-248.75
TOTAL AHP CLAIMS	<u>102,983.44</u>	<u>54,171.65</u>	<u>48,811.79</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	9,850.19	7,003.97	2,846.22
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,471.00	5,565.00	-2,094.00
Administrative Expenses	1,080.44	1,084.56	-4.12
General Expense-Admin	720.03	777.62	-57.59
Total HCV Expenses	<u>15,121.66</u>	<u>14,431.15</u>	<u>690.51</u>
HAP Expenses	74,748.00	80,423.00	-5,675.00
General Expenses	-56.75	0.00	-56.75
Total HAP Expenses	<u>74,691.25</u>	<u>80,423.00</u>	<u>-5,731.75</u>
TOTAL HCV CLAIMS	<u>89,812.91</u>	<u>94,854.15</u>	<u>-5,041.24</u>

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

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2019 - \$1,083,874				
Admin / Operations	300,000.00	0.00	300,000.00	300,000.00
General CFP Activity	0.00	0.00	0.00	0.00
TOTAL CFG 2019 CLAIMS	300,000.00	0.00	300,000.00	300,000.00
CFG 2018 - \$1,044,578				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	235,220.42	107,728.28	755,683.68	948,851.75
TOTAL CFG 2018 CLAIMS	235,220.42	107,728.28	755,683.68	948,851.75
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	160,839.50	0.00	673,386.00
TOTAL CFG 2017 CLAIMS	0.00	160,839.50	0.00	673,386.00
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	594,598.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2016 CLAIMS	0.00	0.00	0.00	608,598.00
TOTAL CFG GRANT(S) CLAIMS	535,220.42	268,567.78	1,055,683.68	2,530,835.75

Knox County Housing Authority
CLAIMS REPORT TOTALS
January, 2020

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	76,030.36	66,230.84	9,799.52	644,994.40
AMP002 - FAMILY	103,661.54	93,742.31	9,919.23	902,783.25
AMP003 - BLUEBELL	29,618.58	25,041.19	4,577.39	202,479.67
COCC	72,158.48	52,339.94	19,818.54	475,652.70
TOTAL LOW RENT	281,468.96	237,354.28	44,114.68	2,225,910.02
<u>A.H.P.</u>				
BRENTWOOD	73,908.11	28,104.43	45,803.68	334,890.81
PRAIRIELAND	29,075.33	26,067.22	3,008.11	243,249.52
TOTAL A.H.P.	102,983.44	54,171.65	48,811.79	578,140.33
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	15,121.66	14,431.15	690.51	121,981.86
TOTAL HCV	15,121.66	14,431.15	690.51	121,981.86
<u>GRANTS</u>				
CAPITAL FUND GRANT 2019	300,000.00	0.00	300,000.00	300,000.00
CAPITAL FUND GRANT 2018	235,220.42	107,728.28	127,492.14	755,683.68
CAPITAL FUND GRANT 2017	0.00	160,839.50	-160,839.50	0.00
CAPITAL FUND GRANT 2016	0.00	0.00	0.00	0.00
TOTAL GRANTS	535,220.42	268,567.78	266,652.64	1,055,683.68
<hr/>				
TOTAL CLAIMS FOR MONTH	934,794.48	574,524.86	360,269.62	3,981,715.89

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 02/21/2020

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 02/25/2020

SUBJECT: Payment Adjustment—504 Project

Executive Summary

At the 01/28/2020 Board meeting, Application for Payment #16—FINAL from Hein Construction in the amount of \$101,880.67 for the 504 Project was approved by the Board. It was anticipated that this payment would be paid from the remaining balance of the 2018 Capital Fund Grant. However, the remaining balance of the 2018 grant is \$95,726.25 which is \$6,154.42 less than needed.

It was anticipated that the 2016, 2017 and 2018 Capital Fund Grants would pay for the entirety of the \$2,003,000.00 contract amount. However, seven change orders totaling \$34,613.31 resulted in the total contract price of \$2,037,613.31 thus exceeding the available funding remaining in the 2018 grant. The agency had intended to make a revision to the 2019 grant for the remaining \$6,154.42; however, this is not an option as the contract for the 504 Project was entered into prior to the 2019 grant being awarded.

Fiscal Impact

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

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Payment Adjustment for the 504 Project in the amount of \$6,154.42 to be paid from Family Sites Reserves.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129

F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 01/17/2020

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/28/2020

SUBJECT: Revision to KCHA Bylaws: Executive Director Appraisal Process

Executive Summary

At the 01/28/2020 regular meeting, the Knox County Housing Authority, the Board of Commissioners discussed revising the KCHA Bylaws to include a process pertaining to the annual performance appraisal of the Executive Director.

The KCHA Bylaws have been revised to reflect the direction of the Board to annually assess the performance of the executive director in conjunction with the agency's fiscal year. Additionally, the Board wished to establish a deadline of 06/30 each year for completion of the executive director appraisal process and salary review. The revisions to the bylaws also include a section on general Board responsibilities, under which the executive director's performance appraisal is included.

Fiscal Impact

None required by this action.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the revised Knox County Housing Authority Bylaws, as presented. The revised bylaws would become effective upon approval.

By-Laws

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

Article I. The Authority

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

Article II. Members of the Authority

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

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

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

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

Section 2.15 The Authority may establish standing committees.

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

Article III. Officers and Employees

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

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

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

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

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

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

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

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

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

Article IV. Powers and responsibilities

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

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

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

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

Article V. Meetings

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

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

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

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

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

Section 5.04 Public Notice of Meetings.

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

Section 5.05 Regular Meetings. Regular meetings shall be held monthly with public notice on the last Tuesday of each month at 10:00 A.M., unless the same shall be a legal holiday, in which event said meeting shall be on the next succeeding business day. No notice of Regular

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

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

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

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

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

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

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

Section 5.09 Alternative Meetings. At the discretion of the Authority, any of the following meeting types may be employed as deemed necessary to execute the business of the Authority:

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

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

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

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

(iii) Posted to the Authority website;

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

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

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

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

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

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

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

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

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

Article VI. Contracts and other Negotiable Instruments

- Section 6.01 All authorized contracts, deeds, and commitments will be executed in the name of the Authority by the Executive Director.
- Section 6.02 All checks, notes, drafts, and other negotiable instruments will be signed by the Chairperson, and must be co-signed by a different officer from among the Commissioners or another employee as designated by the Authority.

Article VII. Ethical Standards

- Section 7.01 All members of the Authority, including employees, Commissioners, and Officers, shall abide by the Knox County Housing Authority Ethical Standards Policy.
- Section 7.02 It is expected that each Commissioner will voluntarily and fully outline his or her personal interests and potential conflicts of interest prior to assuming their seat on the board.
- (a) Such a statement shall be submitted to the Board Chairperson within ninety (90) days of the Commissioner's Appointment;
 - (b) For Commissioners currently serving, such an updated statement shall be developed annually in conjunction with the Authority's Annual Meeting;
 - (c) Such statements shall disclose the following:
 - (i) The names of any business, organizational, or professional involvements that might reasonably be inferred as having business with the Authority and for

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

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

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

Article VIII. Indemnification

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

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

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

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

Article IX. Severability

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

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

Article X. Amendments

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

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

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

Article XI. Repeal

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

EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2020

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

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, February 25, 2020

Moon Towers Conference Room

255 W. Tompkins St.

Galesburg, IL 61401

knoxcountyhousing.org



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

HUMAN RESOURCES/STAFFING

KCHA Employee Demographics

The following table details the current workforce demographics for the agency:

Demographics	Male	%	Female	%	White	%	Black	%	Hisp.	%	Other	%
Executive	1	50.0%	1	50.0%	2	100.0%	0	0.0%	0	0.0%	0	0.0%
Management	1	16.7%	5	83.3%	6	100.0%	0	0.0%	0	0.0%	0	0.0%
Administrative	1	14.3%	6	85.7%	5	71.4%	1	14.3%	0	0.0%	0	0.0%
Maintenance	14	87.5%	2	12.5%	15	93.8%	2	12.5%	0	0.0%	0	0.0%
Totals	17	54.8%	14	45.2%	28	90.3%	3	9.7%	0	0.0%	0	0.0%
Knox County, IL		50.4%		49.6%		87.6%		8.2%		5.9%		3.2%

Age	18-24	%	25-34	%	35-44	%	45-54	%	55-64	%	65 +	%
Executive	0	0.0%	0	0.0%	1	50.0%	1	50.0%	0	0.0%	0	0.0%
Management	0	0.0%	0	0.0%	3	50.0%	1	16.7%	2	33.3%	0	0.0%
Administrative	0	0.0%	1	14.3%	2	28.6%	2	28.6%	2	28.6%	0	0.0%
Maintenance	0	0.0%	1	6.3%	4	25.0%	3	18.8%	6	37.5%	2	12.5%
Totals	0	0.0%	2	6.5%	10	32.3%	7	22.6%	10	32.3%	2	6.5%

Length/Service	0-2	%	3-5	%	6-10	%	11-15	%	16-20	%	20 +	%
Executive	0	0.0%	0	0.0%	1	50.0%	1	50.0%	0	0.0%	0	0.0%
Management	1	16.7%	0	0.0%	3	50.0%	1	16.7%	0	0.0%	1	16.7%
Administrative	2	28.6%	1	14.3%	1	14.3%	1	14.3%	0	0.0%	2	28.6%
Maintenance	2	12.5%	3	18.8%	3	18.8%	6	37.5%	0	0.0%	2	12.5%
Totals	5	16.1%	4	12.9%	8	25.8%	9	29.0%	0	0.0%	5	16.1%

KCHA Workforce demographics are somewhat in line with the population trends in Knox County, Illinois. While Caucasian and African American representation closely resembles county numbers, the agency is not representative of the community pertaining to Hispanic and other (Asian, Pacific Islander, American Indian) populations.

The Knox County Housing Authority strives to create a workforce that reflects the community we serve, and a space where everyone feels empowered to bring their full, authentic selves to work. We work to build our teams, cultivate our leaders, and create a culture that's the right fit for every person inside it. We serve a diverse population, and we want to reflect that inside our walls.

EXECUTIVE SUMMARY

Hiring and Retention

The following table details **hiring activity** for the FYE 03/20/2019. The goal of the agency is to have all vacant positions filled within 21.0 days if the position opening.

Open Position	Name of New Hire	Internal External	Date of Hire	Date of Opening	Time to Fill
Admin. Assistant (Family)	Medley, Melena	External	4-Mar-19	8-Jan-19	55.0
Maintenance Tech II	Diefendorf, Caleb	Internal	15-Jul-19	3-Jul-19	12.0
Maintenance Tech I	Rednour, Laci	Internal	5-Aug-19	3-Jul-19	33.0
Maintenance Tech I	Burke, Brian	Internal	5-Aug-19	15-Jul-19	21.0
Maintenance Tech I	Sazama, Rory	External	25-Oct-19	5-Aug-19	81.0
Total New Hires:	5	Days	202.0	Average:	40.4

The following table details **Quality of Hire** (measuring employee retention, engagement, and performance evaluation) for the six-year period ending 12/31/2018.

FYE	# of New Hires	1Y +	# Agency Engaged	# Meeting Expectation	Quality of Hire
2013	1	1	1	1	100.0%
2014	1	1	0	0	33.3%
2015	2	2	2	2	100.0%
2016	1	1	1	0	66.7%
2017	3	2	3	2	77.8%
2018	1	1	1	1	100.0%
2019	2	1	2	2	83.3%
Total	11	9	10	8	81.8%

Staff Turnover

The following table details **separation of employment** activity for the FYE 03/20/2020:

Position	Name of Seperated Employee	Voluntary / Involuntary	Date of Hire	Date of Seperation	Length of Service
Maintenance Tech II	Woolridge, Todd	Voluntary	23-Feb-04	3-Jul-19	15.4
Maintenance Tech II	Fones, Nicholas	Voluntary	13-Jan-16	3-Jul-19	3.5
Total Employees:	2	Days	18.8	Average:	9.4

EXECUTIVE SUMMARY

Training and Development

The following table details **executive staff** training and development accomplished for FYE 03/31/2020:

Date	Employee	Training Description	Location	Hours
04/10/19 - 04/12/19	Cheryl Lefler	REAC Inspection; HCVP; HUD	Springfield, IL	20.0
04/10/19 - 04/12/19	Derek Antoine	Fair Housing; Procurement	Springfield, IL	20.0
6/5/2019	Derek Antoine	Bloodborne Pathogen Safety	WCHA	2.0
06/17/19 - 06/19/19	Derek Antoine	EIV Training- HUD Systems	Chicago, IL	22.5
06/17/19 - 06/19/19	Cheryl Lefler	EIV Training- HUD Systems	Chicago, IL	22.5
7/18/2019	Derek Antoine	Lead Based Paint Regulations	Chicago, IL	4.0
09/25/19 -09/27/19	Derek Antoine	IAHA Annual Meeting - 2019	Joliet, IL	21.0
10/7/2019	Cheryl Lefler	Sexual Harassment Policy	Webinar	1.0
10/7/2019	Derek Antoine	Sexual Harassment Policy	Webinar	1.0
10/23/2019	Derek Antoine	Healthy Workforce Training	St. Mary's Hosp.	2.0
10/23/2019	Cheryl Lefler	Healthy Workforce Training	St. Mary's Hosp.	2.0
11/8/2019	Derek Antoine	NICHA - Employment Law Update	Galena, IL	4.0
11/8/2019	Cheryl Lefler	NICHA - Employment Law Update	Galena, IL	4.0
Total Hours:				126.0

The following table details monthly and annual costs (to date) incurred by the agency for **staff** training and development for FYE 03/31/2020:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-19	31	166.0	\$ 11,831.07	\$ 71.27	\$ 3,866.67	305.98%	\$ 7,964.40
May-19	7	28.8	\$ 530.69	\$ 18.46	\$ 3,866.67	13.72%	\$ (3,335.98)
Jun-19	21	91.0	\$ 1,359.38	\$ 14.94	\$ 3,866.67	35.16%	\$ (2,507.29)
Jul-19	6	23.5	\$ 825.73	\$ 35.14	\$ 3,866.67	21.36%	\$ (3,040.94)
Aug-19	3	7.0	\$ 297.00	\$ 42.43	\$ 3,866.67	7.68%	\$ (3,569.67)
Sep-19	31	211.0	\$ 8,397.20	\$ 39.80	\$ 3,866.67	217.17%	\$ 4,530.53
Oct-19	17	44.5	\$ 1,830.39	\$ 41.13	\$ 3,866.67	47.34%	\$ (2,036.28)
Nov-19	19	34.0	\$ 600.00	\$ 17.65	\$ 3,866.67	15.52%	\$ (3,266.67)
Dec-19	0	0.0	\$ -	\$ -	\$ 3,866.67	0.00%	\$ (3,866.67)
Jan-20	0	0.0	\$ -	\$ -	\$ 3,866.67	0.00%	\$ (3,866.67)
Feb-20	0	0.0	\$ -	\$ -	\$ 3,866.67	0.00%	\$ (3,866.67)
Mar-20	0	0.0	\$ -	#DIV/0!			\$ -
FYE 2020	135	605.8	\$ 25,671.46	\$ 42.38	\$ 42,533.33	60.36%	\$ (16,861.87)

EXECUTIVE SUMMARY

COMMISSIONER COMPLIANCE REPORT

Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2020:

Date	Commissioner	Training Description	Location	Hours
06/02/19 - 06/05/19	Lomac Payon	PHADA Annual Conference	Ft. Lauderdale, FL	20.0
09/09/19 - 09/11/19	Paula Sanford	PHADA Legislative Conference	Washington, DC	20.0
01/06/20 - 01/08/20	Lomac Payon	PHADA Commissioner Conference	Phoenix, AZ	17.0
01/06/20 - 01/08/20	Paula Sanford	PHADA Commissioner Conference	Phoenix, AZ	17.0
01/06/20 - 01/08/20	Sara Robision	PHADA Commissioner Conference	Phoenix, AZ	17.0
Total Hours:				91.0

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2020:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
May-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jun-19	1	20.0	\$ 2,361.68	\$ 118.08	\$ 833.33	283.40%	\$ 1,528.35
Jul-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Aug-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Sep-19	1	20.0	\$ 1,838.11	\$ 91.91	\$ 833.33	220.57%	\$ 1,004.78
Oct-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Nov-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Dec-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jan-20	4	51.0	\$ 7,027.04	\$ 137.79	\$ 833.33	843.25%	\$ 6,193.71
Feb-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Mar-20	0	0.0	\$ -	\$ -			
FYE 2020	6	91.0	\$ 11,226.83	\$ 123.37	\$ 9,166.66	122.47%	\$ 2,060.17

EXECUTIVE SUMMARY

Commissioner Governance/Compliance

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

Commissioner List	PHA Governance (Lead the Way)	Sexual Harassment (Lead the Way)	FOIA - Current (State of Illinois)	Open Meetings (State of Illinois)	Ethics/Compliance (state of Illinois)	Compliance %
Payton, Lomac						0.0%
Hawkinson, Jared						0.0%
Allen, Wayne						0.0%
Stewart, Paul H.						0.0%
Sanford, Paula (RC)						0.0%
Robison, Sara						0.0%
Riley, Joseph						0.0%
Antoine, Derek (ED)						0.0%
Total Authority						0.0%

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

CY 2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	%
Payton, Lomac (C)													0.0%
Hawkinson, Jared (VC)	1												100.0%
Allen, Wayne													0.0%
Stewart, Paul H.	1												100.0%
Sanford, Paula (RC)	1												100.0%
Robison, Sara	1												100.0%
Riley, Joseph	1												100.0%
Antoine, Derek (ED)	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 resident Board?	YES	YES	Meets requirement
Number of Board meetings:	12	12	Meets requirement
Average meeting attendance:	80.0	75.0%	Fails Requirement
Methods of disseminating information about Board meetings and minutes. ☒	YES	YES	Meets requirement
Role of Board in evaluating Executive Director performance. ☒ and compensation	YES	YES	Meets requirement
Role of Board in reviewing financial statements/PHA's financial health. ☒	YES	YES	Meets Requirement
Timeliness of budget adoption by Board.	3/31	3/31	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

EXECUTIVE SUMMARY

FINANCIAL SUMMARY

Public Housing Program

- The Central Office Cost Center (COCC) continues to show excess income for FYE 03/31/2020. This is bolstered by strong fee income and adequate expense control. Additionally, a transfer of \$100,000 was completed from the Capital Funds Program for the administration of the capital improvement program. Reserve position of the COCC is strong, and will be utilized to supplement operations at the AMPs where necessary. Current income for FYE 03/31/2020 is \$204,532.87.
- Moon Towers showed a deficit for income/expense during January 2020. Three payroll periods in the primary cause for this, though initial insurance payments also represented a significant expense this month. Moon's reserve position continues to be strong.
- The Family Sites realized a profit once again, though it wouldn't have without the operations transfer from the capital fund. The transfer, totaling \$125,000, was done to supplement operations and reserve position at the site. Several non-routine repairs were done, along with three pay periods, to represent a much higher monthly expense than budgeted.
- Bluebell Tower, like the Family Sites, shows a positive month due to the CFP transfer. Bluebell had uncharacteristically high expenses for January 2020, including floor rehabilitation in a unit turn, as well as three pay periods. The CFP transfer to Bluebell Tower totaled \$75,000.

Housing Choice Voucher Program

- HAP utilization for January is at 75.45%. 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). The agency's forecasted HAP budget authority for CY 2020 was \$929,271.00, and its NRP sits at approximately \$17,450.00.

Affordable Housing Preservation

- Brentwood Manor Apartments and Prairieland Townhouses are thus far fiscally sound for FYE 03/31/2020. Efficient rent collection and studious expense control have been the primary drivers of performance. A final payment toward the siding project has Brentwood in the red for the month and year, though once fiscal reconciliation is complete, this will zero out from the property's ample reserves. Prairieland was fairly even for the month, with revenue for fiscal 2020 sitting at approximately \$41,475.38.

EXECUTIVE SUMMARY

GRANT STATUS/PERFORMANCE

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	\$ 49,932.00	\$ -	0.0%	\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 783,874.00	\$ 733,942.00	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program	\$ 1,133,806.00	\$ 1,083,874.00	\$ 300,000.00	27.7%	\$ 300,000.00	27.7%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3	\$ 558,942.00	\$ 554,942.00	\$ -	0.0%	\$ -	0.0%
1480 Moon Towers Roof	\$ 125,000.00	\$ 125,000.00	\$ -	0.0%	\$ -	0.0%
1408 Surveillance Cameras MT	\$ 49,932.00	\$ 49,932.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Capital Fund Program	\$ 783,874.00	\$ 779,874.00	\$ -	0.0%	\$ -	0.0%

The vast majority of the 2019 CFP budget is allocated for Phase III of the 504 Modernization Project, which began in 2016. Phase I involved unit modernization at Bluebell Tower and Moon Towers, and Phase II saw the construction of six new units and modernization of two existing units at the Family Sites. Phase III will bring about the modernization of existing 2-bedroom units at the Family Sites, and possibly the renovation of community spaces at all public housing properties if funds are available for such. If the proposed cost exceeds the budget for Phase II, the agency will conduct Phase IV in 2021.

Additionally, CFP 2019 money will be utilized to rehabilitate the roof at Moon Towers, a project identified in the agency's 2014 physical need assessment. Upgrades to the agency video surveillance systems, and transfers to AMP operations are also planned.

CFP Grant IL01P08550119 must be 90% obligated (contracts for work signed) by 04/15/2021, and must be fully expended by 04/15/2023.

EXECUTIVE SUMMARY

2018 CFP Grant IL01P08550118

- Obligation End Date (OED): 04/15/2020
- Expenditure End Date (EED): 04/15/2022

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ -	\$ -	\$ -		\$ -	0.0%
1408 Mgmnt Improvement	\$ -	\$ -	\$ -		\$ -	0.0%
1410 CFP Administration	\$ 60,859.00	\$ 60,859.00	\$ 60,859.00	100.0%	\$ -	0.0%
1480 General Capital Activity	\$ 983,719.00	\$ 983,719.00	\$ 983,719.00	100.0%	\$ 948,851.75	96.5%
Total Capital Fund Program	\$ 1,044,578.00	\$ 1,044,578.00	\$ 1,044,578.00	100.0%	\$ 948,851.75	90.8%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.0%	\$ 32,046.60	64.1%
1480 504 Phase 2	\$ 835,073.28	\$ 835,073.28	\$ 835,073.28	100.0%	\$ 801,050.87	95.9%
1480 Duplex Settlement	\$ 98,645.72	\$ 98,645.72	\$ 98,645.72	100.0%	\$ 115,754.28	117.3%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
Total Capital Fund Program	\$ 983,719.00	\$ 983,719.00	\$ 983,719.00	100.0%	\$ 948,851.75	96.5%

The vast majority of the 2018 CFP is allocated for Phase II 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. Construction will be complete on 11/25/2019, and an open house is scheduled for 11/26/2019. The units will be fully occupied no later than 12/01/2019.

Additionally, CFP 2018 money has been utilized to rehabilitate a dwelling unit structure (1566-1568 McKnight St.) that had settled and caused an exterior wall to detach from the building.

CFP Grant IL01P08550118 must be 90% obligated (contracts for work signed) by 04/15/2020, and must be fully expended by 04/15/2022. As you can see in the table above, the grant has been obligated appropriately, and is on schedule to be fully expended ahead of the regulatory deadline.

EXECUTIVE SUMMARY

POLICY/OPERATIONS

Work has commenced for the FYE 03/31/2021 operational budgets for each program. Rough drafts of the budgets will be due on 02/01/2020, and will undergo executive review during the month. The goal was originally to have finalized budgets submitted to the Board for approval at the 02/25/2020 regular meeting of the Board, though that date has been pushed to 03/31/2020. Budget resolutions are due to HUD prior to the start of an agency's fiscal year. As a result of the revision to our internal submission timeframe, the agency will forward the resolution to HUD on the same day it is approved by the Board.

LEGISLATIVE/ADVOCACY

No report this period.

PUBLIC RELATIONS

On Tuesday, 02/18/2020, Executive Director Derek Antoine participated in an in-service training for CASA of West Central Illinois. In-service training events provide the agency an opportunity to interact with other area agencies and organizations in the community, and to provide a snapshot of what we do at the KCHA and how we can work for the mutual benefit of our participants. CASA Executive Director Sara Robison extended the invitation to speak at the event.

STRATEGIC PLANNING

No report this period.

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING PROGRAM

MOON TOWERS

Moon Towers is comprised of 177 units of singles, elderly, and disabled housing centrally located in Galesburg, IL. The property has two high-rise towers, and is connected on the first floor.

Business Activities

Dashboard for Moon Towers for January 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 68,716.35	\$ 65,790.60	104.45%	\$ 725,772.34	\$ 657,906.00	110.32%
Expense	\$ 76,030.36	\$ 62,708.71	121.24%	\$ 644,994.40	\$ 627,087.10	102.86%
Profit/(Loss)	\$ (7,314.01)	\$ 3,081.89	-237.32%	\$ 80,777.94	\$ 30,818.90	262.11%

- Average rent collected for Moon Towers is \$181.84 per unit per month.
- 20 vacant unit days for a total vacancy loss of \$197.34 in *desired* rent, and a vacancy loss of \$223.74 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Tenant Accounts Receivable for Moon Towers:
 - \$7,024.78 outstanding tenant accounts
 - 1.64% to projected annual tenant revenue
- Results of quality control/program compliance:

Moon Towers	Files Reviewed	E/O Identified	E/O Resolved	% Compliant	Errors Identified
April-19					
May-19					
June-19					
July-19					
August-19					
September-19					
October-19	10	17	17	100.0%	Missing documentation, verifications
November-19	10	10	9	90.0%	Missing documentation
December-19					
January-20					
February-20					
March-20					
FYE 03/31/2020	20	27	26	96.3%	

PUBLIC HOUSING PROGRAM

Occupancy

Occupancy based on *days* leased at Moon Towers for **January, 2019**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
0-BR	76	2356	0	2356	10	10	2346	99.6%	0.4%
1-BR	99	3069	0	3069	17	17	3052	99.4%	0.6%
2-BR	2	62	0	62	0	0	62	100.0%	0.0%
TOTAL	177	5487	0	5487	27	27	5460	99.5%	0.5%

Occupancy based on *months* leased at Moon Towers for **January, 2019**:

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
0-BR	76	76	0	76	0	0	76	100.0%	0.0%
1-BR	99	99	0	99	0	0	99	100.0%	0.0%
2-BR	2	2	0	2	0	0	2	100.0%	0.0%
TOTAL	177	177	0	177	0	0	177	100.0%	0.0%

Occupancy based on *days* leased at Moon Towers for **FYE 03/31/2020**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
0-BR	76	23256	0	23256	106	106	23150	99.5%	0.5%
1-BR	99	30294	0	30294	114	114	30180	99.6%	0.4%
2-BR	2	612	0	612	0	0	612	100.0%	0.0%
TOTAL	177	54162	0	54162	220	220	53942	99.6%	0.4%

Occupancy based on *months* leased at Moon Towers for **FYE 03/31/2020**:

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
0-BR	76	760	0	760	6	6	754	99.2%	0.8%
1-BR	99	990	0	990	2	2	988	99.8%	0.2%
2-BR	2	20	0	20	0	0	20	100.0%	0.0%
TOTAL	177	1770	0	1770	8	8	1762	99.5%	0.5%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Applicant Demographics

Here is a breakdown of applicant demographics by month for FYE 03/31/2020:

FYE	2020	Male		Female		Youth		Elderly		Disability	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	94	40	42.6%	54	57.4%	1	1.1%	7	7.4%	16	17.0%
May	103	42	40.8%	56	54.4%	1	1.0%	7	6.8%	14	13.6%
June	101	45	44.6%	55	54.5%	0	0.0%	8	7.9%	84	83.2%
July	114	57	50.0%	57	50.0%	1	0.9%	10	8.8%	19	16.7%
August	112	59	52.7%	33	29.5%	1	0.9%	8	7.1%	19	17.0%
September	129	62	48.1%	60	46.5%	0	0.0%	8	6.2%	23	17.8%
October	100	48	48.0%	51	51.0%	1	1.0%	8	8.0%	19	19.0%
November	107	50	46.7%	56	52.3%	1	0.9%	9	8.4%	21	19.6%
December	110	53	48.2%	56	50.9%	1	0.9%	10	9.1%	27	24.5%
January	83	39	47.0%	44	53.0%	1	1.2%	8	9.6%	21	25.3%
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

FYE	2020	White		African American		Hispanic		Asian		Other	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	94	55	58.5%	34	36.2%	0	0.0%	0	0.0%	2	2.1%
May	103	57	55.3%	38	36.9%	0	0.0%	0	0.0%	1	1.0%
June	101	61	60.4%	38	37.6%	2	2.0%	0	0.0%	2	2.0%
July	114	65	57.0%	43	37.7%	2	1.8%	0	0.0%	1	0.9%
August	112	67	59.8%	44	39.3%	1	0.9%	0	0.0%	1	0.9%
September	129	73	56.6%	44	34.1%	2	1.6%	0	0.0%	1	0.8%
October	100	58	58.0%	37	37.0%	2	2.0%	0	0.0%	1	1.0%
November	107	64	59.8%	38	35.5%	2	1.9%	0	0.0%	0	0.0%
December	110	65	59.1%	40	36.4%	2	1.8%	0	0.0%	0	0.0%
January	83	44	53.0%	34	41.0%	2	2.4%	0	0.0%	1	1.2%
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

The waiting list for Moon Towers sits at 96 applicants, and is fairly representative of the community the agency serves. Underrepresented on the waiting list are Hispanics at only 1.9% (5.9% demographic in Knox County). Outreach efforts will be made to ensure all populations are adequately served through KCHA programs. Targeting outreach including marketing and word-of-mouth will be used to reach those segments of the community being underserved.

24 CFR §960.202 requires that 40% of the families admitted to PH programs shall be extremely low-income families. For FYE 2020, Moon Towers is at 80.0%.

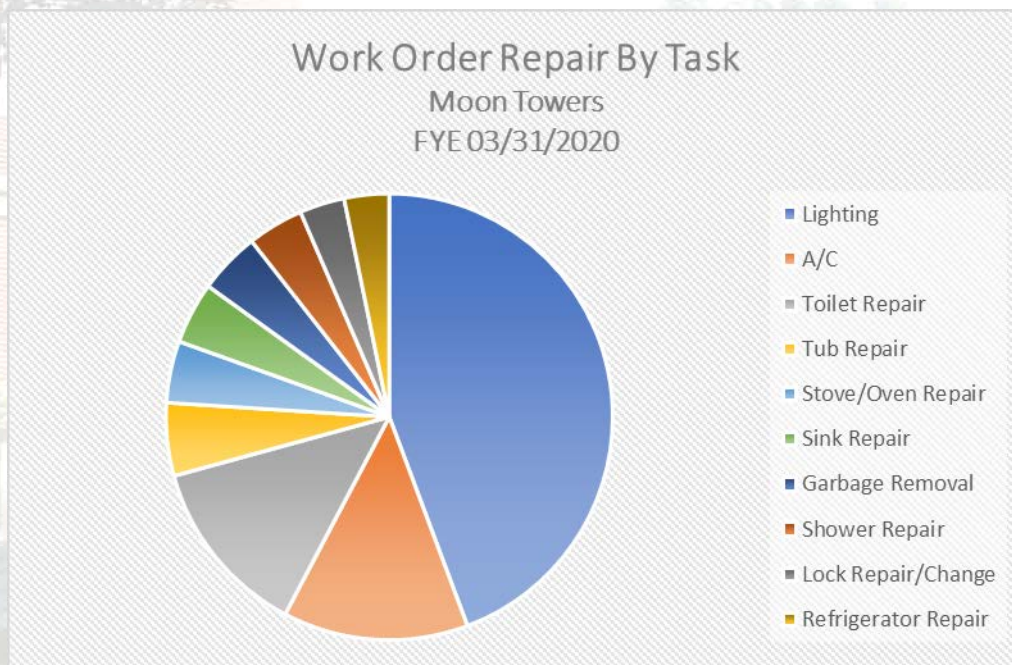
PUBLIC HOUSING PROGRAM

Facilities Maintenance

- Average unit turnaround time at Moon Towers is 10.37 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$8.89 per unit for the month, and \$215.29 for FYE 2020.
- Average Maintenance Cost billed is \$1.44 per unit for the month, and \$14.63 for FYE 2020.

The following table details the monthly work order flow for Moon Towers for FYE 03/31/2020:

MT	Emergency		Non-Emerg.		Total	Carpentry		Electrical		HVAC		Plumbing		General	
April	1	2.5%	39	97.5%	40	1	2.5%	31	77.5%	4	10.0%	2	5.0%	2	5.0%
May	0	0.0%	48	100.0%	48	2	4.2%	11	22.9%	7	14.6%	15	31.3%	13	27.1%
June	1	2.9%	34	97.1%	35	3	8.6%	13	37.1%	5	14.3%	9	25.7%	5	14.3%
July	1	1.7%	59	98.3%	60	3	5.0%	27	45.0%	10	16.7%	13	21.7%	7	11.7%
August	0	0.0%	37	100.0%	37	5	13.5%	9	24.3%	9	24.3%	11	29.7%	3	8.1%
September	0	0.0%	43	100.0%	43	4	9.3%	17	39.5%	7	16.3%	13	30.2%	2	4.7%
October	0	0.0%	38	100.0%	38	6	15.8%	14	36.8%	5	13.2%	10	26.3%	3	7.9%
November	0	0.0%	27	100.0%	27	3	11.1%	10	37.0%	4	14.8%	7	25.9%	3	11.1%
December	0	0.0%	38	100.0%	38	2	5.3%	14	36.8%	4	10.5%	16	42.1%	2	5.3%
January	1	3.7%	26	96.3%	27	0	0.0%	11	40.7%	6	22.2%	8	29.6%	2	7.4%
February		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Total	4	1.0%	389	99.0%	393	29	7.4%	157	39.9%	61	15.5%	104	26.5%	42	10.7%



PUBLIC HOUSING PROGRAM

Public Safety

Here is a breakdown of criminal activity at Moon Towers by month for FYE 03/31/2020:

Moon Towers	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	2	511.2	0	0.0	0	0.0	0	3	766.9	25	
December	0	0.0	0	0.0	1	255.6	0	0.0	0	0.0	1	255.6	1	255.6	27
January	0	0.0	0	0.0	6	1533.7	4	1022.5	0	0.0	4	1022.5	3	766.9	46
February	0	0.0	0	0.0	0	0.0	0	0.0	0.0	0.0	0	0.0	0	0.0	0
March	0	0.0	0	0.0	0	0.0	0	0.0	0.0	0.0	0	0.0	0	0.0	0
Totals	0	0.0	0	0.0	9	2300.6	4	1022.5	0	0.0	5	1278.1	7	1789.4	98
Knox County	2.0	38.0	134.0	1081.0	381.0	(Rates per 50,102)									

Moon Towers recorded 46 incidents in the month of January, up considerably from the previous months. Disturbance calls account for the majority the total calls, while wellness checks remains the primary reason for police callas at the property.

Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for Moon Towers for January 2019:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	38.95	40.0
Management Assessment Subsystem (MASS)	23.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	96.95	100.0

Based on property performance in the measured metrics, Moon Towers is trending towards a designation of “High Performer” for FYE 03/31/2020.

PUBLIC HOUSING PROGRAM

SCATTERED FAMILY SITES

Woodland Bend, Whispering Hollow, Cedar Creek Place

The Family Sites are comprised of 190 units scattered among three developments in Galesburg, IL. Most generally associated with families with children, the Family Sites also has a number of accessible units for disabled individuals. Built in 1970, the Family Sites have been home to generations of individuals throughout its history.

Business Activities

Dashboard for Family Sites for January 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 217,266.34	\$ 76,000.16	285.88%	\$ 996,213.88	\$ 760,001.60	131.08%
Expense	\$ 103,661.54	\$ 81,431.82	127.30%	\$ 902,783.25	\$ 814,318.20	110.86%
Profit/(Loss)	\$ 113,604.80	\$ (5,431.66)	104.78%	\$ 93,430.63	\$ (54,316.60)	-58.14%

- Average rent collected for the Family Sites is \$125.46 per unit per month.
- 243 vacant unit days for a total vacancy loss of \$3,719.03 in *desired rent*, and a vacancy loss of \$2,210.13 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Tenant Accounts Receivable for Family Sites:
 - \$37,813.57 outstanding tenant accounts
 - 15.61% to projected annual tenant revenue
- Results of quality control/program compliance:

Family Sites	Files Reviewed	E/O Identified	E/O Resolved	% Compliant	Errors Identified
April-19					
May-19					
June-19					
July-19					
August-19					
September-19					
October-19	10	26	26	100.0%	Incomplete interview sheets; verifications.
November-19	10	15	15	100.0%	Incomplete interview sheets; verifications.
December-19					
January-20					
February-20					
March-20					
FYE 03/31/2020	20	41	41	100.0%	

PUBLIC HOUSING PROGRAM

Occupancy

Occupancy based on *days* leased at the Family Sites for **January 2019**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
2-BR	80	2480	0	2480	17	17	2463	99.3%	0.7%
3-BR	80	2480	0	2480	93	93	2387	96.3%	3.8%
4-BR	22	682	0	682	7	7	675	99.0%	1.0%
5-BR	8	248	62	186	62	0	186	100.0%	0.0%
TOTAL	190	5890	62	5828	179	117	5711	98.0%	2.0%

Occupancy based on *months* leased at the Family Sites for **January 2019**:

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
2-BR	80	80	0	80	0	0	80	100.0%	0.0%
3-BR	80	80	0	80	3	3	77	96.3%	3.8%
4-BR	22	22	0	22	0	0	22	100.0%	0.0%
5-BR	8	8	2	6	2	0	6	100.0%	0.0%
TOTAL	190	190	2	188	5	3	185	98.4%	1.6%

Occupancy based on *days* leased at the Family Sites for **FYE 2020**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
2-BR	80	24480	0	24480	236	236	24244	99.0%	1.0%
3-BR	80	24480	61	24419	453	392	24027	98.4%	1.6%
4-BR	22	6732	0	6732	155	155	6577	97.7%	2.3%
5-BR	8	2448	612	1836	612	0	1836	100.0%	0.0%
TOTAL	190	58140	673	57467	1456	783	56684	98.6%	1.4%

Occupancy based on *months* leased at the Family Sites for **FYE 2020**:

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
2-BR	80	800	0	800	0	0	800	100.0%	0.0%
3-BR	80	800	2	798	8	6	792	99.2%	0.8%
4-BR	22	220	0	220	1	1	219	99.5%	0.5%
5-BR	8	80	20	60	20	0	60	100.0%	0.0%
TOTAL	190	1900	22	1878	29	7	1871	99.6%	0.4%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Applicant Demographics

Here is a breakdown of applicant demographics by month for FYE 03/31/2020:

FYE	2020	Male		Female		Youth		Elderly		Disability	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	67	26	38.8%	41	61.2%	37	55.2%	0	0.0%	1	1.5%
May	178	69	38.8%	109	61.2%	109	61.2%	0	0.0%	12	6.7%
June	61	21	34.4%	40	65.6%	37	60.7%	0	0.0%	2	3.3%
July	140	64	45.7%	76	54.3%	85	60.7%	1	0.7%	11	7.9%
August	142	60	42.3%	82	57.7%	86	60.6%	0	0.0%	11	7.7%
September	100	45	45.0%	55	55.0%	59	59.0%	2	2.0%	6	6.0%
October	158	66	41.8%	92	58.2%	91	57.6%	0	0.0%	8	5.1%
November	432	161	37.3%	271	62.7%	259	60.0%	0	0.0%	19	4.4%
December	467	181	38.8%	286	61.2%	259	55.5%	0	0.0%	24	5.1%
January	481	188	39.1%	293	60.9%	270	56.1%	2	0.4%	28	5.8%
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

FYE	2020	White		African American		Hispanic		Asian		Other	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	67	31	46.3%	40	59.7%	1	1.5%	0	0.0%	1	1.5%
May	178	98	55.1%	90	50.6%	6	3.4%	0	0.0%	1	0.6%
June	61	37	60.7%	25	41.0%	5	8.2%	0	0.0%	4	6.6%
July	140	89	63.6%	65	46.4%	2	1.4%	0	0.0%	0	0.0%
August	142	63	44.4%	79	55.6%	12	8.5%	0	0.0%	1	0.7%
September	100	40	40.0%	51	51.0%	7	7.0%	0	0.0%	1	1.0%
October	158	78	49.4%	69	43.7%	2	1.3%	0	0.0%	1	0.6%
November	432	127	29.4%	292	67.6%	1	0.2%	1	0.2%	11	2.5%
December	467	149	31.9%	312	66.8%	4	0.9%	1	0.2%	1	0.2%
January	481	146	30.4%	324	67.4%	9	1.9%	1	0.2%	1	0.2%
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

The waiting list for Family Sites sits at 131 applicant families. Overrepresented on the list are African-Americans, at 67.6 % (8.2% demographic in Knox County). And underrepresented on the waiting list are Hispanics at only 2.0% (5.9%). Outreach efforts will be made to ensure all populations are adequately served through KCHA programs. Targeting outreach including marketing and word-of-mouth will be used to reach those segments of the community being underserved.

24 CFR §960.202 requires that 40% of the families admitted to PH programs shall be extremely low-income families. For FYE 2020, Family Sites is at 89.7%.

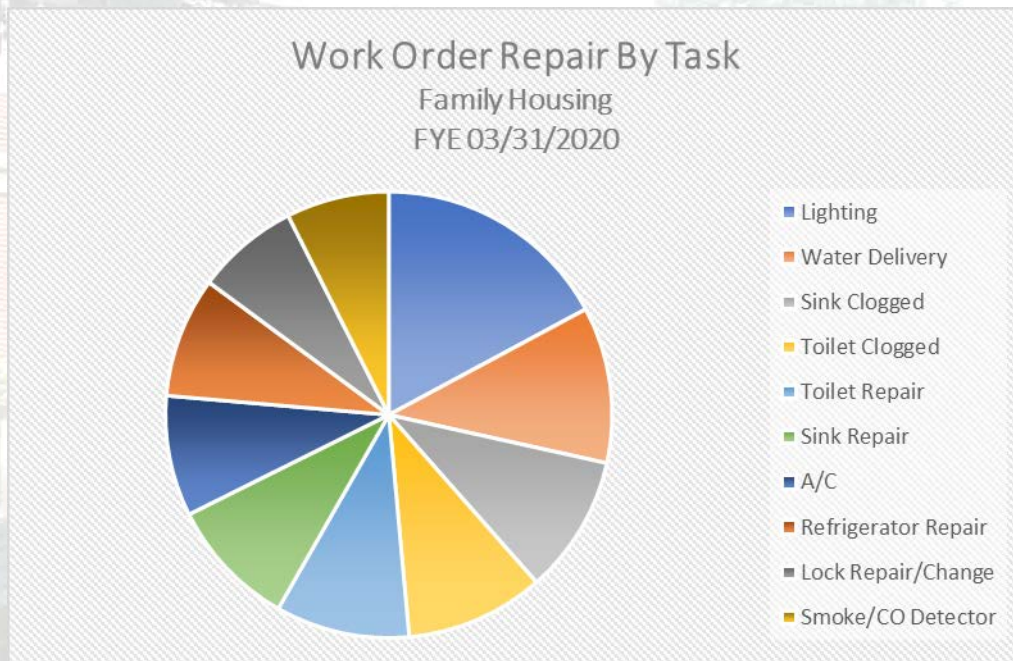
PUBLIC HOUSING PROGRAM

Facilities Maintenance

- Average unit turnaround time at the Family Sites is 20.07 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$50.18 per unit for the month, and \$496.50 for FYE 2020
- Average Maintenance Cost billed is \$14.11 per unit for the month, and \$112.31 for FYE 2020

The following table details the monthly work order flow for Family Sites for FYE 03/31/2020:

FAM	Emergency		Non-Emerg.		Total	Carpentry		Electrical		HVAC		Plumbing		General	
April	7	12.5%	49	87.5%	56	11	19.6%	9	16.1%	12	21.4%	19	33.9%	5	8.9%
May	5	8.3%	55	91.7%	60	9	15.0%	10	16.7%	16	26.7%	24	40.0%	1	1.7%
June	3	4.4%	65	95.6%	68	11	16.2%	10	14.7%	21	30.9%	25	36.8%	1	1.5%
July	8	11.9%	59	88.1%	67	12	17.9%	6	9.0%	14	20.9%	30	44.8%	5	7.5%
August	7	10.0%	63	90.0%	70	12	17.1%	19	27.1%	13	18.6%	25	35.7%	1	1.4%
September	4	7.1%	52	92.9%	56	12	21.4%	8	14.3%	12	21.4%	21	37.5%	3	5.4%
October	11	12.9%	74	87.1%	85	12	14.1%	16	18.8%	27	31.8%	28	32.9%	2	2.4%
November	10	16.9%	49	83.1%	59	13	22.0%	3	5.1%	18	30.5%	25	42.4%	0	0.0%
December	5	5.2%	92	94.8%	97	20	20.6%	29	29.9%	18	18.6%	27	27.8%	3	3.1%
January	3	3.9%	74	96.1%	77	15	19.5%	16	20.8%	18	23.4%	27	35.1%	1	1.3%
February		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Total	63	9.1%	632	90.9%	695	127	18.3%	126	18.1%	169	24.3%	251	36.1%	22	3.2%



PUBLIC HOUSING PROGRAM

Public Safety

Here is a breakdown of criminal activity at the Family Sites by month for FYE 03/31/2020:

Woodland Bend	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	6	1268.4	2	422.8	0	0.0	1	211.4	7	1479.8	33
December	0	0.0	0	0.0	12	2536.8	2	422.8	0	0.0	2	422.8	7	1479.8	36
January	0	0.0	0	0.0	6	1268.4	1	211.4	0	0.0	0	0.0	5	1057.0	41
February		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
March		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
Totals	0	0.0	0	0.0	24	5073.6	5	1057.0	0	0.0	3	634.2	19	4016.6	110
Knox County		2.0		38.0		134.0		1081.0		381.0					(Rates per 50,102)

Cedar Creek Place	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	3	591.8	4	789.0	0	0.0	1	197.3	9	1775.3	47
December	0	0.0	0	0.0	5	986.3	2	394.5	2	394.5	0	0.0	17	3353.3	46
January	0	0.0	1	197.3	1	197.3	0	0.0	0	0.0	1	197.3	8	1578.0	44
February		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
March		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
Totals	0	0.0	1	197.3	9	1775.3	6	1183.5	2	394.5	2	394.5	34	6706.6	137
Knox County		2.0		38.0		134.0		1081.0		381.0					(Rates per 50,102)

PUBLIC HOUSING PROGRAM

Whispering Hollow	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	4	1727.7	4	1727.7	0	0.0	1	431.9	3	1295.7	21
December	0	0.0	0	0.0	0	0.0	0	0.0	1	431.9	2	863.8	4	1727.7	18
January	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	431.9	4	1727.7	12
February		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
March		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
Totals	0	0.0	0	0.0	4	1727.7	4	1727.7	1	431.9	4	1727.7	11	4751.1	51
Knox County		2.0		38.0		134.0		1081.0		381.0					(Rates per 50,102)

Categorically, the Family Sites demonstrate higher rates than Knox County trends pertaining to Assault/Battery, Theft, and Drug-Related Criminal Activity.

Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for the Family Sites for January 2019:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	21.0	25.0
Financial Assessment Subsystem (FASS)	24.5	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	91.4	100.0

Based on property performance in the measured metrics, Family Sites is trending towards a designation of “**High Performer**” for FYE 03/31/2020.

PUBLIC HOUSING PROGRAM

BLUE BELL TOWER

Constructed in 1983, Bluebell Tower is the newest development of the public housing portfolio. The property houses 51 units in a six-story high-rise nestled in downtown Abingdon, IL.

Business Activities

Dashboard for Blue Bell Tower for January 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 95,123.84	\$ 19,129.92	497.25%	\$ 275,973.18	\$ 191,299.20	144.26%
Expense	\$ 29,618.58	\$ 24,109.32	122.85%	\$ 202,479.67	\$ 241,093.20	83.98%
Profit/(Loss)	\$ 65,505.26	\$ (4,979.40)	107.60%	\$ 73,493.51	\$ (49,794.00)	167.75%

- Average rent collected for Bluebell Tower is \$293.76 per unit per month.
- 15 vacant unit days for a total vacancy loss of \$157.00 in *desired* rent, and a vacancy loss of \$194.00 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Tenant Accounts Receivable for Moon Towers:
 - \$1,429.25 outstanding tenant accounts
 - 0.79% to projected annual tenant revenue
- Results of quality control/program compliance:

Bluebell Tower	Files Reviewed	E/O Identified	E/O Resolved	% Compliant	Errors Identified
April-19					
May-19					
June-19					
July-19					
August-19					
September-19					
October-19	4	7	7	100.0%	Missing inspections; missing form.
November-19	5	12	12	100.0%	Incomplete interview sheets; verifications.
December-19					
January-20					
February-20					
March-20					
FYE 03/31/2020	9	19	19	100.0%	

PUBLIC HOUSING PROGRAM

Occupancy based on *days* leased at Bluebell Tower for **January, 2019:**

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	50	1550	0	1550	0	0	1550	100.0%	0.0%
2-BR	1	31	0	31	0	0	31	100.0%	0.0%
TOTAL	51	1581	0	1581	0	0	1581	100.0%	0.0%

Occupancy based on *months* leased at Bluebell Tower for **January, 2019:**

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
1-BR	50	50	0	50	0	0	50	100.0%	0.0%
2-BR	1	1	0	1	0	0	1	100.0%	0.0%
TOTAL	51	51	0	51	0	0	51	100.0%	0.0%

Occupancy based on *days* leased at Bluebell Tower for **FYE 03/31/2020:**

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	50	15300	0	15300	103	103	15197	99.3%	0.7%
2-BR	1	306	0	306	0	0	306	100.0%	0.0%
TOTAL	51	15606	0	15606	103	103	15503	99.3%	0.7%

Occupancy based on *months* leased at Bluebell Tower for **FYE 03/31/2020:**

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
1-BR	50	500	0	500	0	0	500	100.0%	0.0%
2-BR	1	10	0	10	0	0	10	100.0%	0.0%
TOTAL	51	510	0	510	0	0	510	100.0%	0.0%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Applicant Demographics

Here is a breakdown of applicant demographics by month for FYE 03/31/2020:

FYE	2020	Male		Female		Youth		Elderly		Disability	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	29	13	44.8%	16	55.2%	0	0.0%	3	10.3%	9	31.0%
May	28	13	46.4%	15	53.6%	0	0.0%	3	10.7%	10	35.7%
June	25	11	44.0%	14	56.0%	0	0.0%	4	16.0%	8	32.0%
July	28	13	46.4%	15	53.6%	0	0.0%	3	10.7%	8	28.6%
August	34	18	52.9%	16	47.1%	0	0.0%	3	8.8%	9	26.5%
September	36	18	50.0%	17	47.2%	0	0.0%	4	11.1%	10	27.8%
October	28	13	46.4%	15	53.6%	0	0.0%	4	14.3%	10	35.7%
November	28	13	46.4%	15	53.6%	0	0.0%	4	14.3%	10	35.7%
December	34	16	47.1%	18	52.9%	0	0.0%	3	8.8%	13	38.2%
January	32	13	40.6%	19	59.4%	0	0.0%	4	12.5%	13	40.6%
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

FYE	2020	White		African American		Hispanic		Asian		Other	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	29	25	86.2%	3	10.3%	0	0.0%	0	0.0%	1	3.4%
May	28	22	78.6%	4	14.3%	0	0.0%	0	0.0%	2	7.1%
June	25	20	80.0%	4	16.0%	0	0.0%	0	0.0%	1	4.0%
July	28	23	82.1%	4	14.3%	0	0.0%	0	0.0%	1	3.6%
August	34	28	82.4%	6	17.6%	0	0.0%	0	0.0%	1	2.9%
September	36	27	75.0%	6	16.7%	0	0.0%	0	0.0%	0	0.0%
October	28	17	60.7%	8	28.6%	0	0.0%	0	0.0%	0	0.0%
November	28	17	60.7%	8	28.6%	0	0.0%	0	0.0%	3	10.7%
December	34	24	70.6%	9	26.5%	0	0.0%	0	0.0%	1	2.9%
January	32	22	68.8%	9	28.1%	1	3.1%	0	0.0%	0	0.0%
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

The waiting list for Bluebell Tower sits at 44 applicants, and is fairly representative of the community the agency serves. Underrepresented on the waiting list are Hispanics, Asians, and Other Races at 0.0% (9.2% total demographic in Knox County). Outreach efforts will be made to ensure all populations are adequately served through KCHA programs. Targeting outreach including marketing and word-of-mouth will be used to reach those segments of the community being underserved.

24 CFR §960.202 requires that 40% of the families admitted to PH programs shall be extremely low-income families. For FYE 2020, Family Sites is at 50.0%.

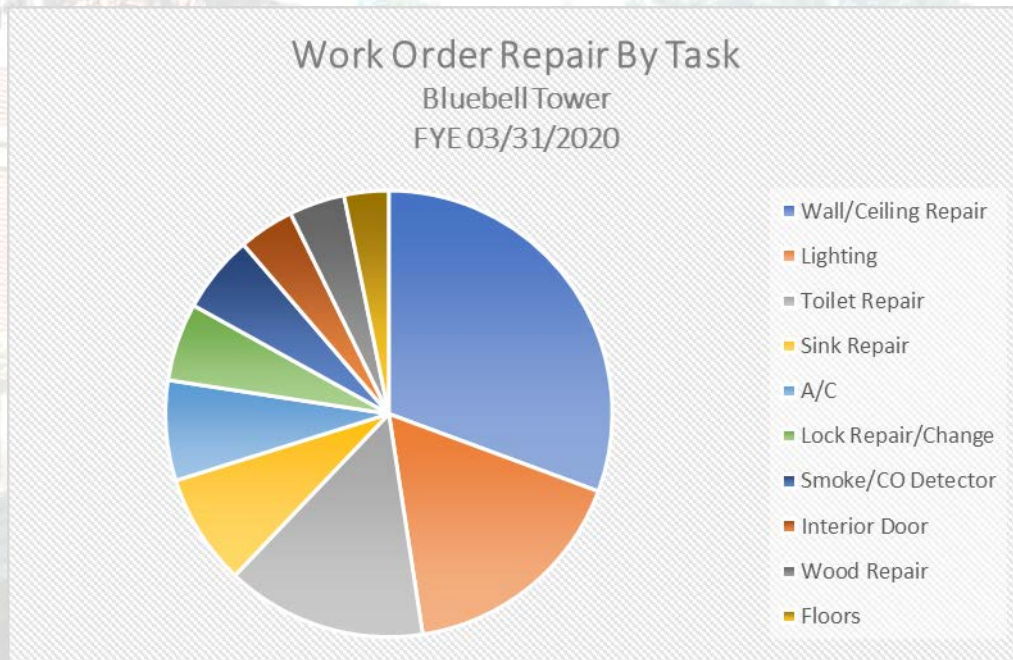
PUBLIC HOUSING PROGRAM

Facilities Maintenance

- Average unit turnaround time at Bluebell Tower is 24.33 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$38.42 per unit for the month, and \$234.66 for FYE 2020.
- Average Maintenance Cost billed is \$4.69 per unit for the month, and \$8.69 for FYE 2020.

The following table details the monthly work order flow for Family Sites for FYE 03/31/2020:

BB	Emergency		Non-Emerg.		Total	Carpentry		Electrical		HVAC		Plumbing		General	
April	0	0.0%	52	100.0%	52	23	44.2%	9	17.3%	5	9.6%	8	15.4%	7	13.5%
May	0	0.0%	20	100.0%	20	14	70.0%	0	0.0%	1	5.0%	4	20.0%	1	5.0%
June	0	0.0%	5	100.0%	5	1	20.0%	1	20.0%	1	20.0%	1	20.0%	1	20.0%
July	0	0.0%	16	100.0%	16	1	6.3%	5	31.3%	1	6.3%	9	56.3%	0	0.0%
August	0	0.0%	12	100.0%	12	5	41.7%	3	25.0%	1	8.3%	3	25.0%	0	0.0%
September	0	0.0%	29	100.0%	29	11	37.9%	8	27.6%	5	4.0%	4	13.8%	1	3.4%
October	0	0.0%	25	100.0%	25	4	16.0%	9	36.0%	4	16.0%	8	32.0%	0	0.0%
November	0	0.0%	23	100.0%	23	3	13.0%	6	26.1%	7	30.4%	7	30.4%	0	0.0%
December	0	0.0%	4	100.0%	4	1	25.0%	0	0.0%	1	25.0%	2	50.0%	0	0.0%
January	0	0.0%	21	100.0%	21	5	23.8%	9	42.9%	3	14.3%	4	19.0%	0	0.0%
February		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Total	0	0.0%	207	100.0%	207	68	32.9%	50	24.2%	29	14.0%	50	24.2%	10	4.8%



PUBLIC HOUSING PROGRAM

Public Safety (UNDER CONSTRUCTION)

Here is a breakdown of criminal activity at Bluebell Tower by month for FYE 03/31/2020:

Bluebell Tower	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
November	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
December	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
January	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
February	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
March	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Totals	0	0	0	0	0	0	0	0
Knox County	2.0	38.0	134.0	1081.0	381.0	(Rates per 50,102)		

Crime trend information.

Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for the Blue Bell Tower for January 2019:

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.92	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	99.92	100.0

Based on property performance in the measured metrics, Bluebell Tower is trending towards a designation of “**High Performer**” for FYE 03/31/2020.

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING PROGRAM OCCUPANCY

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 98.0%.

Below is a snapshot of PH program occupancy for **January 2019**.

Property Name	Total Unit Months	Exempt Units	Total # Adj. Units	Units Leased	Adj. Occ. Rate	Adj. Vac. Rate
Moon Towers	177	0	177	177	100.0%	0.0%
Family Sites	190	2	188	185	98.4%	1.6%
Blue Bell Tower	51	0	51	51	100.0%	0.0%
TOTAL PH Program	418	2	416	413	99.3%	0.7%

Below is a snapshot of PH program occupancy for **FYE 2020**.

Property Name	Total Unit Months	Exempt Units	Total # Adj. UM	UM Leased	Adj. Occ. Rate	Adj. Vac. Rate
Moon Towers	1770	0	1770	1762	99.5%	0.5%
Family Sites	1900	22	1878	1871	99.6%	0.4%
Blue Bell Tower	510	0	510	510	100.0%	0.0%
TOTAL PH Program	4180	22	4158	4143	99.6%	0.4%

PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)

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

The weighting for each AMP is approximated below:

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

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	20.52	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Agency PHAS Score	93.20	100.0

For the FYE 03/31/2020, the PH Program is trending towards a PHAS rating of 93.20 which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

HOUSING CHOICE VOUCHER PROGRAM

Application/Waiting List Activity

CY 2020	Application Waiting List	Applicants Purged	Intake / Briefing
January	234	19	12
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Totals/Average	234.00	19	12

Voucher Activity

CY 2020	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January	7	179	10	1
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Totals/Average	7	179.00	10.00	1

HOUSING CHOICE VOUCHER PROGRAM

Housing Assistance Payment Statistics – Knox County Vouchers

CYE 12/31/2020	Vouchers Knox Co.	Knox Co. HAP	% to Total HAP	Avg. Voucher Expense	Admin Fees Earned	Admin Fees per Voucher
January	169	\$ 57,307.00	81.33%	\$ 339.09	\$ 9,482.98	\$ 56.11
February		\$ -	0.00%	#DIV/0!		#DIV/0!
March		\$ -	0.00%	#DIV/0!		#DIV/0!
April		\$ -	0.00%	#DIV/0!		#DIV/0!
May		\$ -	0.00%	#DIV/0!		#DIV/0!
June		\$ -	0.00%	#DIV/0!		#DIV/0!
July		\$ -	0.00%	#DIV/0!		#DIV/0!
August		\$ -	0.00%	#DIV/0!		#DIV/0!
September		\$ -	0.00%	#DIV/0!		#DIV/0!
October		\$ -	0.00%	#DIV/0!		#DIV/0!
November		\$ -	0.00%	#DIV/0!		#DIV/0!
December		\$ -	0.00%	#DIV/0!		#DIV/0!
CYE 12/31/2019		\$ 57,307.00	6.56%	\$ 339.09	\$ 9,482.98	\$ 56.11

Voucher Portability Impact

CYE 12/31/2019	Vouchers Ported	Ported Voucher HAP	Avg, Port Expense	HAP Total	Port % to HAP
January	10	\$ 14,046.00	\$ 1,404.60	\$ 71,353.00	19.69%
February			#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!
April			#DIV/0!		#DIV/0!
May			#DIV/0!		#DIV/0!
June			#DIV/0!		#DIV/0!
July			#DIV/0!		#DIV/0!
August			#DIV/0!		#DIV/0!
September			#DIV/0!		#DIV/0!
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
CYE 12/31/2019	10	\$ 14,046.00	\$ 1,404.60	\$ 71,353.00	19.69%

HOUSING CHOICE VOUCHER PROGRAM

Voucher Utilization

CY 2019	YTD HAP Expenditure	HAP Budget Auth. (BA)	Over/Under HAP	Net-Restricted Position (NRP)	NRP + BA	Percent Utilization
January	\$ 71,596.00	\$ 77,439.25	\$ (5,843.25)	\$ 17,450.00	\$ 94,889.25	75.45%
February	\$ -	\$ 154,878.50		\$ 8,359.08	\$ 163,237.58	0.00%
March	\$ -	\$ 232,317.75		\$ 5,891.08	\$ 238,208.83	0.00%
April	\$ -	\$ 309,757.00		\$ 3,155.18	\$ 312,912.18	0.00%
May	\$ -	\$ 387,196.25		\$ 7,689.18	\$ 394,885.43	0.00%
June	\$ -	\$ 464,635.50		\$ (1,269.82)	\$ 463,365.68	0.00%
July	\$ -	\$ 542,074.75		\$ 4,595.00	\$ 546,669.75	0.00%
August	\$ -	\$ 619,514.00		\$ 14,885.00	\$ 634,399.00	0.00%
September	\$ -	\$ 696,953.25		\$ 22,680.00	\$ 719,633.25	0.00%
October	\$ -	\$ 774,392.50		\$ 27,549.00	\$ 801,941.50	0.00%
November	\$ -	\$ 851,831.75		\$ 18,108.00	\$ 869,939.75	0.00%
December	\$ -	\$ 929,271.00		\$ 17,287.00	\$ 946,558.00	0.00%

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.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

PRAIRIELAND TOWNHOUSE APARTMENTS

Business Activities

Key Financial Data for Prairieland Townhouse Apartments for January 2019:

- Average rent collected for Prairieland Townhouses is \$422.74 per unit per month.
- Vacancy loss - \$77.00 (5 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$13,168.00
 - \$11,903.00 in dwelling rent
 - \$1,278.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for January 2019 – \$(157.08)
- Net cash flow YTD 2019 – \$41,475.38
- Replacement Reserve Balance - \$144,231.00
- Residual Receipt Reserve Balance - \$54,519.00

Occupancy

Occupancy based on *days* leased at Prairieland Townhouse Apartments for **January, 2019**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	10	310	0	310	0	0	310	100.0%	0.0%
2-BR	45	1395	0	1395	17	17	1378	98.8%	1.2%
3-BR	10	310	0	310	0	0	310	100.0%	0.0%
TOTAL	65	2015	0	2015	17	17	1998	99.2%	0.8%

Facilities/Maintenance (UNDER CONSTRUCTION)

- Prairieland Townhouse Apartments had 26 work order requests for January 2019.
- Total inspections completed for the month was 2 – 0 annuals, 2 move-in, and 0 move-out.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Public Safety

Here is a breakdown of criminal activity at Prairieland by month for FYE 03/31/2020:

Prairieland Townhouses	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	0	0.0	1	355.3	0	0.0	2				
December	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7		
January	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	710.7	6		
February	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0		
March	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0		
Totals	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	355.3	2	710.7	15
Knox County	2.0	38.0	134.0	1081.0	381.0	(Rates per 50,102)									

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

BRENTWOOD MANOR

Business Activities

- Average rent collected for Prairieland Townhouses is \$448.43 per unit per month.
- Vacancy loss - \$586.00 (41 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$14,708.00
 - \$8,635.00 in dwelling rent
 - \$5,275.00 in retro-rent repayment agreements
 - \$798.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for January 2019 – \$(40,801.62) – payment for shingle work.
- Net cash flow YTD 2019 – \$(3,313.27)
- Cash Reserve Position – \$96,578.80

Occupancy

Occupancy based on *days* leased at Brentwood Manor for **January, 2019**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	16	496	0	496	0	0	496	100.0%	0.0%
2-BR	40	1240	0	1240	5	5	1235	99.6%	0.4%
3-BR	16	496	0	496	0	0	496	100.0%	0.0%
TOTAL	72	2232	0	2232	5	5	2227	99.8%	0.2%

Facilities/Maintenance (UNDER CONSTRUCTION)

- Brentwood Manor had 46 work order requests for January 2019.
- Total inspections completed for the month was 4 – 0 annuals, 3 move-in, 0 move-out, and 1 special inspections

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Public Safety

Here is a breakdown of criminal activity at Brentwood by month for FYE 03/31/2020:

Brentwood Manor	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	4	1421.3	1	355.3	0	0.0	0	0.0	3	1066.0	13
December	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	710.7	3	1066.0	6
January	0	0.0	0	0.0	0	0.0	1	355.3	0	0.0	0	0.0	0	0.0	5
February		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
March		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
Totals	0	0.0	0	0.0	4	1421.3	2	710.7	0	0.0	2	710.7	6	2132.0	24
Knox County		2.0		38.0		134.0		1081.0		381.0					(Rates per 50,102)

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.

