

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
9/24/2024
4:00 PM

Opening	Roll Call	Chairperson Hawkinson
☐ LaToya Carson	Review/Approve Previous Meeting Minutes	Chairperson Hawkinson
☐ Jared Hawkinson	Review/Ratify 08-2024 Financial Reports	Chairperson Hawkinson
☐ Joey Range	Review/Ratify 08-2024 Claims and Bills	Chairperson Hawkinson
☐ Joseph Riley	COCC:	\$ 141,444.45
☐ Sara Robison	Moon Towers:	\$ 100,891.99
☐ Dena Simkins (R)	Family:	\$ 117,513.50
☐ Dena St. George	Bluebell:	\$ 27,057.71
<u>Excused:</u>	HCV:	\$ 102,795.65
	Brentwood:	\$ 34,220.09
	Prairieland:	\$ 32,938.72
<u>Others Present:</u>	Capital Fund 2020:	\$ 0.00
	Capital Fund 2021:	\$ 0.00
	Capital Fund 2022:	\$ 0.00
	Capital Fund 2023:	\$ 196,257.79
Public Comment	Open	Chairperson Hawkinson
Old Business	None	Chairperson Hawkinson
New Business	Review/Approve Change Order #6 to Hein Construction for 504 Modification – Phase 3	Derek Antoine
	Review/Approve Change Order #4 REVISED to Hein Construction for 504 Modification – Phase 4	Derek Antoine
	Review/Approve Pay Request #8 to Hein Construction for 504 Modification – Phase 4	Derek Antoine
	Review/Approve Pay Request #2 to MSI for the Lighting/Furnace Replacement Project	Derek Antoine

board agenda

	Review/Approve Pay Request #3 to MSI for the Lighting/Furnace Replacement Project	Derek Antoine
	Review/Approve Change Order #1 to MSI for the Lighting/Furnace Replacement Project	Derek Antoine
	Review/Approve Legal Services Contract Extension	Derek Antoine
Reports	Executive Director's Report – 08/2024	Derek Antoine
	KCHA Legal Counsel Report – 09/2024	Jack Ball
Other Business	None	
Adjournment		Chairperson Hawkinson

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
August 27, 2024**

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

PRESENT: Jared Hawkinson
 Joey Range
 Joseph Riley
 Dena Simkins

EXCUSED: LaToya Carson
 Sara Robison
 Dena St. George

ABSENT:

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

Chairperson Hawkinson called the meeting to order at 4:13 p.m. and declared that a quorum was present.

Chairperson Hawkinson then asked if there were any additions or corrections to the previous meeting's minutes. Commissioner Riley made a motion to approve the previous meeting minutes as presented; Commissioner Range seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Range - aye
Commissioner Riley - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

Chairperson Hawkinson then requested the Board review and ratify the July 2024 financial reports. After brief discussion, Commissioner Riley made a motion to ratify the financial reports for July 2024 as presented; Commissioner Range seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Range - aye
Commissioner Riley - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

July 2024 claims against the HA Administration in the sum of \$572,611.97; Central Office Cost Center in the sum of \$155,183.17; Moon Towers in the sum of \$118,546.16; Family in the sum of \$101,641.81; Bluebell in the sum of \$23,141.28; Housing Choice Voucher Program in the sum of \$107,188.43; Brentwood (A.H.P.) in the sum of \$33,010.08; Prairieland (A.H.P.) in the sum of \$32,032.42; Capital Fund '20 in the sum of \$0.00; Capital Fund '21 in the sum of \$0.00; Capital Fund '22 in the sum of \$1,868.62; and Capital Fund '23 in the sum of \$0.00 were presented for approval. Commissioner Carson made a motion to ratify the claims and bills for March 2024; Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Range - aye
Commissioner Riley - aye
Commissioner Simkins - aye
Motion Carried, 4-0.

PUBLIC COMMENT

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Pay Request #7 from Hein Construction for 504 Modification - Phase 4. This pay application reflects work to for the new playgrounds. Alliance Architects has reviewed and signed approval for pay request #7. After brief discussion, Commissioner Riley made a motion to approve Pay Request #7 from Hein Construction for 504 Modification - Phase 4 in the amount of \$47,636.43; Commissioner Range seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye
Commissioner Range - aye
Commissioner Riley - aye
Commissioner Simkins - aye
Motion Carried, 4-0.

REPORTS

No Executive Director's Report was provided for the month.

Mr. Ball reviewed the Legal Counsel Report. There were no questions about the report.

OTHER BUSINESS

Chairperson Hawkinson reported that the Executive Director performance appraisal was completed last month.

Mr. Antoine provided a brief update on the warming shelter stating that funding requests will be made to the City of Galesburg and the 708 Mental Health Board so that ongoing operations can continue.

ADJOURNMENT

Commissioner Riley made a motion to adjourn the meeting at 4:29 p.m.; Commissioner Range seconded. Roll call was taken as follows:
Commissioner Hawkinson - aye
Commissioner Range - aye
Commissioner Riley - aye
Commissioner Simkins - aye
Motion Carried, 4-0.

Respectfully submitted,

Secretary

August 2024 Financial Summary

Presented at the Board Meeting

September 24, 2024

LOW RENT

COCC

	<u>Aug-24</u>	<u>Current YTD</u>
Operating Income	\$ 206,475.25	\$ 764,272.98
Operating Expenses	\$ 147,175.69	\$ 737,519.74
Net Revenue Income/(Loss)	\$59,299.56	\$26,753.24

COCC - Cash, Investments, A/R, & A/P **\$896,696**

MOON TOWERS

	<u>Aug-24</u>	<u>Current YTD</u>
Operating Income	\$ 135,598.77	\$ 491,234.78
Operating Expenses	\$ 101,985.68	\$ 518,261.47
Net Revenue Income/(Loss)	\$33,613.09	(\$27,026.69)

Moon - Cash, Investments, A/R, & A/P \$ 679,968

Minimum Reserve Position \$ 414,609

Over/(Under) Minimum Reserve Position **\$265,359**

FAMILY SITES

	<u>Aug-24</u>	<u>Current YTD</u>
Operating Income	\$ 131,695.72	\$ 560,952.45
Operating Expenses	\$ 118,743.91	\$ 545,986.24
Net Revenue Income/(Loss)	\$12,951.81	\$14,966.21

Family - Cash, Investments, A/R, & A/P \$ 1,002,955

Minimum Reserve Position \$ 436,789

Over/(Under) Minimum Reserve Position **\$566,166**

BLUEBELL

	<u>Aug-24</u>	<u>Current YTD</u>
Operating Income	\$ 28,492.52	\$ 132,575.40
Operating Expenses	\$ 27,385.84	\$ 120,719.38
Net Revenue Income/(Loss)	\$1,106.68	\$11,856.02

Bluebell - Cash, Investments, A/R, & A/P \$ 216,111

Minimum Reserve Position \$ 96,576

Over/(Under) Minimum Reserve Position **\$119,536**

Monthly Notes:

- For income: COCC billed received \$65,757 from maintenance labor charges to the amps and received \$72,522.88 from management fees, asset management fees, bookkeeping fees, safety/security fees, mental health fees, participant fees, and other misc. fees. COCC also received \$47,127.47 from Galesburg Community Foundation for reimbursement of shelter expenses for May, June, and July and \$20,000 for beds and bedding. Moon received AHRMA insurance payment for fire in unit 322.
- The properties received \$170,505 in subsidy from HUD with Moon receiving \$58,941; Family \$99,874; and Bluebell \$11,690.
- Expenses/adjustments worth noting are: payment for NSPIRE's annual inspection done in June, installed sewer cleanout, otherwise it was a standard month for the amps.
- All programs are in the black for the month and only Moon is in the red year-to-date.

AHP

BRENTWOOD

	<u>Aug-24</u>	<u>Current YTD</u>
Operating Income	\$ 43,305.92	\$ 193,314.93
Operating Expenses	\$ 35,948.09	\$ 159,304.73
Net Revenue Income/(Loss)	\$ 7,357.83	\$ 34,010.20

Brentwood's Cash, Investments, A/R, & A/P \$ 490,143.03

Restricted Cash (Sec. Dep. & Current Liabilities) \$ 174,304.83

BW's Available Cash **\$ 315,838.20**

PRAIRIELAND

	<u>Aug-24</u>	<u>Current YTD</u>
Operating Income	\$ 38,453.46	\$ 176,729.84
Operating Expenses	\$ 34,498.72	\$ 146,383.07
Net Revenue Income/(Loss)	\$ 3,954.74	\$ 30,346.77

Prairieland's Cash, Investments, A/R, & A/P \$ 177,067.36

Restricted Cash (Sec. Dep., Reserve, Receipts, liabs) \$ 323,014.29

PL's Available Cash **\$ (145,946.93)**

Monthly Notes:

- For Income: Brentwood received \$42,822.01 in tenant income and Prairieland received \$32,386 in tenant income.
- Expenses/adjustments worth noting are the removal of 2 trees at Prairieland otherwise was a standard month for AHP.
- Both properties show in the black for the month and year-to-date.

August 2024 Financial Summary

Presented at the Board Meeting

September 24, 2024

HOUSING CHOICE VOUCHERS (HCV)

ADMINISTRATIVE

	Aug-24	Current YTD
Operating Income	\$ 15,270.22	\$ 73,308.90
Operating Expenses	\$ 17,542.54	\$ 91,003.56
Net Revenue Income/(Loss)	\$ (2,272.32)	\$ (17,694.66)

Unrestricted Net Position (UNP)

Prior Month Balance	\$ -
Investment in Fixed Assets	\$ -
Monthly HCV Admin Revenue - Gain/(Loss)	\$ (2,238.36)
Transfer to NRP or Adjustment	\$ -
UNP Ending Balance Per VMS	\$ -

Monthly Notes:

- HCV received \$15,263 in admin fee subsidy, showing a decrease in revenue of \$2,272.32 and UNP having no balance for the month.

HAP

	Aug-24	Current YTD
Operating Income	\$ 87,742.00	\$ 440,266.00
Operating Expenses	\$ 85,308.00	\$ 434,546.91
Net Revenue Income/(Loss)	\$ 2,434.00	\$ 5,719.09

Restricted Net Position (RNP)

Prior Month Balance	\$ (5,957.43)
Investment in Fixed Assets	\$ -
Monthly HCV HAP Revenue - Gain/(Loss)	\$ 1,418.00
Adjustment/Transfer from COCC or UNP	\$ -
RNP Ending Balance per VMS	\$ (\$4,539.43)

Monthly Notes:

- HCV received \$87,742 in HAP subsidy and shows a increase in revenue of \$2,434 with RNP showing a negative balance of (\$4,539.43) for the month.

EMERGENCY HOUSING VOUCHERS (EHV)

ADMINISTRATIVE

	Aug-24	Current YTD
Operating Income	\$ 301.00	\$ 2,223.00
Operating Expenses	\$ 391.19	\$ 2,567.48
Net Revenue Income/(Loss)	\$ (90.19)	\$ (344.48)

EHV (UNP)

Prior Month Balance	\$22,309.64
Monthly EHV Admin Revenue - Gain/(Loss)	\$ (90.19)
EHV UNP Ending Balance	\$22,219.45

Monthly Notes:

- EHV received \$,301 in admin fee subsidy from HUD and an decrease in revenue of \$90.19 for the month.

HAP

	Aug-24	Current YTD
Operating Income	\$ 4,749.00	\$ 33,488.00
Operating Expenses	\$ 5,131.00	\$ 27,548.00
Net Revenue Income/(Loss)	\$ (382.00)	\$ 5,940.00

EHV (RNP)

Prior Month Balance	\$ 5,137.00
Monthly EHV HAP Revenue - Gain/(Loss)	\$ (382.00)
RNP Ending Balance per VMS	\$4,755.00

Monthly Notes:

- EHV received \$4,749 in HAP subsidy and had an decrease in revenue of \$382.

MISCELLANEOUS

IDROP Bad Debt Submitted

Property Sites	Aug-24	Historical
Moon Towers	\$ -	\$ 120,407.17
Family Sites	\$ -	\$ 308,190.06
Bluebell	\$ -	\$ 8,026.28
Brentwood	\$ -	\$ 38,289.74
Prairieland	\$ -	\$ 47,705.18
Housing Choice Voucher	\$ -	\$ 45,567.48
Total	\$ -	\$ 568,185.91

IDROP Bad Debt Collected

Property Sites	Aug-24	Historical
Moon Towers	\$ -	\$ 11,131.35
Family Sites	\$ 285.42	\$ 85,056.28
Bluebell	\$ -	\$ 100.00
Brentwood	\$ -	\$ 10,617.54
Prairieland	\$ -	\$ 10,209.89
Housing Choice Voucher	\$ -	\$ 13,337.10
Total	\$ 285.42	\$ 130,452.16

Tenant Online Payments

Property Sites	Aug-24	FYE 2024
Moon Towers	\$ 3,727.00	\$ 14,809.00
Family Sites	\$ 10,463.00	\$ 37,899.68
Bluebell	\$ 777.00	\$ 3,608.00
Brentwood	\$ 7,159.00	\$ 19,173.00
Prairieland	\$ 6,348.00	\$ 17,763.00
Housing Choice Voucher	\$ -	\$ 7,061.00
Fiscal Year 2022 Total	\$ 28,474.00	\$ 100,313.68

Monthly Bad Debt Reported \$0.00

Historical Bad Debt \$1,168,768.74

	By IDROP	By Debtor
Historical Bad Debt Collected	\$130,452.16	\$ 32,450.93
13.94%	11.16%	2.78%

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Knox County Housing Authority
FDS Income Statement - COCC
August, 2024

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	15.00	15.00	0.00	75.00	75.00	180.00	0.00
REVENUE							
FEE REVENUE							
70710 Management Fees							
10-1-000-000-3810.000 Management Fee Inc	-42,244.38	-42,476.00	231.62	-212,380.00	-210,323.84	-509,712.00	-58.74
10-1-000-000-3810.010 Mgmt Fees CFP	0.00	-12,624.75	12,624.75	-63,123.75	0.00	-151,497.00	-100.00
Total Line 70710	-42,244.38	-55,100.75	12,856.37	-275,503.75	-210,323.84	-661,209.00	-68.19
70720 Asset Management Fees							
10-1-000-000-3820.000 Asset Mgmnt Fee Inc	-4,240.00	-4,240.00	0.00	-21,200.00	-21,200.00	-50,880.00	-58.33
Total Line 70720	-4,240.00	-4,240.00	0.00	-21,200.00	-21,200.00	-50,880.00	-58.33
70730 Book Keeping Fees							
10-1-000-000-3830.000 Bookkeeping Fee Inc	-5,782.50	-5,822.00	39.50	-29,110.00	-28,897.50	-69,864.00	-58.64
Total Line 70730	-5,782.50	-5,822.00	39.50	-29,110.00	-28,897.50	-69,864.00	-58.64
70750 Other Fees							
10-1-000-000-3840.000 Other Fee Inc	-60.00	-50.00	-10.00	-250.00	-480.00	-600.00	-20.00
10-1-000-000-3850.000 Inspection Income	0.00	-416.67	416.67	-2,083.35	0.00	-5,000.00	-100.00
10-1-000-000-3850.001 Maint Labor Income	-65,757.00	-57,439.00	-8,318.00	-287,195.00	-317,714.75	-689,268.00	-53.91
10-1-000-000-3850.004 Admin Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.005 Maint Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.006 Safety/Security Fee Inc	-6,732.00	-6,732.00	0.00	-33,660.00	-33,660.00	-80,784.00	-58.33
10-1-000-000-3850.007 Mental Health Fee Inc	-6,732.00	-6,732.00	0.00	-33,660.00	-33,660.00	-80,784.00	-58.33
10-1-000-000-3850.008 Participant Fee Income	-6,732.00	-6,732.00	0.00	-33,660.00	-33,660.00	-80,784.00	-58.33
10-1-000-000-3850.010 Garb & Trash Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.020 Htg & Cooling Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.030 Snow Removal Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.050 Landscape & Grds Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.060 Unit Turnaround Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.070 Electrical Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.080 Plumbing Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.090 Exterminator Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.100 Janitorial Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.110 Routine Maint Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70750	-86,013.00	-78,101.67	-7,911.33	-390,508.35	-419,174.75	-937,220.00	-55.27
70700 TOTAL FEE REVENUE	-138,279.88	-143,264.42	4,984.54	-716,322.10	-679,596.09	-1,719,173.00	-60.47
OTHER REVENUE							
71100 Investment Income - Unrestricted							
10-1-000-000-3610.000 Interest Income	-1,066.82	-750.00	-316.82	-3,750.00	-5,715.54	-9,000.00	-36.49
10-1-000-000-3610.023 Interest Income - HRA	-1.08	-1.00	-0.08	-5.00	-4.12	-12.00	-65.67
Total Line 71100	-1,067.90	-751.00	-316.90	-3,755.00	-5,719.66	-9,012.00	-36.53
71500 Other Revenue							
10-1-000-000-3690.000 Other Income	0.00	-200.00	200.00	-1,000.00	0.00	-2,400.00	-100.00
10-1-000-000-3690.300 T.S. Income - Grants	-20,000.00	0.00	-20,000.00	0.00	-26,000.00	0.00	
10-1-001-000-3690.180 Shelter Income	-47,127.47	-20,875.00	-26,252.47	-104,375.00	-52,957.23	-250,500.00	-78.86
Total Line 71500	-67,127.47	-21,075.00	-46,052.47	-105,375.00	-78,957.23	-252,900.00	-68.78
TOTAL OTHER REVENUE	-68,195.37	-21,826.00	-46,369.37	-109,130.00	-84,676.89	-261,912.00	-67.67
70000 TOTAL REVENUE	-206,475.25	-165,090.42	-41,384.83	-825,452.10	-764,272.98	-1,981,085.00	-61.42

Date:
Time:
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Knox County Housing Authority
FDS Income Statement - COCC
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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTRATIVE							
91100 Administrative Salaries							
10-1-000-000-4110.000 Admin Salaries	38,692.47	39,258.00	-565.53	196,290.00	188,870.77	471,096.00	-59.91
10-1-001-000-4110.000 Warm Shelter Salaries	12,566.38	15,000.00	-2,433.62	75,000.00	66,889.88	180,000.00	-62.84
Total Line 91100	51,258.85	54,258.00	-2,999.15	271,290.00	255,760.65	651,096.00	-60.72
91200 Auditing Fees							
10-1-000-000-4171.000 Audit Fee	0.00	267.00	-267.00	1,335.00	0.00	3,204.00	-100.00
Total Line 91200	0.00	267.00	-267.00	1,335.00	0.00	3,204.00	-100.00
91400 Advertising & Marketing							
10-1-000-000-4190.650 Advertising	0.00	83.33	-83.33	416.65	500.34	1,000.00	-49.97
Total Line 91400	0.00	83.33	-83.33	416.65	500.34	1,000.00	-49.97
91500 Benefit Contributions - Admin							
10-1-000-000-4110.500 Emp Benefit - Admin	13,072.50	13,666.67	-594.17	68,333.35	65,895.23	164,000.00	-59.82
10-1-000-000-4110.550 Benefit - Life Ins.	608.61	200.00	408.61	1,000.00	3,131.20	2,400.00	30.47
10-1-001-000-4110.500 Warm Shelter Benefits	1,797.98	4,800.00	-3,002.02	24,000.00	6,376.25	57,600.00	-88.93
Total Line 91500	15,479.09	18,666.67	-3,187.58	93,333.35	75,402.68	224,000.00	-66.34
91600 Office Expense							
10-1-000-000-4140.000 Training - Staff	750.00	833.33	-83.33	4,166.65	7,879.00	10,000.00	-21.21
10-1-000-000-4180.000 Telephone	1,004.51	666.67	337.84	3,333.35	2,863.12	8,000.00	-64.21
10-1-000-000-4190.000 Other Sundry	3.98	416.67	-412.69	2,083.35	-287.89	5,000.00	-105.76
10-1-000-000-4190.050 Office Rent Exp	600.00	600.00	0.00	3,000.00	3,000.00	7,200.00	-58.33
10-1-000-000-4190.100 Postage	238.21	200.00	38.21	1,000.00	931.65	2,400.00	-61.18
10-1-000-000-4190.200 Office Supplies	55.24	166.67	-111.43	833.35	308.11	2,000.00	-84.59
10-1-000-000-4190.250 Office Furniture	0.00	41.67	-41.67	208.35	-225.00	500.00	-145.00
10-1-000-000-4190.300 Paper Supplies	22.25	166.67	-144.42	833.35	56.77	2,000.00	-97.16
10-1-000-000-4190.400 Printing	0.00	100.00	-100.00	500.00	261.79	1,200.00	-78.18
10-1-000-000-4190.401 Printing Supplies	0.00	100.00	-100.00	500.00	1,660.35	1,200.00	38.36
10-1-000-000-4190.500 Printer/Copier Sup Cont	185.98	229.17	-43.19	1,145.85	743.92	2,750.00	-72.95
10-1-000-000-4190.550 Computers	0.00	20.83	-20.83	104.15	2,403.85	250.00	861.54
10-1-000-000-4190.600 Publications	0.00	20.83	-20.83	104.15	0.00	250.00	-100.00
10-1-000-000-4190.700 Member Dues/Fees	1,837.00	1,250.00	587.00	6,250.00	3,552.00	15,000.00	-76.32
10-1-000-000-4190.800 Internet Services	219.06	291.67	-72.61	1,458.35	1,095.26	3,500.00	-68.71
10-1-000-000-4190.850 IT Support	0.00	416.67	-416.67	2,083.35	2,185.50	5,000.00	-56.29
Total Line 91600	4,916.23	5,520.85	-604.62	27,604.25	26,428.43	66,250.00	-60.11
91700 Legal Expense							
10-1-000-000-4130.000 Legal Expense	1,600.00	800.00	800.00	4,000.00	4,000.00	9,600.00	-58.33
10-1-000-000-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 91700	1,600.00	800.00	800.00	4,000.00	4,000.00	9,600.00	-58.33
91800 Travel Expense							
10-1-000-000-4150.000 Travel - Staff	277.90	1,250.00	-972.10	6,250.00	9,783.40	15,000.00	-34.78
10-1-000-000-4150.010 Travel - Commissioners	0.00	750.00	-750.00	3,750.00	223.78	9,000.00	-97.51
10-1-000-000-4150.100 Mileage - Admin	193.41	125.00	68.41	625.00	592.67	1,500.00	-60.49
Total Line 91800	471.31	2,125.00	-1,653.69	10,625.00	10,599.85	25,500.00	-58.43
91900 Other Expense							
10-1-000-000-4120.400 Fee for Service Exp	304.42	500.00	-195.58	2,500.00	1,531.05	6,000.00	-74.48
10-1-000-000-4120.500 Other Fee Exp	33.46	8.33	25.13	41.65	33.46	100.00	-66.54
10-1-000-000-4140.010 Training - Commiss	0.00	250.00	-250.00	1,250.00	0.00	3,000.00	-100.00
10-1-000-000-4160.000 Consulting Services	1,063.17	1,350.00	-286.83	6,750.00	5,770.85	16,200.00	-64.38
10-1-000-000-4190.950 Background Verif	0.00	20.00	-20.00	100.00	63.10	240.00	-73.71

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-001-000-4120.400 Fee for Serv Exp - WS	0.00	59.00	-59.00	295.00	-22.12	708.00	-103.12
10-1-001-000-4190.000 Admin Supplies - WS	691.07	1,016.00	-324.93	5,080.00	3,918.00	12,192.00	-67.86
Total Line 91900	2,092.12	3,203.33	-1,111.21	16,016.65	11,294.34	38,440.00	-70.62
91000 TOTAL OPERATING EXPENSE - Admin	75,817.60	84,924.18	-9,106.58	424,620.90	383,986.29	1,019,090.00	-62.32
UTILITIES							
93100 Water-200 Elect-300 Gas-600 Sewer							
10-1-000-000-4310.000 Water	20.41	30.00	-9.59	150.00	84.41	360.00	-76.55
10-1-000-000-4315.000 Sewer	17.36	20.00	-2.64	100.00	74.30	240.00	-69.04
10-1-000-000-4320.000 Electric	786.85	375.00	411.85	1,875.00	1,182.52	4,500.00	-73.72
10-1-000-000-4330.000 Gas	46.29	200.00	-153.71	1,000.00	429.81	2,400.00	-82.09
10-1-001-000-4310.000 Water - W.S.	103.24	0.00	103.24	0.00	400.13	0.00	
10-1-001-000-4315.000 Sewer - W.S.	138.91	0.00	138.91	0.00	514.67	0.00	
10-1-001-000-4320.000 Electric - W.S.	650.58	0.00	650.58	0.00	2,002.03	0.00	
10-1-001-000-4330.000 Gas - W. S.	94.17	0.00	94.17	0.00	556.92	0.00	
Total Line 93100, 93200, 93300, 93600	1,857.81	625.00	1,232.81	3,125.00	5,244.79	7,500.00	-30.07
93000 TOTAL UTILITIES EXPENSES	1,857.81	625.00	1,232.81	3,125.00	5,244.79	7,500.00	-30.07
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
10-1-000-000-4410.000 Maint Labor	40,208.25	43,833.00	-3,624.75	219,165.00	204,691.87	525,996.00	-61.08
10-1-000-000-4410.010 Maint Admin Salary	167.18	175.00	-7.82	875.00	1,377.11	2,100.00	-34.42
10-1-000-000-4410.100 Maint Labor - OT	309.42	810.00	-500.58	4,050.00	4,366.51	9,720.00	-55.08
Total Line 94100	40,684.85	44,818.00	-4,133.15	224,090.00	210,435.49	537,816.00	-60.87
94200 Maintenance - Materials/Supplies							
10-1-000-000-4420.010 Garbage&Trash Supp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.020 Htg & Cooling	0.00	10.00	-10.00	50.00	0.00	120.00	-100.00
10-1-000-000-4420.030 Snow Removal Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.050 Landscape/Grounds Sup	0.00	41.67	-41.67	208.35	1,093.10	500.00	118.62
10-1-000-000-4420.070 Electrical Supplies	0.00	10.00	-10.00	50.00	0.00	120.00	-100.00
10-1-000-000-4420.080 Plumbing Supplies	0.00	10.00	-10.00	50.00	0.00	120.00	-100.00
10-1-000-000-4420.100 Janitorial Supplies	0.00	83.33	-83.33	416.65	84.84	1,000.00	-91.52
10-1-000-000-4420.110 Routine Maint. Supplies	0.00	20.83	-20.83	104.15	5.99	250.00	-97.60
10-1-000-000-4420.120 Other Misc Supply	346.00	41.67	304.33	208.35	346.00	500.00	-30.80
10-1-000-000-4420.125 Mileage	17.95	20.83	-2.88	104.15	17.95	250.00	-92.82
10-1-000-000-4420.126 Vehicle Supplies	270.31	62.50	207.81	312.50	366.51	750.00	-51.13
Total Line 94200	634.26	300.83	333.43	1,504.15	1,914.39	3,610.00	-46.97
94300 Maintenance - Contracts							
10-1-000-000-4430.010 Garbage & Trash Cont	0.00	41.67	-41.67	208.35	92.40	500.00	-81.52
10-1-000-000-4430.020 Heating&Cooling Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.030 Snow Removal Contract	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	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.080 Plumbing Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.090 Extermination Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.110 Routine Maint Cont	0.00	0.00	0.00	0.00	-172.50	0.00	
10-1-000-000-4430.120 Other Misc Maint Cont	0.00	20.83	-20.83	104.15	0.00	250.00	-100.00
10-1-000-000-4430.126 Vehicle Maint Cont	335.38	41.67	293.71	208.35	335.38	500.00	-32.92
Total Line 94300 - (sub acct)	335.38	104.17	231.21	520.85	255.28	1,250.00	-79.58
94500 Maintenance - Ordinary/Benefits							

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-000-4410.500 Maint Emp Benefit	17,583.41	18,658.00	-1,074.59	93,290.00	82,910.92	223,896.00	-62.97
10-1-000-000-4410.510 Maint Admin Benefits	82.01	186.00	-103.99	930.00	1,475.47	2,232.00	-33.89
Total Line 94500	17,665.42	18,844.00	-1,178.58	94,220.00	84,386.39	226,128.00	-62.68
94000 TOTAL MAINTENANCE EXPENSE	59,319.91	64,067.00	-4,747.09	320,335.00	296,991.55	768,804.00	-61.37
TOTAL PROTECTIVE SERVICES EXPENSE							
95100 Protective Services - Labor							
10-1-000-000-4481.000 Safety/Security Salary	4,069.50	4,431.00	-361.50	22,155.00	20,794.05	53,172.00	-60.89
10-1-000-000-4481.500 Safety/Security Benefits	2,387.02	2,546.00	-158.98	12,730.00	12,319.06	30,552.00	-59.68
Total Line 95100	6,456.52	6,977.00	-520.48	34,885.00	33,113.11	83,724.00	-60.45
95200 Protective Services - Contract							
10-1-000-000-4480.000 Protective Service	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4480.100 ADT Contract	201.40	200.00	1.40	1,000.00	624.74	2,400.00	-73.97
10-1-000-000-4480.500 Other Security Contract	0.00	83.33	-83.33	416.65	0.00	1,000.00	-100.00
10-1-001-000-4480.100 ADT Contract - W.S.	52.99	0.00	52.99	0.00	211.96	0.00	
Total Line 95200	254.39	283.33	-28.94	1,416.65	836.70	3,400.00	-75.39
95000 TOTAL PROTECTIVE SERVICES EXP	6,710.91	7,260.33	-549.42	36,301.65	33,949.81	87,124.00	-61.03
INSURANCE PREMIUMS EXPENSE							
96110 120 130 - Property Liab Work Comp							
10-1-000-000-4510.010 Property Insurance	118.44	121.00	-2.56	605.00	592.20	1,452.00	-59.21
10-1-000-000-4510.020 Liability Insurance	36.81	0.00	36.81	0.00	184.05	0.00	
10-1-000-000-4510.030 Work Comp Insurance	2,561.73	2,613.00	-51.27	13,065.00	12,808.65	31,356.00	-59.15
Total Line 96110, 96120, 96130	2,716.98	2,734.00	-17.02	13,670.00	13,584.90	32,808.00	-58.59
96140 All Other Insurance							
10-1-000-000-4510.015 Equipment Insurance	16.07	17.00	-0.93	85.00	80.35	204.00	-60.61
10-1-000-000-4510.025 PE & PO Insurance	686.41	700.00	-13.59	3,500.00	3,432.05	8,400.00	-59.14
10-1-000-000-4510.035 Auto Insurance	50.00	51.00	-1.00	255.00	250.00	612.00	-59.15
10-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	752.48	768.00	-15.52	3,840.00	3,762.40	9,216.00	-59.18
96100 TOTAL INSURANCE PREMIUM EXP	3,469.46	3,502.00	-32.54	17,510.00	17,347.30	42,024.00	-58.72
GENERAL EXPENSES							
96200 Other General Expenses							
10-1-000-000-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absences							
10-1-000-000-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4595.000 Compensated Absences	0.00	416.67	-416.67	2,083.35	0.00	5,000.00	-100.00
Total Line 96210	0.00	416.67	-416.67	2,083.35	0.00	5,000.00	-100.00
96000 TOTAL GENERAL EXPENSE	0.00	416.67	-416.67	2,083.35	0.00	5,000.00	-100.00
96900 TOTAL OPERATING EXPENSE	147,175.69	160,795.18	-13,619.49	803,975.90	737,519.74	1,929,542.00	-61.78
97000 NET REVENUE/EXPENSE - (GAIN)/LOSS	-59,299.56	-4,295.24	-55,004.32	-21,476.20	-26,753.24	-51,543.00	-48.10

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
MISCELLANEOUS EXPENSE							
97100 Extraordinary Maintenance							
10-1-000-000-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 Casualty Losses - Non-capitalized							
10-1-000-000-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
10-1-000-000-4800.000 Depreciation Exp COCC	760.50	1,000.00	-239.50	5,000.00	3,802.50	12,000.00	-68.31
Total Line 97400	760.50	1,000.00	-239.50	5,000.00	3,802.50	12,000.00	-68.31
TOTAL MISCELLANEOUS EXPENSE	760.50	1,000.00	-239.50	5,000.00	3,802.50	12,000.00	-68.31
90000 TOTAL EXPENSES	147,936.19	161,795.18	-13,858.99	808,975.90	741,322.24	1,941,542.00	-61.82
OTHER FINANCING SOURCES (USES)							
10010 Operating Transfer In							
Total Line 10010	0.00	0.00	0.00	0.00	0.00	0.00	
10020 Operating Transfer Out							
Total Line 10020	0.00	0.00	0.00	0.00	0.00	0.00	
10093 Xfer-In between Program & Project							
10-1-000-000-9111.000 Xfers In from Amps	0.00	-1,666.67	1,666.67	-8,333.35	0.00	-20,000.00	-100.00
Total Line 10093	0.00	-1,666.67	1,666.67	-8,333.35	0.00	-20,000.00	-100.00
10094 Xfer-Out between Program & Project							
10-1-000-000-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10094	0.00	0.00	0.00	0.00	0.00	0.00	
10100 TOTAL OTHER FINANCING SOURCES-USES	0.00	-1,666.67	1,666.67	-8,333.35	0.00	-20,000.00	-100.00
10000 EXCESS REVENUE/EXPENSE GAIN/-LOSS	-58,539.06	-4,961.91	-53,577.15	-24,809.55	-22,950.74	-59,543.00	-61.46

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	177.00	177.00	0.00	885.00	885.00	2,124.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
10-1-000-001-3110.000 Dwelling Rent	-39,211.00	-33,416.67	-5,794.33	-167,083.35	-191,244.00	-401,000.00	-52.31
10-1-000-001-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70300	-39,211.00	-33,416.67	-5,794.33	-167,083.35	-191,244.00	-401,000.00	-52.31
70400 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	
10-1-000-001-3690.000 Other Income	0.00	-250.00	250.00	-1,250.00	-271.94	-3,000.00	-90.94
10-1-000-001-3690.100 Late Fees	-450.00	-500.00	50.00	-2,500.00	-2,467.00	-6,000.00	-58.88
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	-2.08	2.08	-10.40	-125.00	-25.00	400.00
10-1-000-001-3690.150 Laundry Income	-1,192.00	-1,000.00	-192.00	-5,000.00	-5,848.66	-12,000.00	-51.26
10-1-000-001-3690.160 Vending Machine Inc	0.00	-100.00	100.00	-500.00	-358.32	-1,200.00	-70.14
10-1-000-001-3690.180 Labor	-536.00	-1,000.00	464.00	-5,000.00	-5,448.50	-12,000.00	-54.60
10-1-000-001-3690.200 Materials	-54.59	-208.33	153.74	-1,041.65	-1,487.15	-2,500.00	-40.51
10-1-000-001-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70400	-2,232.59	-3,060.41	827.82	-15,302.05	-16,006.57	-36,725.00	-56.42
70500 TOTAL TENANT REVENUE	-41,443.59	-36,477.08	-4,966.51	-182,385.40	-207,250.57	-437,725.00	-52.65
70600 HUD PHA Operating Grants							
10-1-000-001-8020.000 Oper Sub - Curr Yr	-58,941.00	-47,288.00	-11,653.00	-236,440.00	-243,820.00	-567,456.00	-57.03
10-1-000-001-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70600	-58,941.00	-47,288.00	-11,653.00	-236,440.00	-243,820.00	-567,456.00	-57.03
10010 Operating Tranfers In - CFP							
10-1-000-001-3404.010 Other Inc - Operations	0.00	-12,083.33	12,083.33	-60,416.65	0.00	-145,000.00	-100.00
Total Line 10010	0.00	-12,083.33	12,083.33	-60,416.65	0.00	-145,000.00	-100.00
70800 Other Government Grants							
10-1-000-001-3404.000 Rev other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	
71100 Investment Income - Unrestricted							
10-1-000-001-3610.000 Interest Income	-912.18	-1,000.00	87.82	-5,000.00	-4,662.21	-12,000.00	-61.15
Total Line 71100	-912.18	-1,000.00	87.82	-5,000.00	-4,662.21	-12,000.00	-61.15
71300 Proceeds from Disposition of Asset							
Total Line 71300	0.00	0.00	0.00	0.00	0.00	0.00	
71500 Other Revenue							
10-1-000-001-3190.050 Office Rent Income	-300.00	-300.00	0.00	-1,500.00	-1,500.00	-3,600.00	-58.33
10-1-000-001-3190.100 Beauty Shop Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3195.000 Day Care Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.000 Inspection Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.004 Admin Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.005 Maint Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.120 Other Misc Inc.	-34,002.00	0.00	-34,002.00	0.00	-34,002.00	0.00	
Total Line 71500	-34,302.00	-300.00	-34,002.00	-1,500.00	-35,502.00	-3,600.00	886.17
70000 TOTAL REVENUE	-135,598.77	-97,148.41	-38,450.36	-485,742.05	-491,234.78	-1,165,781.00	-57.86

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTRATIVE							
91100 Administrative Salaries							
10-1-000-001-4110.000 Admin Salaries	6,148.34	6,630.00	-481.66	33,150.00	31,530.80	79,560.00	-60.37
10-1-000-001-4110.200 Admin Exp - Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 91100	6,148.34	6,630.00	-481.66	33,150.00	31,530.80	79,560.00	-60.37
91200 Auditing Fees							
10-1-000-001-4171.000 Audit Fee	0.00	267.00	-267.00	1,335.00	0.00	3,204.00	-100.00
Total Line 91200	0.00	267.00	-267.00	1,335.00	0.00	3,204.00	-100.00
91300 Management Fee							
10-1-000-001-4120.100 Management Fee Exp	13,603.04	13,681.00	-77.96	68,405.00	67,860.62	164,172.00	-58.66
Total Line 91300	13,603.04	13,681.00	-77.96	68,405.00	67,860.62	164,172.00	-58.66
91310 Book-keeping Fee							
10-1-000-001-4120.300 Bookkeeping Fee Exp	1,320.00	1,328.00	-8.00	6,640.00	6,585.00	15,936.00	-58.68
Total Line 91310	1,320.00	1,328.00	-8.00	6,640.00	6,585.00	15,936.00	-58.68
91500 Benefit Contributions - Admin							
10-1-000-001-4110.500 Admin Emp Benefit	2,564.30	2,706.00	-141.70	13,530.00	13,321.15	32,472.00	-58.98
Total Line 91500	2,564.30	2,706.00	-141.70	13,530.00	13,321.15	32,472.00	-58.98
91600 Office Expense							
10-1-000-001-4140.000 Training - Staff	375.00	163.83	211.17	819.15	950.00	1,966.00	-51.68
10-1-000-001-4180.000 Telephone	490.88	283.33	207.55	1,416.65	1,488.41	3,400.00	-56.22
10-1-000-001-4190.100 Postage	83.49	79.17	4.32	395.85	422.50	950.00	-55.53
10-1-000-001-4190.200 Office Supplies	0.00	66.67	-66.67	333.35	163.37	800.00	-79.58
10-1-000-001-4190.250 Office Furniture	0.00	83.33	-83.33	416.65	0.00	1,000.00	-100.00
10-1-000-001-4190.300 Paper Supplies	0.00	100.00	-100.00	500.00	66.54	1,200.00	-94.46
10-1-000-001-4190.400 Printing	0.00	83.33	-83.33	416.65	0.00	1,000.00	-100.00
10-1-000-001-4190.401 Printing Supplies	0.00	58.33	-58.33	291.65	0.00	700.00	-100.00
10-1-000-001-4190.500 Printer/Copier Sup Cont	152.31	208.33	-56.02	1,041.65	680.62	2,500.00	-72.78
10-1-000-001-4190.550 Computers	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4190.700 Member Dues/Fees	0.00	125.00	-125.00	625.00	0.00	1,500.00	-100.00
10-1-000-001-4190.800 Internet Services	87.11	91.67	-4.56	458.35	435.55	1,100.00	-60.40
10-1-000-001-4190.850 IT Support	0.00	83.33	-83.33	416.65	318.00	1,000.00	-68.20
Total Line 91600	1,188.79	1,426.32	-237.53	7,131.60	4,524.99	17,116.00	-73.56
91700 Legal Expense							
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	
91800 Travel Expense							
10-1-000-001-4150.000 Travel - Staff	0.00	97.50	-97.50	487.50	1,451.54	1,170.00	24.06
10-1-000-001-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	513.65	0.00	
10-1-000-001-4150.100 Mileage - Admin	0.00	8.33	-8.33	41.65	0.00	100.00	-100.00
Total Line 91800	0.00	105.83	-105.83	529.15	1,965.19	1,270.00	54.74
91900 Other Expense							
10-1-000-001-4120.400 Fee for Service Exp	33.88	125.00	-91.12	625.00	117.43	1,500.00	-92.17
10-1-000-001-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4120.700 Mental Health Fee	2,124.00	2,124.00	0.00	10,620.00	16,638.00	25,488.00	-34.72
10-1-000-001-4120.800 Participant Fee	2,124.00	2,124.00	0.00	10,620.00	6,372.00	25,488.00	-75.00
10-1-000-001-4160.000 Consulting Services	0.00	125.00	-125.00	625.00	0.00	1,500.00	-100.00
10-1-000-001-4190.000 Other Sundry	0.00	16.67	-16.67	83.35	50.68	200.00	-74.66
10-1-000-001-4190.950 Background Verification	591.50	708.33	-116.83	3,541.65	1,960.37	8,500.00	-76.94
Total Line 91900	4,873.38	5,223.00	-349.62	26,115.00	25,138.48	62,676.00	-59.89
91000 TOTAL OPERATING EXPENSE - Admin	29,697.85	31,367.15	-1,669.30	156,835.75	150,926.23	376,406.00	-59.90

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ASSET MANAGEMENT FEE							
92000 Asset Mangement Fee							
10-1-000-001-4120.200 Asset Mngt Fee Exp	1,770.00	1,770.00	0.00	8,850.00	8,850.00	21,240.00	-58.33
Total Line 92000	1,770.00	1,770.00	0.00	8,850.00	8,850.00	21,240.00	-58.33
92000 TOTAL ASSET MANAGEMENT FEE	1,770.00	1,770.00	0.00	8,850.00	8,850.00	21,240.00	-58.33
TENANT SERVICES							
92400 Tenant Services - Other							
10-1-000-001-4220.050 Ten Ser-Cable/TV Exp	0.00	87.50	-87.50	437.50	0.00	1,050.00	-100.00
10-1-000-001-4220.100 Ten Ser-Supplies	0.00	33.33	-33.33	166.65	35.98	400.00	-91.01
10-1-000-001-4220.110 Ten Ser-Recreation	27.94	70.83	-42.89	354.15	75.54	850.00	-91.11
10-1-000-001-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.125 Ten Ser-Other	0.00	125.00	-125.00	625.00	0.00	1,500.00	-100.00
10-1-000-001-4220.175 Garden Program Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 92400	27.94	316.66	-288.72	1,583.30	111.52	3,800.00	-97.07
92500 TOTAL TENANT SERVICES EXPENSE	27.94	316.66	-288.72	1,583.30	111.52	3,800.00	-97.07
UTILITIES							
93100 Water-200 Elect-300 Gas-600 Sewer							
10-1-000-001-4310.000 Water	1,585.87	1,500.00	85.87	7,500.00	6,076.83	18,000.00	-66.24
10-1-000-001-4315.000 Sewer	4,835.89	4,208.33	627.56	21,041.65	18,915.72	50,500.00	-62.54
10-1-000-001-4320.000 Electric	286.91	2,750.00	-2,463.09	13,750.00	2,666.51	33,000.00	-91.92
10-1-000-001-4330.000 Gas	1,111.26	5,833.33	-4,722.07	29,166.65	10,353.97	70,000.00	-85.21
Total Line 93100, 93200, 93300, 93600	7,819.93	14,291.66	-6,471.73	71,458.30	38,013.03	171,500.00	-77.83
93000 TOTAL UTILITIES EXPENSES	7,819.93	14,291.66	-6,471.73	71,458.30	38,013.03	171,500.00	-77.83
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
10-1-000-001-4410.000 Maint Labor	2,229.00	4,537.17	-2,308.17	22,685.85	11,182.58	54,446.00	-79.46
10-1-000-001-4410.100 Maint Labor - OT	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4410.200 Maint Labor - Fee	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94100	2,229.00	4,537.17	-2,308.17	22,685.85	11,182.58	54,446.00	-79.46
94200 Maintenance - Materials/Supplies							
10-1-000-001-4420.010 Garbage&Trash Supp	110.26	33.33	76.93	166.65	110.26	400.00	-72.44
10-1-000-001-4420.020 Heating&Cooling Supp	26.20	250.00	-223.80	1,250.00	113.29	3,000.00	-96.22
10-1-000-001-4420.030 Snow Removal Supplies	0.00	41.67	-41.67	208.35	0.00	500.00	-100.00
10-1-000-001-4420.040 Elevator Maint Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.050 Landscape/Grounds Sup	793.32	291.67	501.65	1,458.35	1,641.51	3,500.00	-53.10
10-1-000-001-4420.070 Electrical Supplies	0.00	100.00	-100.00	500.00	2,881.44	1,200.00	140.12
10-1-000-001-4420.080 Plumbing Supplies	101.40	208.33	-106.93	1,041.65	729.80	2,500.00	-70.81
10-1-000-001-4420.090 Extermination Supplies	175.93	183.33	-7.40	916.65	1,086.66	2,200.00	-50.61
10-1-000-001-4420.100 Janitorial Supplies	491.55	541.67	-50.12	2,708.35	3,009.09	6,500.00	-53.71
10-1-000-001-4420.110 Routine Maint. Supplies	604.52	4,166.67	-3,562.15	20,833.35	5,573.61	50,000.00	-88.85
10-1-000-001-4420.120 Other Misc Supplies	692.00	125.00	567.00	625.00	692.00	1,500.00	-53.87
10-1-000-001-4420.121 Flooring Supplies	0.00	0.00	0.00	0.00	251.00	0.00	
10-1-000-001-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.126 Vehicle Supplies	303.92	208.33	95.59	1,041.65	791.09	2,500.00	-68.36
10-1-000-001-4420.130 Securtiy Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94200	3,299.10	6,150.00	-2,850.90	30,750.00	16,879.75	73,800.00	-77.13
94300 Maintenance - Contracts							

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10-1-000-001-4330.010 Refuse	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.000 Maint Labor Contract	21,816.25	18,399.00	3,417.25	91,995.00	112,842.75	220,788.00	-48.89
10-1-000-001-4430.010 Garbage & Trash Con	443.98	791.67	-347.69	3,958.35	2,769.08	9,500.00	-70.85
10-1-000-001-4430.020 Heating & Cooling Cont	180.00	708.33	-528.33	3,541.65	495.00	8,500.00	-94.18
10-1-000-001-4430.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.040 Elevator Maint Cont	4,245.84	1,750.00	2,495.84	8,750.00	42,590.65	21,000.00	102.81
10-1-000-001-4430.050 Landscape & Grds Cont	201.00	1,250.00	-1,049.00	6,250.00	402.00	15,000.00	-97.32
10-1-000-001-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.070 Electrical Contracts	0.00	250.00	-250.00	1,250.00	257.88	3,000.00	-91.40
10-1-000-001-4430.080 Plumbing Contracts	1,096.85	333.33	763.52	1,666.65	4,111.85	4,000.00	2.80
10-1-000-001-4430.090 Extermination Contracts	5,450.00	3,750.00	1,700.00	18,750.00	24,564.50	45,000.00	-45.41
10-1-000-001-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.110 Routine Maint Cont	249.50	833.33	-583.83	4,166.65	2,058.30	10,000.00	-79.42
10-1-000-001-4430.111 Flooring Contract	0.00	666.67	-666.67	3,333.35	26,830.00	8,000.00	235.38
10-1-000-001-4430.120 Other Misc Cont Cost	2,922.30	208.33	2,713.97	1,041.65	2,922.30	2,500.00	16.89
10-1-000-001-4430.121 Laundry Equip Contract	0.00	250.00	-250.00	1,250.00	775.00	3,000.00	-74.17
10-1-000-001-4430.126 Vehicle Maint Cont	10.00	41.67	-31.67	208.35	10.00	500.00	-98.00
10-1-000-001-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94300	36,615.72	29,232.33	7,383.39	146,161.65	220,629.31	350,788.00	-37.10
94500 Maintenance - Ordinary/Benefits							
10-1-000-001-4410.500 Maint Emp Benefit	1,093.69	2,035.83	-942.14	10,179.15	5,203.84	24,430.00	-78.70
Total Line 94500	1,093.69	2,035.83	-942.14	10,179.15	5,203.84	24,430.00	-78.70
94000 TOTAL MAINTENANCE EXPENSES	43,237.51	41,955.33	1,282.18	209,776.65	253,895.48	503,464.00	-49.57
TOTAL PROTECTIVE SERVICES EXPENSE							
95200 Protective Services - Contract							
10-1-000-001-4480.000 Police Contract	0.00	208.33	-208.33	1,041.65	1,342.18	2,500.00	-46.31
10-1-000-001-4480.006 Safety/Security Labor Fee	2,124.00	2,124.00	0.00	10,620.00	8,850.00	25,488.00	-65.28
10-1-000-001-4480.100 ADT Contract	93.22	241.67	-148.45	1,208.35	841.27	2,900.00	-70.99
10-1-000-001-4480.500 Other Security Contract	350.00	541.67	-191.67	2,708.35	1,701.48	6,500.00	-73.82
Total Line 95200	2,567.22	3,115.67	-548.45	15,578.35	12,734.93	37,388.00	-65.94
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	2,567.22	3,115.67	-548.45	15,578.35	12,734.93	37,388.00	-65.94
INSURANCE PREMIUMS EXPENSE							
96110 Property 120 Liab. 130 Work Comp							
10-1-000-001-4510.010 Property	4,867.72	4,966.00	-98.28	24,830.00	24,338.60	59,592.00	-59.16
10-1-000-001-4510.020 Liability Insurance	434.74	444.00	-9.26	2,220.00	2,173.70	5,328.00	-59.20
10-1-000-001-4510.030 Work Comp Insurance	215.00	216.00	-1.00	1,080.00	1,075.00	2,592.00	-58.53
Total Line 96110, 96120, 96130	5,517.46	5,626.00	-108.54	28,130.00	27,587.30	67,512.00	-59.14
96140 All Other Insurance							
10-1-000-001-4510.015 Equipment Insurance	189.80	194.00	-4.20	970.00	949.00	2,328.00	-59.24
10-1-000-001-4510.025 PE & PO Insurance	61.83	66.00	-4.17	330.00	309.15	792.00	-60.97
10-1-000-001-4510.035 Auto Insurance	50.00	51.00	-1.00	255.00	250.00	612.00	-59.15
10-1-000-001-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	301.63	311.00	-9.37	1,555.00	1,508.15	3,732.00	-59.59
96100 TOTAL INSURANCE PREMIUMS EXP	5,819.09	5,937.00	-117.91	29,685.00	29,095.45	71,244.00	-59.16
GENERAL EXPENSES							

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96200 Other General Expenses							
10-1-000-001-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absences							
10-1-000-001-4110.001 Salaries Comp Absences	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 Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	
96300 Payment In Lieu Of Taxes - PILOT							
10-1-000-001-4520.000 Pay in lieu of Tax	3,139.11	2,218.58	920.53	11,092.90	15,323.10	26,623.00	-42.44
Total Line 96300	3,139.11	2,218.58	920.53	11,092.90	15,323.10	26,623.00	-42.44
96400 Bad Debt - Tenant Rents							
10-1-000-001-4570.000 Collection Losses	7,907.03	1,666.67	6,240.36	8,333.35	9,311.73	20,000.00	-53.44
Total Line 96400	7,907.03	1,666.67	6,240.36	8,333.35	9,311.73	20,000.00	-53.44
96800 Severance Expense							
10-1-000-001-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96800	0.00	0.00	0.00	0.00	0.00	0.00	
96000 TOTAL OTHER GENERAL EXPENSES	11,046.14	3,885.25	7,160.89	19,426.25	24,634.83	46,623.00	-47.16
96900 TOTAL OPERATING EXPENSE	101,985.68	102,638.72	-653.04	513,193.60	518,261.47	1,231,665.00	-57.92
97000 NET REVENUE/EXPENSE (-Gain/Loss)	-33,613.09	5,490.31	-39,103.40	27,451.55	27,026.69	65,884.00	-58.98
MISCELLANEOUS EXPENSE							
97100 Extraordinary Maintenance							
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 Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 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	
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
10-1-000-001-4800.000 Depreciation Exp MT	10,107.00	13,750.00	-3,643.00	68,750.00	50,535.00	165,000.00	-69.37
Total Line 97400	10,107.00	13,750.00	-3,643.00	68,750.00	50,535.00	165,000.00	-69.37
97500 Fraud Losses							
Total Line 97500	0.00	0.00	0.00	0.00	0.00	0.00	
97800 Dwelling Units Rent Expense							
Total Line 97800	0.00	0.00	0.00	0.00	0.00	0.00	
90000 TOTAL MISCELLANEOUS EXPENSE	10,107.00	13,750.00	-3,643.00	68,750.00	50,535.00	165,000.00	-69.37

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OTHER FINANCING SOURCES (USES)							
10010 Operating Transfer In							
Total Line 10010	0.00	0.00	0.00	0.00	0.00	0.00	
10020 Operating Transfer Out							
Total Line 10020	0.00	0.00	0.00	0.00	0.00	0.00	
10030 Operating Xfers from/to Government							
Total Line 10030	0.00	0.00	0.00	0.00	0.00	0.00	
10040 Oper Xfers from/to Component Unit							
Total Line 10040	0.00	0.00	0.00	0.00	0.00	0.00	
10060 Proceeds Sale Property -gain/loss							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	
10070 Extraordinary Items Net -Gain/Loss							
Total Line 10050	0.00	0.00	0.00	0.00	0.00	0.00	
10080 Special Items (Net -Gain/Loss)							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	
10093 Xfers - In between Amps							
10-1-000-001-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10093 Xfers - In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10094 Xfer - Out between Amps							
10-1-000-001-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10094 Xfers - Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10100 TOTAL OTHER FINANCING SOURCES-USES	0.00	0.00	0.00	0.00	0.00	0.00	
10000 EXCESS REVENUE/EXPENS (-Gain/Loss)	-23,506.09	19,240.31	-42,746.40	96,201.55	77,561.69	230,884.00	-66.41

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	196.00	177.00	0.00	885.00	980.00	2,124.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
10-1-000-002-3110.000 Dwelling Rent	-21,558.00	-20,416.67	-1,141.33	-102,083.35	-115,411.00	-245,000.00	-52.89
10-1-000-002-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70300	-21,558.00	-20,416.67	-1,141.33	-102,083.35	-115,411.00	-245,000.00	-52.89
70400 Tenant Revenue - Other							
10-1-000-002-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3690.000 Other Income	-152.57	-166.67	14.10	-833.35	-443.52	-2,000.00	-77.82
10-1-000-002-3690.100 Late Fees	-925.00	-750.00	-175.00	-3,750.00	-4,650.00	-9,000.00	-48.33
10-1-000-002-3690.120 Violation Fees	-4,555.00	-833.33	-3,721.67	-4,166.65	-6,110.00	-10,000.00	-38.90
10-1-000-002-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3690.140 Returned Check Charge	-75.00	-8.33	-66.67	-41.65	-75.00	-100.00	-25.00
10-1-000-002-3690.150 Laundry Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3690.160 Vending Machine Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3690.180 Labor	-2,043.25	-1,583.33	-459.92	-7,916.65	-6,133.75	-19,000.00	-67.72
10-1-000-002-3690.200 Materials	-344.85	-666.67	321.82	-3,333.35	-4,670.29	-8,000.00	-41.62
10-1-000-002-3690.300 T.S. Income - Grants	-300.00	0.00	-300.00	0.00	-300.00	0.00	
Total Line 70400	-8,395.67	-4,008.33	-4,387.34	-20,041.65	-22,382.56	-48,100.00	-53.47
70500 TOTAL TENANT REVENUE	-29,953.67	-24,425.00	-5,528.67	-122,125.00	-137,793.56	-293,100.00	-52.99
70600 HUD PHA Operating Grants							
10-1-000-002-8020.000 Oper Sub - Curr Yr	-99,874.00	-80,129.00	-19,745.00	-400,645.00	-414,950.00	-961,548.00	-56.85
10-1-000-002-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70600	-99,874.00	-80,129.00	-19,745.00	-400,645.00	-414,950.00	-961,548.00	-56.85
10010 Operating Tranfers In - CFP							
10-1-000-002-3404.010 Other Inc - Operations	0.00	-13,750.00	13,750.00	-68,750.00	0.00	-165,000.00	-100.00
Total Line 70610	0.00	-13,750.00	13,750.00	-68,750.00	0.00	-165,000.00	-100.00
70800 Other Government Grants							
10-1-000-002-3404.000 Rev other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	
71100 Investment Income - Unrestricted							
10-1-000-002-3610.000 Interest Income	-1,168.05	-1,000.00	-168.05	-5,000.00	-5,708.89	-12,000.00	-52.43
Total Line 71100	-1,168.05	-1,000.00	-168.05	-5,000.00	-5,708.89	-12,000.00	-52.43
71300 Proceeds from Disposition of Asset							
Total Line 71300	0.00	0.00	0.00	0.00	0.00	0.00	
71500 Other Revenue							
10-1-000-002-3190.050 Office Rent Income	-300.00	-300.00	0.00	-1,500.00	-1,500.00	-3,600.00	-58.33
10-1-000-002-3190.100 Beauty Shop Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3195.000 Day Care Income	-400.00	-200.00	-200.00	-1,000.00	-1,000.00	-2,400.00	-58.33
10-1-000-002-3850.000 Inspection Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.004 Admin Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.005 Maint Fee Income	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 Line 71500	-700.00	-500.00	-200.00	-2,500.00	-2,500.00	-6,000.00	-58.33
70000 TOTAL REVENUE	-131,695.72	-119,804.00	-11,891.72	-599,020.00	-560,952.45	-1,437,648.00	-60.98

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTRATIVE							
91100 Administrative Salaries							
10-1-000-002-4110.000 Admin Salaries	7,137.00	7,833.00	-696.00	39,165.00	36,495.30	93,996.00	-61.17
10-1-000-002-4110.200 Admin Exp - Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 91100	7,137.00	7,833.00	-696.00	39,165.00	36,495.30	93,996.00	-61.17
91200 Auditing Fees							
10-1-000-002-4171.000 Audit Fee	0.00	250.00	-250.00	1,250.00	0.00	3,000.00	-100.00
Total Line 91200	0.00	250.00	-250.00	1,250.00	0.00	3,000.00	-100.00
91300 Management Fee							
10-1-000-002-4120.100 Management Fee Exp	15,071.55	15,149.00	-77.45	75,745.00	74,662.14	181,788.00	-58.93
Total Line 91300	15,071.55	15,149.00	-77.45	75,745.00	74,662.14	181,788.00	-58.93
91310 Book-keeping Fee							
10-1-000-002-4120.300 Bookkeeping Fee Exp	1,462.50	1,470.00	-7.50	7,350.00	7,245.00	17,640.00	-58.93
Total Line 91310	1,462.50	1,470.00	-7.50	7,350.00	7,245.00	17,640.00	-58.93
91500 Benefit Contributions - Admin							
10-1-000-002-4110.500 Emp Benefit - Admin	2,458.94	2,602.00	-143.06	13,010.00	12,476.33	31,224.00	-60.04
Total Line 91500	2,458.94	2,602.00	-143.06	13,010.00	12,476.33	31,224.00	-60.04
91600 Office Expense							
10-1-000-002-4140.000 Training - Staff	375.00	250.00	125.00	1,250.00	950.00	3,000.00	-68.33
10-1-000-002-4180.000 Telephone	520.30	250.00	270.30	1,250.00	1,300.24	3,000.00	-56.66
10-1-000-002-4190.100 Postage	211.70	200.00	11.70	1,000.00	825.63	2,400.00	-65.60
10-1-000-002-4190.200 Office Supplies	0.00	100.00	-100.00	500.00	161.12	1,200.00	-86.57
10-1-000-002-4190.250 Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.300 Paper Supplies	134.70	75.00	59.70	375.00	303.67	900.00	-66.26
10-1-000-002-4190.400 Printing	106.64	0.00	106.64	0.00	309.94	0.00	
10-1-000-002-4190.401 Printing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.500 Printer/Copier Sup Cont	0.00	125.00	-125.00	625.00	599.03	1,500.00	-60.06
10-1-000-002-4190.550 Computers	0.00	20.83	-20.83	104.15	0.00	250.00	-100.00
10-1-000-002-4190.700 Member Dues/Fees	0.00	166.67	-166.67	833.35	0.00	2,000.00	-100.00
10-1-000-002-4190.800 Internet Services	622.51	600.00	22.51	3,000.00	3,112.45	7,200.00	-56.77
10-1-000-002-4190.850 IT Support	63.00	83.33	-20.33	416.65	433.50	1,000.00	-56.65
Total Line 91600	2,033.85	1,870.83	163.02	9,354.15	7,995.58	22,450.00	-64.38
91700 Legal Expense							
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	
91800 Travel Expense							
10-1-000-002-4150.000 Travel - Staff	0.00	100.00	-100.00	500.00	1,371.58	1,200.00	14.30
10-1-000-002-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4150.100 Mileage - Admin	0.00	75.00	-75.00	375.00	387.53	900.00	-56.94
Total Line 91800	0.00	175.00	-175.00	875.00	1,759.11	2,100.00	-16.23
91900 Other Expense							
10-1-000-002-4120.400 Fee for Service Exp	41.17	100.00	-58.83	500.00	111.62	1,200.00	-90.70
10-1-000-002-4120.500 Other Fee Exp	0.00	2,602.50	-2,602.50	13,012.50	0.00	31,230.00	-100.00
10-1-000-002-4120.700 Mental Health Fee	2,352.00	2,352.00	0.00	11,760.00	18,424.00	28,224.00	-34.72
10-1-000-002-4120.800 Participant Fee	2,352.00	2,352.00	0.00	11,760.00	7,056.00	28,224.00	-75.00
10-1-000-002-4160.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.000 Other Sundry	0.00	5.00	-5.00	25.00	40.00	60.00	-33.33
10-1-000-002-4190.950 Background Verification	0.00	650.00	-650.00	3,250.00	25.24	7,800.00	-99.68
Total Line 91900	4,745.17	8,061.50	-3,316.33	40,307.50	25,656.86	96,738.00	-73.48
91000 TOTAL OPERATING EXPENSE - Admin	32,909.01	37,411.33	-4,502.32	187,056.65	166,290.32	448,936.00	-62.96

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
ASSET MANAGEMENT FEE							
92000 Asset Mangement Fee							
10-1-000-002-4120.200 Asset Mgt Fee Exp	1,960.00	1,960.00	0.00	9,800.00	9,800.00	23,520.00	-58.33
Total Line 92000	1,960.00	1,960.00	0.00	9,800.00	9,800.00	23,520.00	-58.33
92000 TOTAL ASSET MANAGEMENT FEE	1,960.00	1,960.00	0.00	9,800.00	9,800.00	23,520.00	-58.33
TENANT SERVICES							
92400 Tenant Services - Other							
10-1-000-002-4220.050 Ten Ser-Cable/TV Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.100 Ten Ser-Supplies	28.66	16.67	11.99	83.35	-237.32	200.00	-218.66
10-1-000-002-4220.110 Ten Ser-Recreation	294.40	100.00	194.40	500.00	901.90	1,200.00	-24.84
10-1-000-002-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.125 Ten Ser-Other	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.175 Garden Program Exp	0.00	33.33	-33.33	166.65	0.00	400.00	-100.00
Total Line 92400	323.06	150.00	173.06	750.00	664.58	1,800.00	-63.08
92500 TOTAL TENANT SERVICES EXPENSE	323.06	150.00	173.06	750.00	664.58	1,800.00	-63.08
UTILITIES							
93100 Water-200 Elect-300 Gas-600 Sewer							
10-1-000-002-4310.000 Water	78.87	150.00	-71.13	750.00	697.42	1,800.00	-61.25
10-1-000-002-4315.000 Sewer	64.58	75.00	-10.42	375.00	320.76	900.00	-64.36
10-1-000-002-4320.000 Electric	1,050.03	1,291.67	-241.64	6,458.35	2,574.29	15,500.00	-83.39
10-1-000-002-4330.000 Gas	325.66	1,250.00	-924.34	6,250.00	1,362.11	15,000.00	-90.92
Total Line 93100 93200 93300 93600	1,519.14	2,766.67	-1,247.53	13,833.35	4,954.58	33,200.00	-85.08
93000 TOTAL UTILITIES EXPENSES	1,519.14	2,766.67	-1,247.53	13,833.35	4,954.58	33,200.00	-85.08
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
10-1-000-002-4410.000 Maint Labor	2,507.62	5,217.00	-2,709.38	26,085.00	12,580.42	62,604.00	-79.90
10-1-000-002-4410.100 Maint Labor - OT	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.200 Maint Labor - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94100	2,507.62	5,217.00	-2,709.38	26,085.00	12,580.42	62,604.00	-79.90
94200 Maintenance - Materials/Supplies							
10-1-000-002-4420.010 Garbage&Trash Supp	0.00	4.17	-4.17	20.85	0.00	50.00	-100.00
10-1-000-002-4420.020 Heating&Cooling Supp	283.48	1,250.00	-966.52	6,250.00	-7,818.19	15,000.00	-152.12
10-1-000-002-4420.030 Snow Removal Supplies	0.00	16.67	-16.67	83.35	0.00	200.00	-100.00
10-1-000-002-4420.040 Elevator Maint Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.050 Landscape/Grounds Sup	1,027.25	250.00	777.25	1,250.00	5,028.85	3,000.00	67.63
10-1-000-002-4420.070 Electrical Supplies	356.15	625.00	-268.85	3,125.00	1,821.56	7,500.00	-75.71
10-1-000-002-4420.080 Plumbing Supplies	771.44	1,250.00	-478.56	6,250.00	4,368.04	15,000.00	-70.88
10-1-000-002-4420.090 Extermination Supplies	948.77	150.00	798.77	750.00	2,222.28	1,800.00	23.46
10-1-000-002-4420.100 Janitorial Supplies	511.46	291.67	219.79	1,458.35	1,544.11	3,500.00	-55.88
10-1-000-002-4420.110 Routine Maint. Supplies	2,229.49	6,000.00	-3,770.51	30,000.00	27,286.49	72,000.00	-62.10
10-1-000-002-4420.120 Other Misc. Supplies	346.00	0.00	346.00	0.00	346.00	0.00	
10-1-000-002-4420.121 Flooring Supplies	0.00	1,208.33	-1,208.33	6,041.65	2,596.22	14,500.00	-82.10
10-1-000-002-4420.125 Mileage	0.00	8.33	-8.33	41.65	0.00	100.00	-100.00
10-1-000-002-4420.126 Vehicle Supplies	1,239.94	750.00	489.94	3,750.00	4,759.28	9,000.00	-47.12
10-1-000-002-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94200	7,713.98	11,804.17	-4,090.19	59,020.85	42,154.64	141,650.00	-70.24
94300 Maintenance - Contracts							

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10-1-000-002-4330.010 Refuse	0.00	0.00	0.00	0.00	67.78	0.00	
10-1-000-002-4430.000 Maint Labor Contract	41,588.25	33,778.00	7,810.25	168,890.00	188,560.50	405,336.00	-53.48
10-1-000-002-4430.010 Garbage&Trash Cont	1,062.00	250.00	812.00	1,250.00	1,652.40	3,000.00	-44.92
10-1-000-002-4430.020 Heating&Cooling Cont	270.00	1,000.00	-730.00	5,000.00	360.00	12,000.00	-97.00
10-1-000-002-4430.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.040 Elevator Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.050 Landscape & Grds Cont	0.00	1,666.67	-1,666.67	8,333.35	3,235.51	20,000.00	-83.82
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	25.00	-25.00	125.00	2,242.48	300.00	647.49
10-1-000-002-4430.080 Plumbing Contracts	4,985.00	1,166.67	3,818.33	5,833.35	6,954.06	14,000.00	-50.33
10-1-000-002-4430.090 Extermination Contracts	5,579.00	1,000.00	4,579.00	5,000.00	8,158.00	12,000.00	-32.02
10-1-000-002-4430.100 Reg Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.110 Routine Maint Cont	67.35	20.00	47.35	100.00	129.19	240.00	-46.17
10-1-000-002-4430.111 Flooring Contract	0.00	4,333.33	-4,333.33	21,666.65	25,941.00	52,000.00	-50.11
10-1-000-002-4430.120 Other Misc Cont Cost	3,014.10	83.33	2,930.77	416.65	3,014.10	1,000.00	201.41
10-1-000-002-4430.121 Laundry Equip Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.126 Vehicle Maint Cont	28.00	25.00	3.00	125.00	436.71	300.00	45.57
10-1-000-002-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94300	56,593.70	43,348.00	13,245.70	216,740.00	240,751.73	520,176.00	-53.72
94500 Maintenance - Ordinary/Benefits							
10-1-000-002-4410.500 Emp Benefit - Maint	1,230.41	2,273.00	-1,042.59	11,365.00	5,854.35	27,276.00	-78.54
Total Line 94500	1,230.41	2,273.00	-1,042.59	11,365.00	5,854.35	27,276.00	-78.54
94000 TOTAL MAINTENANCE EXPENSES	68,045.71	62,642.17	5,403.54	313,210.85	301,341.14	751,706.00	-59.91
TOTAL PROTECTIVE SERVICES EXPENSE							
95200 Protective Services - Contract							
10-1-000-002-4480.000 Police Contract	0.00	250.00	-250.00	1,250.00	1,486.25	3,000.00	-50.46
10-1-000-002-4480.006 Safety/Security Labor Fee	2,352.00	1,960.00	392.00	9,800.00	9,800.00	23,520.00	-58.33
10-1-000-002-4480.100 ADT Contract	71.98	241.67	-169.69	1,208.35	1,357.30	2,900.00	-53.20
10-1-000-002-4480.500 Other Security Contract	0.00	1,250.00	-1,250.00	6,250.00	315.00	15,000.00	-97.90
Total Line 95200	2,423.98	3,701.67	-1,277.69	18,508.35	12,958.55	44,420.00	-70.83
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	2,423.98	3,701.67	-1,277.69	18,508.35	12,958.55	44,420.00	-70.83
INSURANCE PREMIUMS EXPENSE							
96110 Property 120 Liab. 130 Work Comp							
10-1-000-002-4510.010 Property Ins	5,135.68	5,239.00	-103.32	26,195.00	25,678.40	62,868.00	-59.16
10-1-000-002-4510.020 Liability Ins	481.48	492.00	-10.52	2,460.00	2,407.40	5,904.00	-59.22
10-1-000-002-4510.030 Work Comp Insurance	204.06	223.00	-18.94	1,115.00	1,020.30	2,676.00	-61.87
Total Line 96110 96120 96130	5,821.22	5,954.00	-132.78	29,770.00	29,106.10	71,448.00	-59.26
96140 All Other Insurance							
10-1-000-002-4510.015 Equipment Insurance	210.21	215.00	-4.79	1,075.00	1,051.05	2,580.00	-59.26
10-1-000-002-4510.025 PE & PO Insurance	68.64	73.00	-4.36	365.00	343.20	876.00	-60.82
10-1-000-002-4510.035 Auto Insurance	200.00	204.00	-4.00	1,020.00	1,000.00	2,448.00	-59.15
10-1-000-002-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	478.85	492.00	-13.15	2,460.00	2,394.25	5,904.00	-59.45
96100 TOTAL INSURANCE PREMIUMS EXP	6,300.07	6,446.00	-145.93	32,230.00	31,500.35	77,352.00	-59.28
GENERAL EXPENSES							

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
96200 Other General Expenses							
10-1-000-002-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absences							
10-1-000-002-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	
96300 Payment In Lieu Of Taxes - PILOT							
10-1-000-002-4520.000 Pay in lieu of Tax	2,003.88	2,165.83	-161.95	10,829.15	11,038.86	25,990.00	-57.53
Total Line 96300	2,003.88	2,165.83	-161.95	10,829.15	11,038.86	25,990.00	-57.53
96400 Bad Debt - Tenant Rents							
10-1-000-002-4570.000 Collection Losses	3,259.06	0.00	3,259.06	0.00	7,437.86	0.00	
Total Line 96400	3,259.06	0.00	3,259.06	0.00	7,437.86	0.00	
96800 Severance Expense							
10-1-000-002-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96800	0.00	0.00	0.00	0.00	0.00	0.00	
96000 TOTAL OTHER GENERAL EXPENSES	5,262.94	2,165.83	3,097.11	10,829.15	18,476.72	25,990.00	-28.91
96900 TOTAL OPERATING EXPENSE	118,743.91	117,243.67	1,500.24	586,218.35	545,986.24	1,406,924.00	-61.19
97000 NET REVENUE/EXPENSE (-Gain/Loss)	-12,951.81	-2,560.33	-10,391.48	-12,801.65	-14,966.21	-30,724.00	-51.29
MISCELLANEOUS EXPENSE							
97100 Extraordinary Maintenance							
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 Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 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	
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
10-1-000-002-4800.000 Depreciation Exp Fam	22,203.00	31,250.00	-9,047.00	156,250.00	111,015.00	375,000.00	-70.40
Total Line 97400	22,203.00	31,250.00	-9,047.00	156,250.00	111,015.00	375,000.00	-70.40
97500 Fraud Losses							
Total Line 97500	0.00	0.00	0.00	0.00	0.00	0.00	
97800 Dwelling Units Rent Expense							
Total Line 97800	0.00	0.00	0.00	0.00	0.00	0.00	
90000 TOTAL MISCELLANEOUS EXPENSE	22,203.00	31,250.00	-9,047.00	156,250.00	111,015.00	375,000.00	-70.40

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
OTHER FINANCING SOURCES (USES)							
10010 Operating Transfer In							
Total Line 10010	0.00	0.00	0.00	0.00	0.00	0.00	
10020 Operating Transfer Out							
Total Line 10020	0.00	0.00	0.00	0.00	0.00	0.00	
10030 Operating Xfers from/to Government							
Total Line 10030	0.00	0.00	0.00	0.00	0.00	0.00	
10040 Oper Xfers from/to Component Unit							
Total Line 10040	0.00	0.00	0.00	0.00	0.00	0.00	
10060 Proceeds Sale Property -gain/loss							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	
10070 Extraordinary Items Net -Gain/Loss							
Total Line 10050	0.00	0.00	0.00	0.00	0.00	0.00	
10080 Special Items (Net -Gain/Loss)							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	
10093 Xfers - In between Amps							
10-1-000-002-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10093 Xfers - In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10094 Xfer - Out between Amps							
10-1-000-002-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10094 Xfers - Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10100 TOTAL OTHER FINANCING SOURCES-USES	0.00	0.00	0.00	0.00	0.00	0.00	
10000 EXCESS REVENUE/EXPENS (-Gain/Loss)	9,251.19	28,689.67	-19,438.48	143,448.35	96,048.79	344,276.00	-72.10

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	51.00	177.00	0.00	885.00	255.00	2,124.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
10-1-000-006-3110.000 Dwelling Rent	-15,646.00	-14,583.33	-1,062.67	-72,916.65	-79,044.00	-175,000.00	-54.83
10-1-000-006-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70300	-15,646.00	-14,583.33	-1,062.67	-72,916.65	-79,044.00	-175,000.00	-54.83
70400 Tenant Revenue - Other							
10-1-000-006-3120.000 Excess Utilities	0.00	-6.25	6.25	-31.25	-50.00	-75.00	-33.33
10-1-000-006-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.000 Other Income	0.00	-7.50	7.50	-37.50	569.00	-90.00	-732.22
10-1-000-006-3690.100 Late Fees	-175.00	-83.33	-91.67	-416.65	-450.00	-1,000.00	-55.00
10-1-000-006-3690.120 Violation Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.140 Returned Check Charge	0.00	-2.08	2.08	-10.40	-75.00	-25.00	200.00
10-1-000-006-3690.150 Laundry Income	-566.25	-541.67	-24.58	-2,708.35	-2,743.25	-6,500.00	-57.80
10-1-000-006-3690.160 Vending Machine Inc	0.00	-33.33	33.33	-166.65	-121.08	-400.00	-69.73
10-1-000-006-3690.180 Labor	0.00	-125.00	125.00	-625.00	-32.50	-1,500.00	-97.83
10-1-000-006-3690.200 Materials	-6.00	-33.33	27.33	-166.65	-31.75	-400.00	-92.06
10-1-000-006-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70400	-747.25	-832.49	85.24	-4,162.45	-2,934.58	-9,990.00	-70.62
70500 TOTAL TENANT REVENUE	-16,393.25	-15,415.82	-977.43	-77,079.10	-81,978.58	-184,990.00	-55.68
70600 HUD PHA Operating Grants							
10-1-000-006-8020.000 Oper Sub - Curr Yr	-11,690.00	-9,379.25	-2,310.75	-46,896.25	-48,596.00	-112,551.00	-56.82
10-1-000-006-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70600	-11,690.00	-9,379.25	-2,310.75	-46,896.25	-48,596.00	-112,551.00	-56.82
10010 Operating Tranfers In - CFP							
10-1-000-006-3404.010 Other Inc - Operations	0.00	-3,333.33	3,333.33	-16,666.65	0.00	-40,000.00	-100.00
Total Line 70610	0.00	-3,333.33	3,333.33	-16,666.65	0.00	-40,000.00	-100.00
70800 Other Government Grants							
10-1-000-006-3404.000 Rev other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	
71100 Investment Income - Unrestricted							
10-1-000-006-3610.000 Interest Income	-409.27	-229.17	-180.10	-1,145.85	-2,000.82	-2,750.00	-27.24
Total Line 71100	-409.27	-229.17	-180.10	-1,145.85	-2,000.82	-2,750.00	-27.24
71300 Proceeds from Disposition of Asset							
Total Line 71300	0.00	0.00	0.00	0.00	0.00	0.00	
71500 Other Revenue							
10-1-000-006-3190.050 Office Rent Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3190.100 Beauty Shop Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3195.000 Day Care Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.000 Inspection Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.004 Admin Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.005 Maint Fee Income	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 Line 71500	0.00	0.00	0.00	0.00	0.00	0.00	
70000 TOTAL REVENUE	-28,492.52	-28,357.57	-134.95	-141,787.85	-132,575.40	-340,291.00	-61.04

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EXPENSES							
ADMINISTRATIVE							
91100 Administrative Salaries							
10-1-000-006-4110.000 Admin Salaries	1,734.16	1,870.00	-135.84	9,350.00	8,776.15	22,440.00	-60.89
10-1-000-006-4110.200 Admin Exp - Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 91100	1,734.16	1,870.00	-135.84	9,350.00	8,776.15	22,440.00	-60.89
91200 Auditing Fees							
10-1-000-006-4171.000 Audit Fee	0.00	100.00	-100.00	500.00	0.00	1,200.00	-100.00
Total Line 91200	0.00	100.00	-100.00	500.00	0.00	1,200.00	-100.00
91300 Management Fee							
10-1-000-006-4120.100 Management Fee Exp	3,941.79	3,942.00	-0.21	19,710.00	19,477.08	47,304.00	-58.83
Total Line 91300	3,941.79	3,942.00	-0.21	19,710.00	19,477.08	47,304.00	-58.83
91310 Book-keeping Fee							
10-1-000-006-4120.300 Bookkeeping Exp	382.50	383.00	-0.50	1,915.00	1,890.00	4,596.00	-58.88
Total Line 91310	382.50	383.00	-0.50	1,915.00	1,890.00	4,596.00	-58.88
91500 Benefit Contributions - Admin							
10-1-000-006-4110.500 Emp Benefit - Admin	723.28	764.00	-40.72	3,820.00	3,706.41	9,168.00	-59.57
Total Line 91500	723.28	764.00	-40.72	3,820.00	3,706.41	9,168.00	-59.57
91600 Office Expense							
10-1-000-006-4140.000 Training - Staff	0.00	46.17	-46.17	230.85	0.00	554.00	-100.00
10-1-000-006-4180.000 Telephone	569.37	383.33	186.04	1,916.65	2,274.84	4,600.00	-50.55
10-1-000-006-4190.100 Postage	6.21	8.33	-2.12	41.65	31.47	100.00	-68.53
10-1-000-006-4190.200 Office Supplies	144.04	6.25	137.79	31.25	213.20	75.00	184.27
10-1-000-006-4190.250 Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.300 Paper Supplies	196.37	16.67	179.70	83.35	311.23	200.00	55.62
10-1-000-006-4190.400 Printing	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.401 Printing Supplies	167.67	8.33	159.34	41.65	167.67	100.00	67.67
10-1-000-006-4190.500 Printer/Copier	0.00	0.00	0.00	0.00	0.00	0.00	
Supply/Cont							
10-1-000-006-4190.550 Computers	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.700 Member Dues/Fees	0.00	83.33	-83.33	416.65	0.00	1,000.00	-100.00
10-1-000-006-4190.800 Internet Services	475.11	237.50	237.61	1,187.50	1,185.81	2,850.00	-58.39
10-1-000-006-4190.850 IT Support	21.00	41.67	-20.67	208.35	180.00	500.00	-64.00
Total Line 91600	1,579.77	831.58	748.19	4,157.90	4,364.22	9,979.00	-56.27
91700 Legal Expense							
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	
91800 Travel Expense							
10-1-000-006-4150.000 Travel - Staff	0.00	27.50	-27.50	137.50	14.74	330.00	-95.53
10-1-000-006-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4150.100 Mileage - Admin	0.00	4.17	-4.17	20.85	0.00	50.00	-100.00
Total Line 91800	0.00	31.67	-31.67	158.35	14.74	380.00	-96.12
91900 Other Expense							
10-1-000-006-4120.400 Fee for Service Exp	7.80	45.83	-38.03	229.15	38.79	550.00	-92.95
10-1-000-006-4120.500 Other Fee Exp	0.00	764.00	-764.00	3,820.00	0.00	9,168.00	-100.00
10-1-000-006-4120.700 Mental Health Fee	612.00	612.00	0.00	3,060.00	4,794.00	7,344.00	-34.72
10-1-000-006-4120.800 Participant Fee	612.00	612.00	0.00	3,060.00	1,836.00	7,344.00	-75.00
10-1-000-006-4160.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.000 Other Sundry	0.00	8.33	-8.33	41.65	46.51	100.00	-53.49
10-1-000-006-4190.950 Background Verification	0.00	16.67	-16.67	83.35	50.48	200.00	-74.76
Total Line 91900	1,231.80	2,058.83	-827.03	10,294.15	6,765.78	24,706.00	-72.61

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91000 TOTAL OPERATING EXPENSE - Admin	9,593.30	9,981.08	-387.78	49,905.40	44,994.38	119,773.00	-62.43
ASSET MANAGEMENT FEE							
92000 Asset Mangement Fee							
10-1-000-006-4120.200 Asset Mngt Fee Exp	510.00	510.00	0.00	2,550.00	2,550.00	6,120.00	-58.33
Total Line 92000	510.00	510.00	0.00	2,550.00	2,550.00	6,120.00	-58.33
92000 TOTAL ASSET MANAGEMENT FEE	510.00	510.00	0.00	2,550.00	2,550.00	6,120.00	-58.33
TENANT SERVICES							
92400 Tenant Services - Other							
10-1-000-006-4220.050 Ten Ser-Cable/TV Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.100 Ten Ser-Supplies	0.00	458.33	-458.33	2,291.65	0.00	5,500.00	-100.00
10-1-000-006-4220.110 Ten Ser-Recreation	21.94	41.67	-19.73	208.35	66.45	500.00	-86.71
10-1-000-006-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.125 Ten Ser-Other	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.175 Garden Program Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 92400	21.94	500.00	-478.06	2,500.00	66.45	6,000.00	-98.89
92500 TOTAL TENANT SERVICES EXPENSE	21.94	500.00	-478.06	2,500.00	66.45	6,000.00	-98.89
UTILITIES							
93100 Water-200 Elect-300 Gas-600 Sewer							
10-1-000-006-4310.000 Water	788.18	375.00	413.18	1,875.00	1,539.91	4,500.00	-65.78
10-1-000-006-4315.000 Sewer	636.10	291.67	344.43	1,458.35	1,257.06	3,500.00	-64.08
10-1-000-006-4320.000 Electric	1,436.76	1,166.67	270.09	5,833.35	3,248.37	14,000.00	-76.80
10-1-000-006-4330.000 Gas	215.17	1,250.00	-1,034.83	6,250.00	1,706.35	15,000.00	-88.62
Total Line 93100 93200 93300 93600	3,076.21	3,083.34	-7.13	15,416.70	7,751.69	37,000.00	-79.05
93000 TOTAL UTILITIES EXPENSES	3,076.21	3,083.34	-7.13	15,416.70	7,751.69	37,000.00	-79.05
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
10-1-000-006-4410.000 Maint Labor	668.70	1,361.00	-692.30	6,805.00	3,354.80	16,332.00	-79.46
10-1-000-006-4410.100 Maint Labor - OT	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4410.200 Maint Labor - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94100	668.70	1,361.00	-692.30	6,805.00	3,354.80	16,332.00	-79.46
94200 Maintenance - Materials/Supplies							
10-1-000-006-4420.010 Garbage&Trash Supp	0.00	20.83	-20.83	104.15	0.00	250.00	-100.00
10-1-000-006-4420.020 Heating&Cooling Supp	0.00	83.33	-83.33	416.65	0.00	1,000.00	-100.00
10-1-000-006-4420.030 Snow Removal Supplies	0.00	8.33	-8.33	41.65	0.00	100.00	-100.00
10-1-000-006-4420.040 Elevator Maint Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.050 Landscape/Grounds Sup	522.20	83.33	438.87	416.65	989.21	1,000.00	-1.08
10-1-000-006-4420.070 Electrical Supplies	0.00	41.67	-41.67	208.35	-90.85	500.00	-118.17
10-1-000-006-4420.080 Plumbing Supplies	0.00	45.83	-45.83	229.15	171.21	550.00	-68.87
10-1-000-006-4420.090 Extermination Supplies	0.00	16.67	-16.67	83.35	0.00	200.00	-100.00
10-1-000-006-4420.100 Janitorial Supplies	0.00	208.33	-208.33	1,041.65	299.77	2,500.00	-88.01
10-1-000-006-4420.110 Routine Maint.Supplies	65.26	1,625.00	-1,559.74	8,125.00	994.24	19,500.00	-94.90
10-1-000-006-4420.120 Other Misc Supplies	0.00	250.00	-250.00	1,250.00	0.00	3,000.00	-100.00
10-1-000-006-4420.121 Flooring Supplies	0.00	16.67	-16.67	83.35	74.00	200.00	-63.00
10-1-000-006-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.126 Vehicle Supplies	162.83	54.17	108.66	270.85	419.85	650.00	-35.41
10-1-000-006-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94200	750.29	2,454.16	-1,703.87	12,270.80	2,857.43	29,450.00	-90.30

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
94300 Maintenance - Contracts							
10-1-000-006-4330.010 Refuse	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.000 Maint Labor Contract	2,352.50	5,262.00	-2,909.50	26,310.00	15,979.00	63,144.00	-74.69
10-1-000-006-4430.010 Garbage & Trash Cont	335.52	333.33	2.19	1,666.65	1,762.45	4,000.00	-55.94
10-1-000-006-4430.020 Heating & Cooling Cont	0.00	3,750.00	-3,750.00	18,750.00	0.00	45,000.00	-100.00
10-1-000-006-4430.030 Snow Removal Contract	0.00	41.67	-41.67	208.35	0.00	500.00	-100.00
10-1-000-006-4430.040 Elevator Maint Cont	0.00	208.33	-208.33	1,041.65	0.00	2,500.00	-100.00
10-1-000-006-4430.050 Landscape & Grds Cont	98.00	208.33	-110.33	1,041.65	294.00	2,500.00	-88.24
10-1-000-006-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.070 Electrical Contracts	0.00	83.33	-83.33	416.65	110.00	1,000.00	-89.00
10-1-000-006-4430.080 Plumbing Contracts	204.00	333.33	-129.33	1,666.65	204.00	4,000.00	-94.90
10-1-000-006-4430.090 Extermination Contracts	2,350.00	208.33	2,141.67	1,041.65	5,750.00	2,500.00	130.00
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 Routine Maint Cont	140.00	583.33	-443.33	2,916.65	398.95	7,000.00	-94.30
10-1-000-006-4430.111 Flooring Contract	0.00	666.67	-666.67	3,333.35	8,486.76	8,000.00	6.08
10-1-000-006-4430.120 Other Misc. Cont Cost	780.30	0.00	780.30	0.00	780.30	0.00	
10-1-000-006-4430.121 Laundry Equip Contract	0.00	166.67	-166.67	833.35	100.00	2,000.00	-95.00
10-1-000-006-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94300	6,260.32	11,845.32	-5,585.00	59,226.60	33,865.46	142,144.00	-76.18
94500 Maintenance - Ordinary/Benefits							
10-1-000-006-4410.500 Maint Emp Benefit	328.13	593.00	-264.87	2,965.00	1,561.18	7,116.00	-78.06
Total Line 94500	328.13	593.00	-264.87	2,965.00	1,561.18	7,116.00	-78.06
94000 TOTAL MAINTENANCE EXPENSES	8,007.44	16,253.48	-8,246.04	81,267.40	41,638.87	195,042.00	-78.65
TOTAL PROTECTIVE SERVICES EXPENSE							
95200 Protective Services - Contract							
10-1-000-006-4480.000 Police Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4480.006 Safety/Security Labor Fee	612.00	510.00	102.00	2,550.00	2,550.00	6,120.00	-58.33
10-1-000-006-4480.100 ADT Contract	93.22	150.00	-56.78	750.00	2,305.65	1,800.00	28.09
10-1-000-006-4480.500 Other Security Contract	564.99	333.33	231.66	1,666.65	1,603.19	4,000.00	-59.92
Total Line 95200	1,270.21	993.33	276.88	4,966.65	6,458.84	11,920.00	-45.82
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	1,270.21	993.33	276.88	4,966.65	6,458.84	11,920.00	-45.82
INSURANCE PREMIUMS EXPENSE							
96110 Property 120 Liab. 130 Work Comp							
10-1-000-006-4510.010 Property Insurance	1,567.80	1,600.00	-32.20	8,000.00	7,839.00	19,200.00	-59.17
10-1-000-006-4510.020 Liability Insurance	126.03	129.00	-2.97	645.00	630.15	1,548.00	-59.29
10-1-000-006-4510.030 Work Comp	23.69	29.00	-5.31	145.00	118.45	348.00	-65.96
Total Line 96110 96120 96130	1,717.52	1,758.00	-40.48	8,790.00	8,587.60	21,096.00	-59.29
96140 All Other Insurance							
10-1-000-006-4510.015 Equipment Insurance	55.02	57.00	-1.98	285.00	275.10	684.00	-59.78
10-1-000-006-4510.025 PE & PO Insurance	6.92	8.00	-1.08	40.00	34.60	96.00	-63.96
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 Line 96140	61.94	65.00	-3.06	325.00	309.70	780.00	-60.29
96100 TOTAL INSURANCE PREMIUMS EXP	1,779.46	1,823.00	-43.54	9,115.00	8,897.30	21,876.00	-59.33

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
GENERAL EXPENSES							
96200 Other General Expenses							
10-1-000-006-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absences							
10-1-000-006-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	
96300 Payment In Lieu Of Taxes - PILOT							
10-1-000-006-4520.000 Pay in lieu of Tax	2,856.68	1,233.25	1,623.43	6,166.25	7,129.23	14,799.00	-51.83
Total Line 96300	2,856.68	1,233.25	1,623.43	6,166.25	7,129.23	14,799.00	-51.83
96400 Bad Debt - Tenant Rents							
10-1-000-006-4570.000 Collection Losses	270.60	0.00	270.60	0.00	1,232.62	0.00	
Total Line 96400	270.60	0.00	270.60	0.00	1,232.62	0.00	
96800 Severance Expense							
10-1-000-006-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96800	0.00	0.00	0.00	0.00	0.00	0.00	
96000 TOTAL OTHER GENERAL EXPENSES	3,127.28	1,233.25	1,894.03	6,166.25	8,361.85	14,799.00	-43.50
96900 TOTAL OPERATING EXPENSE	27,385.84	34,377.48	-6,991.64	171,887.40	120,719.38	412,530.00	-70.74
97000 NET REVENUE/EXPENSE (-Gain/Loss)	-1,106.68	6,019.91	-7,126.59	30,099.55	-11,856.02	72,239.00	-116.41
MISCELLANEOUS EXPENSE							
97100 Extraordinary Maintenance							
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 Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 Casualty Losses - Non-capitalized							
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 Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
10-1-000-006-4800.000 Depreciation Exp BB	3,575.00	0.00	3,575.00	0.00	17,875.00	0.00	
Total Line 97400	3,575.00	0.00	3,575.00	0.00	17,875.00	0.00	
97500 Fraud Losses							
Total Line 97500	0.00	0.00	0.00	0.00	0.00	0.00	
97800 Dwelling Units Rent Expense							
Total Line 97800	0.00	0.00	0.00	0.00	0.00	0.00	
90000 TOTAL MISCELLANEOUS EXPENSE	3,575.00	0.00	3,575.00	0.00	17,875.00	0.00	

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
OTHER FINANCING SOURCES (USES)							
10010 Operating Transfer In							
Total Line 10010	0.00	0.00	0.00	0.00	0.00	0.00	
10020 Operating Transfer Out							
Total Line 10020	0.00	0.00	0.00	0.00	0.00	0.00	
10030 Operating Xfers from/to Government							
Total Line 10030	0.00	0.00	0.00	0.00	0.00	0.00	
10040 Oper Xfers from/to Component Unit							
Total Line 10040	0.00	0.00	0.00	0.00	0.00	0.00	
10060 Proceeds Sale Property -gain/loss							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	
10070 Extraordinary Items Net -Gain/Loss							
Total Line 10050	0.00	0.00	0.00	0.00	0.00	0.00	
10080 Special Items (Net -Gain/Loss)							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	
10093 Xfers - In between Amps							
10-1-000-006-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10093 Xfers - In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10094 Xfer - Out between Amps							
10-1-000-006-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10094 Xfers - Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10100 TOTAL OTHER FINANCING SOURCES-USES	0.00	0.00	0.00	0.00	0.00	0.00	
10000 EXCESS REVENUE/EXPENS (-Gain/Loss)	2,468.32	6,019.91	-3,551.59	30,099.55	6,018.98	72,239.00	-91.67

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	72.00	72.00	0.00	360.00	360.00	864.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
60-1-000-000-5120.000 Rent - Brentwood	-30,723.00	-28,909.33	-1,813.67	-144,546.65	-138,594.00	-346,912.00	-60.05
60-1-000-000-5125.000 PHA Rent	-10,237.00	-11,000.00	763.00	-55,000.00	-45,677.00	-132,000.00	-65.40
60-1-000-000-5220.000 Vacancies - BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5320.000 Rent Adjustments	-52.00	0.00	-52.00	0.00	-850.00	0.00	
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 Line 70300	-41,012.00	-39,909.33	-1,102.67	-199,546.65	-185,121.00	-478,912.00	-61.35
70400 Tenant Revenue - Other							
60-1-000-000-5910.000 Laundry Income	-940.75	-625.00	-315.75	-3,125.00	-3,182.50	-7,500.00	-57.57
60-1-000-000-5920.000 Bad Check Charges	0.00	-3.33	3.33	-16.65	-40.00	-40.00	0.00
60-1-000-000-5920.100 Deposits Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5922.000 Labor & Materials	-644.26	-600.00	-44.26	-3,000.00	-2,320.26	-7,200.00	-67.77
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	-225.00	-60.00	-165.00	-300.00	-432.00	-720.00	-40.00
60-1-000-000-5926.000 Violation Charges	0.00	-40.42	40.42	-202.10	-500.00	-485.00	3.09
60-1-000-000-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70400	-1,810.01	-1,328.75	-481.26	-6,643.75	-6,474.76	-15,945.00	-59.39
70500 TOTAL TENANT REVENUE	-42,822.01	-41,238.08	-1,583.93	-206,190.40	-191,595.76	-494,857.00	-61.28
70600 HUD PHA Operating Grants							
60-1-000-000-5126.000 HAP - Brentwood S8	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5500.000 HUD Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70600	0.00	0.00	0.00	0.00	0.00	0.00	
70800 Other Government Grants							
60-1-000-000-5990.000 Income from Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	
71100 Investment Income - Unrestricted							
60-1-000-000-5410.000 Interest Income	-483.34	-700.00	216.66	-3,500.00	-1,670.36	-8,400.00	-80.11
60-1-000-000-5410.025 Interest Inc - Sec Dep	-0.57	-0.58	0.01	-2.90	-2.81	-7.00	-59.86
Total Line 71100	-483.91	-700.58	216.67	-3,502.90	-1,673.17	-8,407.00	-80.10
71400 Fraud Recovery							
Total Line 71400	0.00	0.00	0.00	0.00	0.00	0.00	
71500 Other Revenue							
60-1-000-000-5127.000 Office Rent Receipt	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5900.000 Other Income	0.00	-16.67	16.67	-83.35	-46.00	-200.00	-77.00
60-1-000-000-5901.000 Income - LR Amps	0.00	-83.33	83.33	-416.65	0.00	-1,000.00	-100.00
Total Line 71500	0.00	-100.00	100.00	-500.00	-46.00	-1,200.00	-96.17
72000 Investment Income - Restricted							
60-1-000-000-5440.000 Rep Res Interest	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5450.000 Residual Res Int Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 72000	0.00	0.00	0.00	0.00	0.00	0.00	
70000 TOTAL REVENUE	-43,305.92	-42,038.66	-1,267.26	-210,193.30	-193,314.93	-504,464.00	-61.68

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTRATIVE							
91100 Administrative Salaries							
60-1-000-000-6310.000 Admin Salaries	1,383.74	1,507.00	-123.26	7,535.00	3,983.15	18,084.00	-77.97
60-1-000-000-6330.000 Manager Salaries	2,499.76	2,875.00	-375.24	14,375.00	13,886.28	34,500.00	-59.75
Total Line 91100	3,883.50	4,382.00	-498.50	21,910.00	17,869.43	52,584.00	-66.02
91200 Auditing Fees							
60-1-000-000-6350.000 Audit	0.00	117.00	-117.00	585.00	0.00	1,404.00	-100.00
Total Line 91200	0.00	117.00	-117.00	585.00	0.00	1,404.00	-100.00
91300 Management Fee							
60-1-000-000-6320.000 Management Fees	3,692.00	3,744.00	-52.00	18,720.00	18,512.00	44,928.00	-58.80
Total Line 91300	3,692.00	3,744.00	-52.00	18,720.00	18,512.00	44,928.00	-58.80
91310 Book-keeping Fee							
60-1-000-000-6351.000 Bookkeeping Fees	532.50	540.00	-7.50	2,700.00	2,670.00	6,480.00	-58.80
Total Line 91310	532.50	540.00	-7.50	2,700.00	2,670.00	6,480.00	-58.80
91400 Advertising & Marketing							
60-1-000-000-6210.000 Advertising	0.00	30.00	-30.00	150.00	0.00	360.00	-100.00
Total Line 91400	0.00	30.00	-30.00	150.00	0.00	360.00	-100.00
91500 Benefit Contributions - Admin							
60-1-000-000-6310.500 Admin Benefits	333.91	374.00	-40.09	1,870.00	992.20	4,488.00	-77.89
60-1-000-000-6330.500 Manager's Benefits	944.69	1,033.00	-88.31	5,165.00	4,891.79	12,396.00	-60.54
Total Line 91500	1,278.60	1,407.00	-128.40	7,035.00	5,883.99	16,884.00	-65.15
91600 Office Expense							
60-1-000-000-6250.000 Misc Rent Expense	62.45	125.00	-62.55	625.00	305.72	1,500.00	-79.62
60-1-000-000-6311.000 Office Exp - BW	108.57	202.50	-93.93	1,012.50	1,603.23	2,430.00	-34.02
60-1-000-000-6311.050 Office Rental Exp	243.00	271.50	-28.50	1,357.50	1,215.00	3,258.00	-62.71
60-1-000-000-6311.100 Phone/Internet Exp	195.08	116.67	78.41	583.35	487.58	1,400.00	-65.17
60-1-000-000-6311.150 IT Support	27.38	166.67	-139.29	833.35	753.04	2,000.00	-62.35
60-1-000-000-6311.200 Office Furniture	0.00	16.67	-16.67	83.35	0.00	200.00	-100.00
Total Line 91600	636.48	899.01	-262.53	4,495.05	4,364.57	10,788.00	-59.54
91700 Legal Expense							
60-1-000-000-6340.000 Legal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	
91800 Travel Expense							
60-1-000-000-6365.000 Travel - Staff	0.00	100.00	-100.00	500.00	259.47	1,200.00	-78.38
60-1-000-000-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6365.100 Mileage, Staff - BW	194.61	110.00	84.61	550.00	565.24	1,320.00	-57.18
Total Line 91800	194.61	210.00	-15.39	1,050.00	824.71	2,520.00	-67.27
91900 Other Expense							
60-1-000-000-6350.700 Mental Health Fee	864.00	864.00	0.00	4,320.00	5,040.00	10,368.00	-51.39
60-1-000-000-6350.800 Participant Fee	864.00	864.00	0.00	4,320.00	3,456.00	10,368.00	-66.67
60-1-000-000-6352.500 Other Fee Exp	0.00	1.67	-1.67	8.35	0.00	20.00	-100.00
60-1-000-000-6360.000 Training - Staff	0.00	166.67	-166.67	833.35	437.50	2,000.00	-78.13
60-1-000-000-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6380.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6380.100 Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6380.500 Translating Services	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6390.000 Fee for Service Exp	40.89	50.00	-9.11	250.00	113.93	600.00	-81.01
60-1-000-000-6399.000 Other Administrative	0.00	83.33	-83.33	416.65	32.50	1,000.00	-96.75
Total Line 91900	1,768.89	2,029.67	-260.78	10,148.35	9,079.93	24,356.00	-62.72
91000 TOTAL OPERATING EXPENSE - Admin	11,986.58	13,358.68	-1,372.10	66,793.40	59,204.63	160,304.00	-63.07

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
UTILITIES							
93100 Water,200 Elect,300 Gas,600 Sewer							
60-1-000-000-6450.000 Utilites - Electric	1,052.46	425.00	627.46	2,125.00	2,533.95	5,100.00	-50.31
60-1-000-000-6451.000 Utilities - Water	1,013.59	900.00	113.59	4,500.00	5,539.08	10,800.00	-48.71
60-1-000-000-6452.000 Utilities - Gas	91.13	125.00	-33.87	625.00	431.41	1,500.00	-71.24
60-1-000-000-6453.000 Utilities - Sewer	2,421.81	1,800.00	621.81	9,000.00	12,293.25	21,600.00	-43.09
Total Line 93100, 93200, 93300, 93600	4,578.99	3,250.00	1,328.99	16,250.00	20,797.69	39,000.00	-46.67
93000 TOTAL UTILITIES EXPENSES	4,578.99	3,250.00	1,328.99	16,250.00	20,797.69	39,000.00	-46.67
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
60-1-000-000-6510.000 Maint Salaries	3,892.80	4,141.67	-248.87	20,708.35	19,908.08	49,700.00	-59.94
60-1-000-000-6510.100 OT Maintenance	0.00	200.00	-200.00	1,000.00	305.55	2,400.00	-87.27
60-1-000-000-6510.200 Maint from Amps	0.00	166.67	-166.67	833.35	332.50	2,000.00	-83.38
Total Line 94100	3,892.80	4,508.34	-615.54	22,541.70	20,546.13	54,100.00	-62.02
94200 Maintenance - Materials/Supplies							
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 Heat/Cool Supplies	0.00	166.67	-166.67	833.35	0.00	2,000.00	-100.00
60-1-000-000-6515.030 Snow Removal Supplies	0.00	58.33	-58.33	291.65	0.00	700.00	-100.00
60-1-000-000-6515.040 Roofing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6515.050 Lndscape/Grnd Supplies	0.00	250.00	-250.00	1,250.00	281.66	3,000.00	-90.61
60-1-000-000-6515.070 Electrical Supplies	175.93	135.00	40.93	675.00	265.75	1,620.00	-83.60
60-1-000-000-6515.080 Plumbing Supplies	667.43	400.00	267.43	2,000.00	1,276.40	4,800.00	-73.41
60-1-000-000-6515.090 Extermination Supplies	0.00	16.67	-16.67	83.35	0.00	200.00	-100.00
60-1-000-000-6515.100 Janitorial Supplies	167.15	150.00	17.15	750.00	299.87	1,800.00	-83.34
60-1-000-000-6515.110 Routine Maint. Supplies	890.77	983.33	-92.56	4,916.65	1,785.59	11,800.00	-84.87
60-1-000-000-6515.114 Painting Supplies - BW	729.49	140.00	589.49	700.00	1,205.47	1,680.00	-28.25
60-1-000-000-6515.115 Refrigerators	0.00	275.00	-275.00	1,375.00	0.00	3,300.00	-100.00
60-1-000-000-6515.116 Stoves	0.00	150.00	-150.00	750.00	0.00	1,800.00	-100.00
60-1-000-000-6515.120 Misc. Other Supplies	0.00	62.50	-62.50	312.50	19.40	750.00	-97.41
60-1-000-000-6515.500 Small Tools/Equipment	0.00	16.67	-16.67	83.35	79.99	200.00	-60.01
Total Line 94200	2,630.77	2,804.17	-173.40	14,020.85	5,214.13	33,650.00	-84.50
94300 Maintenance - Contracts							
60-1-000-000-6520.010 Garbage/Trash Contract	900.00	1,183.33	-283.33	5,916.65	5,092.70	14,200.00	-64.14
60-1-000-000-6520.020 Heat/Cool Contract	0.00	291.67	-291.67	1,458.35	0.00	3,500.00	-100.00
60-1-000-000-6520.030 Snow Removal Contract	0.00	166.67	-166.67	833.35	0.00	2,000.00	-100.00
60-1-000-000-6520.040 Roofing Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6520.050 Landscape&Grds Cont	179.00	916.67	-737.67	4,583.35	708.00	11,000.00	-93.56
60-1-000-000-6520.060 Unit Turn Contract	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6520.070 Electrical Contract	0.00	65.00	-65.00	325.00	0.00	780.00	-100.00
60-1-000-000-6520.080 Plumbing Contract	330.00	666.67	-336.67	3,333.35	330.00	8,000.00	-95.88
60-1-000-000-6520.090 Extermination Contract	2,350.00	485.00	1,865.00	2,425.00	3,788.00	5,820.00	-34.91
60-1-000-000-6520.100 Janitorial Contract	225.00	97.92	127.08	489.60	450.00	1,175.00	-61.70
60-1-000-000-6520.110 Routine Maint. Contract	536.53	1,491.67	-955.14	7,458.35	703.53	17,900.00	-96.07
60-1-000-000-6520.111 Carpet Repr/Repl Cont.	0.00	1,383.33	-1,383.33	6,916.65	3,188.00	16,600.00	-80.80
60-1-000-000-6520.120 Misc. Other Contracts	0.00	1,766.67	-1,766.67	8,833.35	0.00	21,200.00	-100.00
Total Line 94300 - (sub acct)	4,520.53	8,514.60	-3,994.07	42,573.00	14,260.23	102,175.00	-86.04
94500 Maintenance - Ordinary/Benefits							
60-1-000-000-6510.500 Maint. Employee Ben.	1,634.20	1,666.67	-32.47	8,333.35	8,331.84	20,000.00	-58.34
Total Line 94500	1,634.20	1,666.67	-32.47	8,333.35	8,331.84	20,000.00	-58.34
94000 TOTAL MAINTENANCE EXPENSES	12,678.30	17,493.78	-4,815.48	87,468.90	48,352.33	209,925.00	-76.97
TOTAL PROTECTIVE SERVICES EXPENSE							

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
95100 Protective Services - Labor							
Total Line 95100	0.00	0.00	0.00	0.00	0.00	0.00	
95200 Protective Services - Contract							
60-1-000-000-6580.006 Safety/Sec Labor Fee	864.00	720.00	144.00	3,600.00	4,464.00	8,640.00	-48.33
60-1-000-000-6580.100 ADT Contract	46.62	99.00	-52.38	495.00	420.67	1,188.00	-64.59
60-1-000-000-6580.500 Other Safety Contracts	0.00	61.67	-61.67	308.35	295.50	740.00	-60.07
Total Line 95200	910.62	880.67	29.95	4,403.35	5,180.17	10,568.00	-50.98
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	910.62	880.67	29.95	4,403.35	5,180.17	10,568.00	-50.98
INSURANCE PREMIUMS EXPENSE							
96110 Property Insurance							
60-1-000-000-6720.000 Property Insurance	1,551.51	1,583.00	-31.49	7,915.00	7,757.55	18,996.00	-59.16
Total Line 96110	1,551.51	1,583.00	-31.49	7,915.00	7,757.55	18,996.00	-59.16
96120 Liability Insurance							
60-1-000-000-6721.000 Liability Insurance	177.01	181.00	-3.99	905.00	885.05	2,172.00	-59.25
Total Line 96120	177.01	181.00	-3.99	905.00	885.05	2,172.00	-59.25
96130 Workmen's Compensation							
60-1-000-000-6722.000 Work Comp Insurance	231.39	302.00	-70.61	1,510.00	1,156.95	3,624.00	-68.08
Total Line 96130	231.39	302.00	-70.61	1,510.00	1,156.95	3,624.00	-68.08
96140 All Other Insurance							
60-1-000-000-6720.500 Equipment Insurance	77.28	79.00	-1.72	395.00	386.40	948.00	-59.24
60-1-000-000-6721.500 PE & PO Insurance	85.77	91.00	-5.23	455.00	428.85	1,092.00	-60.73
60-1-000-000-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	163.05	170.00	-6.95	850.00	815.25	2,040.00	-60.04
96100 TOTAL INSURANCE PREMIUMS EXP	2,122.96	2,236.00	-113.04	11,180.00	10,614.80	26,832.00	-60.44
GENERAL EXPENSES							
96200 Other General Expenses							
60-1-000-000-6790.000 Other General Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absences							
60-1-000-000-6795.000 Compensated Absences	0.00	41.67	-41.67	208.35	0.00	500.00	-100.00
Total Line 96210	0.00	41.67	-41.67	208.35	0.00	500.00	-100.00
96300 Payment In Lieu Of Taxes - PILOT							
60-1-000-000-6710.000 PILOT - Real Estate Tax	1,821.65	2,264.42	-442.77	11,322.10	8,216.17	27,173.00	-69.76
Total Line 96300	1,821.65	2,264.42	-442.77	11,322.10	8,216.17	27,173.00	-69.76
96400 Bad Debt - Tenant Rents							
60-1-000-000-6370.000 Bad Debt	528.87	266.67	262.20	1,333.35	281.83	3,200.00	-91.19
Total Line 96400	528.87	266.67	262.20	1,333.35	281.83	3,200.00	-91.19
96000 TOTAL OTHER GENERAL EXPENSES	2,350.52	2,572.76	-222.24	12,863.80	8,498.00	30,873.00	-72.47
INTEREST & AMORTIZATION EXPENSE							
96710 Interest of Mortgage/Bond Payable							
60-1-000-000-6810.000 Interest Exp Payable	1,320.12	1,440.00	-119.88	7,200.00	6,657.11	17,280.00	-61.48
60-1-000-000-6860.000 Security Deposit Interest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96710	1,320.12	1,440.00	-119.88	7,200.00	6,657.11	17,280.00	-61.48
96700 TOTAL INTEREST EXP & AMORT	1,320.12	1,440.00	-119.88	7,200.00	6,657.11	17,280.00	-61.48
96900 TOTAL OPERATING EXPENSE	35,948.09	41,231.89	-5,283.80	206,159.45	159,304.73	494,782.00	-67.80
97000 NET REVENUE/EXPENSE (GAIN/-LOSS)	-7,357.83	-806.77	-6,551.06	-4,033.85	-34,010.20	-9,682.00	251.27

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
MISCELLANEOUS EXPENSE							
97100 Extraordinary Maintenance							
60-1-000-000-6910.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6910.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6910.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 Casualty Losses - Non-capitalized							
60-1-000-000-6920.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6920.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6920.030 Casualty Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
60-1-000-000-6600.000 Depreciation Exp - BW	9,873.00	8,333.33	1,539.67	41,666.65	49,365.00	100,000.00	-50.64
Total Line 97400	9,873.00	8,333.33	1,539.67	41,666.65	49,365.00	100,000.00	-50.64
TOTAL MISCELLANEOUS EXPENSES	9,873.00	8,333.33	1,539.67	41,666.65	49,365.00	100,000.00	-50.64
90000 TOTAL EXPENSES	45,821.09	49,565.22	-3,744.13	247,826.10	208,669.73	594,782.00	-64.92
OTHER FINANCING SOURCES (USES)							
10093 Xfers							
60-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10093	0.00	0.00	0.00	0.00	0.00	0.00	
10094							
60-1-000-000-9111.100 Xfers Out from Amps	0.00	1,814.83	-1,814.83	9,074.15	0.00	21,778.00	-100.00
Total Line 10094	0.00	1,814.83	-1,814.83	9,074.15	0.00	21,778.00	-100.00
10100 TOTAL OTHER FINANCING SOURCES	0.00	1,814.83	-1,814.83	9,074.15	0.00	21,778.00	-100.00
10000 EXCESS REVENUE/EXPENSE GAIN/-LOSS	2,515.17	11,156.22	-8,641.05	55,781.10	15,354.80	133,874.00	-88.53

MEMO ACCOUNT INFORMATION

11020 Req'd Annual Debt Principal Pmts							
Total 2130.000 accts on BS's	0.00	0.00	0.00	0.00	0.00	0.00	

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	65.00	72.00	0.00	360.00	325.00	864.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
60-1-000-001-5120.000 Rent - Prairieland	-28,893.00	-28,277.00	-616.00	-141,385.00	-125,757.00	-339,324.00	-62.94
60-1-000-001-5125.000 PHA Rent	-3,000.00	-3,083.00	83.00	-15,415.00	-15,687.00	-36,996.00	-57.60
60-1-000-001-5220.000 Vacancies - PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5320.000 Rent Adjustments	270.00	0.00	270.00	0.00	61.00	0.00	
60-1-000-001-5970.000 Excess Rent	-55.00	-400.00	345.00	-2,000.00	-4,992.00	-4,800.00	4.00
60-1-000-001-5971.000 Excess Rent to HUD	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70300	-31,678.00	-31,760.00	82.00	-158,800.00	-146,375.00	-381,120.00	-61.59
70400 Tenant Revenue - Other							
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	-3.33	3.33	-16.65	-40.00	-40.00	0.00
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	-458.00	-625.00	167.00	-3,125.00	-1,125.00	-7,500.00	-85.00
60-1-000-001-5923.000 Misc Charges	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5925.000 Late Charges	-250.00	-100.00	-150.00	-500.00	-878.00	-1,200.00	-26.83
60-1-000-001-5926.000 Violation Charges	0.00	-42.50	42.50	-212.50	0.00	-510.00	-100.00
60-1-000-001-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70400	-708.00	-770.83	62.83	-3,854.15	-2,043.00	-9,250.00	-77.91
70500 TOTAL TENANT REVENUE	-32,386.00	-32,530.83	144.83	-162,654.15	-148,418.00	-390,370.00	-61.98
70600 HUD PHA Operating Grants							
60-1-000-001-5126.000 HAP - Prairie S8	-5,824.00	-4,600.00	-1,224.00	-23,000.00	-26,251.00	-55,200.00	-52.44
60-1-000-001-5500.000 HUD Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70600	-5,824.00	-4,600.00	-1,224.00	-23,000.00	-26,251.00	-55,200.00	-52.44
70800 Other Government Grants							
60-1-000-001-5990.000 Income from Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	
71100 Investment Income - Unrestricted							
60-1-000-001-5410.000 Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5410.025 Interest Inc - Sec Dep	-0.46	-0.42	-0.04	-2.10	-2.26	-5.00	-54.80
Total Line 71100	-0.46	-0.42	-0.04	-2.10	-2.26	-5.00	-54.80
71400 Fraud Recovery							
Total Line 71400	0.00	0.00	0.00	0.00	0.00	0.00	
71500 Other Revenue							
60-1-000-001-5127.000 Office Rent Receipt	-243.00	-271.50	28.50	-1,357.50	-1,215.00	-3,258.00	-62.71
60-1-000-001-5900.000 Other Income	0.00	0.00	0.00	0.00	-175.00	0.00	
60-1-000-001-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 71500	-243.00	-271.50	28.50	-1,357.50	-1,390.00	-3,258.00	-57.34
72000 Investment Income - Restricted							
60-1-000-001-5440.000 Rep Res Interest	0.00	-178.00	178.00	-890.00	-667.22	-2,136.00	-68.76
60-1-000-001-5450.000 Residual Res Int Inc	0.00	-4.50	4.50	-22.50	-1.36	-54.00	-97.48
Total Line 72000	0.00	-182.50	182.50	-912.50	-668.58	-2,190.00	-69.47
70000 TOTAL REVENUE	-38,453.46	-37,585.25	-868.21	-187,926.25	-176,729.84	-451,023.00	-60.82

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTRATIVE							
91100 Administrative Salaries							
60-1-000-001-6310.000 Admin Salaries	1,383.76	1,507.00	-123.24	7,535.00	3,983.20	18,084.00	-77.97
60-1-000-001-6330.000 Manager's Salaries	2,499.74	2,875.00	-375.26	14,375.00	13,886.17	34,500.00	-59.75
Total Line 91100	3,883.50	4,382.00	-498.50	21,910.00	17,869.37	52,584.00	-66.02
91200 Auditing Fees							
60-1-000-001-6350.000 Audit	0.00	650.00	-650.00	3,250.00	0.00	7,800.00	-100.00
Total Line 91200	0.00	650.00	-650.00	3,250.00	0.00	7,800.00	-100.00
91300 Management Fee							
60-1-000-001-6320.000 Management Fees	3,380.00	3,380.00	0.00	16,900.00	16,900.00	40,560.00	-58.33
Total Line 91300	3,380.00	3,380.00	0.00	16,900.00	16,900.00	40,560.00	-58.33
91310 Book-keeping Fee							
60-1-000-001-6351.000 Bookkeeping Fees	487.50	488.00	-0.50	2,440.00	2,437.50	5,856.00	-58.38
Total Line 91310	487.50	488.00	-0.50	2,440.00	2,437.50	5,856.00	-58.38
91400 Advertising & Marketing							
60-1-000-001-6210.000 Advertising	0.00	33.33	-33.33	166.65	0.00	400.00	-100.00
Total Line 91400	0.00	33.33	-33.33	166.65	0.00	400.00	-100.00
91500 Benefit Contributions - Admin							
60-1-000-001-6310.500 Admin Benefits	333.93	374.00	-40.07	1,870.00	992.26	4,488.00	-77.89
60-1-000-001-6330.500 Manager's Benefits	944.67	1,033.00	-88.33	5,165.00	4,891.70	12,396.00	-60.54
Total Line 91500	1,278.60	1,407.00	-128.40	7,035.00	5,883.96	16,884.00	-65.15
91600 Office Expense							
60-1-000-001-6250.000 Misc. Rent Expense	62.44	108.33	-45.89	541.65	278.01	1,300.00	-78.61
60-1-000-001-6311.000 Office Exp - PL	108.56	202.50	-93.94	1,012.50	1,603.22	2,430.00	-34.02
60-1-000-001-6311.050 Office Rental Exp	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6311.100 Phone/Internet Exp	195.04	116.67	78.37	583.35	487.45	1,400.00	-65.18
60-1-000-001-6311.150 IT Support	27.37	166.67	-139.30	833.35	752.96	2,000.00	-62.35
60-1-000-001-6311.200 Office Furniture	0.00	16.67	-16.67	83.35	0.00	200.00	-100.00
Total Line 91600	393.41	610.84	-217.43	3,054.20	3,121.64	7,330.00	-57.41
91700 Legal Expense							
60-1-000-001-6340.000 Legal	0.00	117.00	-117.00	585.00	0.00	1,404.00	-100.00
Total Line 91700	0.00	117.00	-117.00	585.00	0.00	1,404.00	-100.00
91800 Travel Expense							
60-1-000-001-6365.000 Travel - Staff	0.00	100.00	-100.00	500.00	259.47	1,200.00	-78.38
60-1-000-001-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6365.100 Mileage, Staff - PL	199.25	100.00	99.25	500.00	764.19	1,200.00	-36.32
Total Line 91800	199.25	200.00	-0.75	1,000.00	1,023.66	2,400.00	-57.35
91900 Other Expense							
60-1-000-001-6350.700 Mental Health Fee	780.00	780.00	0.00	3,900.00	4,550.00	9,360.00	-51.39
60-1-000-001-6350.800 Participant Fee	780.00	780.00	0.00	3,900.00	3,120.00	9,360.00	-66.67
60-1-000-001-6352.500 Other Fee Exp	0.00	1.67	-1.67	8.35	0.00	20.00	-100.00
60-1-000-001-6360.000 Training - Staff	0.00	166.67	-166.67	833.35	437.50	2,000.00	-78.13
60-1-000-001-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6380.000 Consulting Services	0.00	83.33	-83.33	416.65	0.00	1,000.00	-100.00
60-1-000-001-6380.100 Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6380.500 Translating Services	0.00	116.67	-116.67	583.35	0.00	1,400.00	-100.00
60-1-000-001-6390.000 Fee for Service Exp	29.12	45.83	-16.71	229.15	91.46	550.00	-83.37
60-1-000-001-6399.000 Other Administrative	0.00	0.00	0.00	0.00	25.00	0.00	
Total Line 91900	1,589.12	1,974.17	-385.05	9,870.85	8,223.96	23,690.00	-65.29
91000 TOTAL OPERATING EXPENSE - Admin	11,211.38	13,242.34	-2,030.96	66,211.70	55,460.09	158,908.00	-65.10

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
UTILITIES							
93100 Water,200 Elect,300 Gas,600 Sewer							
60-1-000-001-6450.000 Utilities Electric	805.73	310.00	495.73	1,550.00	1,578.63	3,720.00	-57.56
60-1-000-001-6451.000 Utilities Water	1,272.70	1,035.00	237.70	5,175.00	5,137.89	12,420.00	-58.63
60-1-000-001-6452.000 Utilities Gas	160.61	140.00	20.61	700.00	442.66	1,680.00	-73.65
60-1-000-001-6453.000 Utilities Sewer	2,930.25	2,200.00	730.25	11,000.00	11,803.64	26,400.00	-55.29
Total Line 93100, 93200, 93300, 93600	5,169.29	3,685.00	1,484.29	18,425.00	18,962.82	44,220.00	-57.12
93000 TOTAL UTILITIES EXPENSES	5,169.29	3,685.00	1,484.29	18,425.00	18,962.82	44,220.00	-57.12
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
60-1-000-001-6510.000 Maintenance Salaries	3,892.80	4,141.67	-248.87	20,708.35	19,908.08	49,700.00	-59.94
60-1-000-001-6510.100 OT Maintenance	0.00	200.00	-200.00	1,000.00	305.55	2,400.00	-87.27
60-1-000-001-6510.200 Maint from Amps	0.00	166.67	-166.67	833.35	0.00	2,000.00	-100.00
Total Line 94100	3,892.80	4,508.34	-615.54	22,541.70	20,213.63	54,100.00	-62.64
94200 Maintenance - Materials/Supplies							
60-1-000-001-6515.010 Garbage/Trash Supples	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6515.020 Heat/Cool Supplies	337.33	185.00	152.33	925.00	337.33	2,220.00	-84.80
60-1-000-001-6515.030 Snow Removal Supplies	0.00	58.33	-58.33	291.65	0.00	700.00	-100.00
60-1-000-001-6515.040 Roofing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6515.050 Lndscape/Grnd Supplies	0.00	450.00	-450.00	2,250.00	2,101.81	5,400.00	-61.08
60-1-000-001-6515.070 Electrical Supplies	223.11	100.00	123.11	500.00	223.11	1,200.00	-81.41
60-1-000-001-6515.080 Plumbing Supplies	286.99	656.67	-369.68	3,283.35	1,337.46	7,880.00	-83.03
60-1-000-001-6515.090 Extermination Supplies	0.00	25.00	-25.00	125.00	0.00	300.00	-100.00
60-1-000-001-6515.100 Janitorial Supplies	117.47	60.00	57.47	300.00	153.68	720.00	-78.66
60-1-000-001-6515.110 Routine Maint. Supplies	562.03	666.67	-104.64	3,333.35	749.45	8,000.00	-90.63
60-1-000-001-6515.114 Painting Supplies - PL	592.66	185.00	407.66	925.00	592.66	2,220.00	-73.30
60-1-000-001-6515.115 Refrigerators	0.00	275.00	-275.00	1,375.00	0.00	3,300.00	-100.00
60-1-000-001-6515.116 Stoves	0.00	225.00	-225.00	1,125.00	0.00	2,700.00	-100.00
60-1-000-001-6515.120 Other Misc. Supplies	0.00	83.33	-83.33	416.65	190.39	1,000.00	-80.96
60-1-000-001-6515.500 Small Tools/Equipment	0.00	33.33	-33.33	166.65	0.00	400.00	-100.00
Total Line 94200	2,119.59	3,003.33	-883.74	15,016.65	5,685.89	36,040.00	-84.22
94300 Maintenance - Contracts							
60-1-000-001-6520.010 Garbage/Trash Contract	723.55	725.00	-1.45	3,625.00	3,529.35	8,700.00	-59.43
60-1-000-001-6520.020 Heat/Cool Contract	414.20	375.00	39.20	1,875.00	1,075.58	4,500.00	-76.10
60-1-000-001-6520.030 Snow Removal Contract	0.00	166.67	-166.67	833.35	0.00	2,000.00	-100.00
60-1-000-001-6520.040 Roofing Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.050 Landscape&Grnds Cont	3,000.00	1,341.67	1,658.33	6,708.35	3,000.00	16,100.00	-81.37
60-1-000-001-6520.060 Unit Turn Contract	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.070 Electrical Contract	0.00	16.67	-16.67	83.35	0.00	200.00	-100.00
60-1-000-001-6520.080 Plumbing Contract	0.00	550.00	-550.00	2,750.00	205.19	6,600.00	-96.89
60-1-000-001-6520.090 Extermin Contract	0.00	283.33	-283.33	1,416.65	535.50	3,400.00	-84.25
60-1-000-001-6520.100 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.110 Routine Main. Contract	0.00	75.00	-75.00	375.00	10.62	900.00	-98.82
60-1-000-001-6520.111 Carpet Repr/Repl Cont.	0.00	1,118.33	-1,118.33	5,591.65	0.00	13,420.00	-100.00
60-1-000-001-6520.120 Other Misc. Contracts	0.00	1,333.33	-1,333.33	6,666.65	0.00	16,000.00	-100.00
Total Line 94300 - (sub accts)	4,137.75	5,985.00	-1,847.25	29,925.00	8,356.24	71,820.00	-88.37
94500 Maintenance - Ordinary/Benefits							
60-1-000-001-6510.500 Maint.Benefits	1,634.24	1,666.67	-32.43	8,333.35	8,332.09	20,000.00	-58.34
Total Line 94500	1,634.24	1,666.67	-32.43	8,333.35	8,332.09	20,000.00	-58.34
94000 TOTAL MAINTENANCE EXPENSES	11,784.38	15,163.34	-3,378.96	75,816.70	42,587.85	181,960.00	-76.59
TOTAL PROTECTIVE SERVICES EXPENSE							

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Knox County Housing Authority
FDS Income Statement - Prairieland
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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
95100 Protective Services - Labor							
Total Line 95100	0.00	0.00	0.00	0.00	0.00	0.00	
95200 Protective Services - Contract							
60-1-000-001-6580.006 Safety/Sec Labor Fee	780.00	780.00	0.00	3,900.00	4,030.00	9,360.00	-56.94
60-1-000-001-6580.100 ADT Contract	46.60	98.00	-51.40	490.00	420.60	1,176.00	-64.23
60-1-000-001-6580.500 Other Safety Contracts	0.00	30.00	-30.00	150.00	143.25	360.00	-60.21
Total Line 95200	826.60	908.00	-81.40	4,540.00	4,593.85	10,896.00	-57.84
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	826.60	908.00	-81.40	4,540.00	4,593.85	10,896.00	-57.84
INSURANCE PREMIUMS EXPENSE							
96110 Property Insurance							
60-1-000-001-6720.000 Prpoerty Insurance	1,563.36	1,250.00	313.36	6,250.00	7,816.80	15,000.00	-47.89
Total LIne 96110	1,563.36	1,250.00	313.36	6,250.00	7,816.80	15,000.00	-47.89
96120 Liability Insurance							
60-1-000-001-6721.000 Liability Insurance	160.03	165.00	-4.97	825.00	800.15	1,980.00	-59.59
Total Line 96120	160.03	165.00	-4.97	825.00	800.15	1,980.00	-59.59
96130 Workmen's Compensation							
60-1-000-001-6722.000 Work Comp Insurance	231.39	291.67	-60.28	1,458.35	1,156.95	3,500.00	-66.94
Total Line 96130	231.39	291.67	-60.28	1,458.35	1,156.95	3,500.00	-66.94
96140 All Other Insurance							
60-1-000-001-6720.500 Equipment Insurance	69.86	66.67	3.19	333.35	349.30	800.00	-56.34
60-1-000-001-6721.500 PE & PO Insuranace	85.77	91.00	-5.23	455.00	428.85	1,092.00	-60.73
60-1-000-001-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	155.63	157.67	-2.04	788.35	778.15	1,892.00	-58.87
96100 TOTAL INSURANCE PREMIUMS EXP	2,110.41	1,864.34	246.07	9,321.70	10,552.05	22,372.00	-52.83
GENERAL EXPENSES							
96200 Other General Expenses							
60-1-000-001-6790.000 Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absenses							
60-1-000-001-6795.000 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	
96300 Payment In Lieu Of Taxes - PILOT							
60-1-000-001-6710.000 PILOT - Real Estate Tax	1,626.04	1,440.25	185.79	7,201.25	7,494.31	17,283.00	-56.64
Total Line 96300	1,626.04	1,440.25	185.79	7,201.25	7,494.31	17,283.00	-56.64
96400 Bad Debt - Tenant Rents							
60-1-000-001-6370.000 Bad Debt	450.51	87.50	363.01	437.50	75.02	1,050.00	-92.86
Total Line 96400	450.51	87.50	363.01	437.50	75.02	1,050.00	-92.86
96000 TOTAL OTHER GENERAL EXPENSES	2,076.55	1,527.75	548.80	7,638.75	7,569.33	18,333.00	-58.71
INTEREST & AMORTIZATION EXPENSE							
96710 Interest of Mortgage/Bond Payable							
60-1-000-001-6810.000 Interest Exp Payable	1,320.11	1,500.00	-179.89	7,500.00	6,657.08	18,000.00	-63.02
60-1-000-001-6860.000 Sec Dep Int	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96710	1,320.11	1,500.00	-179.89	7,500.00	6,657.08	18,000.00	-63.02
96700 TOTAL INTEREST EXP & AMORT	1,320.11	1,500.00	-179.89	7,500.00	6,657.08	18,000.00	-63.02
96900 TOTAL OPERATING EXPENSE	34,498.72	37,890.77	-3,392.05	189,453.85	146,383.07	454,689.00	-67.81
97000 NET REVENUE/EXPENSE (GAIN/-LOSS)	-3,954.74	305.52	-4,260.26	1,527.60	-30,346.77	3,666.00	-927.79

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Knox County Housing Authority
FDS Income Statement - Prairieland
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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
MISCELLANEOUS EXPENSE							
97100 Extraordinary Maintenance							
60-1-000-001-6910.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6910.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6910.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 Casualty Losses - Non-capitalized							
60-1-000-001-6920.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6920.020 Casualty Material	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6920.030 Casualty Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
60-1-000-001-6600.000 Depreciation Exp - PL	7,235.00	7,210.50	24.50	36,052.50	36,175.00	86,526.00	-58.19
Total Line 97400	7,235.00	7,210.50	24.50	36,052.50	36,175.00	86,526.00	-58.19
TOTAL MISCELLANEOUS EXPENSES	7,235.00	7,210.50	24.50	36,052.50	36,175.00	86,526.00	-58.19
90000 TOTAL EXPENSES	41,733.72	45,101.27	-3,367.55	225,506.35	182,558.07	541,215.00	-66.27
OTHER FINANCING SOURCES (USES)							
10093 Xfers							
60-1-000-001-9111.000 Xfers In from Amps	0.00	-1,814.83	1,814.83	-9,074.15	0.00	-21,778.00	-100.00
Total Line 10093	0.00	-1,814.83	1,814.83	-9,074.15	0.00	-21,778.00	-100.00
10094							
60-1-000-001-9111.100 Xfers Out from Amps	0.00	1,666.67	-1,666.67	8,333.35	0.00	20,000.00	-100.00
Total Line 10094	0.00	1,666.67	-1,666.67	8,333.35	0.00	20,000.00	-100.00
10100 TOTAL OTHER FINANCING SOURCES	0.00	-148.16	148.16	-740.80	0.00	-1,778.00	-100.00
10000 EXCESS REVENUE/EXPENSE GAIN/-LOSS	3,280.26	7,219.70	-3,939.44	36,098.50	5,828.23	86,636.00	-93.27

MEMO ACCOUNT INFORMATION

11020 Req'd Annual Debt Principal Pmts							
Total 2130.000 accts on BS's	0.00	0.00	0.00	0.00	0.00	0.00	

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total PUM (including Port Outs)	280.00	280.00	0.00	1,400.00	1,400.00	3,360.00	0.00
ADMIN REVENUE							
ADMIN OPERATING INCOME							
Admin Fee Subsidy							
30-1-000-000-8026.500 Admin Fee Sub - Cur Yr	-15,263.00	-12,496.17	-2,766.83	-62,480.85	-70,903.00	-149,954.00	-52.72
Total Admin Fee Subsidy	-15,263.00	-12,496.17	-2,766.83	-62,480.85	-70,903.00	-149,954.00	-52.72
Interest Income							
30-1-000-000-3300.000 Int Reserve	-7.22	-5.00	-2.22	-25.00	-29.90	-60.00	-50.17
Surplus-Admin							
30-1-000-000-3610.000 Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	
Total Interest Income	-7.22	-5.00	-2.22	-25.00	-29.90	-60.00	-50.17
Other Income							
30-1-000-000-3300.010 Inc - Portable	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-3300.100 Fraud Recovery - Admin	0.00	-140.00	140.00	-700.00	-2,376.00	-1,680.00	41.43
30-1-000-000-3300.170 Admin Fees Port	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-3690.100 Other Income - Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Income	0.00	-140.00	140.00	-700.00	-2,376.00	-1,680.00	41.43
TOTAL ADMIN OPERATING INCOME	-15,270.22	-12,641.17	-2,629.05	-63,205.85	-73,308.90	-151,694.00	-51.67
ADMIN EXPENSES							
ADMIN OPERATING EXPENSE							
Admin Salaries							
30-1-000-000-4110.000 Admin Salaries	7,879.25	9,266.00	-1,386.75	46,330.00	42,084.41	111,192.00	-62.15
Total Admin Salaries	7,879.25	9,266.00	-1,386.75	46,330.00	42,084.41	111,192.00	-62.15
Audit Fee Expense							
30-1-000-000-4171.000 Audit Fee	0.00	200.00	-200.00	1,000.00	0.00	2,400.00	-100.00
Total Audit Fee Expense	0.00	200.00	-200.00	1,000.00	0.00	2,400.00	-100.00
Fee Expense							
30-1-000-000-4120.100 Management Fees	2,448.00	2,460.00	-12.00	12,300.00	12,348.00	29,520.00	-58.17
30-1-000-000-4120.300 Bookkeep. Fees	1,530.00	1,538.00	-8.00	7,690.00	7,717.50	18,456.00	-58.18
Total Fees Expense	3,978.00	3,998.00	-20.00	19,990.00	20,065.50	47,976.00	-58.18
Benefit Contribution Expense							
30-1-000-000-4110.500 Emp Benefit - Admin	4,109.70	3,713.00	396.70	18,565.00	21,407.64	44,556.00	-51.95
Total Benefit Contribution Exp	4,109.70	3,713.00	396.70	18,565.00	21,407.64	44,556.00	-51.95
Office Expense							
30-1-000-000-4180.000 Telephone	215.82	96.17	119.65	480.85	539.31	1,154.00	-53.27
30-1-000-000-4190.100 Postage	186.65	166.67	19.98	833.35	881.05	2,000.00	-55.95
30-1-000-000-4190.250 Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.400 Printing	0.00	25.00	-25.00	125.00	113.80	300.00	-62.07
30-1-000-000-4190.401 Printing Supplies	0.00	16.67	-16.67	83.35	0.00	200.00	-100.00
30-1-000-000-4190.550 Computers	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.850 IT Support	0.00	41.67	-41.67	208.35	318.00	500.00	-36.40
Total Office Expense	402.47	346.18	56.29	1,730.90	1,852.16	4,154.00	-55.41
Legal Expense							

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Knox County Housing Authority
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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
30-1-000-000-4130.000 Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Travel Expense							
30-1-000-000-4150.000 Travel - Staff	0.00	100.00	-100.00	500.00	829.45	1,200.00	-30.88
Total Travel Expense	0.00	100.00	-100.00	500.00	829.45	1,200.00	-30.88
Other Expense							
30-1-000-000-4120.400 Fee for Service Fee	16.00	16.00	0.00	80.00	81.00	192.00	-57.81
30-1-000-000-4120.700 Mental Health Fee	0.00	0.00	0.00	0.00	280.00	0.00	
30-1-000-000-4140.000 Training - Staff	0.00	166.67	-166.67	833.35	814.00	2,000.00	-59.30
30-1-000-000-4160.000 Publications	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4160.300 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.000 Other Sundry	22.24	166.67	-144.43	833.35	69.03	2,000.00	-96.55
30-1-000-000-4190.200 Inspection Exp	0.00	416.67	-416.67	2,083.35	0.00	5,000.00	-100.00
30-1-000-000-4190.700 Member Dues/Fees	0.00	83.33	-83.33	416.65	0.00	1,000.00	-100.00
30-1-000-000-4190.950 Background Verification	613.12	20.83	592.29	104.15	2,220.62	250.00	788.25
30-1-000-000-4480.006 Safety/Security Labor Fee	0.00	0.00	0.00	0.00	-280.00	0.00	
30-1-000-000-4480.100 ADT Contract	35.99	35.92	0.07	179.60	179.95	431.00	-58.25
Total Other Expense	687.35	906.09	-218.74	4,530.45	3,364.60	10,873.00	-69.06
Maintenance Expense							
30-1-000-000-4420.126 Vehicle Supplies	18.90	8.33	10.57	41.65	127.13	100.00	27.13
30-1-000-000-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance Expense	18.90	8.33	10.57	41.65	127.13	100.00	27.13
TOTAL ADMIN EXPENSE	17,075.67	18,537.60	-1,461.93	92,688.00	89,730.89	222,451.00	-59.66
Insurance Premiums Expense							
30-1-000-000-4510.025 PE & PO Insurance	103.02	55.00	48.02	275.00	515.10	660.00	-21.95
30-1-000-000-4510.030 Work Comp Insurance	176.73	200.00	-23.27	1,000.00	883.65	2,400.00	-63.18
30-1-000-000-4510.035 Auto Insurance	50.00	51.00	-1.00	255.00	250.00	612.00	-59.15
Total Insurance Premium Expenses	329.75	306.00	23.75	1,530.00	1,648.75	3,672.00	-55.10
TOTAL INSURANCE EXPENSE	329.75	306.00	23.75	1,530.00	1,648.75	3,672.00	-55.10
General Expense							
30-1-000-000-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4570.100 Collection Loss Admin	0.00	0.00	0.00	0.00	-1,116.79	0.00	
30-1-000-000-4590.010 Admin Gen Exp-Port	137.12	250.00	-112.88	1,250.00	740.71	3,000.00	-75.31
Total General Expense	137.12	250.00	-112.88	1,250.00	-376.08	3,000.00	-112.54
TOTAL GENERAL EXPENSE	137.12	250.00	-112.88	1,250.00	-376.08	3,000.00	-112.54
TOTAL EXPENSES - ADMIN	17,542.54	19,093.60	-1,551.06	95,468.00	91,003.56	229,123.00	-60.28
ADMIN (Profit)/Loss	2,272.32	6,452.43	-4,180.11	32,262.15	17,694.66	77,429.00	-77.15
<u>MISCELLANEOUS EXPENSE</u>							
Depreciation Expense							
30-1-000-000-4800.000 Dpreciation Expense	464.00	465.00	-1.00	2,325.00	2,320.00	5,580.00	-58.42
Total Depreciation Expense	464.00	465.00	-1.00	2,325.00	2,320.00	5,580.00	-58.42
TOTAL MISC EXPENSE	464.00	465.00	-1.00	2,325.00	2,320.00	5,580.00	-58.42
TOTAL ADMIN EXPENSES w/ DEPR EXP	18,006.54	19,558.60	-1,552.06	97,793.00	93,323.56	234,703.00	-60.24
ADMIN (Profit)/Loss w/ Depreciation	2,736.32	6,917.43	-4,181.11	34,587.15	20,014.66	83,009.00	-75.89

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Knox County Housing Authority
FDS Income Statement - HCV (ADMIN & HAP)
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	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	-140.00	140.00	-700.00	-2,376.00	-1,680.00	41.43
30-1-000-000-3300.500 Int Reserve Surplus-HAP	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-8026.000 HAP Subsidy - Cur Yr	-87,742.00	-88,348.33	606.33	-441,741.65	-437,890.00	-1,060,180.00	-58.70
30-1-000-000-8027.000 Ann Contr - Pr Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	-87,742.00	-88,488.33	746.33	-442,441.65	-440,266.00	-1,061,860.00	-58.54
TOTAL HAP INCOME	-87,742.00	-88,488.33	746.33	-442,441.65	-440,266.00	-1,061,860.00	-58.54
HAP EXPENSES							
HAP Expenses							
30-1-000-000-4715.010 HAP Tenant Pmts	80,963.00	76,875.00	4,088.00	384,375.00	404,070.00	922,500.00	-56.20
30-1-000-000-4715.015 HAP Mid-month Pmt	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.030 HAP Port In Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.040 HAP Utility Pmts	1,712.00	108.33	1,603.67	541.65	12,379.00	1,300.00	852.23
30-1-000-000-4715.050 HAP Homeownership	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.070 HAP Port Out Pmts	2,633.00	6,000.00	-3,367.00	30,000.00	17,868.00	72,000.00	-75.18
Total HAP Expenses	85,308.00	82,983.33	2,324.67	414,916.65	434,317.00	995,800.00	-56.39
TOTAL HAP EXPENSE	85,308.00	82,983.33	2,324.67	414,916.65	434,317.00	995,800.00	-56.39
General HAP Expenses							
30-1-000-000-4570.200 Collection Loss HUD	0.00	24.17	-24.17	120.85	229.91	290.00	-20.72
Total General HAP Expenses	0.00	24.17	-24.17	120.85	229.91	290.00	-20.72
TOTAL GENERAL HAP EXPENSES	0.00	24.17	-24.17	120.85	229.91	290.00	-20.72
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	85,308.00	83,007.50	2,300.50	415,037.50	434,546.91	996,090.00	-56.37
Remaining HAP (to)/from Reserve	-2,434.00	-5,480.83	3,046.83	-27,404.15	-5,719.09	-65,770.00	-91.30

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Knox County Housing Authority
INCOME STATEMENT - EHV (HAP & ADMIN)
August, 2024

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total PUM (including Port Outs)	15.00	0.00	0.00	0.00	75.00	0.00	0.00
EHV - HAP INCOME STATEMENT							
<u>EHV - HAP INCOME</u>							
HAP Income							
30-1-000-001-8026.000 EHV HAP Subsidy Inc	-4,749.00	-4,507.08	-241.92	-22,535.40	-33,488.00	-54,085.00	-38.08
Total HAP Income	-4,749.00	-4,507.08	-241.92	-22,535.40	-33,488.00	-54,085.00	-38.08
TOTAL HAP INCOME	-4,749.00	-4,507.08	-241.92	-22,535.40	-33,488.00	-54,085.00	-38.08
<u>EHV - HAP EXPENSE</u>							
HAP Expenses							
30-1-000-001-4715.010 EHV HAP Tenant Pmts	4,695.00	4,000.00	695.00	20,000.00	25,732.00	48,000.00	-46.39
30-1-000-001-4715.040 EHV HAP Utility Pmts	436.00	507.08	-71.08	2,535.40	1,816.00	6,085.00	-70.16
30-1-000-001-4715.070 EHV HAP Port Out Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
Total HAP Expense	5,131.00	4,507.08	623.92	22,535.40	27,548.00	54,085.00	-49.07
TOTAL HAP EXPENSE	5,131.00	4,507.08	623.92	22,535.40	27,548.00	54,085.00	-49.07
EHV HAP (to)/from Reserve	382.00	0.00	382.00	0.00	-5,940.00	0.00	

EHV - ADMIN INCOME STATEMENT

ADMIN INCOME - EHV

EHV - ADMIN INCOME

Admin Fee Subsidy							
30-1-000-001-8026.500 EHV Ongo Admin Sub	-301.00	-1,363.83	1,062.83	-6,819.15	-2,223.00	-16,366.00	-86.42
30-1-000-001-8026.501 EHV Preliminary Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-8026.502 EHV Service Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-8026.503 EHV Placement Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-8026.504 EHV Issuance Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Admin Fee Subsidy	-301.00	-1,363.83	1,062.83	-6,819.15	-2,223.00	-16,366.00	-86.42
Interest Income							
Total Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	
Other Income							
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EHV ADMIN INCOME	-301.00	-1,363.83	1,062.83	-6,819.15	-2,223.00	-16,366.00	-86.42

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INCOME STATEMENT - EHV (HAP & ADMIN)
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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
ADMIN EXPENSES - EHV							
<u>PRELIMINARY FEE EXPENSES</u>							
Preliminary Fee Expenses							
30-1-000-001-4130.100 EHV Preliminary Exps	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-4190.200 Inspection Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Preliminary Fee Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PRELIMINARY FEE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
<u>PLACEMENT/ISSUANCE EXPENSES</u>							
Admin Placement/Issuance Fee Exp							
Total Placement/Issuance Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PLACEMENT/ISSUANCE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
<u>ONGOING ADMINISTRATIVE EXPENSES</u>							
Ongoing Admin Expenses							
30-1-000-001-4110.000 EHV Salary Exp	99.46	158.33	-58.87	791.65	414.48	1,900.00	-78.19
30-1-000-001-4110.200 Admin Exp - Amps	0.00	125.00	-125.00	625.00	0.00	1,500.00	-100.00
30-1-000-001-4110.500 EHV Emp Benefit Exp	56.23	100.00	-43.77	500.00	242.85	1,200.00	-79.76
30-1-000-001-4120.100 EHV Management Fee	108.00	132.00	-24.00	660.00	564.00	1,584.00	-64.39
30-1-000-001-4120.300 EHV Bookkeeping Fee	67.50	82.50	-15.00	412.50	352.50	990.00	-64.39
30-1-000-001-4130.200 EHV Other Ongoing	60.00	0.00	60.00	0.00	480.00	0.00	
Total Ongoing Admin Expenses	391.19	597.83	-206.64	2,989.15	2,053.83	7,174.00	-71.37
TOTAL ONGOING ADMIN EXPENSES	391.19	597.83	-206.64	2,989.15	2,053.83	7,174.00	-71.37
<u>SERVICE FEE EXPENSES</u>							
Housing Search Assistance Exps							
Total Housing Search Assistance Exps	0.00	0.00	0.00	0.00	0.00	0.00	
Security/Utility/Holding Deposits							
30-1-000-001-4130.300 EHV Deposit Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Total Security/Utility/Holding Deposits	0.00	0.00	0.00	0.00	0.00	0.00	
Owner Incentive Expense							
30-1-000-001-4130.320 EHV Owner Incentive Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Owner Incentive Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Other Eligible Expenses							
30-1-000-001-4130.330 EHV Other Service Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Eligible Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL SERVICE FEE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EHV ADMIN EXPENSES	391.19	597.83	-206.64	2,989.15	2,053.83	7,174.00	-71.37
EHV ADMINI (Profit)/Loss	90.19	-766.00	856.19	-3,830.00	-169.17	-9,192.00	-98.16

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
August 31, 2024

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
COCC - OPERATING STATEMENT						
OPERATING INCOME						
Total Operating Income	206,475.25	165,090.42	41,384.83	764,272.98	1,981,085.00	-61.42
TOTAL OPERATING INCOME	<u>206,475.25</u>	<u>165,090.42</u>	<u>41,384.83</u>	<u>764,272.98</u>	<u>1,981,085.00</u>	<u>-61.42</u>
OPERATING EXPENSE						
Total Administration Expenses	75,817.60	84,924.18	-9,106.58	383,986.29	1,019,090.00	-62.32
Total Tenant Service Expenses	0.00	0.00	0.00	0.00	0.00	
Total Utility Expenses	1,857.81	625.00	1,232.81	5,244.79	7,500.00	-30.07
Total Maintenance Expenses	59,319.91	64,067.00	-4,747.09	296,991.55	768,804.00	-61.37
Total Protective Expenses	6,710.91	7,260.33	-549.42	33,949.81	87,124.00	-61.03
General Expenses	3,469.46	3,918.67	-449.21	17,347.30	47,024.00	-63.11
TOTAL ROUTINE OPERATING EXPENSES	<u>147,175.69</u>	<u>160,795.18</u>	<u>-13,619.49</u>	<u>737,519.74</u>	<u>1,929,542.00</u>	<u>-61.78</u>
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	<u>147,175.69</u>	<u>160,795.18</u>	<u>-13,619.49</u>	<u>737,519.74</u>	<u>1,929,542.00</u>	<u>-61.78</u>
NET REVENUE/-EXPENSE PROFIT/-LOSS	<u>59,299.56</u>	<u>4,295.24</u>	<u>55,004.32</u>	<u>26,753.24</u>	<u>51,543.00</u>	<u>-48.10</u>
Total Depreciation Expense	760.50	1,000.00	-239.50	3,802.50	12,000.00	-68.31
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	<u>58,539.06</u>	<u>3,295.24</u>	<u>55,243.82</u>	<u>22,950.74</u>	<u>39,543.00</u>	<u>-41.96</u>

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
August 31, 2024

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	135,598.77	97,148.41	38,450.36	491,234.78	1,165,781.00	-57.86
TOTAL OPERATING INCOME	<u>135,598.77</u>	<u>97,148.41</u>	<u>38,450.36</u>	<u>491,234.78</u>	<u>1,165,781.00</u>	<u>-57.86</u>
OPERATING EXPENSE						
Total Administration Expenses	31,467.85	33,137.15	-1,669.30	159,776.23	397,646.00	-59.82
Total Tenant Service Expenses	27.94	316.66	-288.72	111.52	3,800.00	-97.07
Total Utility Expenses	7,819.93	14,291.66	-6,471.73	38,013.03	171,500.00	-77.83
Total Maintenance Expenses	43,237.51	41,955.33	1,282.18	253,895.48	503,464.00	-49.57
Total Protective Service Expenses	2,567.22	3,115.67	-548.45	12,734.93	37,388.00	-65.94
General Expenses	16,865.23	9,822.25	7,042.98	53,730.28	117,867.00	-54.41
TOTAL ROUTINE OPERATING EXPENSES	<u>101,985.68</u>	<u>102,638.72</u>	<u>-653.04</u>	<u>518,261.47</u>	<u>1,231,665.00</u>	<u>-57.92</u>
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	<u>101,985.68</u>	<u>102,638.72</u>	<u>-653.04</u>	<u>518,261.47</u>	<u>1,231,665.00</u>	<u>-57.92</u>
NET REVENUE/EXPENSE PROFIT/-LOSS	<u>33,613.09</u>	<u>-5,490.31</u>	<u>39,103.40</u>	<u>-27,026.69</u>	<u>-65,884.00</u>	<u>-58.98</u>
Total Depreciation Expense	10,107.00	13,750.00	-3,643.00	50,535.00	165,000.00	-69.37
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	<u>23,506.09</u>	<u>-19,240.31</u>	<u>42,746.40</u>	<u>-77,561.69</u>	<u>-230,884.00</u>	<u>-66.41</u>

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
August 31, 2024

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
FAMILY - OPERATING STATEMENT						
OPERATING INCOME						
Total Operating Income	131,695.72	119,804.00	11,891.72	560,952.45	1,437,648.00	-60.98
TOTAL OPERATING INCOME	<u>131,695.72</u>	<u>119,804.00</u>	<u>11,891.72</u>	<u>560,952.45</u>	<u>1,437,648.00</u>	<u>-60.98</u>
OPERATING EXPENSE						
Total Administration Expenses	34,869.01	39,371.33	-4,502.32	176,090.32	472,456.00	-62.73
Total Tenant Service Expenses	323.06	150.00	173.06	664.58	1,800.00	-63.08
Total Utility Expenses	1,519.14	2,766.67	-1,247.53	5,022.36	33,200.00	-84.87
Total Maintenance Expenses	68,045.71	62,642.17	5,403.54	301,273.36	751,706.00	-59.92
Total Protective Service Expenses	2,423.98	3,701.67	-1,277.69	12,958.55	44,420.00	-70.83
General Expenses	11,563.01	8,611.83	2,951.18	49,977.07	103,342.00	-51.64
TOTAL ROUTINE OPERATING EXPENSES	<u>118,743.91</u>	<u>117,243.67</u>	<u>1,500.24</u>	<u>545,986.24</u>	<u>1,406,924.00</u>	<u>-61.19</u>
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	<u>118,743.91</u>	<u>117,243.67</u>	<u>1,500.24</u>	<u>545,986.24</u>	<u>1,406,924.00</u>	<u>-61.19</u>
NET REVENUE/EXPENSE PROFIT/-LOSS	<u>12,951.81</u>	<u>2,560.33</u>	<u>10,391.48</u>	<u>14,966.21</u>	<u>30,724.00</u>	<u>-51.29</u>
Total Depreciation Expense	22,203.00	31,250.00	-9,047.00	111,015.00	375,000.00	-70.40
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	<u>-9,251.19</u>	<u>-28,689.67</u>	<u>19,438.48</u>	<u>-96,048.79</u>	<u>-344,276.00</u>	<u>-72.10</u>

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
August 31, 2024

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
BLUEBELL - OPERATING STATEMENT						
OPERATING INCOME						
Total Operating Income	28,492.52	28,357.57	134.95	132,575.40	340,291.00	-61.04
TOTAL OPERATING INCOME	<u>28,492.52</u>	<u>28,357.57</u>	<u>134.95</u>	<u>132,575.40</u>	<u>340,291.00</u>	<u>-61.04</u>
OPERATING EXPENSE						
Total Administration Expenses	10,103.30	10,491.08	-387.78	47,544.38	125,893.00	-62.23
Total Tenant Service Expenses	21.94	500.00	-478.06	66.45	6,000.00	-98.89
Total Utility Expenses	3,076.21	3,083.34	-7.13	7,751.69	37,000.00	-79.05
Total Maintenance Expenses	8,007.44	16,253.48	-8,246.04	41,638.87	195,042.00	-78.65
Total Protective Service Expenses	1,270.21	993.33	276.88	6,458.84	11,920.00	-45.82
General Expenses	4,906.74	3,056.25	1,850.49	17,259.15	36,675.00	-52.94
TOTAL ROUTINE OPERATING EXPENSES	<u>27,385.84</u>	<u>34,377.48</u>	<u>-6,991.64</u>	<u>120,719.38</u>	<u>412,530.00</u>	<u>-70.74</u>
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	<u>27,385.84</u>	<u>34,377.48</u>	<u>-6,991.64</u>	<u>120,719.38</u>	<u>412,530.00</u>	<u>-70.74</u>
NET REVENUE/EXPENSE PROFIT/-LOSS	<u>1,106.68</u>	<u>-6,019.91</u>	<u>7,126.59</u>	<u>11,856.02</u>	<u>-72,239.00</u>	<u>-116.41</u>
Total Depreciation Expense	3,575.00	0.00	3,575.00	17,875.00	0.00	
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	<u>-2,468.32</u>	<u>-6,019.91</u>	<u>3,551.59</u>	<u>-6,018.98</u>	<u>-72,239.00</u>	<u>-91.67</u>

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
August 31, 2024

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	15,270.22	12,641.17	2,629.05	73,308.90	151,694.00	-51.67
TOTAL ADMIN OPERATING INCOME	15,270.22	12,641.17	2,629.05	73,308.90	151,694.00	-51.67
OPERATING EXPENSES						
Total Admin Expenses	13,026.78	14,279.35	-1,252.57	69,277.31	171,352.00	-59.57
Total Fees Expenses	3,994.00	4,214.00	-220.00	20,426.50	50,568.00	-59.61
Total General Expenses	521.76	600.25	-78.49	1,299.75	7,203.00	-81.96
TOTAL OPERATING EXPENSES	17,542.54	19,093.60	-1,551.06	91,003.56	229,123.00	-60.28
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	17,542.54	19,093.60	-1,551.06	91,003.56	229,123.00	-60.28
NET REVENUE PROFIT/-LOSS	-2,272.32	-6,452.43	4,180.11	-17,694.66	-77,429.00	-77.15
Total Depreciation Expense	464.00	465.00	-1.00	2,320.00	5,580.00	-58.42
NET REVENUE w/Deprecitation PROFIT/-LOSS	-2,736.32	-6,917.43	4,181.11	-20,014.66	-83,009.00	-75.89

HAP - OPERATING STATEMENT

HAP INCOME						
Total Income	87,742.00	88,488.33	-746.33	440,266.00	1,061,860.00	-58.54
TOTAL HAP INCOME	87,742.00	88,488.33	-746.33	440,266.00	1,061,860.00	-58.54
HAP EXPENSES						
Total HAP Expenses	85,308.00	82,983.33	2,324.67	434,317.00	995,800.00	-56.39
Total General HAP Expenses	0.00	24.17	-24.17	229.91	290.00	-20.72
TOTAL HAP EXPENSES	85,308.00	83,007.50	2,300.50	434,546.91	996,090.00	-56.37
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	2,434.00	5,480.83	-3,046.83	5,719.09	65,770.00	-91.30

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
August 31, 2024

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
BRENTWOOD - OPERATING STATEMENT						
OPERATING INCOME						
Total Operating Income	43,305.92	42,038.66	1,267.26	193,314.93	504,464.00	-61.68
TOTAL OPERATING INCOME	<u>43,305.92</u>	<u>42,038.66</u>	<u>1,267.26</u>	<u>193,314.93</u>	<u>504,464.00</u>	<u>-61.68</u>
OPERATING EXPENSE						
Total Administration Expenses	8,290.95	9,339.68	-1,048.73	38,304.46	112,076.00	-65.82
Total Fee Expenses	4,224.50	4,285.67	-61.17	21,182.00	51,428.00	-58.81
Total Utilities Expenses	4,578.99	3,250.00	1,328.99	20,797.69	39,000.00	-46.67
Total Maintenance Expenses	13,588.92	18,374.45	-4,785.53	53,532.50	220,493.00	-75.72
Total Taxes & Insurance Expense	3,944.61	4,542.09	-597.48	18,830.97	54,505.00	-65.45
Total Financial Expenses	1,320.12	1,440.00	-119.88	6,657.11	17,280.00	-61.48
TOTAL ROUTINE OPERATING EXPENSE	<u>35,948.09</u>	<u>41,231.89</u>	<u>-5,283.80</u>	<u>159,304.73</u>	<u>494,782.00</u>	<u>-67.80</u>
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	<u>35,948.09</u>	<u>41,231.89</u>	<u>-5,283.80</u>	<u>159,304.73</u>	<u>494,782.00</u>	<u>-67.80</u>
NET REVENUE PROFIT/-LOSS	<u>7,357.83</u>	<u>806.77</u>	<u>6,551.06</u>	<u>34,010.20</u>	<u>9,682.00</u>	<u>251.27</u>
Total Depreciation Expense	9,873.00	8,333.33	1,539.67	49,365.00	100,000.00	-50.64
NET REVENUE w/Depreciation PROFIT/-LOSS	<u>-2,515.17</u>	<u>-7,526.56</u>	<u>5,011.39</u>	<u>-15,354.80</u>	<u>-90,318.00</u>	<u>-83.00</u>

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
August 31, 2024

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
PRAIRIELAND - OPERATING STATEMENT						
OPERATING INCOME						
Total Opetating Income	38,453.46	37,585.25	868.21	176,729.84	451,023.00	-60.82
TOTAL OPERATING INCOME	<u>38,453.46</u>	<u>37,585.25</u>	<u>868.21</u>	<u>176,729.84</u>	<u>451,023.00</u>	<u>-60.82</u>
OPERATING EXPENSE						
Total Administration Expenses	7,794.39	9,460.17	-1,665.78	36,197.61	113,522.00	-68.11
Total Fee Expenses	3,867.50	3,869.67	-2.17	19,337.50	46,436.00	-58.36
Total Utilities Expenses	5,169.29	3,685.00	1,484.29	18,962.82	44,220.00	-57.12
Total Maintenance Expenses	12,610.98	16,071.34	-3,460.36	47,181.70	192,856.00	-75.54
Total Taxes & Insurance Expense	3,736.45	3,304.59	431.86	18,046.36	39,655.00	-54.49
Total Financial Expenses	1,320.11	1,500.00	-179.89	6,657.08	18,000.00	-63.02
TOTAL ROUTINE OPERATING EXPENSE	<u>34,498.72</u>	<u>37,890.77</u>	<u>-3,392.05</u>	<u>146,383.07</u>	<u>454,689.00</u>	<u>-67.81</u>
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	-1,814.83	1,814.83	0.00	-21,778.00	-100.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	<u>34,498.72</u>	<u>36,075.94</u>	<u>-1,577.22</u>	<u>146,383.07</u>	<u>432,911.00</u>	<u>-66.19</u>
NET REVENUE PROFIT/-LOSS	<u>3,954.74</u>	<u>1,509.31</u>	<u>2,445.43</u>	<u>30,346.77</u>	<u>18,112.00</u>	<u>67.55</u>
Total Depreciation Expense	7,235.00	7,210.50	24.50	36,175.00	86,526.00	-58.19
NET REVENUE w/Depreciation PROFIT/-LOSS	<u>-3,280.26</u>	<u>-5,701.19</u>	<u>2,420.93</u>	<u>-5,828.23</u>	<u>-68,414.00</u>	<u>-91.48</u>

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
August 31, 2024

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	455,134.79	389,525.40	65,609.39	1,896,078.38	4,674,305.00	-59.44
TOTAL OPERATING INCOME	<u>455,134.79</u>	<u>389,525.40</u>	<u>65,609.39</u>	<u>1,896,078.38</u>	<u>4,674,305.00</u>	<u>-59.44</u>
OPERATING EXPENSE						
Total Administration Expenses	137,202.33	147,048.74	-9,846.41	690,235.21	1,764,585.00	-60.88
Total Tenant Service Expenses	372.94	966.66	-593.72	842.55	11,600.00	-92.74
Total Utility Expenses	13,286.19	20,766.67	-7,480.48	52,558.12	249,200.00	-78.91
Total Maintenance Expenses	178,610.57	184,917.98	-6,307.41	893,799.26	2,219,016.00	-59.72
Total Protective Service Expenses	12,919.33	15,071.00	-2,151.67	65,890.17	180,852.00	-63.57
General Expenses	36,804.44	25,409.00	11,395.44	138,313.80	304,908.00	-54.64
TOTAL ROUTINE OPERATING EXPENSES	<u>379,195.80</u>	<u>394,180.05</u>	<u>-14,984.25</u>	<u>1,841,639.11</u>	<u>4,730,161.00</u>	<u>-61.07</u>
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	<u>379,195.80</u>	<u>394,180.05</u>	<u>-14,984.25</u>	<u>1,841,639.11</u>	<u>4,730,161.00</u>	<u>-61.07</u>
NET REVENUE/EXPENSE PROFIT/-LOSS	<u>75,938.99</u>	<u>-4,654.65</u>	<u>80,593.64</u>	<u>54,439.27</u>	<u>-55,856.00</u>	<u>-197.46</u>
Total Depreciation Expense	36,645.50	46,000.00	-9,354.50	183,227.50	552,000.00	-66.81
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	<u>39,293.49</u>	<u>-50,654.65</u>	<u>89,948.14</u>	<u>-128,788.23</u>	<u>-607,856.00</u>	<u>-78.81</u>

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
August 31, 2024

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	81,759.38	79,623.91	2,135.47	370,044.77	955,487.00	-61.27
TOTAL OPERATING INCOME	81,759.38	79,623.91	2,135.47	370,044.77	955,487.00	-61.27
OPERATING EXPENSE						
Total Administration Expenses	16,085.34	18,799.85	-2,714.51	74,502.07	225,598.00	-66.98
Total Fee Expenses	8,092.00	8,155.34	-63.34	40,519.50	97,864.00	-58.60
Total Utilities Expenses	9,748.28	6,935.00	2,813.28	39,760.51	83,220.00	-52.22
Total Maintenance Expenses	26,199.90	34,445.79	-8,245.89	100,714.20	413,349.00	-75.63
Total Taxes & Insurance Expense	7,681.06	7,846.68	-165.62	36,877.33	94,160.00	-60.84
Total Financial Expenses	2,640.23	2,940.00	-299.77	13,314.19	35,280.00	-62.26
TOTAL ROUTINE OPERATING EXPENSE	70,446.81	79,122.66	-8,675.85	305,687.80	949,471.00	-67.80
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	-1,814.83	1,814.83	0.00	-21,778.00	-100.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	70,446.81	77,307.83	-6,861.02	305,687.80	927,693.00	-67.05
NET REVENUE PROFIT/-LOSS	11,312.57	2,316.08	8,996.49	64,356.97	27,794.00	131.55
Total Depreciation Expense	17,108.00	15,543.83	1,564.17	85,540.00	186,526.00	-54.14
NET REVENUE w/Depreciation PROFIT/-LOSS	-5,795.43	-13,227.75	7,432.32	-21,183.03	-158,732.00	-86.65

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
August, 2024

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	10,941.64	9,663.70	1,277.94	56,034.53
Employee W/H Payments	0.00	0.00	0.00	0.00
Fee Expenses	20,974.92	18,534.96	2,439.96	106,423.05
Administrative Expenses	1,780.29	1,845.38	-65.09	8,501.23
Tenant Services	27.94	35.64	-7.70	111.52
Utilities	7,819.93	9,902.07	-2,082.14	38,013.03
Maint/Protective Serv - Supplies/Conts	42,482.04	42,669.66	-187.62	249,992.99
Mileage	0.00	0.00	0.00	0.00
Insurance & General Expenses	16,865.23	13,714.13	3,151.10	53,730.28
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	100,891.99	96,365.54	4,526.45	512,806.63
AMP002 - FAMILY				
Salaries	12,103.56	9,244.08	2,859.48	61,552.05
Employee W/H Payments	0.00	0.00	0.00	0.00
Fee Expenses	23,239.22	19,898.94	3,340.28	117,298.76
Administrative Expenses	2,033.85	6,629.31	-4,595.46	9,819.93
Tenant Services	323.06	171.44	151.62	664.58
Utilities	1,519.14	3,545.34	-2,026.20	5,022.36
Maint/Protective Serv - Supplies/Conts	66,731.66	129,453.67	-62,722.01	293,200.92
Mileage	0.00	0.00	0.00	0.00
Insurance & General Expenses	11,563.01	15,924.93	-4,361.92	49,977.07
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	117,513.50	184,867.71	-67,354.21	537,535.67
AMP003 - BLUEBELL				
Salaries	3,126.14	1,073.78	2,052.36	15,837.36
Employee W/H Payments	0.00	0.00	0.00	0.00
Fee Expenses	6,066.09	5,295.35	770.74	30,585.87
Administrative Expenses	1,579.77	1,606.19	-26.42	4,475.95
Tenant Services	21.94	0.00	21.94	66.45
Utilities	3,076.21	2,662.42	413.79	7,751.69
Maint/Protective Serv - Supplies/Conts	8,280.82	8,194.17	86.65	43,107.73
Mileage	0.00	0.00	0.00	0.00
Insurance & General Expenses	4,906.74	1,470.00	3,436.74	17,259.15
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	27,057.71	20,301.91	6,755.80	119,084.20
COCC				
Salaries	125,088.21	107,695.28	17,392.93	625,985.21
Employee W/H Payments	1,765.17	49.82	1,715.35	-1,712.80
Fee Expenses	304.42	838.24	-533.82	1,508.93
Administrative Expenses	8,775.24	5,568.37	3,206.87	51,314.03
Tenant Services	0.00	0.00	0.00	0.00
Utilities	870.91	406.32	464.59	1,771.04
Maint/Protective Serv - Supplies/Conts	1,153.09	2,532.94	-1,379.85	2,776.46
Mileage	17.95	0.00	17.95	17.95
Insurance & General Expenses	3,469.46	3,232.65	236.81	17,347.30
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	141,444.45	120,323.62	21,120.83	699,008.12
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	153,911.78	127,676.84	26,234.94	772,028.52
Employee W/H Payments	1,765.17	49.82	1,715.35	-1,712.80
Fee Expenses	50,618.11	44,582.49	6,035.62	255,850.07
Administrative Expenses	64,753.80	60,216.74	4,537.06	329,927.75
Tenant Services	372.94	207.08	165.86	842.55
Utilities	14,273.09	16,516.15	-2,243.06	56,031.87
Maint/Protective Serv - Supplies/Conts	118,700.60	182,850.44	-64,149.84	589,290.06
Mileage	17.95	0.00	17.95	17.95
Insurance & General Expenses	36,804.44	34,341.71	2,462.73	138,313.80
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	441,217.88	466,441.27	-25,223.39	2,140,589.77

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Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
August, 2024

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	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	10,689.10	11,430.88	-741.78
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,224.50	4,284.00	-59.50
Administrative Expenses	1,400.85	4,693.69	-3,292.84
Utilities	4,578.99	3,898.66	680.33
Maintenance Supplies/Contracts	7,151.30	2,936.01	4,215.29
Security, Tax, & Insurance Expenses	4,855.23	2,457.66	2,397.57
Finacial Expenses	1,320.12	1,487.90	-167.78
TOTAL BRENTWOOD CLAIMS	34,220.09	31,188.80	3,031.29
PRAIRIELAND			
Salaries	10,689.14	11,430.89	-741.75
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,867.50	3,808.00	59.50
Administrative Expenses	1,072.29	2,177.14	-1,104.85
Utilities	5,169.29	4,040.70	1,128.59
Maintenance Supplies/Contracts	6,257.34	5,797.13	460.21
Security, Taxes, & Insurance Expenses	4,563.05	2,378.50	2,184.55
Financial Expenses	1,320.11	1,487.89	-167.78
TOTAL PRAIRIELAND CLAIMS	32,938.72	31,120.25	1,818.47
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	21,378.24	22,861.77	-1,483.53
Employee W/H Payments	0.00	0.00	0.00
Management Fees	8,092.00	8,092.00	0.00
Administrative Expenses	2,473.14	6,870.83	-4,397.69
Utilities	9,748.28	7,939.36	1,808.92
Maintenance Supplies	13,408.64	8,733.14	4,675.50
Security, Tax, & Insurance Expenses	9,418.28	4,836.16	4,582.12
Financial Expenses	2,640.23	2,975.79	-335.56
TOTAL AHP CLAIMS	67,158.81	62,309.05	4,849.76
HOUSING CHOICE VOUCHER - HCV			
Salaries	11,988.95	12,540.30	-551.35
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,994.00	4,738.50	-744.50
Administrative Expenses	1,037.83	1,341.27	-303.44
General Expense-Admin	466.87	546.67	-79.80
Total HCV Expenses	17,487.65	19,166.74	-1,679.09
HAP Expenses	85,308.00	85,696.00	-388.00
General Expenses	0.00	-16.20	16.20
Total HAP Expenses	85,308.00	85,679.80	-371.80
TOTAL HCV CLAIMS	102,795.65	104,846.54	-2,050.89

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Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
August, 2024

Page: 1
Rpt File: F:\HMS\REPO

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2024 -				
Admin / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	0.00
TOTAL CFG 2024 CLAIMS	0.00	0.00	0.00	0.00
CFG 2023 - \$1,514,974				
Admin / Operations	0.00	0.00	0.00	350,000.00
General CFP Activity	196,257.79	0.00	196,257.79	196,257.79
TOTAL CFG 2023 CLAIMS	196,257.79	0.00	196,257.79	546,257.79
CFG 2022 - \$1,467,361				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	0.00	0.00	89,557.01	618,351.50
TOTAL CFG 2022 CLAIMS	0.00	0.00	89,557.01	918,351.50
CFG 2021 - \$1,209,310				
Admin / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	0.00	0.00	0.00	909,310.00
TOTAL CFG 2021 CLAIMS	0.00	0.00	0.00	1,209,310.00
CFG 2020 - \$1,168,267				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	0.00	0.00	0.00	740,212.65
TOTAL CFG 2020 CLAIMS	0.00	0.00	0.00	1,040,212.65
CFG 2019 - \$1,083,874				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	0.00	0.00	0.00	783,874.00
TOTAL CFG 2019 CLAIMS	0.00	0.00	0.00	1,083,874.00
TOTAL CFG GRANT(S) CLAIMS	196,257.79	0.00	285,814.80	4,798,005.94

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Knox County Housing Authority
CLAIMS REPORT TOTALS
August, 2024

Page: 1
Rpt File: F:\HMS\REPO

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	101,985.68	96,365.54	5,620.14	518,261.47
AMP002 - FAMILY	118,743.91	186,083.34	-67,339.43	545,986.24
AMP003 - BLUEBELL	27,385.84	20,301.91	7,083.93	120,719.38
COCC	148,940.86	126,554.06	22,386.80	735,806.94
TOTAL LOW RENT	397,056.29	429,304.85	-32,248.56	1,920,774.03
<u>A.H.P.</u>				
BRENTWOOD	35,948.09	31,908.94	4,039.15	159,304.73
PRAIRIELAND	34,498.72	31,770.38	2,728.34	146,383.07
TOTAL A.H.P.	70,446.81	63,679.32	6,767.49	305,687.80
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	17,487.65	19,166.74	-1,679.09	90,696.48
TOTAL HCV	17,487.65	19,166.74	-1,679.09	90,696.48
<u>GRANTS</u>				
CAPITAL FUND GRANT 2024	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2023	196,257.79	0.00	196,257.79	196,257.79
CAPITAL FUND GRANT 2022	0.00	0.00	0.00	89,557.01
CAPITAL FUND GRANT 2021	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2020	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2019	0.00	0.00	0.00	0.00
TOTAL GRANTS	196,257.79	0.00	196,257.79	285,814.80
TOTAL CLAIMS FOR MONTH	681,248.54	512,150.91	169,097.63	2,602,973.11

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: 09/16/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/24/2024

SUBJECT: Hein Construction—Proposed Change Order 6

Executive Summary

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

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

Hein Construction has requested a Change Order that would reduce the General Requirements Allowance from \$21,522.00 to \$0.00 and Reducing the Fire Alarm Allowance from \$45,000.00 to \$38,193.39. The specific items are listed in the attached change order. The contract amount would be unchanged.

All the work outlined above has been completed. The Certificate of Substantial Completion has been established as 08/11/2023. The remaining allowance amount will be utilized for the accessibility modifications to the conference room.

Alliance Architecture has reviewed and approved this proposed change order.

This change order submission meets the requirements of HUD -5370 and the Procurement Handbook for Public Housing Agencies (7460.8 rev-2) in that the request would not result in an increase in the contract amount.

Fiscal Impact

This project will be funded through Capital Fund Program years 2019 and 2020 as approved at the 02/23/2021 Regular Meeting of the Board. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Contract sum of \$1,262,000.00 will be unchanged by this change order.

Recommendation

It is the recommendation of the Executive Director that the Board of Commissioners of the Knox County Housing Authority approve the proposed Change Order 6 from Hein Construction as outlined in the Board Memo resulting in reducing the General Requirements Allowance from \$21,522.00 to \$0.00 and Reducing the Fire Alarm Allowance from \$45,000.00 to \$38,193.39.

CHANGE ORDER

Owner (DA)
Architect (MB)
Contractor (DM)

ALLIANCE
ARCHITECTURE

PROJECT: 504 MODIFICATIONS - PHASE 3
Knox County Housing Authority
Galesburg, Illinois

CHANGE ORDER NO. 6

DATE: September 3, 2024

CONTRACTOR: Hein Construction Co., Inc.
9130 N. Industrial Road
Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 3/1/21

You are hereby directed to make the following changes:

1a.	Relocate hose bibb locations and reroute laundry supply and waste water lines at units per Progress Meeting Note 3 on COR No. 5	ADD	\$	10,558.62
1b.	Relocate sprinkler heads in Elevator Pit and Trash Room per AHJ.	ADD	\$	7,672.00
1c.	Install additional countertop at Moon Towers Community Room as requested by Owner.	ADD	\$	1,869.00
1d.	Remove existing and install new door, frame and hardware at Bluebell Elevator Machine Room per AHJ.	ADD	\$	2,258.16
1e.	Reduce General Requirements Allowance from \$21,522.00 to \$0.00.	DEDUCT	\$	21,522.00
2a.	Install new strobes at specified areas.	ADD	\$	1,135.00
2b.	Relocate phone lines for elevator work.	ADD	\$	176.00
2c.	Install strobes and alarms associated with Blue Bell elevator rehab.	ADD	\$	4,659.83
2d.	Reduce Fire Alarm Allowance from \$45,000.00 to \$38,193.39.	DEDUCT	\$	6,806.61
NET CHANGE				<u>\$ 0.00</u>

The original Contract Sum was	\$ 1,262,000.00
Net Change by previous Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,262,000.00
The Contract Sum will be UNCHANGED by this Change Order	\$ 0.00
The Contract Sum including this Change Order	\$ 1,262,000.00
The Contract Time will be UNCHANGED .	
The Date of Completion as of the date of this Change Order therefore is.	August 15, 2023

ALLIANCE ARCHITECTURE
Architect

929 Lincolnway East, Suite 200
South Bend, IN 46601

HEIN CONSTRUCTION CO., INC.
Contractor

9130 N. Industrial Road
Peoria, IL 61615

KNOX COUNTY
HOUSING AUTHORITY
Owner

255 West Tompkins Street
Galesburg, IL 61401

By: 
Andrew J. Mollison

Date: September 3, 2024

By: _____
David C. Marshall

Date: _____

By: _____
Derek Antoine

Date: _____

**CERTIFICATE OF
SUBSTANTIAL
COMPLETION**

Owner x
Architect x
Contractor x

ALLIANCE
ARCHITECTURE

PROJECT: 504 MODIFICATIONS - PHASE 3
Knox County Housing Authority
Galesburg, Illinois

DATE: August 16, 2023

OWNER: Knox County Housing Authority
216 West Simmons Street
Galesburg, IL 61401

CONTRACTOR: Hein Construction Co., Inc.
9130 N. Industrial Road
Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 3/1/21

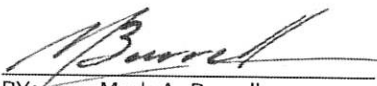
The Work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as August 11, 2023, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Dates of Substantial Completion of the Work or designated portions thereof are the Dates certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portions thereof for the use for which it is intended, as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the Architect, is attached hereto (COR No. 14). The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

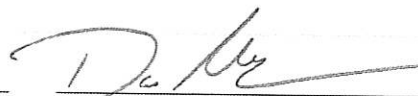
Alliance Architecture
ARCHITECT


BY: Mark A. Burrell

August 16, 2023
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within fourteen (14) days from the above Date of Substantial Completion.

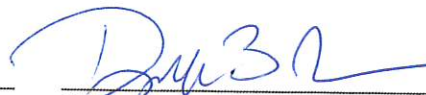
Hein Construction Co., Inc.
CONTRACTOR


BY:

August 21, 2023
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof on August 11, 2023.

Knox County Housing Authority
OWNER


BY:

8/23/2023
DATE

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: 09/16/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/16/2024

SUBJECT: Hein Construction—Proposed Change Order 4--REVISED

Executive Summary

At the 01/31/2023 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites as well as additional work at Moon Towers and Blue Bell Tower. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work in Phase 4 includes the following:

- Installation of three playgrounds at the Family Sites;
- Installation of new roofs at Moon Towers and the Central Office Cost Center (COCC);
- Site work to address drainage issues; and
- Construction of a new pavilion at Blue Bell Tower.

This represents a revision to Change Order 4 which was originally approved 05/28/2024. The change order identifies the following outlined in the attached change order documents:

- Apply stain to exposed wood at Blue Bell Tower pavilion;
- Remove trees and stumps;
- Revise aluminum coping at Moon Tower to 24-gauge steel;
- Credit for repairs to camera cables cut during construction; and
- Extend contract date due to moisture-damaged surfacing products.

The contract will be reduced by \$8,306.73 resulting in the final contract sum of \$1,726,693.27. Prior to this change order the contract sum was \$1,735,000.00.

Alliance Architecture has reviewed and approved this proposed revised change order.

This change order submission meets the requirements of HUD -5370 and the Procurement Handbook for Public Housing Agencies (7460.8 rev-2) in that the request would not result in an increase in the contract amount.

Fiscal Impact

This project will be funded through Capital Fund Program years 2020, 2021 and 2022. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director that the Board of Commissioners of the Knox County Housing Authority approve the proposed Change Order 4--REVISED from Hein Construction as outlined in the Board Memo resulting in a decrease of the contract sum to \$1,726,693.27 from \$1,735,000.00 and extending the contract date to 07/26/2024.

CHANGE ORDER

Owner x
Architect x
Contractor x

ALLIANCE
ARCHITECTURE

PROJECT: 504 MODIFICATIONS - PHASE 4
Knox County Housing Authority
Galesburg, Illinois

CHANGE ORDER NO. 4

DATE: September 5, 2024

CONTRACTOR: Hein Construction Co., Inc.
9130 N. Industrial Road
Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 2/15/23

You are hereby directed to make the following changes:

1. Apply stain to exposed wood at the Bluebell Tower pavilion per RFCO No. 1 (dated 12/29/2023). ADD \$ 924.00
2. Remove five mature trees and stumps per RFCO No. 3 (dated 2/5/2024). ADD \$ 18,802.40
3. Revise aluminum coping at Moon Tower to 24-gauge steel per RFCO No. 5 (dated 2/5/2024). DEDUCT \$ 850.00
4. Credit for repair made by KCHA to security camera cables cut during construction. DEDUCT \$ 3,000.00
5. Reduce General Requirements Allowance from \$24,183.13 to \$0.00. DEDUCT \$ 24,183.13
6. Extend contract due to moisture-damaged surfacing products. See attached letter from Hein Construction dated 6/26/24. NO COST CHANGE

NET CHANGE DEDUCT \$ 8,306.73

The original Contract Sum was \$ 1,735,000.00
Net Change by previous Change Orders \$ 0.00
The Contract Sum prior to this Change Order was \$ 1,735,000.00
The Contract Sum will be **DECREASED** by this Change Order \$ (8,306.73)
The Contract Sum including this Change Order \$ 1,726,693.27
The Contract Time will be **INCREASED** by. 28 Days
The Date of Completion as of the date of this Change Order therefore is. July 26, 2024

ALLIANCE ARCHITECTURE Architect	HEIN CONSTRUCTION CO., INC. Contractor	KNOX COUNTY HOUSING AUTHORITY Owner
929 Lincolnway East, Suite 200	9130 N. Industrial Road	255 West Tompkins Street
South Bend, IN 46601	Peoria, IL 61615	Galesburg, Illinois 61401

By: 
Andrew J. Mollison

By: _____
J. David Staggs

By: _____
Derek Antoine

Date: September 5, 2024

Date: _____

Date: _____

HEIN CONSTRUCTION CO., INC.

www.heinconstruction.com

9130 N. INDUSTRIAL ROAD PEORIA, ILLINOIS 61615

OFFICE PHONE (309) 691-4774

FAX (309) 691-4673

June 26, 2024

Knox County Housing Authority

216 W Simmons St.
Galesburg, IL 61401

Alliance Architects

929 Lincolnway East, Suite 300
South Bend, Indiana

Subject: Request for Extension of Time.

Mr. Burrell,

We are formally requesting an extension of time for the Knox County Housing Authority Phase 4 project. Due to the moisture damaged surfacing products, we cannot complete the project as originally agreed upon. Once we receive this new product, we can install and then finish with the surfacing.

Although my last estimated date of completion was June 28th, 2024. We are asking for another extension until July 26th, 2024. Hein Construction made every effort to keep the products from freezing, but we were not aware of any damage due to moisture.

I apologize for the delay. Please let me know if you need any other information.

Sincerely,

Dave Marshall

Vice President/Project Manager

ph. 309-343-5124

fax. 309-343-3690

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: 09/16/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/24/2024

SUBJECT: Application for Payment #8—FINAL—Hein Construction

Executive Summary

At the 01/31/2023 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work in Phase 4 will include the following:

- Installation of three playgrounds at the Family Sites;
- Installation of new roofs at Moon Towers and the Central Office Cost Center (COCC);
- Site work to address drainage issues; and
- Construction of a new pavilion at Blue Bell Tower.

All the work outlined above has been completed. The Certificate of Substantial Completion has been established as 07/19/2024. This will be the start date of applicable warranties for the project.

Alliance Architecture has reviewed and signed approval for Pay Request #8. Alliance Architecture was 08/28/2024 to do the final punch list for the project. Several items were identified during the walk through that will be addressed by Hein Construction. Final payment will be issued upon completion of these items and receipt of close-out documents.

Fiscal Impact

This application for payment will be paid from 2020, 2021 and 2022 Capital Fund grants as approved at the 01/31/2023 Regular Meeting of the Board. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the

Knox County Housing Authority approve Application for Payment #8—FINAL From Hein Construction in the amount of \$168,969.33 for the period to 09/15/2024.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

PAGE ONE OF 4 PAGES

TO OWNER: **Knox Co. Housing Authority**
255 W Tompkins St
Galesburg, IL 61401

PROJECT: **KCHA-504 Modifications-PH 4**
Various Sites
Galesburg, IL 61401

APPLICATION NO: 8 Final ✓
APPLICATION I **45163**
PERIOD TO: **9/15/2024**

Distribution to:
☒ OWNER
☒ CONSTRUCTION
MANAGER
☒ ARCHITECT
☐ CONTRACTOR
☐ FIELD
☐ OTHER

FROM
Sub-Contractor **Hein Construction Co., Inc.**
56 N. Cedar St.
Galesburg, IL 61401

VIA CONTRACTOR: **Hein Construction Co., Inc**
56 N. Cedar St.
Galesburg, IL 61401

CONTRACT DATE: 02/15/23

CONTRACT FOR: **General Contractor**

VIA ARCHITECT: **Alliance Architects**

PROJECT NO: 23-2314

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	1,735,000.00
2. NET CHANGES IN THE WORK	\$	(8,306.73)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,726,693.27
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	1,726,693.27
5. RETAINAGE:		
a. 0 % of Completed Work	\$	0.00
(Column D + E on G703)		
b. 10 % of Stored Material	\$	
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$	1,726,693.27
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	1,557,723.94
8. CURRENT PAYMENT DUE	\$	168,969.33
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	0.00

Pay App #4 OK
Over Paid by \$1000.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$
Total approved this month including		(\$8,306.73)
TOTALS	\$0.00	(\$8,306.73)
NET CHANGES IN THE WORK		

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

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

By: Stephen J. Pollack Date: 9/12/24

State of: **Illinois**

County of: **Knox**

Subscribed and sworn to before me this 12th day of September, 2024

Notary Public: Marilyn Tindall
My Commission expires: 7-27-2026

Official Seal
Marilyn Tindall
Notary Public State of Illinois
My Commission Expires 7/27/2026

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED

\$ 168,969.33

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

CONSTRUCTION MANAGER:

By: _____ Date: _____

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

By: [Signature] Date: 09.13.2024

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

Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner x
Architect x
Contractor x

ALLIANCE
ARCHITECTURE

PROJECT: 504 MODIFICATIONS - PHASE 4
Knox County Housing Authority
Galesburg, Illinois

DATE: September 5, 2024

OWNER: Knox County Housing Authority
216 West Simmons Street
Galesburg, IL 61401

CONTRACTOR: Hein Construction Co., Inc.
9130 N. Industrial Road
Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 2/15/23

The Work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2024, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Dates of Substantial Completion of the Work or designated portions thereof are the Dates certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portions thereof for the use for which it is intended, as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the Architect, is attached hereto (COR No. 6). The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

Alliance Architecture
ARCHITECT


BY: Andrew J. Mollison

9/5/24
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above Date of Substantial Completion.

Hein Construction Co., Inc.
CONTRACTOR


BY: David J. Smith

09.13.24
DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof on July 19, 2024.

Knox County Housing Authority
OWNER

BY:

DATE

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: 09/13/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/24/2024

SUBJECT: Application for Payment #2 – Mechanical Service Inc.

Executive Summary

At the 04/30/2024 Board meeting, a contract was approved with Mechanical Service Inc. to complete Lighting and Furnace Replacement. The project will include the following:

- Replacement of furnaces and air conditioning at 154 dwelling units and replacement of other HVAC systems at two offices and three Community Buildings; and
- Replacement of lighting at common areas, office spaces, and maintenance facilities at Moon Towers, Woodland Bend, Cedar Creek Place, Whispering Hollow, and Bluebell Tower with some exterior lighting upgrades as well.

Replacement of furnaces and air conditioner condensers started on 06/12/2024 at Cedar Creek Place. Cedar Creek Place and Whispering Hollow installations are complete. Woodland Bend will be complete by the end of September. The remaining units at the site community centers, Head Start and Central Office Cost Center will be completed in October. As of the memo date, 127 HVAC systems have been installed. The start of the lighting project was pushed back until 09/13/2024.

Alliance Architecture was on present for a site visit on 09/11/2024.

Alliance Architecture has reviewed and signed approval for Pay Request #2.

Fiscal Impact

This application for payment will be paid from 2022 and 2023 Capital Fund grants as approved at the 04/30/2024 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #2 from Mechanical Service Inc. in the amount of \$308,994.28 for the period to 07/16/2024.

APPLICATION AND CERTIFICATE FOR PAYMENT

Page: 1 of 2

TO OWNER: Knox County Housing Authority
216 West Simmons St
Galesburg IL 61401

PROJECT: Lighting & Furnace Replacement
Bluebell Tower, Moon Towers,
Cedar Creek Place, Whispering Hollow,
and Woodland Bend apartments

APPLICATION NO. Pay App 2
CONTRACT DATE: 8/23/2024
PERIOD TO: 8/16/2024

Distribution to:
☒ OWNER
☒ CONTRACTOR
☒ ARCHITECT

FROM CONTRACTOR: Mechanical Service of Galesburg, Inc
1144 Monmouth Blvd
Galesburg IL 61401

ARCHITECT: Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, IN 46601

MSI JOB NO: 192-24
PROJECT NO:

CONTRACT FOR : Lighting & Furnace Replacement

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. ORIGINAL CONTRACT AMOUNT \$ 1,456,900.00
2. NET CHANGE BY CHANGE ORDERS \$ -
3. CONTRACT AMOUNT TO DATE (Line 1 +/- 2) \$ 1,456,900.00
4. TOTAL COMPLETED AND STORED TO DATE \$ 561,391.19
(Column G on Continuation Page)
5. RETAINAGE:
 - a. 10.00% of Completed Work \$ 56,139.12
(Columns D + E on Continuation Page)
 - b. 10.00% of Stored Material \$ -
(Column F on Continuation Page)Total Retainage (Line 5a + 5b or
Column I on Continuation Page) \$ 56,139.12
6. TOTAL EARNED LESS RETAINAGE \$ 505,252.07
(Line 4 minus Line 5 Total)
7. LESS PREVIOUS APPLICATIONS FOR PAYMENT \$ 196,257.79
(Line 6 from prior Application)
8. CURRENT PAYMENT DUE \$ 308,994.28
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 951,647.93
(Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in Previous	\$ -	\$ -
Total approved this month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	\$ -

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

CONTRACTOR: Mechanical Service, Inc.

By:


R. Blake Benedict, Vice President/COO

Date: 8/23/2024

State of:

ILLINOIS

County of:

KNOX

Subscribed and sworn to before me this

23rd

day of

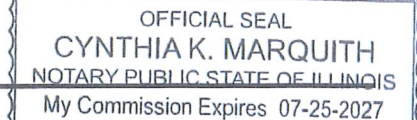
August, 2024

Notary Public:

Cynthia K. Marquith

My Commission Expires:

07-25-2027



ARCHITECT'S CERTIFICATE FOR PAYMENT

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that:

(1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) these Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

AMOUNT CERTIFIED 308,994.28

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

ARCHITECT

By:



Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

08/26/24

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

BOARD MEMO

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: 09/20/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/24/2024

SUBJECT: Application for Payment #3 – Mechanical Service Inc.

Executive Summary

At the 04/30/2024 Board meeting, a contract was approved with Mechanical Service Inc. to complete Lighting and Furnace Replacement. The project will include the following:

- Replacement of furnaces and air conditioning at 154 dwelling units and replacement of other HVAC systems at two offices and three Community Buildings; and
- Replacement of lighting at common areas, office spaces, and maintenance facilities at Moon Towers, Woodland Bend, Cedar Creek Place, Whispering Hollow, and Bluebell Tower with some exterior lighting upgrades as well.

Replacement of furnaces and air conditioner condensers started on 06/12/2024 at Cedar Creek Place. Cedar Creek Place and Whispering Hollow installations are complete. Woodland Bend will be complete by the end of September. The remaining units at the site community centers, Head Start and Central Office Cost Center will be completed in October. As of the memo date, 137 HVAC systems have been installed. The start of the lighting project was pushed back until 09/13/2024.

Alliance Architecture was on present for a site visit on 09/11/2024.

Alliance Architecture has reviewed and signed approval for Pay Request #3.

Fiscal Impact

This application for payment will be paid from 2022 and 2023 Capital Fund grants as approved at the 04/30/2024 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #3 from Mechanical Service Inc. in the amount of \$208,032.52 for the period to 09/17/2024.

APPLICATION AND CERTIFICATE FOR PAYMENT

Page: 1 of 2

TO OWNER: Knox County Housing Authority
216 West Simmons St
Galesburg IL 61401

PROJECT: Lighting & Furnace Replacement
Bluebell Tower, Moon Towers,
Cedar Creek Place, Whispering Hollow,
and Woodland Bend apartments

APPLICATION NO. **Pay App 3**
CONTRACT DATE: 9/17/2024
PERIOD TO: 9/17/2024

Distribution to:
☒ OWNER
☒ CONTRACTOR
☒ ARCHITECT

FROM CONTRACTOR: Mechanical Service of Galesburg, Inc
1144 Monmouth Blvd
Galesburg IL 61401

ARCHITECT: Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, IN 46601

MSI JOB NO: 192-24
PROJECT NO: ☐

CONTRACT FOR: Lighting & Furnace Replacement

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. ORIGINAL CONTRACT AMOUNT \$ 1,456,900.00
2. NET CHANGE BY CHANGE ORDERS \$ -
3. CONTRACT AMOUNT TO DATE (Line 1 +/- 2) \$ 1,456,900.00
4. TOTAL COMPLETED AND STORED TO DATE \$ 792,538.43
(Column G on Continuation Page)
5. RETAINAGE:
 - a. 10.00% of Completed Work \$ 79,253.84
(Columns D + E on Continuation Page)
 - b. 10.00% of Stored Material \$ -
(Column F on Continuation Page)Total Retainage (Line 5a + 5b or
Column I on Continuation Page) \$ 79,253.84
6. TOTAL EARNED LESS RETAINAGE \$ 713,284.59
(Line 4 minus Line 5 Total)
7. LESS PREVIOUS APPLICATIONS FOR PAYMENT \$ 505,252.07
(Line 6 from prior Application)
8. CURRENT PAYMENT DUE \$ 208,032.52
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 743,615.41
(Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in Previous	\$ -	\$ -
Total approved this month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	\$ -

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

CONTRACTOR: **Mechanical Service, Inc.**

By:


R. Blake Benedict, Vice President/COO

Date:

9/17/2024

State of:

ILLINOIS

County of:

KNOX

Subscribed and sworn to before me this

17th

day of

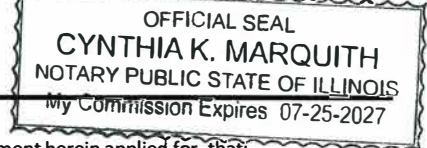
SEPTEMBER 2024

Notary Public:



My Commission Expires:

07-25-2027



ARCHITECT'S CERTIFICATE FOR PAYMENT

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that:
(1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) these Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

AMOUNT CERTIFIED **\$208,032.52**

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

ARCHITECT:

By:



Alliance Architecture

929 Lincolnway East, Suite 200

South Bend, Indiana 46601

Date:

9/19/24

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

BOARD MEMO

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: 09/23/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/24/2024

SUBJECT: Hein Construction—Proposed Change Order 1

Executive Summary

At the 04/30/2024 Board meeting, a contract was approved with Mechanical Service Inc. to complete Lighting and Furnace Replacement. The project will include the following:

- Replacement of furnaces and air conditioning at 154 dwelling units and replacement of other HVAC systems at two offices and three Community Buildings; and
- Replacement of lighting at common areas, office spaces, and maintenance facilities at Moon Towers, Woodland Bend, Cedar Creek Place, Whispering Hollow, and Bluebell Tower with some exterior lighting upgrades as well.

The change order includes one item:

- Provide labor and material to replace furnace and air conditioning at Head Start building at Woodland Bend in the amount of \$7,895.00.

This work item was not included in the original contract but falls within the scope of work for the project.

The General Requirements Allowance will be reduced from \$65,000.00 to \$57,105.00.

Alliance Architecture has reviewed and approved this proposed revised change order.

This change order submission meets the requirements of HUD -5370 and the Procurement Handbook for Public Housing Agencies (7460.8 rev-2) in that the request would not result in an increase in the contract amount.

Fiscal Impact

This project will be paid from 2022 and 2023 Capital Fund grants as approved at the 04/30/2024 Regular Meeting of the Board. Such expenses are eligible and allowable

under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The contract sum of \$1,456,900.00 will be unchanged by this change order.

Recommendation

It is the recommendation of the Executive Director that the Board of Commissioners of the Knox County Housing Authority approve the proposed Change Order 1 from Mechanical Service of Galesburg, Inc. as outlined in the Board Memo resulting in a decrease of the General Requirements Allowance by \$7,895.00.

CHANGE ORDER

Owner x
Architect x
Contractor x

ALLIANCE
ARCHITECTURE

PROJECT: LIGHTING UPGRADE AND FURNACE REPLACEMENT
Knox County Housing Authority
Galesburg, Illinois

CHANGE ORDER NO. 1

DATE: September 17, 2024
Rev. September 23, 2024

CONTRACTOR: Mechanical Service of Galesburg, Inc.
1144 Monmouth Blvd.
Galesburg, IL 61401

CONTRACT FOR: Total Construction

CONTRACT DATE: 5/1/24

You are hereby directed to make the following changes:

1.	Provide labor and material to replace furnace and air conditioning at Head Start in accordance with MSI proposal dated 9/10/24 (copy attached).	ADD	\$	7,895.00
2.	Reduce General Requirements Allowance from \$65,000.00 to \$57,105.00.	DEDUCT	\$	7,895.00
NET CHANGE				<u>\$ 0.00</u>

The original Contract Sum was \$ 1,456,900.00
Net Change by previous Change Orders \$ 0.00
The Contract Sum prior to this Change Order was \$ 1,456,900.00
The Contract Sum will be **UNCHANGED** by this Change Order \$ 0.00
The Contract Sum including this Change Order \$ 1,456,900.00
The Contract Time will be **UNCHANGED**.
The Date of Completion as of the date of this Change Order therefore is. December 17, 2024

ALLIANCE ARCHITECTURE Architect	MECHANICAL SERVICE OF GALESBURG, INC. Contractor	KNOX COUNTY HOUSING AUTHORITY Owner
929 Lincolnway East, Suite 200	1144 Monmouth Blvd.	255 West Tompkins Street
South Bend, IN 46601	Galesburg, IL 61401	Galesburg, IL 61401

By: Rezk Henen
Rezk Henen

By: _____
R. Blake Benedict

By: _____
Derek Antoine

Date: September 23, 2024

Date: _____

Date: _____



HVAC LICENSE NO:24PEK-HVAC-0075

GALESBURG OFFICE:

1144 Monmouth Blvd • Galesburg, IL 61401

PH: 309-342-8136 • FX: 309-342-4195

EDWARDS OFFICE:

9909 W Primrose Ln • Edwards, IL 61528

PH: 309-692-7240 • FX: 309-342-4195

September 10, 2024
Quote No: MSI-AB24-330

Knox County Housing Authority

RE: Head Start Change Order 1

PROPOSAL

We offer to provide material, labor and equipment as described in the following scope of work.

SCOPE OF WORK

- Remove and dispose of existing furnace, condenser, and coil.
- Provide and install a new Rheem, 115,000 BTU, %, single stage gas furnace.
- Provide and install a new Rheem, 5-ton air conditioning condensing unit with matching a-coil.
- Reuse existing thermostat.
- Provide and install new crank case heater.
- Provide and install new condenser cage.
- Provide and install new line set.
- Provide and install all gas connections needed.
- Provide and install all flue connections.
- Reconnect supply and return ductwork.
- Install power and control wiring per state and local code requirements.
- Provide start-up and operation on units.

Base Bid	\$7,895.00
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CLARIFICATIONS

1. All work will be performed during normal business hours, 7:00am – 3:30pm Monday - Friday. No allowance for overtime is included.
2. These prices are valid 30 days from the date of the proposal.
3. This would be a change order to the original contract.

We thank you for this opportunity and look forward to working with you. Should any questions arise, please do not hesitate to call.

Sincerely,

Adam Benedict
Mechanical Service, Inc.

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: 09/16/2024

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/24/2024

SUBJECT: Legal Services Contract Extension

Executive Summary

At the 09/30/2021 regular meeting of the Board of Commissioners, the Board selected Jack Ball to provide legal counsel services to the agency, at the expense of \$800.00 monthly, for a term of one year, with clause to extend the contract through four one-year renewal options. The initial contract period began on 10/01/2021 and expires 09/30/2022.

Due to the nature of agency procurement and the structure of the original contract, this contract qualifies to be extended on an annual basis, not to exceed four (4) one-year extensions. The initial contract was extended for one year at the 12/27/2022 regular meeting, backdated to August 2022 through August 2023. The second contract period was August 2023 through August 2024. The upcoming contract period represents the third extension allowed. The terms of the current contract call for a fee of \$800.00 per month, \$9,600.00 annually.

In accordance with the contract provisions, Mr. Ball's performance of duties in reference to the general scope of services is assessed annually to determine eligibility for extension. Mr. Ball handles agency business with appropriate urgency, has displayed an extensive knowledge pertaining to landlord/tenant law, and has provided valuable counsel to the Board on agency matters. He has been present for the vast majority of Board meetings and has provided a detailed report of activities on behalf of the agency on a monthly basis. It is the determination of the Executive Director that Mr. Ball has served the agency well, provided fair value for services rendered, and displays professionalism and integrity in the performance of his duties.

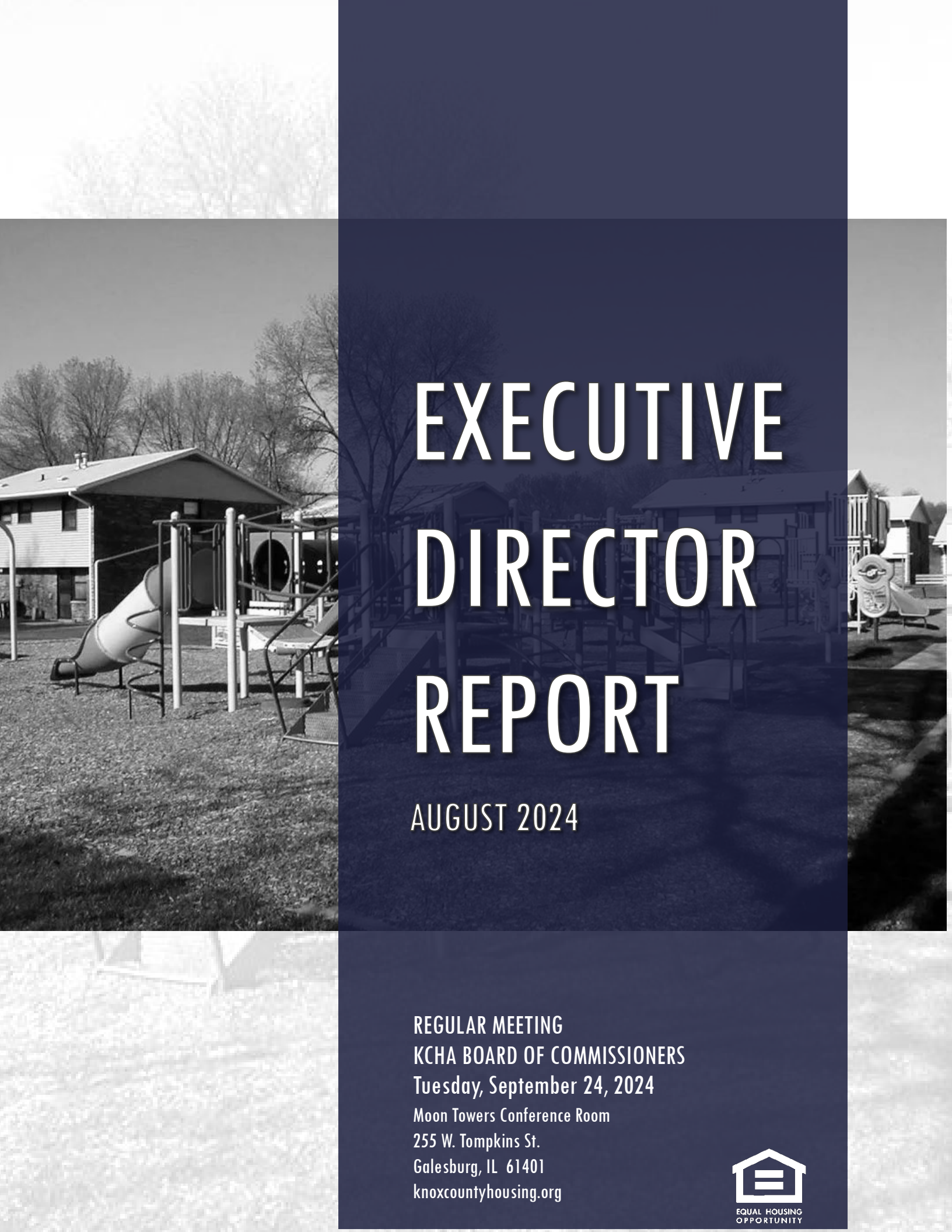
Fiscal Impact

Mr. Ball has not requested an increase in the monthly fee of \$800.00. The expense for legal services is split evenly amongst applicable KCHA programs.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners approve an extension of the current contract between the Knox County

Housing Authority and Jack P. Ball, Esq. for a period of one (1) year, effective retroactively from 09/01/2024 through 08/31/2025 at the expense of \$800.00 monthly, \$9,600.00 annually.

A black and white photograph of a playground with a large slide and a building in the background, overlaid with a dark blue semi-transparent rectangle containing the report title.

EXECUTIVE DIRECTOR REPORT

AUGUST 2024

REGULAR MEETING
KCHA BOARD OF COMMISSIONERS
Tuesday, September 24, 2024
Moon Towers Conference Room
255 W. Tompkins St.
Galesburg, IL 61401
knoxcountyhousing.org



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

COMMISSIONER COMPLIANCE REPORT

Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2024:

Date	Commissioner	Training Description	Location	Hours
04/10-04/12	Hawkinson, Jared	Nelrod ACC	Las Vegas, NV	12.0
04/10-04/12	Carson, LaToya	Nelrod ACC	Las Vegas, NV	12.0
				24.0

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2024:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-24	2	24.0	\$ 1,643.40	\$ 68.48	\$ 1,250.00	131.47%	\$ 393.40
May-24	0	0.0	\$ -	\$ -	\$ 1,250.00	0.00%	\$ (1,250.00)
Jun-24	0	0.0	\$ -	\$ -	\$ 1,250.00	0.00%	\$ (1,250.00)
Jul-24	0	0.0	\$ -	\$ -	\$ 1,250.00	0.00%	\$ (1,250.00)
Aug-24	0	0.0	\$ -	\$ -	\$ 1,250.00	0.00%	\$ (1,250.00)
Sep-24			\$ -	\$ -		0.00%	
Oct-24			\$ -	\$ -		0.00%	
Nov-24			\$ -	\$ -		0.00%	
Dec-24			\$ -	\$ -		0.00%	
Jan-25			\$ -	\$ -		0.00%	
Feb-25			\$ -	\$ -		0.00%	
Mar-25			\$ -	\$ -		0.00%	
FYE 2024	2	24.0	\$ 1,643.40	\$ 68.48	\$ 6,250.00	26.29%	\$ (4,606.60)

EXECUTIVE SUMMARY

Commissioner Governance/Compliance

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

Commissioner List	PHA Governance	Sexual Harassment	FOIA - Current (State of Illinois)	Open Meetings (State of Illinois)	Ethics/Compliance (state of Illinois)	Compliance %
Hawkinson, Jared (C)		1	1	1	1	80.0%
Robison, Sara (VC)		1	1	1		60.0%
VACANT						0.0%
Riley, Joseph						0.0%
Carson, LaToya						0.0%
Turner, Dena						0.0%
Range, Joey						0.0%
Antoine, Derek (ED)	1	1	1	1		80.0%
Total Authority	1	3	3	3	1	27.5%

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

FYE 2025	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	%
Hawkinson, Jared (C)	1	1	1	1	1								100.0%
Robison, Sara (VC)	1	1	1	1									80.0%
Riley, Joseph		1		1	1								60.0%
Carson, LaToya		1	1										40.0%
St. George, Dena	1			1									40.0%
Range, Joey	1	1	1		1								80.0%
Dena Simkins	1	1	1	1	1								100.0%
Antoine, Derek (ED)	1	1	1	1	1								100.0%

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

Board Governance Survey Status	REQ	KCHA	RESULT
Does the Board have the required number of members?	5	7	Meets Requirement
Does the Board include a participant of KCHA programs?	YES	YES	Meets Requirement
Number of Board meetings:	5	5	Meets Requirement
Average meeting attendance:	80.0	71.4%	Fails Requirement
Methods of disseminating information about Board meetings and minutes.	YES	YES	Meets requirement
Role of Board in evaluating Executive Director performance and compensation	YES	YES	Meets requirement
Role of Board in reviewing financial statements/PHA's financial health.	YES	YES	Meets Requirement
Timeliness of budget adoption by Board.	3/31	03/26	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

EXECUTIVE SUMMARY

CAPITAL GRANT STATUS/PERFORMANCE

2023 CFP Grant IL01P08550123

- Obligation End Date (OED): 04/22/2025
- Expenditure End Date (EED): 04/22/2027

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	100.0%	\$ 250,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 1,164,974.00	\$ 1,164,974.00	\$ 912,440.00	78.3%	\$ 196,257.79	16.8%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program	\$ 1,514,974.00	\$ 1,514,974.00	\$ 1,262,440.00	83.3%	\$ 546,257.79	36.1%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 75,000.00	\$ 75,000.00	\$ -	0.0%	\$ -	0.0%
1480 Furnaces/Lighting	\$ 475,000.00	\$ 912,440.00	\$ 912,440.00	100.0%	\$ 196,257.79	21.5%
1480 Fire System - MT/BB	\$ 150,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Unit Exteriors - FAM	\$ 65,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Bathroom Reno - MT/BB	\$ 115,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Bathroom/Kitchen - FAM	\$ 103,974.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Boiler - BB	\$ 60,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Generator - MT	\$ 40,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Concrete/Lots	\$ 81,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Elevator - BB	\$ -	\$ 177,534.00	\$ -	0.0%	\$ -	0.0%
1480 MT Masonry Repair	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program	\$ 1,164,974.00	\$ 1,164,974.00	\$ 912,440.00	78.3%	\$ 196,257.79	16.8%

This grant will be used for physical improvements to the sites, including systems upgrades (furnaces, lighting), elevator maintenance, and masonry repair.

CFP Grant IL01P08550123 is 78.3% obligated, and 36.1% expended. This grant must be obligated at 90% (executed contracts) by 04/22/2025, and fully expended by 04/22/2027.

EXECUTIVE SUMMARY

2022 CFP Grant IL01P08550122

- Obligation End Date (OED): 04/22/2024
- Expenditure End Date (EED): 04/22/2026

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 1,167,361.00	\$ 1,167,361.00	\$ 1,167,361.00	100.0%	\$ 671,478.43	57.5%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program	\$ 1,467,361.00	\$ 1,467,361.00	\$ 1,467,361.00	100.0%	\$ 971,478.43	66.2%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 83,786.00	83.8%
1480 504 Phase 4	\$ 412,317.00	\$ 412,317.00	\$ 412,317.00	100.0%	\$ 477,108.43	115.7%
1480 Bluebell Gazebo	\$ 73,000.00	\$ 73,000.00	\$ 73,000.00	100.0%	\$ -	0.0%
1480 Playgrounds	\$ 49,317.00	\$ 49,317.00	\$ 49,317.00	100.0%	\$ -	0.0%
1480 MT Roof Replacement	\$ 263,000.00	\$ 263,000.00	\$ 263,000.00	100.0%	\$ -	0.0%
1480 Site Drainage	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	100.0%	\$ -	0.0%
1480 Security Cameras	\$ 175,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 HVAC Replacement	\$ 100,000.00	\$ 37,984.00	\$ 37,984.00	100.0%	\$ 37,984.00	100.0%
1480 Lighting	\$ 257,444.00	\$ 544,460.00	\$ 544,460.00	100.0%	\$ -	0.0%
1480 Exterior Doors - MT	\$ 50,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 CCP Drainage (1554)	\$ 72,600.00	\$ 72,600.00	\$ 72,600.00	100.0%	\$ 72,600.00	100.0%
Total Capital Fund Program	\$ 1,167,361.00	\$ 1,167,361.00	\$ 1,167,361.00	100.0%	\$ 671,478.43	57.5%

This grant, in conjunction with the 2020 and 2021 grants, will be used for physical improvements to the sites, including demolition and construction for a new gazebo at Bluebell Tower, site drainage remediation, roof replacement at Moon Towers, and playgrounds at the Family Sites. Additionally, repairs and enhancements are planned for security cameras and lighting, as well as HVAC replacement at the Family Sites.

CFP Grant IL01P08550122 is 100.0% obligated, and 66.2% expended. This grant must be obligated at 90% (executed contracts) by 04/22/2024, and fully expended by 04/22/2026.

EXECUTIVE SUMMARY

2021 CFP Grant IL01P08550121

- Obligation End Date (OED): 02/22/2023
- Expenditure End Date (EED): 02/22/2025

CFP Budget by Line Item

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

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 504 Phase 4	\$ 334,310.00	\$ 334,310.00	\$ 334,310.00	100.0%	\$ 57,960.50	17.3%
1480 MT - Roof Replacement	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	100.0%	\$ -	0.0%
1480 A&E Services	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	100.0%	\$ 851,349.50	1135.1%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program	\$ 909,310.00	\$ 909,310.00	\$ 909,310.00	100.0%	\$ 909,310.00	100.0%

Allotments and transfers for operations (1406) and administration (1410) have been made. Budgeted activities include playground renovation at the Family Sites, gazebo demolition/construction at Bluebell Tower, and roof replacement at Moon Towers.

CFP Grant IL01P08550121 is now 100.0% obligated, and 100.0% expended ahead of the 02/22/2023 (obligation) and 02/22/2025 (expenditure) deadlines. We will now work to administratively close out this grant.

EXECUTIVE SUMMARY

2020 CFP Grant IL01P08550120

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

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 868,267.00	\$ 868,267.00	\$ 868,267.00	100.0%	\$ 740,212.65	85.3%
	\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program	\$ 1,168,267.00	\$ 1,168,267.00	\$ 1,168,267.00	100.0%	\$ 1,040,212.65	89.0%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 Family - Playground	\$ 154,973.00	\$ 288,373.00	\$ 288,373.00	100.0%	\$ -	0.0%
1480 MT - Roof Replacement	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	100.0%	\$ 193,325.05	154.7%
1480 504 Phase 3	\$ 529,861.00	\$ 439,861.00	\$ 439,861.00	100.0%	\$ 536,987.60	122.1%
1480 A&E Services	\$ 50,000.00	\$ 6,600.00	\$ 6,600.00	100.0%	\$ 9,900.00	150.0%
1480 Reserved Budget	\$ 8,433.00	\$ 8,433.00	\$ 8,433.00	100.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program	\$ 868,267.00	\$ 868,267.00	\$ 868,267.00	100.0%	\$ 740,212.65	85.3%

Budgeted activities include operational transfers, playground renovation at the family sites, roof replacement at Moon Towers, and finishing 504-Phase 3 renovations at Bluebell Tower.

CFP Grant IL01P08550120 is now 100.0% obligated, and 89.0% expended. This grant must be at 90% obligation (executed contracts) by 03/25/2024, and fully expended by 03/25/2026.

EXECUTIVE SUMMARY

POLICY/OPERATIONS

Agency preparation has begun for the annual planning process, which includes (as needed) updates to our public housing Admissions and Continued Occupancy Policy (ACOP), the Section 8 Administrative Plan, our lease and addendum documents, and our policy documents. These policies are revised, posted for review and comment, provided to our resident advisory board for engagement, and finalized before approval is sought at the 12/31/2024 regular Board meeting.

Implementation of the policy provisions required by Section 102 and 104 of the Housing Opportunity Through Modernization Act (HOTMA) has been delayed yet again. The Department of Housing and Urban Development (HUD) has pushed the original compliance date – originally 01/01/2024, pushed to 01/01/2025, and now delayed further. In an email sent to Executive Directors, General Deputy Assistant Secretary (GDAS) Dominique Blom indicated further delay was necessary due to system functionality issues. Per PDAS Blom, “The final rule implementing Sections 102 and 104 of HOTMA is in effect, but compliance with some of the income and assets provisions in these sections of HOTMA requires access to the HOTMA-compliant HUD-50058 in HIP, which will not be ready by January 1, 2025. HUD will soon issue guidance on additional provisions which can be implemented.”

LEGISLATIVE/ADVOCACY

No report this period.

PUBLIC RELATIONS

No report this period.

STRATEGIC PLANNING

The agency met with City of Galesburg officials for a planning session/discussion regarding warming shelter strategy for the upcoming winter season and beyond. Discussion was focused on addressing housing security in Galesburg from a holistic approach.

The interim plan is to continue operating the shelter at Woodland Bend with funding in the amount of \$175,000 provided by the City of Galesburg (\$75,000 already approved), the Knox County 708 Mental Health Board (\$75,000 ask), and the State of Illinois Emergency Solutions Grant (\$25,000 already secured).

During this upcoming season, the intent is to engage all stakeholders – City of Galesburg, 708 Mental Health Board, Salvation Army, Bridgeway, and Hope House (among others) – to work on the root causes of homelessness in Galesburg, with a needs-based focus for long-term solutions.

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.

MAINTENANCE



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Non-emergency WO - completion %	15.0%	100.0%	86.8%	1	96.7%	3
Non-emergency WO - completion time	15.0%	3.00	2.70	4	2.20	4
Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	4
Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%	4
Unit - average make-ready days	20.0%	10.00	4.67	4	6.70	4
Annual Inspections - complete %	10.0%	100.0%	7.7%	1	7.7%	1
Annual Inspections - repair %	10.0%	100.0%	100.0%	4	100.0%	4
Total category score				3.25		3.55

OCCUPANCY



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Unit-days leased (UDL) - %	25.0%	98.0%	99.6%	4	99.3%	4
Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%	4
Average leasing days	10.0%	5.00	1.50	4	2.22	3
Adequacy of wait list (ratio)	10.0%	1.00	4.77	4	4.77	4
Income targeting - % ELI admissions	10.0%	40.0%	100.0%	4	83.3%	4
Annual recertifications	20.0%	100.0%	100.0%	4	100.0%	4
Total category score				4.00		3.90

FINANCIAL



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Income - Actual to Budget %	10.0%	98.0%	139.6%	4	101.2%	4
Expense - Actual to Budget %	10.0%	98.0%	100.1%	2	102.0%	2
Profit/loss	20.0%	1.00	1.35	4	0.95	3
30-day Notice efficiency	15.0%	98.0%	49.1%	1	-50.0%	1
Tenant accounts receivable (TAR) %	15.0%	1.5%	4.2%	1	4.2%	1
Tenant collections %	10.0%	98.0%	115.8%	4	113.6%	4
Deposit collections %	5.0%	98.0%	96.9%	3	96.9%	3
Reserve position	15.0%	4.00	7.02	4	7.02	4
Total category score				2.85		2.65

PUBLIC HOUSING PROGRAM

PHAS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Physical inspection (PASS)	40.0%	40.00	39.60	4	39.60	4
Management assessment (MASS)	25.0%	25.00	21.00	3	21.00	3
Financial assessment (FASS)	25.0%	25.00	25.00	4	25.00	4
Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
Total category score				3.75		3.75

MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	10.0%	100.0%	97.1%	4	97.1%	4
50058/50059 submissions	10.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	5.0%	100.0%	200.0%	4	200.0%	4
EIV compliance	15.0%	100.0%	100.0%	4	25.0%	1
Tenant file review compliance	15.0%	100.0%	75.0%	1	75.0%	1
Pest control program effectiveness	10.0%	100.0%	100.0%	4	100.0%	4
Staff development - hiring and retention	10.0%	3.00	3.20	3	3.20	3
Staff development - training/development	10.0%	100.0%	0.0%	1	172.8%	4
Unit-turnaround time (total)	15.0%	12.00	4.50	4	9.00	4
Total category score				3.15		3.00

TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	100.0%	4	100.0%	4
Safety and security	50.0%	3.00	5	4	5	4
Total category score				4.00		4.00

SCORECARD



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Maintenance of the property	15.0%	4.00	3.25	0.49	3.55	0.53
Occupancy	25.0%	4.00	4.00	1.00	3.90	0.98
Financial position	25.0%	4.00	2.85	0.71	2.65	0.66
PHAS	15.0%	4.00	3.75	0.56	3.75	0.56
Management operations	15.0%	4.00	3.15	0.47	3.00	0.45
Tenant engagement	5.0%	4.00	4.00	0.20	4.00	0.20
Total SCORECARD				3.44		3.38
DESIGNATION			STANDARD		STANDARD	

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.

MAINTENANCE



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Non-emergency WO - completion %	15.0%	100.0%	100.0%	4	100.0%	4
Non-emergency WO - completion time	15.0%	3.00	4.70	3	2.63	4
Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	4
Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%	4
Unit - average make-ready days	20.0%	10.00	27.00	1	10.81	3
Annual Inspections - complete %	10.0%	100.0%	4.7%	1	4.7%	1
Annual Inspections - repair %	10.0%	100.0%	100.0%	4	100.0%	4
Total category score				2.95		3.50

OCCUPANCY



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Unit-days leased (UDL) - %	25.0%	98.0%	99.2%	4	99.3%	4
Unit-months leased (UML) - %	25.0%	98.0%	99.5%	4	100.0%	4
Average leasing days	10.0%	5.00	1.00	4	1.87	4
Adequacy of wait list (ratio)	10.0%	1.00	1.73	4	1.73	4
Income targeting - % ELI admissions	10.0%	40.0%	100.0%	4	80.0%	4
Annual recertifications	20.0%	100.0%	83.3%	1	95.6%	3
Total category score				3.40		3.80

FINANCIAL



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Income - Actual to Budget %	10.0%	98.0%	109.6%	4	93.6%	2
Expense - Actual to Budget %	10.0%	98.0%	101.3%	2	93.1%	4
Profit/loss	20.0%	1.00	1.11	4	1.03	4
30-day Notice efficiency	15.0%	98.0%	107.6%	4	25.0%	1
Tenant accounts receivable (TAR) %	15.0%	1.5%	19.5%	1	19.5%	1
Tenant collections %	10.0%	98.0%	123.0%	4	114.3%	4
Deposit collections %	5.0%	98.0%	98.0%	3	98.0%	3
Reserve position	15.0%	4.00	8.53	4	8.53	4
Total category score				3.30		2.85

PUBLIC HOUSING PROGRAM

PHAS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Physical inspection (PASS)	40.0%	40.00	38.00	4	38.00	4
Management assessment (MASS)	25.0%	25.00	21.00	3	21.00	3
Financial assessment (FASS)	25.0%	25.00	25.00	4	25.00	4
Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
Total category score				3.75		3.75

MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	10.0%	100.0%	100.0%	4	98.6%	4
50058/50059 submissions	10.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	5.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	15.0%	100.0%	100.0%	4	25.0%	1
Tenant file review compliance	15.0%	100.0%	75.0%	1	75.0%	1
Pest control program effectiveness	10.0%	100.0%	75.0%	3	75.0%	3
Staff development - hiring and retention	10.0%	3.00	3.60	4	3.60	4
Staff development - training/development	10.0%	100.0%	36.0%	1	122.4%	4
Unit-turnaround time (total)	15.0%	23.00	11.00	4	10.47	4
Total category score				3.15		3.00

TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	100.0%	4	100.0%	4
Safety and security	50.0%	3.00	4	4	4	4
Total category score				4.00		4.00

SCORECARD



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Maintenance of the prpoerty	15.0%	4.00	2.95	0.44	3.50	0.53
Occupancy	25.0%	4.00	3.40	0.85	3.80	0.95
Financial position	25.0%	4.00	3.30	0.83	2.85	0.71
PHAS	15.0%	4.00	3.75	0.56	3.75	0.56
Management operations	15.0%	4.00	3.15	0.47	3.00	0.45
Tenant engagement	5.0%	4.00	4.00	0.20	4.00	0.20
Total SCORECARD				3.35		3.40
DESIGNATION			STANDARD		STANDARD	

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.

MAINTENANCE



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Non-emergency WO - completion %	15.0%	100.0%	100.0%	4	100.0%	4
Non-emergency WO - completion time	15.0%	3.00	1.00	4	2.68	4
Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	4
Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%	4
Unit - average make-ready days	20.0%	10.00	0.00	4	5.00	4
Annual Inspections - complete %	10.0%	100.0%	12.3%	1	12.3%	1
Annual Inspections - repair %	10.0%	100.0%	100.0%	4	0.0%	1
Total category score				3.70		3.40

OCCUPANCY



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Unit-days leased (UDL) - %	25.0%	98.0%	100.0%	4	99.4%	4
Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%	4
Average leasing days	10.0%	5.00	0.00	4	2.50	3
Adequacy of wait list (ratio)	10.0%	1.00	1.63	4	1.63	4
Income targeting - % ELI admissions	10.0%	40.0%	0.0%	1	100.0%	4
Annual recertifications	20.0%	100.0%	100.0%	4	100.0%	4
Total category score				3.70		3.90

FINANCIAL



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Income - Actual to Budget %	10.0%	98.0%	100.5%	4	106.0%	4
Expense - Actual to Budget %	10.0%	98.0%	80.1%	4	70.5%	4
Profit/loss	20.0%	1.00	1.05	4	0.77	1
30-day Notice efficiency	15.0%	98.0%	57.9%	1	0.0%	1
Tenant accounts receivable (TAR) %	15.0%	1.5%	-2.6%	4	-2.6%	4
Tenant collections %	10.0%	98.0%	107.6%	4	11.2%	1
Deposit collections %	5.0%	98.0%	95.5%	3	95.5%	3
Reserve position	15.0%	4.00	12.16	4	12.16	4
Total category score				3.50		2.60

PUBLIC HOUSING PROGRAM

PHAS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Physical inspection (PASS)	40.0%	40.00	39.92	4	39.92	4
Management assessment (MASS)	25.0%	25.00	25.00	4	25.00	4
Financial assessment (FASS)	25.0%	25.00	25.00	4	25.00	4
Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
Total category score				4.00		4.00

MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	10.0%	100.0%	97.1%	4	97.1%	4
50058/50059 submissions	10.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	5.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	15.0%	100.0%	100.0%	4	100.0%	4
Tenant file review compliance	15.0%	100.0%	75.0%	1	75.0%	1
Pest control program effectiveness	10.0%	100.0%	100.0%	4	100.0%	4
Staff development - hiring and retention	10.0%	3.00	3.15	3	3.15	3
Staff development - training/development	10.0%	100.0%	0.0%	1	0.0%	1
Unit-turnaround time (total)	15.0%	100.0%	0.00	4	8.00	4
Total category score				3.15		3.15

TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	100.0%	4	100.0%	4
Safety and security	50.0%	3.00	3	3	3	3
Total category score				3.50		3.50

SCORECARD



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Maintenance of the property	15.0%	4.00	3.70	0.56	3.40	0.51
Occupancy	25.0%	4.00	3.70	0.93	3.90	0.98
Financial position	25.0%	4.00	3.50	0.88	2.60	0.65
PHAS	15.0%	4.00	4.00	0.60	4.00	0.60
Management operations	15.0%	4.00	3.15	0.47	3.15	0.47
Tenant engagement	5.0%	4.00	3.50	0.18	3.50	0.18
Total SCORECARD				3.60		3.38

DESIGNATION

HIGH PERFORMER

STANDARD

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING OCCUPANCY

Occupying our PH units is at the core of the agency's mission. Occupancy is measured in both unit days (UDL) and unit months (UML). The goal for each property is 98% for both measures.

	CURRENT PERIOD								FISCAL YEAR END							
	UDA	UDL	% OCC	% VAC	UMA	UML	% OCC	% VAC	UDA	UDL	% OCC	% VAC	UMA	UML	% OCC	% VAC
Moon Towers A	2728	2716	99.6%	0.4%	88	88	100.0%	0.0%	13464	13388	99.4%	0.6%	440	440	100.0%	0.0%
Moon Towers B	2759	2750	99.7%	0.3%	89	89	100.0%	0.0%	13617	13498	99.1%	0.9%	445	445	100.0%	0.0%
Moon Towers Total	5487	5466	99.6%	0.4%	177	177	100.0%	0.0%	27081	26886	99.3%	0.7%	885	885	100.0%	0.0%
Woodland Bend	2390	2340	97.9%	2.1%	78	77	98.7%	1.3%	11906	11796	99.1%	0.9%	390	390	100.0%	0.0%
Cedar Creek Place	2356	2356	100.0%	0.0%	76	76	100.0%	0.0%	11628	11598	99.7%	0.3%	380	380	100.0%	0.0%
Whispering Hollow	1302	1302	100.0%	0.0%	42	42	100.0%	0.0%	6345	6268	98.8%	1.2%	210	210	100.0%	0.0%
Family Sites Total	6048	5998	99.2%	0.8%	196	195	99.5%	0.5%	29879	29662	99.3%	0.7%	980	980	100.0%	0.0%
Bluebell Tower	1581	1581	100.0%	0.0%	51	51	100.0%	0.0%	7773	7727	99.4%	0.6%	255	255	100.0%	0.0%
Bluebell Tower Total	1581	1581	100.0%	0.0%	51	51	100.0%	0.0%	7773	7727	99.4%	0.6%	255	255	100.0%	0.0%
PH Program Total	13116	13045	99.5%	0.5%	424	423	99.8%	0.2%	64733	64275	99.3%	0.7%	2120	2120	100.0%	0.0%

PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)

Annually, each public housing program is assessed based on certain operational measures. These measures include each property and program's physical condition (PASS), management efficiency including occupancy (MASS), financial condition (FASS) and the Capital Fund Program (CFP). Based on these assessments, agency's are designated either a High Performer (90.0 – 100.0), and Standard Performer (60.0 – 89.9) or a Troubled Performer (0.0 – 59.9). This assessment is based on actual operational data for the current fiscal year.

	FYE 03/31/2024 (TRENDING)				
	PASS	MASS	FASS	CFP	TOTAL
Moon Towers	39.60	21.00	25.00	10.00	95.60
Family Sites	38.00	21.00	25.00	10.00	94.00
Bluebell Tower	39.92	25.00	25.00	10.00	99.92
PH COMPOSITE	38.90	21.48	25.00	10.00	95.38

Based on current and YTD reported data, the public housing program is trending towards a designation of **HIGH PERFORMER** for FYE 2025.

HOUSING CHOICE VOUCHER PROGRAM

HOUSING CHOICE VOUCHER PROGRAM

APPLICATION/WAIT LIST

WAIT LIST	WL PRIOR	APPLICATIONS				VOU. ISSUED	WL CURRENT	WL AVG
		NEW	DENIED	INACTIVE	PURGED			
JAN	345	18	29	2	0	1	331	331.00
FEB	331	21	48	4	0	0	300	315.50
MAR	300	27	25	0	0	8	294	308.33
APR	294	32	18	1	0	3	304	307.25
MAY	304	14	29	4	0	1	284	302.60
JUN	284	16	30	1	0	0	269	297.00
JUL	269	46	28	1	0	9	277	294.14
AUG	277	25	45	2	0	3	252	288.88
SEPT								
OCT								
NOV								
DEC								
TOTAL		199	252	15	0	25		

VOUCHER ACTIVITY

VOUCHER ACTIVITY	PRIOR SEARCH	VOUCHER ACTIVITY						VOUCH. SEARCH
		ISSUED	EXPIRED	REVOKE	PORTS	FORFEIT	LEASED	
JAN	10	1	0	0	0	0	0	11
FEB	11	0	0	0	0	0	0	11
MAR	11	8	0	0	1	0	3	15
APR	15	3	0	0	0	0	0	18
MAY	18	1	0	0	0	0	3	16
JUN	16	0	0	0	0	0	0	16
JUL	16	9	0	0	0	0	0	25
AUG	25	3	0	0	0	0	0	28
SEPT								
OCT								
NOV								
DEC								
TOTAL		25	0	0	1	0	6	

HOUSING CHOICE VOUCHER PROGRAM

HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – KNOX COUNTY

KNOX CO. HAP STATS	KNOX CO. VOUCH	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		KNOX CO.	TOTAL			
JAN	197	\$ 74,813.00	\$ 83,588.00	89.50%	\$ 379.76	\$ 379.76
FEB	201	\$ 74,721.00	\$ 83,753.00	89.22%	\$ 371.75	\$ 375.75
MAR	202	\$ 78,554.00	\$ 82,393.00	95.34%	\$ 388.88	\$ 380.13
APR	202	\$ 81,360.00	\$ 85,199.00	95.49%	\$ 402.77	\$ 385.79
MAY	203	\$ 80,784.00	\$ 86,941.00	92.92%	\$ 397.95	\$ 388.22
JUN	204	\$ 81,534.00	\$ 87,625.00	93.05%	\$ 399.68	\$ 390.13
JUL	202	\$ 81,444.00	\$ 88,312.00	92.22%	\$ 403.19	\$ 392.00
AUG	202	\$ 80,963.00	\$ 85,308.00	94.91%	\$ 400.81	\$ 393.10
SEPT						
OCT						
NOV						
DEC						
TOTAL	1613	\$ 634,173.00	\$ 683,119.00	92.83%	\$ 393.16	

HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – PORTABILITY

PORTABILITY HAP STATS	PORTED VOUCH.	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		PORTED	TOTAL			
JAN	5	\$ 6,439.00	\$ 83,588.00	7.70%	\$ 1,287.80	\$ 1,287.80
FEB	5	\$ 6,439.00	\$ 83,753.00	7.69%	\$ 1,287.80	\$ 1,287.80
MAR	3	\$ 3,839.00	\$ 82,393.00	4.66%	\$ 1,279.67	\$ 1,285.09
APR	3	\$ 3,839.00	\$ 85,199.00	4.51%	\$ 1,279.67	\$ 1,283.73
MAY	3	\$ 3,479.00	\$ 86,941.00	4.00%	\$ 1,159.67	\$ 1,258.92
JUN	4	\$ 4,438.00	\$ 87,625.00	5.06%	\$ 1,109.50	\$ 1,234.02
JUL	4	\$ 4,438.00	\$ 88,312.00	5.03%	\$ 1,109.50	\$ 1,216.23
AUG	4	\$ 2,633.00	\$ 85,308.00	3.09%	\$ 658.25	\$ 1,146.48
SEPT						
OCT						
NOV						
DEC						
TOTAL	31	\$ 35,544.00	\$ 683,119.00	5.20%	\$ 1,146.58	

HOUSING CHOICE VOUCHER PROGRAM

PROGRAM UTILIZATION

VOUCHER - UTILIZATION				BUDGET AUTHORITY - UTILIZATION				
MON	ACC	UML	%	HAP EXPENSE	BUDG. AUTH.	NRP	BA + NRP	%
JAN	285	207	72.63%	\$ 83,588.00	\$ 81,926.00	\$ -	\$ 81,926.00	102.03%
FEB	285	206	72.28%	\$ 167,341.00	\$ 163,852.00	\$ -	\$ 163,852.00	102.13%
MAR	285	205	71.93%	\$ 249,734.00	\$ 245,778.00	\$ -	\$ 245,778.00	101.61%
APR	285	205	71.93%	\$ 334,933.00	\$ 327,704.00	\$ -	\$ 327,704.00	102.21%
MAY	285	206	72.28%	\$ 421,874.00	\$ 409,630.00	\$ -	\$ 409,630.00	102.99%
JUN	285	206	72.28%	\$ 509,499.00	\$ 491,556.00	\$ -	\$ 491,556.00	103.65%
JUL	285	206	72.28%	\$ 597,811.00	\$ 573,482.00	\$ -	\$ 573,482.00	104.24%
AUG	285	206	72.28%	\$ 684,168.00	\$ 655,408.00	\$ -	\$ 655,408.00	104.39%
SEPT								
OCT								
NOV								
DEC								

SEMAP scoring for voucher utilization (lease up) is based on % to baseline (285) of total voucher leased, or % of budget authority + NRP expended. To attain full points (20), the agency must achieve 98.0% utilization.

SEMAP FORECAST

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

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

AFFORDABLE HOUSING PRESERVATION (AHP)

AFFORDABLE HOUSING PRESERVATION (AHP)

BRENTWOOD MANOR

Brentwood Manor Apartments is located in Galesburg, Illinois right behind Galesburg High School. This apartment community is comprised of 72 units.

MAINTENANCE		VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
				ACTUAL	SCORE	ACTUAL	SCORE
	Non-emergency WO - completion %	15.0%	100.0%	83.1%	1	94.7%	3
	Non-emergency WO - completion time	15.0%	2.00	3.69	3	3.29	3
	Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	4
	Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%	4
	Unit - average make-ready days	20.0%	10.00	0.00	4	0.00	4
	Annual Inspections - complete %	10.0%	100.0%	0.0%	1	0.0%	1
	Annual Inspections - correction %	10.0%	100.0%	100.0%	4	100.0%	4
	Total category score				3.10		3.40

OCCUPANCY		VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
				ACTUAL	SCORE	ACTUAL	SCORE
	Unit-days leased (UDL) - %	25.0%	98.0%	98.6%	4	99.1%	4
	Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%	4
	Average leasing days	15.0%	5.00	0.00	4	0.00	4
	Adequacy of wait list (ratio)	15.0%	1.00	5.18	4	5.18	4
	Income targeting - % ELI admissions	0.0%	40.0%	40.0%	4	40.0%	4
	Annual recertifications	20.0%	100.0%	100.0%	4	100.0%	4
	Total category score				4.00		4.00

FINANCIAL		VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
				ACTUAL	SCORE	ACTUAL	SCORE
	Income - Actual to Budget %	10.0%	98.0%	103.0%	4	92.0%	2
	Expense - Actual to Budget %	10.0%	98.0%	87.2%	4	77.3%	4
	Profit/loss	20.0%	1.00	1.20	4	1.21	4
	14-day Notice efficiency	15.0%	98.0%	100.0%	4	100.0%	4
	Tenant accounts receivable (TAR) %	15.0%	1.5%	0.8%	4	0.8%	4
	Tenant collections %	10.0%	98.0%	103.8%	4	92.9%	2
	Deposit collections %	5.0%	98.0%	100.0%	4	100.0%	4
	Reserve position	15.0%	4.00	7.81	4	7.81	4
	Total category score				4.00		3.60

AFFORDABLE HOUSING PRESERVATION (AHP)

PHAS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Physical inspection (PASS)	40.0%	40.00	39.20	4	39.20	4
Management assessment (MASS)	25.0%	25.00	25.00	4	25.00	4
Financial assessment (FASS)	25.0%	25.00	24.94	4	24.94	4
Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
Total category score				4.00		4.00

MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	20.0%	100.0%	94.3%	4	94.3%	4
50058/50059 submissions	0.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	0.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	0.0%	100.0%	75.0%	1	100.0%	4
Tenant file review compliance	20.0%	100.0%	0.0%	1	0.0%	1
Pest control program effectiveness	20.0%	100.0%	101.3%	4	101.3%	4
Staff development - hiring and retention	5.0%	3.00	3.56	4	3.56	4
Staff development - training/development	5.0%	100.0%	46.9%	1	65.6%	1
Unit-turnaround time (total)	30.0%	100.0%	0.00	4	0.00	4
Total category score				3.25		3.25

TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	61.7%	2	75.5%	3
Safety and security	50.0%	3.00	6	4	6	4
Total category score				3.00		3.50

SCORECARD



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Maintenance of the prpoerty	15.0%	4.00	3.10	0.47	3.40	0.51
Occupancy	25.0%	4.00	4.00	1.00	4.00	1.00
Financial position	25.0%	4.00	4.00	1.00	3.60	0.90
PHAS	15.0%	4.00	4.00	0.60	4.00	0.60
Management operations	15.0%	4.00	3.25	0.49	3.25	0.49
Tenant engagement	5.0%	4.00	3.00	0.15	3.50	0.18
Total SCORECARD				3.70		3.67
DESIGNATION				HIGH PERFORMER		HIGH PERFORMER

AFFORDABLE HOUSING PRESERVATION (AHP)

PRAIRIELAND TOWNHOUSE APARTMENTS

Tucked away on the southeast side of Galesburg, Illinois, this development is off the beaten path. Home to 65 two-story units, this property also has 13 project-based vouchers (PBV).

MAINTENANCE



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Non-emergency WO - completion %	15.0%	100.0%	71.1%	1	92.1%	2
Non-emergency WO - completion time	15.0%	3.00	7.04	1	4.72	3
Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	4
Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%	4
Unit - average make-ready days	20.0%	10.00	0.00	4	0.00	4
Annual Inspections - complete %	10.0%	100.0%	0.0%	1	0.0%	1
Annual Inspections - correction %	10.0%	100.0%	100.0%	4	100.0%	4
Total category score				2.80		3.25

OCCUPANCY



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Unit-days leased (UDL) - %	25.0%	98.0%	99.1%	4	99.7%	4
Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%	4
Average leasing days	10.0%	5.00	0.00	4	0.00	4
Adequacy of wait list (ratio)	10.0%	1.00	13.66	4	13.66	4
Income targeting - % ELI admissions	10.0%	40.0%	100.0%	4	100.0%	4
Annual recertifications	20.0%	100.0%	100.0%	4	100.0%	4
Total category score				4.00		4.00

FINANCIAL



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Income - Actual to Budget %	10.0%	98.0%	102.3%	4	94.0%	2
Expense - Actual to Budget %	10.0%	98.0%	93.6%	4	79.4%	4
Profit/loss	20.0%	1.00	1.11	4	1.21	4
30-day Notice efficiency	15.0%	98.0%	8558.0%	4	100.0%	4
Tenant accounts receivable (TAR) %	15.0%	1.5%	1.1%	3	1.1%	3
Tenant collections %	10.0%	98.0%	102.1%	4	91.9%	2
Deposit collections %	5.0%	98.0%	99.9%	4	99.9%	4
Reserve position	15.0%	4.00	-6.98	1	-6.98	1
Total category score				3.40		3.00

AFFORDABLE HOUSING PRESERVATION (AHP)

PHAS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Physical inspection (PASS)	40.0%	40.00	39.20	4	39.20	4
Management assessment (MASS)	25.0%	25.00	25.00	4	25.00	4
Financial assessment (FASS)	25.0%	25.00	2.00	1	2.00	1
Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
Total category score				3.25		3.25

MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	15.0%	100.0%	97.1%	4	97.1%	4
50058/50059 submissions	5.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	0.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	10.0%	100.0%	100.0%	4	100.0%	4
Tenant file review compliance	15.0%	100.0%	0.0%	1	0.0%	1
Pest control program effectiveness	15.0%	100.0%	100.0%	4	100.0%	4
Staff development - hiring and retention	5.0%	3.00	3.56	4	3.56	4
Staff development - training/development	5.0%	100.0%	46.9%	1	65.6%	1
Unit-turnaround time (total)	30.0%	100.0%	0.00	4	0.00	4
Total category score				3.40		3.40

TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	80.0%	3	92.5%	4
Safety and security	50.0%	3.00	6	4	6	4
Total category score				3.50		4.00

SCORECARD



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Maintenance of the property	15.0%	4.00	2.80	0.42	3.25	0.49
Occupancy	25.0%	4.00	4.00	1.00	4.00	1.00
Financial position	25.0%	4.00	3.40	0.85	3.00	0.75
PHAS	15.0%	4.00	3.25	0.49	3.25	0.49
Management operations	15.0%	4.00	3.40	0.51	3.40	0.51
Tenant engagement	5.0%	4.00	3.50	0.18	4.00	0.20
Total SCORECARD				3.44		3.44
DESIGNATION			STANDARD		STANDARD	

AFFORDABLE HOUSING PRESERVATION (AHP)

AHP OCCUPANCY

Occupying our AHP units is at the core of the agency's mission. Maintaining an affordable housing option in Knox County is essential given the critical level of availability in the face of rising housing costs. Occupancy is measured in both unit days (UDL) and unit months (UML). The goal for each property is 98% for both measures.

	CURRENT PERIOD								FISCAL YEAR END							
Brentwood Manor	2232	2201	98.6%	1.4%	72	72	100.0%	0.0%	11016	10919	99.1%	0.9%	360	360	100.0%	0.0%
PrairieLand Townhouses	2015	1997	99.1%	0.9%	65	65	100.0%	0.0%	9945	9916	99.7%	0.3%	325	325	100.0%	0.0%
AHP Total	4247	4198	98.8%	1.2%	137	137	100.0%	0.0%	20961	20835	99.4%	0.6%	685	685	100.0%	0.0%

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.

