



## **NOTICE OF MEETING**

The Regular Board Meeting of the Lake Metropolitan Housing Authority will be held at

**6:00 pm on Wednesday, January 12, 2022**

**Jackson Towers  
200 W Jackson St  
Painesville, Ohio**

### **REGULAR MEETING AGENDA**

1. Roll Call
2. Chairperson's Comments
3. Minutes – November 10, 2021 (Regular Meeting)
4. CEO Report
5. January Finance Report and Bills (October and November Financials)
6. Other Updates and Comments
7. Resolution
  - 1-2022
8. Executive Session

Jeffrey Mackey, Chairperson

### **MISSION**

The mission of the Lake Metropolitan Housing authority is to advocate for, develop and sustain affordable housing opportunities for the residents of Lake County. We support and encourage residents to attain self-sufficiency while maintaining a customer-centered focus.



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**REGULAR MEETING OF THE  
LAKE METROPOLITAN HOUSING AUTHORITY  
November 10, 2021  
38185 Erie Road, Building A  
Willoughby, Ohio  
6:00 P.M.**

The meeting was called to order by Chairperson Jeffrey Mackey at 6:12 p.m.

**PRESENT**

Cynthia Brooks  
Vice-Chair Charles Stennis (excused)  
Gregory Schmidt  
Kathryn Popp  
George Phillips  
Julius Williams  
Chairperson Jeffrey Mackey

**ALSO PRESENT**

Eric Martin, Interim Executive Director  
  
Marshal Pitchford, Attorney

**CHAIRPERSON'S COMMENTS:**

Board Chair Jeffrey Mackey began the meeting promptly requesting roll call and the approval of the October 13, 2021 meeting minutes

**MEETING MINUTES:**

October 13, 2021, Regular Board Meeting minutes. The minutes were accepted by unanimous acclamation.

**CEO REPORT:**

Eric Martin shared highlights from the CEO report that was emailed in advance of meeting:

- The pull of 100 Housing Choice Voucher applicants did not meet expectations with only 1 regular voucher and 8 mainstream vouchers issued. To help improve issuance rates, an HCV Specialist is being repurposed to provide support for a larger pull.
- HCV total units under leased dropped from 1253 in September to 1237 in October.
- Rent revenue for Public Housing and Market Rate increased by 2% in October.
- The Agency is seeking bids from several janitorial/housekeeping vendors to speed up unit turns particularly at Woodlawn and some assistance at Washington Square.
- Section 18 Disposition: Eric mentioned that Public Housing Tenants are now beginning to find housing. Lake MHA has either issued or in the process of issuing moving expense checks to 5 Public Housing tenants. In addition, Lake MHA is in the process of finalizing a contract with Adam Zimmerman to provide housing relocation assistance for Public Housing tenants.
- Maintenance will be assessing repairs/projects to invest at Parkview utilizing available Public Housing Operating Reserves prior to the close-out of the Public Housing program.
- Staffing: Postings are now up for the vacant Executive Assistant, Human Resources Specialist (Part time), Multifamily and Specialists and HCV Inspector positions.
- Security cameras and the JT façade repairs remain a priority as work continues for both projects. Eric indicated that a meeting was held with Paul Stefanko, IT Director for Lake

County, to help develop a scope of work for the Security Camera RFP. Eric also announced that an upcoming meeting is planned with Griffin Technology to discuss any potential network coordination and compatibility measures that may need to be considered. The Drone inspection at Jackson Tower was completed on November 8, 2021.

**FINANCE REPORT:**

A motion was made by Katherine Popp and seconded by Cynthia Brooks to approve the September 2021 financials. The September financials were approved by roll call with 6 ayes from Cynthia Brooks, Gregory Schmidt, Kathryn Popp, George Phillips, Julius Williams, and Chairperson Jeffrey Mackey.

**OTHER UPDATES:**

- Gregory Schmidt provided an update on the search for the permanent Executive Director. Mr. Schmidt also urged Lake MHA to remain aggressive in hiring noting the intense competition among employers to fill positions.
- Attorney Mashal Pitchford updated the Board on a renewed interest in Lake MHA's earlier submission for CDBG funding.

**RESOLUTIONS:**

None were brought forth

**ADJOURNMENT:**

The meeting adjourned by general acclimation at 7:25 p.m.

Respectfully submitted,

Eric Martin  
Interim CEO



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## Meeting of The Board of Commissioners CEO Report January 2022

### Covid-19 Omicron Surge

The recent surge in Covid-19 continues to impact Lake MHA. In December, a total of 4 employees were placed in home isolation. At Jackson Towers, 8 cases among residents were reported with one confirmed death. In our efforts to limit the spread, Jackson Towers was commercially disinfected, and our administrative offices were closed to the public from December 13<sup>th</sup> through December 31<sup>st</sup>, 2021. Below is a list of additional internal office and residential Covid-19 protocols that were instituted.

- Face-to-Face meetings of no more than 3 participants may be conducted in the conference room provided that 6 feet of social distancing is maintained, and masks are worn at all times
- All meetings of more than 3 participants are to be conducted via teleconference
- No more than 2 individuals may meet in a personal office provided that 6 feet of social distancing can be reasonably maintained, and masks are worn at all times.
- New signage has been distributed to our residential buildings strongly urging residents to wear masks in common areas and avoid congregating in large groups and maintain 6 feet of social distancing.
- Our residential buildings including the Administration Building and maintenance garage have been commercially disinfected and will continue to receive monthly disinfection throughout 2022





## **Housing Choice Voucher**

Over 200 Housing Choice Voucher applicants were pulled between October and December, resulting in a total of 84 voucher holders currently looking for housing in Lake County. In comparison, a total of 23 vouchers were issued and on the street over the same period a year ago. This is a credit to the efforts of our HCV program team which includes Managers Theresa Lee and Phillip Ransey, and program staff, Stacey Carlson, Housing Coordinator and Carissa Johnson, HCV Specialist.

Although our numbers continue to slide, down by 6 vouchers at the end of November, with a consistent effort to pull at least 100 applicants each month; we remain hopeful that our HCV numbers will begin to increase within in the next 3 to 6 months.

## **Public Housing/Multi-Family Program/Market Rate:**

For Multi-Family, we reported at the last meeting that we were looking to outsource janitorial/cleaning services to help speed up unit turns. We are happy to report that we have secured the services and it is paying dividends. We currently were able to turn 4 additional units between Washington Square and Woodlawn locations. All indications point to us returning to a 10-day unit turn average.

## **Staffing:**

We are happy to announce the hiring of Nicole Ostrosky, our new Human Resource Manager. She comes with well over 10 years of human resources experience and will be a valuable addition to our team. We are continuing to interview candidates for our Multi-Family Certification Specialist and HCV Inspector Openings. Several interviews have been scheduled this week. We fully expect to make offers very soon.

HUD has approved our grant request for the Family Self Sufficiency program. We will be funded at \$62,500.00 for 2022. Although we have yet to fill the coordinator position to date, we have just interviewed some promising candidates this week. We will keep the Board posted.





## **Section 18 Disposition:**

Our Public Housing residents are continuing to find other housing. As of 1/10/22, there are 11 empty units with 4 tenants in the process of moving. This leaves 7 residents who are still looking to relocate.

## **Jackson Towers:**

We are awaiting results from the drone inspection and asbestos sampling. We were informed by our consultants on 1/3/22 that we should have results from the inspection and sampling sometime this month. The current project timeline is still on schedule for solicitation by the mid-February, pre-bid conference sometime in late February to early March, and vendor selection by the first of April. We fully expect work to begin at Jackson Towers in May.

## **Security Cameras:**

We will be issuing our RFP for the security cameras this week and expect to conduct our pre-bid hearing in early February. We anticipate having a vendor secured by early March with work to begin by the middle of April if weather cooperates.

**Respectfully submitted,  
Eric P. Martin, MBA/PA**





## Housing Choice Voucher Program

Month Ending December 2021

Leased Action	Oct-21	Nov-21	Dec-21						
Monthly Budget Authority	\$794,693	\$794,693	\$794,693						
Units under lease (1st of month) + HO	1237	1232	1225						
VASH vouchers leased up (18)	16	15	16						
FUP vouchers leased up (25)	20	19	19						
Mainstream vouchers leased up (26)	16	20	22						
Utilization (baseline 1526 eff. 10/01/21)	81%	81%	80%						
Total HAP paid (UA's, ports & HO)	\$750,259	\$732,197	\$734,604						
Total incoming HAP	\$754,305	\$500,776	\$764,320						
Monthly utilization of budget	94%	92%	92%						
HCV Error Analysis Report	Oct-21	Nov-21	Dec-21						
Audit Error rate									
# of files audited									
# of files with errors per QC audit									
Informal Hearing/Terminations	Oct-21	Nov-21	Dec-21						
Informal Hearings conducted	1	0	1						
Informal Reviews conducted	0	0	0						
End of Participations (EOP's)	14	3	20						
Leasing Activity	Oct-21	Nov-21	Dec-21						
# of New Admissions	7	6	9						
# of Moves	3	2	5						
# of Port-Ins	3	2	0						
# of Port-Outs	1	7	0						
# of Vouchers issued	43	49	49	This includes moving vouchers					
# of Vouchers on the street	45	63	84	0 vouchers pending inspections - all completed week of 1/3/2022					
Vouchers Expired	3	3	7	This includes voucher from PVP issued in October This includes voucher from PVP issued in October This includes voucher from PVP issued in October 4 vouchers pending executed HAP 12 Vouchers pending signed leases					
FSS/Homeownership	Oct-21	Nov-21	Dec-21						
Active FSS participants	31	31	30						
Current Homeowners	3	3	3						
Wait List Activity	Oct-21	Nov-21	Dec-21						
# of applicants on Wait List (end of month)	0	0	0	2018 HCV					
	1428	1385	1291	2021 HCV					
# of applicants pulled from Wait List	100	200	0						
Initial Briefing Meetings	1	2	0						
2nd & Final Chance	1	92	51						
HQS Inspections	Annual	Annual R.I.	Initial	Moves	Ports	M.P.I. R.I.	Special	Special R.I.	Total
Oct-21	94	65	8	3		1	2	5	178
Nov-21	97	69	10	10		2	4	3	199
Dec-21	39	65	8	5		1	2	2	122
Report Completed by: Theresa Lee		49 inspections canceled by inspector due to covid restrictions by HA							



## Multifamily/Public Housing Programs

Month Ending November 2021

Occupancy Rate	Sep-21	Oct-21	Nov-21		
Percentage leased as of 11/30/2021	90%	88%	89%		
# of vacancies (264 total MF & PH units) as of 11/30/2021	26	31	34	Current month	- 6 of these are PH Units
T.A.R. (Tenant Account Receivables)	Sep-21	Oct-21	Nov-21		
Current Rent Roll	\$54,040	\$62,511	\$61,947		
Rent Collected	\$49,301	\$57,900	\$55,840		
Percentage Collected	91%	93%	90%		
PH Error Analysis Report	Sep-21	Oct-21	Nov-21		
Number of files completed					
Number of files with errors (5 files reviewed monthly)					
Error rate					
Wait List Activity	Sep-21	Oct-21	Nov-21		
# of applicants on PH Wait List (end of month)	343	343	0	PH Waitlist Disposed	
# of applicants on MF Wait List (end of month)	1,119	1,101	1,068		
Evictions	Washington	Jackson	Woodlawn	ParkView	Total
14 Day notices served (non-payment)	0	0	0	0	0
30 Day notices served (lease violations)	0	0	1	0	1
3 Day notices (non-pay)	0	0	0	0	0
3 Day notices (lease violation)	0	0	0	0	0
10 Day notices (lease violation)	0	0	0	0	0
30 Day notices (non-pay)	0	0	0	0	0
Tenant Relations	Washington	Jackson	Woodlawn	ParkView	
Date of quarterly resident meetings held	6th Fl. Complaint meeting held on 11/8/21				
Next Meeting Scheduled for:	Quarterly meetings will start first quarter of 2022				
Police Reports received from 11/03/2021 through 12/01/2021	Washington	Jackson	Woodlawn	ParkView	Total
Criminal/Assault					0
Domestic/Civil/Harassment		1			1
Drug related					0
Theft/Burglary					0
Well Checks					0
Arrest/Warrant Served					0
Identity Theft					0
LMHA Standby Request/Trespassing		1			1
Disturbance/Noise/Disorderly Conduct					0
Not classified/Police Foot Patrols		2			2
<b>Total calls for current month</b>					<b>4</b>
Leasing Activity	Washington	Jackson	Woodlawn	ParkView	Total
Move ins for current month	1	2	0	0	3
Move outs for current month	2	3	2	3	10
Unit transfers for current month	0	0	1	0	1

Report Completed by: Theresa Lee





## Lake Metropolitan Housing Authority

### Finance Report

### October and November 2021

(Prepared for the January 12<sup>th</sup>, 2021, Board Meeting)

The following Summarizes the major financial activity for October and November 2021. All four programs overall remain positive year-to-date and within budget.

#### **Multi-Family:**

The financials for both October and November 2021 remained relatively flat with only a slight dip in surplus In November. This is partly a result of a noticeable increase in utility expense which is typical for this time of year. Also noted, are higher administrative expenses which is a result of normal month over month variances that can occur throughout the year.

#### **Housing Choice Voucher:**

The HCV program although negative for the month of November, remains positive year-to-date and against the budget. The program went from a surplus to deficit in November as a result of an adjustment to the monthly HAP disbursement. This resulted in a lower allocation in administrative fees coupled with increases in IT services and Benefit expenses which should normalize in December.

Also Included in this report are the most recent HAP Reserves Worksheet and the Schedule of Restricted Net Position (RNP) for October and November. You may



surmise that the reduced level in disbursed HAP on the report resulted in a reduction in our Restricted Net Position.

### **Parkview (Public Housing/Market Rate):**

Public Housing remains a deficit for both months as we continue to relocate the remaining Public Housing tenants at Parkview Place. Yet still, income year-to-date continues to outperform budget estimates.

Market Rate also continues to realize higher than projected revenue and remains in surplus.

### **Overall Indicators:**

The payroll projection report is included through the 1/6/2022 payroll. Although the surplus in salaries continue to decline, the levels remain quite high and indicate the ability and need to fill key positions.

### **State & Local:**

Our State & Local program financials remain strong as our cash position continues to increase.

### **Banking and Investments:**

Also included in this report are the LMHA Cash and Investment Report as of October and November 2021 along with copies of the bank statements.

### **Accounts Payable:**

Lastly, all account payable checks issued for October and November are attached for your review.

**Respectfully submitted,  
Eric P. Martin, MBA/PA**

# Lake Metropolitan Housing Authority - Major Programs

Fiscal Year 2022 Summary Operating Report, and Fiscal Year 2021 Comparison

For the Month and Fiscal Year-to-Date ended October 31, 2021

(Preliminary - For Internal Use Only)

	Fiscal Year 2022			Fiscal Year 2021	
	This Month	Year-to-Date	YTD Budget	Year-to-Date	Variance
<b>Multi-Family</b>					
Operating Income	\$ 125,446	\$ 506,403	\$ 508,367	\$ 511,451	\$ (5,048)
Administrative Expenses	\$ 35,476	\$ 155,443	\$ 181,618	\$ 98,618	\$ 56,825
Utility Expenses	25,811	92,403	86,667	82,053	10,350
Operations Expense	49,137	167,259	151,549	170,060	(2,801)
General Expense	5,113	20,140	36,174	22,317	(2,177)
<b>Surplus / (Deficit)</b>	<b>\$ 9,909</b>	<b>\$ 71,158</b>	<b>\$ 52,359</b>	<b>\$ 138,403</b>	<b>\$ (67,245)</b>
<b>Section 8</b>					
Operating Income	\$ 79,101	\$ 322,600	\$ 332,667	\$ 340,238	\$ (17,638)
Administrative Expenses	\$ 57,879	\$ 265,684	\$ 349,865	\$ 254,484	11,200
Utility Expenses	311	1,403	1,600	1,125	278
Maintenance Expense	150	2,454	2,000	1,788	666
General Expense	982	3,953	5,556	4,326	(373)
<b>Surplus / (Deficit)</b>	<b>\$ 19,779</b>	<b>\$ 49,106</b>	<b>\$ (26,354)</b>	<b>\$ 78,515</b>	<b>\$ (29,409)</b>
<b>CONSOLIDATED</b>					
Operating Income	\$ 204,547	\$ 829,003	\$ 841,034	\$ 851,689	\$ (22,686)
Administrative Expenses	\$ 93,355	\$ 421,127	\$ 531,483	\$ 353,102	\$ 68,025
Utility Expenses	26,122	93,806	88,267	83,178	10,628
Operations Expense	49,287	169,713	153,549	171,848	(2,135)
General Expense	6,095	24,093	41,730	26,643	(2,550)
<b>Surplus / (Deficit)</b>	<b>\$ 29,688</b>	<b>\$ 120,264</b>	<b>\$ 26,005</b>	<b>\$ 216,918</b>	<b>\$ (96,654)</b>

**Lake Metropolitan Housing Authority**

**Balance Sheet**

**October 2021**

**Program: RAD - PBRA**

**Project: Consolidated**

	Period Amount	Balance
<b>ASSETS</b>		
1001.000 Petty Cash	0.00	767.81
1111.800 Cash - RAD PBRA	(10,737.44)	967,187.37
1113.000 Cash - Replacement Reserve	12,740.38	1,232,627.47
1114.000 Cash - Tenant Sec. Deposits	(17.46)	62,700.66
1122.000 Accts Rec Tenants (S)	3,039.00	51,676.08
1122.009 Tenant Repayment Agreements (S)	(394.00)	4,963.00
1129.000 A/R - Other	0.00	43.50
1140.001 A/R Parkview Place	(4,141.72)	56,782.14
1140.002 A/R Public Housing	2,684.10	20,991.22
1140.003 A/R REACH	50.00	105.00
1140.005 A/R S-8 Voucher	(24,258.59)	56,645.84
1140.006 A/R State/Local	(2,231.86)	3,616.32
1211.000 Prepaid Insurance	(4,652.75)	4,652.75
1250.000 Prepaid Expense	(713.00)	1,425.96
1400.600 Land	0.00	692,731.00
1400.601 Land - Development (Lots)	0.00	29,490.74
1400.700 Buildings	0.00	3,910,612.00
1400.710 Bldg. & Land Improvements	0.00	5,640,393.44
1400.800 Furn, Equip, Mach - Dwellings	0.00	41,171.00
1400.900 Furn, Equip, Mach - Admin	0.00	295,999.63
1400.901 Equipment - Vehicles	0.00	121,590.43
1400.950 Accumulated Depreciation	0.00	(9,316,979.02)
1500.100 Net OPEB Asset	0.00	38,390.00
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
1900.000 Deferred Outflows of Resources (Pens)	0.00	24,363.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	21,966.00
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>46,329.00</b>
<b>TOTAL ASSETS</b>	<b>(28,633.34)</b>	<b>3,963,913.34</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.000 Vendors & Contr. (S)	(38,718.51)	74,433.71
2111.009 A/P - Public Housing (S)	0.00	389.00
2114.000 Tenants Sec. Dep. (S)	159.00	55,979.00
2114.300 Pet Deposit (S)	250.00	4,750.00
2114.314 Interest - Tenant Security Deposits	0.54	10.66
2117.200 OPERS Payable	92.46	8,958.76
2117.800 Deferred Comp W/H	(20.00)	(20.00)
2117.902 Misc. Payroll - AFLAC	(306.36)	(28.92)
2117.950 A/P - Ohio BWC	0.00	(27.00)
2117.999 A/P Payroll Other - Employee	0.00	(136.51)
2135.100 Acc. Comp Absences	0.00	4,295.63
2135.200 Comp. Absences - Non Current	0.00	17,283.44
2500.000 Net Pension Liability	0.00	299,296.00
<b>DEFERRED INFLOWS OF RESOURCES</b>		
2900.000 Deferred Inflows of Resources (Pens)	0.00	173,788.00

**Lake Metropolitan Housing Authority**

**Balance Sheet**

**October 2021**

**Program: RAD - PBRA**

**Project: Consolidated**

**LIABILITIES AND SURPLUS**

**LIABILITIES**

**DEFERRED INFLOWS OF RESOURCES**

2900.100 Deferred Inflows of Resources (OPEB)

0.00      153,258.00

**TOTAL DEFERRED INFLOWS OF RESOURCES**

**0.00      327,046.00**

**TOTAL LIABILITIES**

**(38,542.87)      792,229.77**

**SURPLUS**

2801.000 Net Investment In Capital Assets

0.00      1,389,637.14

2805.000 Temporarily Restricted Net Position

0.00      1,180,835.26

2806.000 Unrestricted Net Position

0.00      530,052.75

2806.000 Unrestricted Net Position (Current Year)

9,909.53      71,158.42

**TOTAL SURPLUS**

**9,909.53      3,171,683.57**

**TOTAL LIABILITIES AND SURPLUS**

**(28,633.34)      3,963,913.34**

**PROOF**

**0.00      0.00**

**Lake Metropolitan Housing Authority**  
**Operating Statement**  
**Four Months Ending 10/31/2021**  
**Program: RAD - PBRA      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
<b>OPERATING INCOME</b>								
3110.000 Dwelling Rental	53,109.00	56,666.67	(3,557.67)	199,902.00	226,666.67	(26,764.67)	680,000.00	(480,098.00)
3121.000 Tenant Assistance Payments - M/F	71,702.00	69,166.67	2,535.33	296,270.00	276,666.67	19,603.33	830,000.00	(533,730.00)
3300.113 Interest - Rep. Res.	10.38	8.33	2.05	40.56	33.33	7.23	100.00	(59.44)
3690.000 Other Income - Tenant	625.00	1,250.00	(625.00)	10,190.58	5,000.00	5,190.58	15,000.00	(4,809.42)
<b>TOTAL OPERATING INCOME</b>	<b>125,446.38</b>	<b>127,091.67</b>	<b>(1,645.29)</b>	<b>506,403.14</b>	<b>508,366.67</b>	<b>(1,963.53)</b>	<b>1,525,100.00</b>	<b>(1,018,696.86)</b>
<b>TOTAL INCOME</b>	<b>125,446.38</b>	<b>127,091.67</b>	<b>(1,645.29)</b>	<b>506,403.14</b>	<b>508,366.67</b>	<b>(1,963.53)</b>	<b>1,525,100.00</b>	<b>(1,018,696.86)</b>
<b>EXPENSES</b>								
<b>ADMIN EXPENSE</b>								
4110.000 Admin. Salaries	19,732.56	25,130.75	5,398.19	88,148.39	100,523.00	12,374.61	301,569.00	213,420.61
4120.000 Auditing Fees	0.00	216.67	216.67	0.00	866.67	866.67	2,600.00	2,600.00
4140.100 Advertising - Other	0.00	116.67	116.67	0.00	466.67	466.67	1,400.00	1,400.00
4150.000 Benefits Expense	8,651.73	9,610.25	958.52	34,433.61	38,441.00	4,007.39	115,323.00	80,889.39
4170.000 Legal Expenses	2,734.10	2,083.33	(650.77)	7,894.43	8,333.33	438.90	25,000.00	17,105.57
4180.000 Travel Expense	90.66	518.50	427.84	173.44	2,074.00	1,900.56	6,222.00	6,048.56
4180.100 Board Travel	0.00	120.75	120.75	0.00	483.00	483.00	1,449.00	1,449.00
4185.000 Staff Training	0.00	258.75	258.75	440.75	1,035.00	594.25	3,105.00	2,664.25
4185.100 Board Training	0.00	60.42	60.42	0.00	241.67	241.67	725.00	725.00
4190.000 Office Sundry Expense	0.00	0.00	0.00	94.64	0.00	(94.64)	0.00	(94.64)
4190.020 Bank Charges	224.77	216.67	(8.10)	833.91	866.67	32.76	2,600.00	1,766.09
4190.050 Payroll Processing Charges & Forms	135.09	158.33	23.24	606.27	633.33	27.06	1,900.00	1,293.73
4190.100 Office Supplies	201.98	225.00	23.02	1,364.26	900.00	(464.26)	2,700.00	1,335.74
4190.110 Temporary Help	1,013.08	83.33	(929.75)	1,812.88	333.33	(1,479.55)	1,000.00	(812.88)
4190.120 Cleaning Contract	0.00	112.50	112.50	288.00	450.00	162.00	1,350.00	1,062.00
4190.130 Contract - IT Services	104.30	833.33	729.03	3,976.50	3,333.33	(643.17)	10,000.00	6,023.50
4190.140 Contract - MCS	713.00	725.83	12.83	2,860.40	2,903.33	42.93	8,710.00	5,849.60
4190.145 Forms and Publications	0.00	166.67	166.67	166.84	666.67	499.83	2,000.00	1,833.16
4190.150 Shredding	0.00	41.67	41.67	34.98	166.67	131.69	500.00	465.02
4190.200 Telephone	172.96	258.33	85.37	703.38	1,033.33	329.95	3,100.00	2,396.62
4190.201 Cell Phones	218.23	208.33	(9.90)	656.79	833.33	176.54	2,500.00	1,843.21
4190.205 Answering Service	124.53	158.33	33.80	512.08	633.33	121.25	1,900.00	1,387.92
4190.210 Internet Expense	0.00	175.00	175.00	576.80	700.00	123.20	2,100.00	1,523.20
4190.220 Cable	222.36	750.00	527.64	2,885.01	3,000.00	114.99	9,000.00	6,114.99
4190.300 Postage & Meter	365.03	458.33	93.30	2,030.81	1,833.33	(197.48)	5,500.00	3,469.19
4190.400 Copier - Lease	0.00	325.00	325.00	653.54	1,300.00	646.46	3,900.00	3,246.46
4190.410 Copier Maintenance	35.09	41.67	6.58	509.69	166.67	(343.02)	500.00	(9.69)
4190.500 Admin Minor Equipment	0.00	208.33	208.33	0.00	833.33	833.33	2,500.00	2,500.00
4190.600 Dues & Fees	275.79	416.67	140.88	736.49	1,666.67	930.18	5,000.00	4,263.51
4190.900 Other Sundry Expense	90.83	266.67	175.84	249.96	1,066.67	816.71	3,200.00	2,950.04
4190.910 Tenant Background Checks	33.54	333.33	299.79	445.29	1,333.33	888.04	4,000.00	3,554.71
4190.950 HR Contract	0.00	0.00	0.00	78.75	0.00	(78.75)	0.00	(78.75)
4190.960 Community Outreach	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00	3,000.00

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>ADMIN EXPENSE</b>								
4210.000 Resident Activities	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00	3,000.00
4220.000 Resident Participation	249.99	250.00	0.01	1,099.96	1,000.00	(99.96)	3,000.00	1,900.04
4230.000 Contract - Other	86.00	375.00	289.00	1,175.18	1,500.00	324.82	4,500.00	3,324.82
<b>TOTAL ADMIN EXPENSE</b>	<b>35,475.62</b>	<b>45,404.41</b>	<b>9,928.79</b>	<b>155,443.03</b>	<b>181,617.66</b>	<b>26,174.63</b>	<b>544,853.00</b>	<b>389,409.97</b>
<b>UTILITIES EXPENSE</b>								
4310.000 Water	10,616.96	4,833.33	(5,783.63)	27,408.52	19,333.33	(8,075.19)	58,000.00	30,591.48
4320.000 Electricity	14,395.10	15,000.00	604.90	62,018.84	60,000.00	(2,018.84)	180,000.00	117,981.16
4330.000 Gas	799.42	1,833.33	1,033.91	2,975.40	7,333.33	4,357.93	22,000.00	19,024.60
<b>TOTAL UTILITIES EXPENSE</b>	<b>25,811.48</b>	<b>21,666.66</b>	<b>(4,144.82)</b>	<b>92,402.76</b>	<b>86,666.66</b>	<b>(5,736.10)</b>	<b>260,000.00</b>	<b>167,597.24</b>
<b>OPERATIONS EXPENSE</b>								
4410.000 Maintenance Salaries	11,128.13	13,734.92	2,606.79	45,277.28	54,939.67	9,662.39	164,819.00	119,541.72
4415.000 Maint. - Temp Help	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4420.000 Maint. - Supplies (other)	16,346.02	2,750.00	(13,596.02)	25,356.10	11,000.00	(14,356.10)	33,000.00	7,643.90
4420.050 Maint. - Materials	0.00	1,125.00	1,125.00	1,696.10	4,500.00	2,803.90	13,500.00	11,803.90
4420.100 Maint. - Electrical	0.00	100.00	100.00	0.00	400.00	400.00	1,200.00	1,200.00
4420.200 Maint. - Plumbing	0.00	150.00	150.00	619.86	600.00	(19.86)	1,800.00	1,180.14
4420.300 Maint. - Cleaning Supplies	0.00	75.00	75.00	513.14	300.00	(213.14)	900.00	386.86
4420.400 Maint. - Auto	153.73	583.33	429.60	193.10	2,333.33	2,140.23	7,000.00	6,806.90
4420.410 Maint. - Fuel	303.92	416.67	112.75	692.39	1,666.67	974.28	5,000.00	4,307.61
4420.500 Maint. - Hardware	234.27	333.33	99.06	1,392.97	1,333.33	(59.64)	4,000.00	2,607.03
4420.510 Maint. - Keys & Locks	0.00	83.33	83.33	1,157.02	333.33	(823.69)	1,000.00	(157.02)
4420.600 Maint. - Paint	110.26	333.33	223.07	4,060.77	1,333.33	(2,727.44)	4,000.00	(60.77)
4420.700 Appliances & Dwelling Equip.	3,027.86	2,083.33	(944.53)	13,402.35	8,333.33	(5,069.02)	25,000.00	11,597.65
4430.010 Cont - Rubbish Removal	1,189.50	1,166.67	(22.83)	4,594.50	4,666.67	72.17	14,000.00	9,405.50
4430.020 Cont - HVAC	942.00	833.33	(108.67)	1,169.25	3,333.33	2,164.08	10,000.00	8,830.75
4430.040 Cont - Elevators	3,394.56	1,250.00	(2,144.56)	5,023.20	5,000.00	(23.20)	15,000.00	9,976.80
4430.050 Cont - Landscaping	0.00	1,475.00	1,475.00	4,392.00	5,900.00	1,508.00	17,700.00	13,308.00
4430.060 Cont - Unit Turn Expense	0.00	0.00	0.00	1,500.00	0.00	(1,500.00)	0.00	(1,500.00)
4430.070 Cont - Electrical	0.00	791.67	791.67	92.21	3,166.67	3,074.46	9,500.00	9,407.79
4430.080 Cont - Plumbing	1,340.00	1,000.00	(340.00)	2,404.00	4,000.00	1,596.00	12,000.00	9,596.00
4430.090 Cont - Exterminator	360.00	1,250.00	890.00	2,958.00	5,000.00	2,042.00	15,000.00	12,042.00
4430.115 Cont - Repairs	1,863.00	625.00	(1,238.00)	4,708.00	2,500.00	(2,208.00)	7,500.00	2,792.00
4430.116 Cont - Uniforms	77.60	308.33	230.73	465.13	1,233.33	768.20	3,700.00	3,234.87
4430.120 Cont - Miscellaneous	3,847.74	2,083.33	(1,764.41)	27,904.36	8,333.33	(19,571.03)	25,000.00	(2,904.36)
4450.000 Benefits - Maint.	4,817.98	5,252.42	434.44	17,686.78	21,009.67	3,322.89	63,029.00	45,342.22
<b>TOTAL OPERATIONS EXPENSE</b>	<b>49,136.57</b>	<b>37,887.32</b>	<b>(11,249.25)</b>	<b>167,258.51</b>	<b>151,549.32</b>	<b>(15,709.19)</b>	<b>454,648.00</b>	<b>287,389.49</b>
<b>GENERAL EXPENSE</b>								
4480.000 Security	460.43	833.33	372.90	3,430.42	3,333.33	(97.09)	10,000.00	6,569.58
4510.000 Insurance	4,652.75	5,126.92	474.17	18,611.00	20,507.67	1,896.67	61,523.00	42,912.00
4516.000 Real Estate Assess.	0.00	416.67	416.67	0.00	1,666.67	1,666.67	5,000.00	5,000.00
4570.000 Collection Loss	0.00	2,666.67	2,666.67	(1,901.00)	10,666.67	12,567.67	32,000.00	33,901.00
<b>TOTAL GENERAL EXPENSE</b>	<b>5,113.18</b>	<b>9,043.59</b>	<b>3,930.41</b>	<b>20,140.42</b>	<b>36,174.34</b>	<b>16,033.92</b>	<b>108,523.00</b>	<b>88,382.58</b>
<b>TOTAL EXPENSES</b>	<b>115,536.85</b>	<b>114,001.98</b>	<b>(1,534.87)</b>	<b>435,244.72</b>	<b>456,007.98</b>	<b>20,763.26</b>	<b>1,368,024.00</b>	<b>932,779.28</b>
<b>SURPLUS</b>	<b>9,909.53</b>	<b>13,089.69</b>	<b>(3,180.16)</b>	<b>71,158.42</b>	<b>52,358.69</b>	<b>18,799.73</b>	<b>157,076.00</b>	<b>(85,917.58)</b>

**Lake Metropolitan Housing Authority**  
**Statement of Operations**  
**RAD - PBRA - All Projects Period From October 2021 Period To October 2021 - All Tenants**

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$48,248.08
Rent	\$56,036.00
Security Deposit	\$159.00
Pet Deposit	\$250.00
Adj to Rent	(\$1,060.00)
Adj to Misc - Maintenance Charge	\$415.00
Adj to Late Rent	\$210.00
Payment Received	(\$54,025.00)
Utility	(\$1,867.00)
Payment Made	\$2,197.00
Repayment	\$394.00
AR Void	\$330.00
Ending Balance	<u>\$51,287.08</u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$487.00	\$55,333.00
Charged	\$159.00	
Collected	(\$646.00)	\$646.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$55,979.00</u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$4,500.00
Charged	\$250.00	
Collected	(\$50.00)	\$50.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$200.00</u>	<u>\$4,550.00</u>

Repayment Agreement Balances: Default Type (5 Agreements)

	Amount
Beginning Balance	\$5,357.00
Monthly Repayment Amount	(\$394.00)
Payments to Principal	\$0.00
Credit Applications to Principle	\$0.00
Create Repayment	\$0.00
Cancel Repayment	\$0.00
Ending Balance	<u>\$4,963.00</u>



**Lake Metropolitan Housing Authority**  
**Balance Sheet**  
**October 2021**

**Program: Section 8 Voucher      Project: Consolidated**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1111.100 Unrestricted Cash	2,432.32	401,102.20
1111.200 Cash HAP Payments	4,230.51	1,242,739.48
1122.000 Tenant Fraud Receivable	0.00	43,175.85
1122.100 Allowance for Doubtful Fraud Rec.	0.00	(43,175.85)
1125.000 Accounts Receivable Mainstream	0.00	(9,523.00)
1165.000 FSS Escrow Investmen	6,418.59	164,439.23
1211.000 Prepaid Insurance	(452.00)	452.00
1250.000 Prepaid Expense	(1,731.56)	3,463.16
1400.900 Furn, Equip, Mach - Admin	0.00	42,980.51
1400.901 Equipment - Vehicles	0.00	33,018.86
1400.950 Accumulated Depreciation	0.00	(70,928.99)
1500.100 Net OPEB Asset	0.00	51,826.00
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
1900.000 Deferred Outflows of Resources (Pens)	0.00	32,890.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	29,653.00
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>62,543.00</b>
<b>TOTAL ASSETS</b>	<b>10,897.86</b>	<b>1,922,112.45</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.100 A/P Revolving Fund	(24,258.59)	56,645.84
2117.001 Accounts Payable HAP (S)	(4,983.05)	1,171.00
2119.000 Other Accts Payable	0.00	915.36
2135.100 Acc. Comp Absences	0.00	6,898.70
2135.200 Comp Absences Non Curren	0.00	27,594.81
2181.100 FSS Escrow Payable	6,418.59	164,439.23
2210.100 Unearned Revenue - CARES Act	0.00	237,125.15
2210.200 Unearned Revenue - FSS	0.00	32,780.78
2500.000 Net Pension Liability	0.00	404,049.00
<b>DEFERRED INFLOWS OF RESOURCES</b>		
2900.000 Deferred Inflows of Resources (Pens)	0.00	234,615.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	206,899.00
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>441,514.00</b>
<b>TOTAL LIABILITIES</b>	<b>(22,823.05)</b>	<b>1,373,133.87</b>
<b>SURPLUS</b>		
2801.000 Net Investment In Capital Assets	0.00	5,070.38
2802.000 Restricted Net Position (HAP)	13,949.00	331,513.00
2806.000 Unrestricted Net Position	(13,949.00)	109,923.52
2806.000 Unrestricted Net Position (Current Year)	33,720.91	102,471.68
<b>TOTAL SURPLUS</b>	<b>33,720.91</b>	<b>548,978.58</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>10,897.86</b>	<b>1,922,112.45</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

Lake Metropolitan Housing Authority

Operating Statement

Four Months Ending 10/31/2021

Program: Section 8 Voucher

Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
<b>HAP INCOME</b>								
<b>HAP INCOME</b>								
3000.100 HAP Income	754,305.00	0.00	754,305.00	3,020,490.00	0.00	3,020,490.00	0.00	3,020,490.00
3000.120 Mainstream (HAP) Income	8,385.00	0.00	8,385.00	16,285.00	0.00	16,285.00	0.00	16,285.00
3000.130 FSS Forfeitures (HAP)	0.00	0.00	0.00	1,889.05	0.00	1,889.05	0.00	1,889.05
3000.199 HAP Repayments	1,216.16	0.00	1,216.16	5,762.86	0.00	5,762.86	0.00	5,762.86
<b>TOTAL HAP INCOME</b>	<b>763,906.16</b>	<b>0.00</b>	<b>763,906.16</b>	<b>3,044,426.91</b>	<b>0.00</b>	<b>3,044,426.91</b>	<b>0.00</b>	<b>3,044,426.91</b>
<b>TOTAL HAP INCOME</b>	<b>763,906.16</b>	<b>0.00</b>	<b>763,906.16</b>	<b>3,044,426.91</b>	<b>0.00</b>	<b>3,044,426.91</b>	<b>0.00</b>	<b>3,044,426.91</b>
<b>OPERATING INCOME</b>								
<b>OPERATING INCOME</b>								
3000.200 Admin Fee Income	77,834.00	76,916.67	917.33	311,336.00	307,666.67	3,669.33	923,000.00	(611,664.00)
3000.220 Mainstream (Admin) Income	51.00	0.00	51.00	5,501.00	0.00	5,501.00	0.00	5,501.00
3000.300 FSS Grant Income	0.00	5,000.00	(5,000.00)	0.00	20,000.00	(20,000.00)	0.00	(60,000.00)
3690.200 50% Fraud Recovery	1,216.16	1,250.00	(33.84)	5,762.86	5,000.00	762.86	15,000.00	(9,237.14)
<b>TOTAL OPERATING INCOME</b>	<b>79,101.16</b>	<b>83,166.67</b>	<b>(4,065.51)</b>	<b>322,599.86</b>	<b>332,666.67</b>	<b>(10,066.81)</b>	<b>998,000.00</b>	<b>(675,400.14)</b>
<b>TOTAL OPERATING INCOME</b>	<b>79,101.16</b>	<b>83,166.67</b>	<b>(4,065.51)</b>	<b>322,599.86</b>	<b>332,666.67</b>	<b>(10,066.81)</b>	<b>998,000.00</b>	<b>(675,400.14)</b>
<b>TOTAL INCOME</b>	<b>843,007.32</b>	<b>83,166.67</b>	<b>759,840.65</b>	<b>3,367,026.77</b>	<b>332,666.67</b>	<b>3,034,360.10</b>	<b>998,000.00</b>	<b>2,369,026.77</b>
<b>EXPENSES</b>								
<b>ADMIN EXPENSE</b>								
4110.000 Admin. Salaries	34,469.58	53,018.58	18,549.00	156,474.96	212,074.33	55,599.37	636,223.00	479,748.04
4120.000 Audit Fees	0.00	783.33	783.33	0.00	3,133.33	3,133.33	9,400.00	9,400.00
4140.100 Advertising - Other	0.00	66.67	66.67	450.00	266.67	(183.33)	800.00	350.00
4150.000 Benefit Expense	15,147.60	20,274.83	5,127.23	61,124.21	81,099.33	19,975.12	243,298.00	182,173.79
4170.000 Legal Expenses	260.00	833.33	573.33	1,295.50	3,333.33	2,037.83	10,000.00	8,704.50
4180.000 Travel Expense	105.42	500.00	394.58	201.68	2,000.00	1,798.32	6,000.00	5,798.32
4180.100 Board Travel	0.00	195.42	195.42	0.00	781.67	781.67	2,345.00	2,345.00
4185.000 Staff Training	0.00	250.00	250.00	1,212.50	1,000.00	(212.50)	3,000.00	1,787.50
4185.100 Board Training	0.00	96.25	96.25	0.00	385.00	385.00	1,155.00	1,155.00
4190.000 Office Sundry Expense	0.00	0.00	0.00	81.00	0.00	(81.00)	0.00	(81.00)
4190.020 Bank Charges	206.77	208.33	1.56	764.91	833.33	68.42	2,500.00	1,735.09
4190.050 Payroll Processing Charges & Forms	183.44	208.33	24.89	753.10	833.33	80.23	2,500.00	1,746.90
4190.100 Office Supplies	614.31	708.33	94.02	4,149.23	2,833.33	(1,315.90)	8,500.00	4,350.77
4190.110 Temporary Help	1,178.00	41.67	(1,136.33)	2,108.00	166.67	(1,941.33)	500.00	(1,608.00)
4190.120 Cleaning Contract	0.00	325.00	325.00	876.00	1,300.00	424.00	3,900.00	3,024.00
4190.130 Contract - IT Services	253.30	2,166.67	1,913.37	9,657.05	8,666.67	(990.38)	26,000.00	16,342.95
4190.140 Contract - MCS	1,731.56	1,835.33	103.77	6,946.64	7,341.33	394.69	22,024.00	15,077.36
4190.145 Forms and Publications	474.40	125.00	(349.40)	668.40	500.00	(168.40)	1,500.00	831.60
4190.150 Shredding	0.00	62.50	62.50	106.27	250.00	143.73	750.00	643.73
4190.200 Telephone	526.05	741.67	215.62	2,139.36	2,966.67	827.31	8,900.00	6,760.64
4190.201 Cell Phones	99.54	95.83	(3.71)	299.58	383.33	83.75	1,150.00	850.42
4190.210 Internet Expense	0.00	416.67	416.67	1,400.80	1,666.67	265.87	5,000.00	3,599.20

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>ADMIN EXPENSE</b>								
4190.220 Cable	34.03	37.50	3.47	136.12	150.00	13.88	450.00	313.88
4190.300 Postage & Meter	1,095.11	987.50	(107.61)	6,092.51	3,950.00	(2,142.51)	11,850.00	5,757.49
4190.400 Copier - Lease	0.00	1,166.67	1,166.67	1,987.78	4,666.67	2,678.89	14,000.00	12,012.22
4190.410 Copier Maintenance	106.71	91.67	(15.04)	1,550.06	316.67	(1,183.39)	1,100.00	(450.06)
4190.500 Admin Minor Equipment	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4190.600 Dues & Fees	320.70	250.00	(70.70)	697.69	1,000.00	302.31	3,000.00	2,302.31
4190.900 Other Sundry Expense	105.59	229.17	123.58	540.33	916.67	376.34	2,750.00	2,209.67
4190.910 Tenant Background Checks	116.50	500.00	383.50	1,025.00	2,000.00	975.00	6,000.00	4,975.00
4190.950 HR Contract	0.00	0.00	0.00	78.75	0.00	(78.75)	0.00	(78.75)
4190.960 Community Outreach	0.00	166.67	166.67	0.00	666.67	666.67	2,000.00	2,000.00
4230.000 Contract - Other	100.00	333.33	233.33	1,366.50	1,333.33	(33.17)	4,000.00	2,633.50
4230.200 Rentellect	750.00	666.67	(83.33)	1,500.00	2,666.67	1,166.67	8,000.00	6,500.00
<b>TOTAL ADMIN EXPENSE</b>	<b>57,878.61</b>	<b>87,466.25</b>	<b>29,587.64</b>	<b>265,683.93</b>	<b>349,865.00</b>	<b>84,181.07</b>	<b>1,049,595.00</b>	<b>783,911.07</b>
<b>UTILITY EXPENSE</b>								
4310.000 Water	51.36	58.33	6.97	208.13	233.33	25.20	700.00	491.87
4320.000 Electric	259.61	291.67	32.06	1,195.05	1,166.67	(28.38)	3,500.00	2,304.95
4330.000 Gas	0.00	50.00	50.00	0.00	200.00	200.00	600.00	600.00
<b>TOTAL UTILITY EXPENSE</b>	<b>310.97</b>	<b>400.00</b>	<b>89.03</b>	<b>1,403.18</b>	<b>1,600.00</b>	<b>196.82</b>	<b>4,800.00</b>	<b>3,398.82</b>
<b>MAINTENANCE EXPENSE</b>								
4420.400 Maint. - Auto	0.00	250.00	250.00	189.25	1,000.00	810.75	3,000.00	2,810.75
4420.410 Maint. - Fuel	127.82	250.00	122.18	335.71	1,000.00	664.29	3,000.00	2,664.29
4430.120 Cont - Miscellaneous	22.67	0.00	(22.67)	1,929.17	0.00	(1,929.17)	0.00	(1,929.17)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>150.49</b>	<b>500.00</b>	<b>349.51</b>	<b>2,454.13</b>	<b>2,000.00</b>	<b>(454.13)</b>	<b>6,000.00</b>	<b>3,545.87</b>
<b>GENERAL EXPENSE</b>								
4480.000 Security	37.33	54.17	16.84	230.17	216.67	(13.50)	650.00	419.83
4510.000 Insurance	452.00	751.42	299.42	1,808.00	3,005.67	1,197.67	9,017.00	7,209.00
4590.100 Admin Fee Portable	493.01	583.33	90.32	1,914.68	2,333.33	418.65	7,000.00	5,085.32
<b>TOTAL GENERAL EXPENSE</b>	<b>982.34</b>	<b>1,388.92</b>	<b>406.58</b>	<b>3,952.85</b>	<b>5,555.67</b>	<b>1,602.82</b>	<b>16,667.00</b>	<b>12,714.15</b>
<b>HAP EXPENSE</b>								
4715.100 HAP Occupied Units	730,626.00	0.00	(730,626.00)	2,916,344.00	0.00	(2,916,344.00)	0.00	(2,916,344.00)
4715.500 Hap Portable Cert.	11,734.00	0.00	(11,734.00)	45,076.00	0.00	(45,076.00)	0.00	(45,076.00)
4715.600 Homeownership	1,192.00	0.00	(1,192.00)	4,993.00	0.00	(4,993.00)	0.00	(4,993.00)
4718.000 HAP FSS Escrow Payments	6,412.00	0.00	(6,412.00)	24,648.00	0.00	(24,648.00)	0.00	(24,648.00)
<b>TOTAL HAP EXPENSE</b>	<b>749,964.00</b>	<b>0.00</b>	<b>(749,964.00)</b>	<b>2,991,061.00</b>	<b>0.00</b>	<b>(2,991,061.00)</b>	<b>0.00</b>	<b>(2,991,061.00)</b>
<b>TOTAL EXPENSES</b>	<b>809,286.41</b>	<b>89,755.17</b>	<b>(719,531.24)</b>	<b>3,264,555.09</b>	<b>359,020.67</b>	<b>(2,905,534.42)</b>	<b>1,077,062.00</b>	<b>(2,187,493.09)</b>
<b>SURPLUS</b>	<b>33,720.91</b>	<b>(6,588.50)</b>	<b>40,309.41</b>	<b>102,471.68</b>	<b>(26,354.00)</b>	<b>128,825.68</b>	<b>(79,062.00)</b>	<b>181,533.68</b>

# Lake Metropolitan Housing Authority

## HAP Reserves Worksheet

CY 2020 BA	\$	9,387,649	Budget Authority	HUD Disbursed	Program Reserves	HAP Expense	HAP Adjustments	RNP (VMS)	TOTAL Reserves
Jan-20		782,304	782,304	775,817	663,459	758,104	1,169	150,160	813,619
Feb-20		782,304	782,304	779,903	665,861	770,901	1,212	160,374	826,234
Mar-20		782,304	782,304	781,719	666,446	759,269	1,642	184,466	850,911
Apr-20		782,304	782,304	785,542	663,208	787,474	782	183,316	846,523
May-20		782,304	782,304	785,542	659,970	787,507	761	182,112	842,081
Jun-20		782,304	782,304	790,406	651,868	813,101	1,862	161,279	813,147
Jul-20		782,304	782,304	654,875	779,297	807,198	1,119	10,075	789,372
Aug-20		782,304	782,304	790,406	771,195	797,572	1,075	3,984	775,179
Sep-20		782,304	782,304	807,344	746,155	785,003	1,341	27,666	773,821
Oct-20		782,304	782,304	807,344	721,115	776,231	2,039	60,818	781,933
Nov-20		782,304	782,304	797,428	705,991	770,357	874	88,763	794,754
Dec-20		782,304	782,304	827,429	660,866	765,018	1,819	152,993	813,859
<b>TOTALS:</b>		<b>9,387,649</b>	<b>9,387,649</b>	<b>9,383,755</b>	<b>9,377,735</b>	<b>9,377,735</b>	<b>99.89%</b>	<b>of Budget Authority</b>	
				<b>8,918,267</b>	<b>8,918,267</b>	<b>459,468</b>	<b>95%</b>		

Includes HUD held HAP Reserves  
Includes VASH voucher HAP

CY 2021 BA	\$	9,497,091	Budget Authority	HUD Disbursed	Program Reserves	HAP Expense	HAP Adjustments	RNP (VMS)	TOTAL Reserves
Jan-21		791,424	791,424	804,790	647,501	764,933	1,833	194,683	842,183
Feb-21		791,424	791,424	800,703	638,222	758,743	3,515	240,158	878,380
Mar-21		791,424	791,424	785,764	643,882	742,601	2,482	285,803	929,685
Apr-21		791,424	791,424	785,764	649,542	748,728	2,071	324,910	974,452
May-21		791,424	791,424	627,085	813,882	736,548	995	216,442	1,030,323
Jun-21		791,424	791,424	780,232	825,074	738,192	1,882	<b>260,364</b>	1,085,438
Jul-21		791,424	791,424	757,453	859,045	742,277	1,404	276,944	1,135,989
Aug-21		791,424	791,424	757,453	893,016	736,384	1,126	299,139	1,192,155
Sep-21		791,424	791,424	751,279	933,162	736,760	3,906	317,564	1,250,725
Oct-21		791,424	791,424	754,305	970,281	740,882	1,216	332,203	1,302,484
Nov-21		791,424	791,424	500,776	1,260,929	731,329		101,650	1,362,579
Dec-21		791,424	791,424		2,052,353			101,650	2,154,003
<b>TOTALS:</b>		<b>9,497,091</b>	<b>9,497,091</b>	<b>8,105,604</b>	<b>8,177,377</b>	<b>8,177,377</b>	<b>86.10%</b>	<b>of Budget Authority</b>	
					<b>9,022,236</b>	<b>(844,859)</b>	<b>95%</b>		

Includes HUD held HAP Reserves  
Includes VASH voucher HAP

# Lake Metropolitan Housing Authority

## Schedule of Restrictd Net Position (RNP)

Fiscal Year 2021 and 2022

<u>HUD Payment Date</u>	<u>RNP</u>		<u>Change from Prior</u>	<u>Units</u>
	<u>HAP In</u>		<u>HAP Out</u>	
June 30, 2020	\$ 161,279.00		\$ (20,833.00)	
July 31, 2020	\$ 10,075.00		\$ 30,908.00	
August 31, 2020	\$ 3,984.00		\$ 155,188.00	
September 30, 2020	\$ 27,666.00		\$ 33,757.00	
October 31, 2020	\$ 60,818.00		\$ 37,136.00	
November 30, 2020	\$ 88,763.00		\$ 55,611.00	
December 31, 2020	\$ 152,993.00		\$ 125,048.00	
January 31, 2021	\$ 194,683.00		\$ 130,453.00	
February 28, 2021	\$ 240,158.00		\$ 198,468.00	
March 31, 2021	\$ 285,803.00		\$ 240,328.00	
April 30, 2021	\$ 324,910.00		\$ 279,265.00	
May 31, 2021	\$ 216,442.00		\$ 177,335.00	
June 30, 2021	\$ 260,364.00		\$ 368,832.00	
July 31, 2021	\$ 276,944.00		\$ 233,022.00	
August 31, 2021	\$ 299,139.00		\$ 282,559.00	
September 30, 2021	\$ 317,564.00		\$ 295,369.00	
10/1/2021	\$ 754,305.00			1475
10/1/2021	\$ -			
			\$ 721,544.00	<i>from HUD held HAP Reserves</i>
			\$ 6,412.00	HAP Payments (less MSS)
			\$ 1,192.00	FSS
	\$ -			Homeownership
			\$ 11,734.00	Port In
	\$ 1,216.00			Port Out
	\$ -			50% HAP Repayments
	\$ -			FSS Forfeits
	\$ -			Misc. Repayments ( <i>error &gt; \$2500</i> )
<b>Monthly Totals:</b>	<b>\$ 755,521.00</b>		<b>\$ 740,882.00</b>	
	\$ 14,639.00			<i>(Net monthly increase (decrease) in Restricted Net Position)</i>
<b>October 31, 2021</b>	<b>\$ 332,203.00</b>		<b>\$ 313,778.00</b>	

# Lake Metropolitan Housing Authority - Parkview Place

Fiscal Year 2021 Summary Operating Report, and Fiscal Year 2020 Comparison

For the month, and Fiscal Year-to-Date ended October 31, 2021

(Preliminary - For Internal Use Only)

	This Month	Fiscal Year 2022		Fiscal Year 2021	
		Year-to-Date	YTD Budget	Year-to-Date	Variance
<b>Public Housing</b>					
Operating Income	\$ 14,899	\$ 96,735	\$ 73,636	\$ 23,099	\$ 91,706
Administrative Expenses	\$ 14,476	\$ 32,019	\$ 21,246	\$ 10,773	\$ 16,973
Utility Expenses	430	3,272	5,833	(2,561)	4,130
Operations Expense	5,530	18,857	21,527	(2,670)	21,833
General Expense	1,184	5,192	7,442	(2,250)	4,901
<b>Surplus / (Deficit)</b>	<b>\$ (6,721)</b>	<b>\$ 37,395</b>	<b>\$ 17,588</b>	<b>\$ 19,807</b>	<b>\$ 43,869</b>
					<b>\$ (6,474)</b>

<b>Market Rate</b>					
Operating Income	\$ 10,446	\$ 43,626	\$ 40,667	\$ 2,959	\$ 43,702
Administrative Expenses	\$ 2,039	\$ 7,810	\$ 10,031	(2,221)	\$ 7,688
Utility Expenses	389	2,439	4,333	(1,894)	2,824
Operations Expense	4,842	12,888	13,324	(436)	14,063
General Expense	300	1,413	3,141	(1,728)	1,410
<b>Surplus / (Deficit)</b>	<b>\$ 2,876</b>	<b>\$ 19,076</b>	<b>\$ 9,838</b>	<b>\$ 9,238</b>	<b>\$ 17,717</b>
					<b>\$ 1,359</b>
					<b>\$ (76)</b>

<b>CONSOLIDATED</b>					
Operating Income	\$ 25,345	\$ 140,361	\$ 114,303	\$ 26,058	\$ 135,408
Administrative Expenses	\$ 16,515	\$ 39,829	\$ 31,277	\$ 8,552	\$ 24,661
Utility Expenses	819	5,711	10,166	(4,455)	6,954
Operations Expense	10,372	31,745	34,851	(3,106)	35,896
General Expense	1,484	6,605	10,583	(3,978)	6,311
<b>Surplus / (Deficit)</b>	<b>\$ (3,845)</b>	<b>\$ 56,471</b>	<b>\$ 27,426</b>	<b>\$ 29,045</b>	<b>\$ 61,586</b>
					<b>\$ (5,115)</b>
					<b>\$ 4,953</b>
					<b>\$ 15,168</b>
					<b>(1,243)</b>
					<b>(4,151)</b>
					<b>294</b>

**Lake Metropolitan Housing Authority**  
**Balance Sheet**  
**October 2021**

**Program: Public Housing      Project: Consolidated**

	Period Amount	Balance
<b>ASSETS</b>		
1111.100 General Fund Cash	(3,592.11)	479,345.79
1122.000 Accts Rec Tenants (S)	793.00	6,076.94
1211.000 Prepaid Insurance	(450.75)	450.75
1212.000 Insurance Deposit	0.00	1,000.00
1250.000 Prepaid Expense	(101.86)	203.68
1400.600 Land	0.00	179,025.00
1400.700 Buildings	0.00	2,794,785.64
1400.710 Bldg. & Land Improvements	0.00	20,696.26
1400.900 Furn, Equip, Mach - Admin	0.00	18,175.00
1400.901 Equipment - Vehicles	0.00	3,112.31
1400.950 Accumulated Depreciation	0.00	(517,518.33)
1500.100 Net OPEB Asset	0.00	5,758.00
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
1900.000 Deferred Outflows of Resources (Pens)	0.00	3,654.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	3,295.00
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>6,949.00</b>
<b>TOTAL ASSETS</b>	<b>(3,351.72)</b>	<b>2,998,060.04</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.100 A/P Revolving Fund	2,684.10	20,991.22
2114.000 Tenants Sec. Dep. (S)	0.00	10,464.00
2114.300 Pet Deposit (S)	0.00	500.00
2135.100 Acc. Comp Absences	0.00	777.19
2135.200 Comp. Absences - Non Current	0.00	3,142.34
2137.000 Accrued PILOT	685.16	19,050.78
2500.000 Net Pension Liability	0.00	44,894.00
<b>DEFERRED INFLOWS OF RESOURCES</b>		
2900.000 Deferred Inflows of Resources (Pens)	0.00	26,068.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	22,989.00
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>49,057.00</b>
<b>TOTAL LIABILITIES</b>	<b>3,369.26</b>	<b>148,876.53</b>
<b>SURPLUS</b>		
2801.000 Net Investment In Capital Assets	0.00	2,498,275.88
2806.000 Unrestricted Net Position	0.00	313,512.90
2806.000 Unrestricted Net Position (Current Year)	(6,720.98)	37,394.73
<b>TOTAL SURPLUS</b>	<b>(6,720.98)</b>	<b>2,849,183.51</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>(3,351.72)</b>	<b>2,998,060.04</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Lake Metropolitan Housing Authority**

**Operating Statement**

**Four Months Ending 10/31/2021**

**Program: Public Housing      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
<b>OPERATING INCOME</b>								
3110.000 Dwelling Rental	7,241.00	7,500.00	(259.00)	30,682.00	30,000.00	682.00	90,000.00	(59,318.00)
3200.000 HUD Operating Subsidy - PH	7,618.00	7,952.58	(334.58)	30,256.00	31,810.33	(1,554.33)	95,431.00	(65,175.00)
3690.000 Other Income - Tenant	40.00	83.33	(43.33)	970.94	333.33	637.61	1,000.00	(29.06)
3690.100 CFP For Operations	0.00	2,873.00	(2,873.00)	34,826.00	11,492.00	23,334.00	34,476.00	350.00
<b>TOTAL OPERATING INCOME</b>	<b>14,899.00</b>	<b>18,408.91</b>	<b>(3,509.91)</b>	<b>96,734.94</b>	<b>73,635.66</b>	<b>23,099.28</b>	<b>220,907.00</b>	<b>(124,172.06)</b>
<b>TOTAL INCOME</b>	<b>14,899.00</b>	<b>18,408.91</b>	<b>(3,509.91)</b>	<b>96,734.94</b>	<b>73,635.66</b>	<b>23,099.28</b>	<b>220,907.00</b>	<b>(124,172.06)</b>
<b>EXPENSES</b>								
<b>ADMIN EXPENSE</b>								
4110.000 Admin. Salaries	5,107.13	2,522.08	(2,585.05)	15,846.73	10,088.33	(5,758.40)	30,265.00	14,418.27
4120.000 Auditing Fees	0.00	33.33	33.33	0.00	133.33	133.33	400.00	400.00
4140.100 Advertising - Other	0.00	41.67	41.67	0.00	166.67	166.67	500.00	500.00
4150.000 Benefits Expense	2,143.13	964.50	(1,178.63)	6,190.25	3,858.00	(2,332.25)	11,574.00	5,383.75
4170.000 Legal Expenses	23.40	333.33	309.93	116.59	1,333.33	1,216.74	4,000.00	3,883.41
4180.000 Travel Expense	9.48	55.58	46.10	18.14	222.33	204.19	667.00	648.86
4180.100 Board Travel	0.00	27.83	27.83	0.00	111.33	111.33	334.00	334.00
4185.000 Staff Training	0.00	27.75	27.75	46.12	111.00	64.88	333.00	286.88
4185.100 Board Training	0.00	13.83	13.83	0.00	55.33	55.33	166.00	166.00
4190.000 Office Sundry Expense	0.00	0.00	0.00	7.27	0.00	(7.27)	0.00	(7.27)
4190.020 Bank Charges	140.99	125.00	(15.99)	488.28	500.00	11.72	1,500.00	1,011.72
4190.050 Payroll Processing Charges & Forms	15.00	18.75	3.75	67.34	75.00	7.66	225.00	157.66
4190.100 Office Supplies	25.24	29.17	3.93	170.47	116.67	(53.80)	350.00	179.53
4190.110 Temporary Help	106.02	83.33	(22.69)	189.72	333.33	143.61	1,000.00	810.28
4190.120 Cleaning Contract	0.00	13.33	13.33	36.00	53.33	17.33	160.00	124.00
4190.130 Contract - IT Services	14.90	150.00	135.10	568.04	600.00	31.96	1,800.00	1,231.96
4190.140 Contract - MCS	101.86	103.75	1.89	408.64	415.00	6.36	1,245.00	836.36
4190.145 Forms and Publications	239.00	25.00	(214.00)	256.46	100.00	(156.46)	300.00	43.54
4190.150 Shredding	0.00	6.67	6.67	4.35	26.67	22.32	80.00	75.65
4190.200 Telephone	21.61	29.17	7.56	87.90	116.67	28.77	350.00	262.10
4190.201 Cell Phones	42.11	41.67	(0.44)	126.73	166.67	39.94	500.00	373.27
4190.205 Answering Service	12.92	16.67	3.75	53.12	66.67	13.55	200.00	146.88
4190.210 Internet Expense	0.00	25.00	25.00	82.40	100.00	17.60	300.00	217.60
4190.220 Cable	79.91	83.33	3.42	319.64	333.33	13.69	1,000.00	680.36
4190.300 Postage & Meter	38.02	41.67	3.65	211.52	166.67	(44.85)	500.00	288.48
4190.400 Copier - Lease	0.00	50.00	50.00	81.68	200.00	118.32	600.00	518.32
4190.410 Copier Maintenance	4.38	4.17	(0.21)	63.65	16.67	(46.98)	50.00	(13.65)
4190.500 Admin Minor Equipment	0.00	200.00	200.00	0.00	800.00	800.00	2,400.00	2,400.00
4190.600 Dues & Fees	28.86	28.33	(0.53)	62.77	113.33	50.56	340.00	277.23
4190.900 Other Sundry Expense	9.50	41.67	32.17	36.59	166.67	130.08	500.00	463.41
4190.910 Tenant Background Checks	3.51	33.33	29.82	46.59	133.33	86.74	400.00	353.41
4190.950 HR - Contract	0.00	0.00	0.00	8.75	0.00	(8.75)	0.00	(8.75)



	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>ADMIN EXPENSE</b>								
4190.960 Community Outreach	0.00	33.33	33.33	0.00	133.33	133.33	400.00	400.00
4200.000 Moving Expenses (Section 18 Dispo)	6,300.00	0.00	(6,300.00)	6,300.00	0.00	(6,300.00)	0.00	(6,300.00)
4210.000 Resident Activities	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4230.000 Contract - Other	9.00	25.00	16.00	122.98	100.00	(22.98)	300.00	177.02
<b>TOTAL ADMIN EXPENSE</b>	<b>14,475.97</b>	<b>5,311.57</b>	<b>(9,164.40)</b>	<b>32,018.72</b>	<b>21,246.32</b>	<b>(10,772.40)</b>	<b>63,739.00</b>	<b>31,720.28</b>
<b>UTILITIES EXPENSE</b>								
4310.000 Water	4.62	833.33	828.71	1,395.47	3,333.33	1,937.86	10,000.00	8,604.53
4320.000 Electricity	305.02	333.33	28.31	1,229.64	1,333.33	103.69	4,000.00	2,770.36
4330.000 Gas	119.96	291.67	171.71	647.15	1,166.67	519.52	3,500.00	2,852.85
<b>TOTAL UTILITIES EXPENSE</b>	<b>429.60</b>	<b>1,458.33</b>	<b>1,028.73</b>	<b>3,272.26</b>	<b>5,833.33</b>	<b>2,561.07</b>	<b>17,500.00</b>	<b>14,227.74</b>
<b>OPERATION EXPENSE</b>								
4410.000 Maintenance Salaries	1,960.23	1,996.00	35.77	8,186.18	7,984.00	(202.18)	23,952.00	15,765.82
4415.000 Maint. - Temp Help	0.00	91.67	91.67	0.00	366.67	366.67	1,100.00	1,100.00
4420.000 Maint. - Supplies (other)	1,815.93	250.00	(1,565.93)	2,758.67	1,000.00	(1,758.67)	3,000.00	241.33
4420.050 Maint. - Materials	0.00	120.83	120.83	177.49	483.33	305.84	1,450.00	1,272.51
4420.100 Maint. - Electrical	0.00	20.83	20.83	0.00	83.33	83.33	250.00	250.00
4420.200 Maint. - Plumbing	0.00	20.83	20.83	64.85	83.33	18.48	250.00	185.15
4420.300 Maint. - Cleaning Supplies	0.00	8.33	8.33	53.70	33.33	(20.37)	100.00	46.30
4420.400 Maint. - Auto	16.08	66.67	50.59	20.19	266.67	246.48	800.00	779.81
4420.410 Maint. - Fuel	31.80	50.00	18.20	72.44	200.00	127.56	600.00	527.56
4420.500 Maint. - Hardware	24.51	29.17	4.66	146.23	116.67	(29.56)	350.00	203.77
4420.510 Maint. - Keys & Locks	0.00	12.50	12.50	121.05	50.00	(71.05)	150.00	28.95
4420.600 Maint. - Paint	11.53	41.67	30.14	424.92	166.67	(258.25)	500.00	75.08
4420.700 Appliances & Dwelling Equip.	651.93	208.33	(443.60)	651.93	833.33	181.40	2,500.00	1,848.07
4430.010 Cont - Rubbish Removal	156.25	162.50	6.25	618.75	650.00	31.25	1,950.00	1,331.25
4430.020 Cont - HVAC	0.00	41.67	41.67	0.00	166.67	166.67	500.00	500.00
4430.050 Cont - Landscaping	0.00	275.00	275.00	938.96	1,100.00	163.04	3,300.00	2,363.04
4430.070 Cont - Electrical	0.00	20.83	20.83	0.00	83.33	83.33	250.00	250.00
4430.080 Cont - Plumbing	0.00	416.67	416.67	0.00	1,666.67	1,666.67	5,000.00	5,000.00
4430.090 Cont - Exterminator	0.00	41.67	41.67	0.00	166.67	166.67	500.00	500.00
4430.115 Cont - Repairs	0.00	41.67	41.67	0.00	166.67	166.67	500.00	500.00
4430.116 Cont - Uniforms	8.10	41.67	33.57	48.56	166.67	118.11	500.00	451.44
4430.120 Cont - Miscellaneous	2.04	658.33	656.29	1,377.55	2,633.33	1,255.78	7,900.00	6,522.45
4450.000 Benefits - Maint.	851.60	764.92	(86.68)	3,197.79	3,059.67	(138.12)	9,179.00	5,981.21
<b>TOTAL OPERATION EXPENSE</b>	<b>5,530.00</b>	<b>5,381.76</b>	<b>(148.24)</b>	<b>18,857.26</b>	<b>21,527.01</b>	<b>2,669.75</b>	<b>64,581.00</b>	<b>45,723.74</b>
<b>GENERAL EXPENSE</b>								
4480.000 Security	48.50	291.67	243.17	550.90	1,166.67	615.77	3,500.00	2,949.10
4510.000 Insurance	450.75	498.00	47.25	1,803.00	1,992.00	189.00	5,976.00	4,173.00
4516.000 Real Estate Assess.	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4520.000 PILOT Expense	685.16	612.50	(72.66)	2,838.07	2,450.00	(388.07)	7,350.00	4,511.93
4570.000 Collection Loss	0.00	375.00	375.00	0.00	1,500.00	1,500.00	4,500.00	4,500.00
<b>TOTAL GENERAL EXPENSE</b>	<b>1,184.41</b>	<b>1,860.50</b>	<b>676.09</b>	<b>5,191.97</b>	<b>7,442.00</b>	<b>2,250.03</b>	<b>22,326.00</b>	<b>17,134.03</b>
<b>TOTAL EXPENSES</b>	<b>21,619.98</b>	<b>14,012.16</b>	<b>(7,607.82)</b>	<b>59,340.21</b>	<b>58,048.66</b>	<b>(3,291.55)</b>	<b>168,146.00</b>	<b>108,805.79</b>
<b>SURPLUS</b>	<b>(6,720.98)</b>	<b>4,396.75</b>	<b>11,117.73</b>	<b>37,394.73</b>	<b>17,587.00</b>	<b>(19,807.73)</b>	<b>52,761.00</b>	<b>15,366.27</b>

**Lake Metropolitan Housing Authority**  
**Statement of Operations**  
**Public Housing - All Projects Period From October 2021 Period To October 2021 - All Tenants**

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$5,283.94
Rent	\$7,592.00
Adj to Rent	(\$57.00)
Adj to Late Rent	\$40.00
Payment Received	(\$6,782.00)
Utility	(\$294.00)
Payment Made	\$294.00
Ending Balance	<u><u>\$6,076.94</u></u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$651.00	\$9,813.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u><u>\$651.00</u></u>	<u><u>\$9,813.00</u></u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$500.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u><u>\$0.00</u></u>	<u><u>\$500.00</u></u>

**Lake Metropolitan Housing Authority**  
**Balance Sheet**  
**October 2021**

**Program: ParkView Place      Project: Consolidated**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1111.900 LMHA Cash - Erie Bank	20.62	324,361.18
1122.000 Accts Rec Tenants (S)	(1,000.00)	3,623.00
1122.009 Tenant Repayment Agreements	(15.00)	430.00
1129.352 Grant Receivable - ODNR 2	0.00	51,815.04
1211.000 Prepaid Insurance	(270.50)	270.50
1400.600 Land	0.00	126,852.00
1400.700 Buildings	0.00	1,728,647.38
1400.710 Bldg. & Land Improvements	0.00	528,807.69
1400.900 Furn, Equip, Mach - Admin	0.00	10,905.00
1400.901 Equipment - Vehicles	0.00	1,729.06
1400.950 Accumulated Depreciation	0.00	(323,656.19)
<b>TOTAL ASSETS</b>	<b>(1,264.88)</b>	<b>2,453,784.66</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.100 A/P Revolving Fund	(4,141.72)	56,782.14
2114.000 Tenant Sec. Deposits	0.00	11,965.00
2114.300 Pet Security Deposit	0.00	250.00
2135.100 Acc. Comp Absences	0.00	412.38
2135.200 Comp. Absences - Non Current	0.00	1,514.94
<b>TOTAL LIABILITIES</b>	<b>(4,141.72)</b>	<b>70,924.46</b>
<b>SURPLUS</b>		
2801.000 Net Investment In Capital Assets	0.00	2,073,284.94
2806.000 Undesignated Fund Balance (Non-Federal)	0.00	290,498.93
2806.000 Undesignated Fund Balance (Non-Federal) (Current Year)	2,876.84	19,076.33
<b>TOTAL SURPLUS</b>	<b>2,876.84</b>	<b>2,382,860.20</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>(1,264.88)</b>	<b>2,453,784.66</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Lake Metropolitan Housing Authority**

**Operating Statement**

**Four Months Ending 10/31/2021**

**Program: ParkView Place      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3110.000 Dwelling Rental	10,400.00	10,000.00	400.00	43,475.00	40,000.00	3,475.00	120,000.00	(76,525.00)
3300.900 Interest Income - ParkView Place	20.62	125.00	(104.38)	86.02	500.00	(413.98)	1,500.00	(1,413.98)
3690.000 Other Income - Tenant	0.00	41.67	(41.67)	40.00	166.67	(126.67)	500.00	(460.00)
3690.050 Other Income - Miscellaneous	25.00	0.00	25.00	25.00	0.00	25.00	0.00	25.00
<b>TOTAL INCOME</b>	<b>10,445.62</b>	<b>10,166.67</b>	<b>278.95</b>	<b>43,626.02</b>	<b>40,666.67</b>	<b>2,959.35</b>	<b>122,000.00</b>	<b>(78,373.98)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSE</b>								
4110.000 Admin. Salaries	958.52	1,246.75	288.23	4,326.26	4,987.00	660.74	14,961.00	10,634.74
4120.000 Auditing Fees	0.00	12.50	12.50	0.00	50.00	50.00	150.00	150.00
4140.100 Advertising - Other	0.00	41.67	41.67	0.00	166.67	166.67	500.00	500.00
4150.000 Employee Benefits	420.88	476.75	55.87	1,689.98	1,907.00	217.02	5,721.00	4,031.02
4150.100 Emp Ben - Hospital	0.00	0.00	0.00	(22.06)	0.00	22.06	0.00	22.06
4170.000 Legal Expenses	473.00	208.33	(264.67)	1,044.78	833.33	(211.45)	2,500.00	1,455.22
4180.000 Travel Expense	5.28	27.83	22.55	10.11	111.33	101.22	334.00	323.89
4180.100 Board Travel	0.00	13.92	13.92	0.00	55.67	55.67	167.00	167.00
4185.000 Staff Training	0.00	13.83	13.83	25.63	55.33	29.70	166.00	140.37
4185.100 Board Training	0.00	6.92	6.92	0.00	27.67	27.67	83.00	83.00
4190.000 Office Sundry Expense	0.00	0.00	0.00	4.03	0.00	(4.03)	0.00	(4.03)
4190.020 Bank Charges	0.00	4.17	4.17	0.00	16.67	16.67	50.00	50.00
4190.050 Payroll Processing Charges & Forms	0.00	0.00	0.00	70.21	0.00	(70.21)	0.00	(70.21)
4190.110 Temporary Help	58.90	41.67	(17.23)	105.40	166.67	61.27	500.00	394.60
4190.145 Forms and Publications	0.00	5.00	5.00	9.70	20.00	10.30	60.00	50.30
4190.201 Cell Phones	22.99	25.00	2.01	69.20	100.00	30.80	300.00	230.80
4190.210 Internet Expense	0.00	4.17	4.17	0.00	16.67	16.67	50.00	50.00
4190.220 Cable	47.83	66.67	18.84	191.32	266.67	75.35	800.00	608.68
4190.300 Postage & Meter	22.83	29.17	6.34	127.00	116.67	(10.33)	350.00	223.00
4190.600 Dues & Fees	16.05	25.00	8.95	34.94	100.00	65.06	300.00	265.06
4190.900 Other Sundry Expense	5.27	50.00	44.73	20.32	200.00	179.68	600.00	579.68
4190.910 Tenant Background Checks	1.95	41.67	39.72	25.92	166.67	140.75	500.00	474.08
4190.950 HR - Contract	0.00	0.00	0.00	8.75	0.00	(8.75)	0.00	(8.75)
4190.960 Community Outreach	0.00	41.67	41.67	0.00	166.67	166.67	500.00	500.00
4230.000 Contract - Other	5.00	125.00	120.00	68.34	500.00	431.66	1,500.00	1,431.66
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>2,038.50</b>	<b>2,507.69</b>	<b>469.19</b>	<b>7,809.83</b>	<b>10,030.69</b>	<b>2,220.86</b>	<b>30,092.00</b>	<b>22,282.17</b>
<b>UTILITIES EXPENSE</b>								
4310.000 Water	2.56	500.00	497.44	836.45	2,000.00	1,163.55	6,000.00	5,163.55
4320.000 Electricity	269.67	291.67	22.00	1,035.46	1,166.67	131.21	3,500.00	2,464.54
4330.000 Gas	116.94	291.67	174.73	567.16	1,166.67	599.51	3,500.00	2,932.84
<b>TOTAL UTILITIES EXPENSE</b>	<b>389.17</b>	<b>1,083.34</b>	<b>694.17</b>	<b>2,439.07</b>	<b>4,333.34</b>	<b>1,894.27</b>	<b>13,000.00</b>	<b>10,560.93</b>
<b>OPERATION EXPENSE</b>								
4410.000 Maintenance Salaries	1,098.47	1,113.42	14.95	4,602.51	4,453.67	(148.84)	13,361.00	8,758.49
4415.000 Maint. - Temp Help	0.00	50.00	50.00	0.00	200.00	200.00	600.00	600.00

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>OPERATION EXPENSE</b>								
4420.000 Maint. - Supplies (other)	1,012.85	166.67	(846.18)	1,536.51	666.67	(869.84)	2,000.00	463.49
4420.050 Maint. - Materials	0.00	166.67	166.67	98.61	666.67	568.06	2,000.00	1,901.39
4420.100 Maint. - Electrical	0.00	25.00	25.00	0.00	100.00	100.00	300.00	300.00
4420.200 Maint. - Plumbing	0.00	20.83	20.83	36.00	83.33	47.33	250.00	214.00
4420.300 Maint. - Cleaning Supplies	0.00	4.17	4.17	29.83	16.67	(13.16)	50.00	20.17
4420.400 Maint. - Auto	8.92	41.67	32.75	11.20	166.67	155.47	500.00	488.80
4420.410 Maint. - Fuel	17.66	29.17	11.51	40.23	116.67	76.44	350.00	309.77
4420.500 Maint. - Hardware	13.61	16.67	3.06	81.23	66.67	(14.56)	200.00	118.77
4420.510 Maint. - Keys & Locks	0.00	12.50	12.50	67.25	50.00	(17.25)	150.00	82.75
4420.600 Maint. - Paint	6.40	25.00	18.60	236.04	100.00	(136.04)	300.00	63.96
4420.700 Appliances & Dwelling Equip.	391.17	41.67	(349.50)	391.17	166.67	(224.50)	500.00	108.83
4430.010 Cont - Rubbish Removal	93.75	100.00	6.25	371.25	400.00	28.75	1,200.00	828.75
4430.020 Cont - HVAC	0.00	66.67	66.67	0.00	266.67	266.67	800.00	800.00
4430.050 Cont - Landscaping	0.00	216.67	216.67	527.04	866.67	339.63	2,600.00	2,072.96
4430.070 Cont - Electrical	454.16	0.00	(454.16)	454.16	0.00	(454.16)	0.00	(454.16)
4430.080 Cont - Plumbing	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00	3,000.00
4430.090 Cont - Exterminator	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4430.115 Cont - Repairs	0.00	166.67	166.67	0.00	666.67	666.67	2,000.00	2,000.00
4430.116 Cont - Uniforms	4.50	16.67	12.17	26.97	66.67	39.70	200.00	173.03
4430.120 Cont - Miscellaneous	1,262.60	291.67	(970.93)	2,580.30	1,166.67	(1,413.63)	3,500.00	919.70
4450.000 Benefits - Maint.	477.42	425.83	(51.59)	1,797.89	1,703.33	(94.56)	5,110.00	3,312.11
<b>TOTAL OPERATION EXPENSE</b>	<b>4,841.51</b>	<b>3,330.95</b>	<b>(1,510.56)</b>	<b>12,888.19</b>	<b>13,323.70</b>	<b>435.51</b>	<b>39,971.00</b>	<b>27,082.81</b>
<b>GENERAL EXPENSE</b>								
4480.000 Security	29.10	208.33	179.23	330.60	833.33	502.73	2,500.00	2,169.40
4480.100 Painesville Police Security	0.00	297.67	297.67	0.00	1,190.67	1,190.67	3,572.00	3,572.00
4510.000 Insurance	270.50	0.00	(270.50)	1,082.00	0.00	(1,082.00)	0.00	(1,082.00)
4516.000 Real Estate Assess.	0.00	70.83	70.83	0.00	283.33	283.33	850.00	850.00
4570.000 Collection Loss	0.00	208.33	208.33	0.00	833.33	833.33	2,500.00	2,500.00
<b>TOTAL GENERAL EXPENSE</b>	<b>299.60</b>	<b>785.16</b>	<b>485.56</b>	<b>1,412.60</b>	<b>3,140.66</b>	<b>1,728.06</b>	<b>9,422.00</b>	<b>8,009.40</b>
<b>TOTAL EXPENSES</b>	<b>7,568.78</b>	<b>7,707.14</b>	<b>138.36</b>	<b>24,549.69</b>	<b>30,828.39</b>	<b>6,278.70</b>	<b>92,485.00</b>	<b>67,935.31</b>
<b>SURPLUS</b>	<b>2,876.84</b>	<b>2,459.53</b>	<b>(417.31)</b>	<b>19,076.33</b>	<b>9,838.28</b>	<b>(9,238.05)</b>	<b>29,515.00</b>	<b>10,438.67</b>

**Lake Metropolitan Housing Authority  
Statement of Operations**

**ParkView Place - All Projects Period From October 2021 Period To October 2021 - All Tenants**

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$4,623.00
Rent	\$10,200.00
Adj to Late Rent	\$200.00
Payment Received	(\$11,415.00)
Repayment	\$15.00
Ending Balance	<u>\$3,623.00</u>

Security Deposit AR Balances

Description	Amount
Beginning Balance	<u>\$0.00</u>
Ending Balance	<u>\$0.00</u>

Pet Deposit AR Balances

Description	Amount
Beginning Balance	<u>\$0.00</u>
Ending Balance	<u>\$0.00</u>

Key Deposit AR Balances

Description	Amount
Ending Balance	<u>\$0.00</u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$11,965.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$11,965.00</u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$250.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$250.00</u>

Repayment Agreement Balances: Default Type (1 Agreements)

	Amount
Beginning Balance	\$445.00
Monthly Repayment Amount	(\$15.00)
Payments to Principal	\$0.00
Credit Applications to Principle	\$0.00
Create Repayment	\$0.00
Cancel Repayment	\$0.00
Ending Balance	<u>\$430.00</u>

# Lake Metropolitan Housing Authority

Fund Balances (Sorted by Restriction)

Estimated 9/30/2021      Estimated 10/31/2021

## UNRESTRICTED

### Unrestricted - General

State / Local Funds:		\$ 199,197	\$ 201,434
ParkView Place - LMHA	<i>These funds can be used for any legal business purpose</i>		
REACH	<i>These funds can be used for any legal business purpose</i>	\$ 306,698	\$ 309,575
	<i>These funds can be used for any approved non-profit business purpose</i>	\$ 37,688	\$ 37,638

### Unrestricted - Program

Multi-Family Reserves	<i>These funds can be used for any Multi-Family related expenditure(?)</i>	\$ 890,598	\$ 900,507
Public Housing Admin:	<i>These funds can be used for any Public Housing related expenditure</i>	\$ 402,523	\$ 395,802
HCV Admin:	<i>These funds can be used for any Section 8 related expenditure</i>	\$ 495,310	\$ 523,155

TOTAL UNRESTRICTED: \$ 2,332,014 \$ 2,368,111

## RESTRICTED

### Restricted - Program

Restricted Net Position (RNP):	<i>Restricted to Housing Assistance Payment (HAP) expenditures</i>	\$ 317,022	\$ 332,203
Replacement Reserve	<i>Restricted to capital improvement needs for the Multi-Family Program</i>	\$ 1,219,887	\$ 1,232,627

### Restricted - Other

FSS Escrow:	<i>Account for Family Self Sufficiency (FSS) monies held in escrow</i>	\$ 158,021	\$ 164,439
Tenant Security Deposits*:	<i>Total tenant Security Deposits (Multi-Family, Public Housing and Parkview)</i>	\$ 83,299	\$ 83,908

TOTAL RESTRICTED: \$ 1,778,229 \$ 1,813,177





**Lake Metropolitan Housing Authority**  
**Balance Sheet**  
**October 2021**

**Program: State/Local      Project: Consolidated**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1111.500 Cash - Erie Bank	4.89	205,050.62
1400.900 Furn, Equip, Mach - Admin	0.00	21,153.62
1400.950 Accumulated Depreciation	0.00	(19,642.66)
<b>TOTAL ASSETS</b>	<b>4.89</b>	<b>206,561.58</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.100 A/P Revolving Fund	(2,231.86)	3,616.32
<b>TOTAL LIABILITIES</b>	<b>(2,231.86)</b>	<b>3,616.32</b>
<b>SURPLUS</b>		
2801.000 Net Investment In Capital Assets	0.00	1,510.96
2806.000 Unrestricted Net Position	0.00	196,906.83
2806.000 Unrestricted Net Position (Current Year)	2,236.75	4,527.47
<b>TOTAL SURPLUS</b>	<b>2,236.75</b>	<b>202,945.26</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>4.89</b>	<b>206,561.58</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Lake Metropolitan Housing Authority**  
**Operating Statement**  
**Four Months Ending 10/31/2021**  
**Program: State/Local      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3300.100 State/Local Funds - Interest	4.89	0.00	4.89	19.98	0.00	19.98	0.00	19.98
3690.010 Other Income - Vending	2,550.00	0.00	2,550.00	8,855.00	0.00	8,855.00	0.00	8,855.00
<b>TOTAL INCOME</b>	<b>2,554.89</b>	<b>0.00</b>	<b>2,554.89</b>	<b>8,874.98</b>	<b>0.00</b>	<b>8,874.98</b>	<b>0.00</b>	<b>8,874.98</b>
<b>EXPENSES</b>								
4220.100 Vending Supplies	318.14	0.00	(318.14)	1,871.24	0.00	(1,871.24)	0.00	(1,871.24)
4420.700 Appliances & Equipment	0.00	0.00	0.00	1,289.00	0.00	(1,289.00)	0.00	(1,289.00)
4430.000 Contract - Maint	0.00	0.00	0.00	1,359.84	0.00	(1,359.84)	0.00	(1,359.84)
9500.000 Non-Federal Expense	0.00	0.00	0.00	(172.57)	0.00	172.57	0.00	172.57
<b>TOTAL EXPENSES</b>	<b>318.14</b>	<b>0.00</b>	<b>(318.14)</b>	<b>4,347.51</b>	<b>0.00</b>	<b>(4,347.51)</b>	<b>0.00</b>	<b>(4,347.51)</b>
<b>SURPLUS</b>	<b>2,236.75</b>	<b>0.00</b>	<b>2,236.75</b>	<b>4,527.47</b>	<b>0.00</b>	<b>4,527.47</b>	<b>0.00</b>	<b>4,527.47</b>

**LMHA CASH and INVESTMENT REPORT AS OF October 31, 2021**

NAME OF BANK	ACCOUNT NUMBER	ACCOUNT RATE	PURCHASE OR ROLLOVER DATE	MATURITY DATE	Sales / Transfers	BEGINNING		ENDING		NOTES
						PRINCIPAL BALANCE 9/30/2021	PRINCIPAL BALANCE 10/31/2021	NET INVESTMENT INCOME AND/OR VALUE CHANGE	PRINCIPAL BALANCE 10/31/2021	

**PUBLIC HOUSING:**

-	-	-	-	-	-	-	-	-	-	-
<b>GRAND TOTAL \$</b>						<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**BANK ACCOUNT BALANCES AS OF 10/31/2021**

Account Name	Account #	9/30/2021	10/31/2021	Percent Change	Dollar Difference
Multi-Family General	324	995,229.02	1,010,200.37	1.50%	14,971.35
Multi-Family Rep Reserve	990	1,219,887.09	1,232,627.47	1.04%	12,740.38
Multi-Family Security Deposits	714	62,718.12	62,700.66	-0.03%	(17.46)
Public Housing General	437	483,187.90	479,595.79	-0.74%	(3,592.11)
Section 8 Lake Rental	479	1,243,336.97	1,246,217.48	0.23%	2,880.51
Section 8	440	398,669.88	401,102.20	0.61%	2,432.32
FSS Account	9630	158,020.64	164,224.23	3.93%	6,203.59
LMHA - Parkview (Erie)	6485	324,340.56	324,361.18	0.01%	20.62
State/Local (Erie)	6525	205,045.73	205,050.62	0.00%	4.89
REACH (Chase)	6869	37,742.83	37,742.83	0.00%	-
		<b>\$ 5,128,178.74</b>	<b>\$ 5,163,822.83</b>	<b>0.70%</b>	<b>\$ 35,644.09</b>

**TOTAL CASH & INVESTMENTS:**

\$ 5,128,178.74	\$ 5,163,822.83	\$ 35,644.09	Monthly Change
-----------------	-----------------	--------------	----------------



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**Huntington Public Funds Analyzed Checking**

**Account: -----5324**

Statement Activity From:  
 10/01/21 to 10/31/21

Days in Statement Period 31  
 Average Ledger Balance\* 1,057,170.33  
 Average Collected Balance\* 1,055,421.14

\* The above balances correspond to the  
 service charge cycle for this account.

<b>Beginning Balance</b>	<b>\$995,229.02</b>
<b>Credits (+)</b>	<b>238,001.29</b>
Regular Deposits	16,176.74
Lock Box Deposits	16,073.00
Electronic Deposits	205,751.55
<b>Debits (-)</b>	<b>223,029.94</b>
Regular Checks Paid	126,024.96
Electronic Withdrawals	96,591.44
Service Charges	413.54
<b>Ending Balance</b>	<b>\$1,010,200.37</b>

**Deposits (+)**

**Account:-----5324**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
10/01	1,482.00	75682	Lockbox	10/18	17.00	75682	Lockbox
10/04	6,940.00	75682	Lockbox	10/21	166.00	75682	Lockbox
10/06	2,335.00	75682	Lockbox	10/25	953.00	75682	Lockbox
10/08	1,406.00	75682	Lockbox	10/27	1,026.00	75682	Lockbox
10/12	228.00	75682	Lockbox	10/28	6,400.00	171195195	Brch/ATM
10/13	500.00	75682	Lockbox	10/28	1,982.00	171195192	Brch/ATM
10/14	6,992.74	171195189	Brch/ATM	10/28	715.00	75682	Lockbox
10/14	802.00	171195188	Brch/ATM	10/29	25.00	75682	Lockbox
10/15	280.00	75682	Lockbox				

**Other Credits (+)**

**Account:-----5324**

Date	Amount	Description
10/01	71,702.00	HUD TREAS 310 MISC PAY 100121 XXXXX3875860103 RMT*VV*XXXXX1088200*****HUD Section 8 /CA OH12RD00008\
10/06	34,607.00	ACH SETTLEMENT OFFSET 211006 -SETT-HNB HVACH
10/12	231.00	ACH SETTLEMENT OFFSET 211012 -SETT-HNB HVACH
10/25	80,904.43	BUS ONL TFR FRM CHECKING 102521 XXXXXX8479
10/25	18,307.12	BUS ONL TFR FRM CHECKING 102521 XXXXXX8437

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**Huntington PublicFund Business Interest Checking** **Account: -----7990**

<b>Statement Activity From:</b> 10/01/21 to 10/31/21		<b>Beginning Balance</b>	<b>\$1,219,887.09</b>
		<b>Credits (+)</b>	<b>12,740.38</b>
		Electronic Deposits	12,730.00
		Interest Earned	10.38
<b>Days in Statement Period</b> 31		<b>Total Service Charges (-)</b>	<b>0.00</b>
<b>Average Ledger Balance*</b>	1,222,761.60	<b>Ending Balance</b>	<b>\$1,232,627.47</b>
<b>Average Collected Balance*</b>	1,222,761.60		

\* The above balances correspond to the service charge cycle for this account.

Average Percentage Yield Earned this period 0.009%

**Other Credits (+)** **Account:-----7990**

Date	Amount	Description
10/25	12,730.00	BUS ONL TFR FRM CHECKING 102521 XXXXXXX5324
10/29	10.38	INTEREST PAYMENT

**Service Charge Summary** **Account:-----7990**

<b>Previous Month Service Charges (-)</b>	<b>\$0.00</b>
<b>Total Service Charges (-)</b>	<b>\$0.00</b>

**Balance Activity** **Account:-----7990**

Date	Balance	Date	Balance	Date	Balance
09/30	1,219,887.09	10/25	1,232,617.09	10/29	1,232,627.47

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**Huntington PublicFund Business Interest Checking** **Account: -----3714**

<b>Statement Activity From:</b> 10/01/21 to 10/31/21		<b>Beginning Balance</b>	<b>\$62,718.12</b>
		<b>Credits (+)</b>	<b>0.54</b>
		Interest Earned	0.54
<b>Days in Statement Period</b> 31		<b>Total Service Charges (-)</b>	<b>18.00</b>
		<b>Ending Balance</b>	<b>\$62,700.66</b>
<b>Average Ledger Balance*</b>	62,708.24		
<b>Average Collected Balance*</b>	62,708.24		

\* The above balances correspond to the service charge cycle for this account.

Average Percentage Yield Earned this period 0.010%

**Other Credits (+)** **Account:-----3714**

Date	Amount	Description
10/29	0.54	INTEREST PAYMENT

**Service Charge Detail** **Account:-----3714**

Date	Service Charge (-)	Waives and Discounts (+)	Description
10/15	3.00		STATEMENT CHARGE
10/15	15.00		BUSINESS ONLINE SERVICE FEES

**Service Charge Summary** **Account:-----3714**

<b>Previous Month Service Charges (-)</b>	<b>\$18.00</b>
<b>Total Service Charges (-)</b>	<b>\$18.00</b>

**Balance Activity** **Account:-----3714**

Date	Balance	Date	Balance	Date	Balance
09/30	62,718.12	10/15	62,700.12	10/29	62,700.66

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**Huntington Public Funds Analyzed Checking**

**Account: -----8437**

<b>Statement Activity From:</b>		<b>Beginning Balance</b>	<b>\$483,187.90</b>
<b>10/01/21 to 10/31/21</b>		<b>Credits (+)</b>	<b>15,150.00</b>
		Regular Deposits	4,869.00
		Electronic Deposits	10,281.00
Days in Statement Period	31	<b>Debits (-)</b>	<b>18,742.11</b>
Average Ledger Balance*	487,033.62	Regular Checks Paid	294.00
Average Collected Balance*	486,568.20	Electronic Withdrawals	18,307.12
* The above balances correspond to the service charge cycle for this account.		Service Charges	140.99
		<b>Ending Balance</b>	<b>\$479,595.79</b>

**Deposits (+)**

**Account:-----8437**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
10/14	4,189.00	171195190	Brch/ATM	10/28	680.00	171195193	Brch/ATM

**Other Credits (+)**

**Account:-----8437**

Date	Amount	Description
10/05	750.00	ACH SETTLEMENT OFFSET 211005 -SETT-HNB HVACH
10/06	1,913.00	ACH SETTLEMENT OFFSET 211006 -SETT-HNB HVACH
10/18	7,618.00	HUD TREAS 310 MISC PAY 101821 XXXXX3875860103 RMT*VV*XXXXX373914*****HUD Operating Fund OH02500000121D\

**Checks (-)**

**Account:-----8437**

Date	Amount	Check #	Date	Amount	Check #
10/15	294.00	43933			

(\*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

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**Huntington Public Funds Analyzed Checking**

Account: -----8479

Statement Activity From:  
 10/01/21 to 10/31/21

Days in Statement Period 31

Average Ledger Balance\* 1,421,850.03  
 Average Collected Balance\* 1,421,850.03

\* The above balances correspond to the  
 service charge cycle for this account.

<b>Beginning Balance</b>	<b>\$1,243,336.97</b>
<b>Credits (+)</b>	<b>840,575.00</b>
Electronic Deposits	840,575.00
<b>Debits (-)</b>	<b>837,694.49</b>
Regular Checks Paid	28,134.51
Electronic Withdrawals	809,559.98
<b>Ending Balance</b>	<b>\$1,246,217.48</b>

**Other Credits (+)**

Account:-----8479

Date	Amount	Description
10/01	751,279.00	86 TREAS 310 MISC PAY 100121 XXXXX3875860103
10/01	77,834.00	86 TREAS 310 MISC PAY 100121 XXXXX3875860103
10/01	7,100.00	86 TREAS 310 MISC PAY 100121 XXXXX3875860103
10/01	3,026.00	86 TREAS 310 MISC PAY 100121 XXXXX3875860103
10/01	1,285.00	86 TREAS 310 MISC PAY 100121 XXXXX3875860103
10/01	51.00	86 TREAS 310 MISC PAY 100121 XXXXX3875860103

**Checks (-)**

Account:-----8479

Date	Amount	Check #	Date	Amount	Check #
10/12	7.00	184461	10/12	4,644.02	184969
10/19	46.00	184652*	10/13	1,642.34	184970
10/12	25.00	184695*	10/12	863.15	184971
10/07	10.00	184733*	10/08	79.00	184972
10/26	850.00	184865*	10/12	670.00	184973
10/12	711.00	184866	10/12	443.00	184974
10/19	46.00	184875*	10/22	1,516.00	184975
10/12	25.00	184920*	10/26	973.00	184976
10/04	7.00	184925*	10/06	23.00	184977
10/07	10.00	184955*	10/06	66.00	184979*
10/20	51.00	184963*	10/08	62.00	184981*
10/12	1,400.25	184967*	10/18	59.00	184982
10/12	1,626.35	184968	10/12	117.00	184983

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**Huntington Public Funds Analyzed Checking**

Account: -----8440

<b>Statement Activity From:</b> 10/01/21 to 10/31/21		<b>Beginning Balance</b>	<b>\$398,669.88</b>
		<b>Credits (+)</b>	<b>2,432.32</b>
		Regular Deposits	2,432.32
Days in Statement Period 31		<b>Ending Balance</b>	<b>\$401,102.20</b>
Average Ledger Balance*	399,929.09		
Average Collected Balance*	399,585.09		

\* The above balances correspond to the service charge cycle for this account.

**Deposits (+)**

Account:-----8440

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
10/14	2,093.32	171195191	Brch/ATM	10/28	339.00	171195194	Brch/ATM

**Balance Activity**

Account:-----8440

Date	Balance	Date	Balance	Date	Balance
09/30	398,669.88	10/14	400,763.20	10/28	401,102.20

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1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

**Verification of Electronic Deposits** If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

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**Huntington Public Funds Hybrid Checking**

**Account: -----9630**

<b>Statement Activity From:</b> 10/01/21 to 10/31/21		<b>Beginning Balance</b>	<b>\$158,020.64</b>
Days in Statement Period 31		<b>Credits (+)</b>	<b>6,203.59</b>
Average Ledger Balance*	159,423.36	Electronic Deposits	6,197.00
Average Collected Balance*	159,423.36	Interest Earned	6.59
* The above balances correspond to the service charge cycle for this account.		<b>Ending Balance</b>	<b>\$164,224.23</b>

**Other Credits (+)**

**Account:-----9630**

Date	Amount	Description
10/15	6.59	INTEREST PAYMENT
10/25	6,197.00	BUS ONL TFR FRM CHECKING 102521 XXXXXXX8479

**Balance Activity**

**Account:-----9630**

Date	Balance	Date	Balance	Date	Balance
09/30	158,020.64	10/15	158,027.23	10/25	164,224.23

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Account Number: 1306946485  
Statement Date: Oct 01, 2021 thru Oct 29, 2021

P.O. Box 42, Clearfield, PA 16830  
Return Service Requested

006509



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189 FIRST ST  
PAINESVILLE OH 44077-3111

Summary - All Accounts

Product	Account #	Ending Balance
Tiered Interest Savings	1306946485	\$324,361.18

Tiered Interest Savings - 1306946485

Date	Transaction Description	Withdrawal	Deposit	Balance
	<b>BEGINNING BALANCE</b>			<b>\$324,340.56</b>
Oct 29	Credit Interest		20.62	324,361.18
	<b>ENDING BALANCE</b>			<b>\$324,361.18</b>

Interest Summary

Avg. Daily Balance	Min. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
324,340.56	324,340.56	Oct 01, 2021 - Oct 29, 2021	29	20.62	0.08%	423.82

Interest Rate Summary

Date	Rate%	Date	Rate%	Date	Rate%	Date	Rate%
Jun 16	0.08%						

Overdraft/Returned Item Fees

Fee Type	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Account Summary

Previous Date	Beginning Balance	Deposits	Interest Paid	Withdrawals	Fees	Ending Balance
Oct 01, 2021	324,340.56	0.00	20.62	0.00	0.00	324,361.18

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Return Service Requested

Account Number: 2201076525  
Statement Date: Oct 01, 2021 thru Oct 29, 2021

013422



LAKE METROPOLITAN HOUSING AUTHORITY  
189 FIRST ST  
PAINESVILLE OH 44077-3111

Summary - All Accounts

Product	Account #	Ending Balance
Interest Checking	2201076525	\$205,050.62

Interest Checking - 2201076525

Date	Transaction Description	Withdrawal	Deposit	Balance
	<b>BEGINNING BALANCE</b>			<b>\$205,045.73</b>
Oct 29	Total Interest Paid		4.89	
	<b>ENDING BALANCE</b>			<b>\$205,050.62</b>

LAKE METROPOLITAN  
HOUSING AUTHORITY

Deposits and Credits

Date	Transaction Description	Amount
Oct 29	Credit Interest	4.89

Balance Summary

Date	Balance	Date	Balance
Oct 01	205,045.73	Oct 29	205,050.62

Interest Summary

Avg. Daily Balance	M n. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
205,045.73	205,045.73	Oct 01, 2021 - Oct 29, 2021	29	4.89	0.03%	85.81

Interest Rate Summary

Date	Rate%	Date	Rate%
Jun 16	0.03%		

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JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

October 01, 2021 through October 29, 2021

Account Number: **000000253356869**

00026594 1 AV 00.426



00026594 DRE 001 142 30321 NNNNNNNNNNN T 1 000000000 67 0086713 P15919

REGIONAL ECONOMICALLY AFFORDABLE  
 COMMUNITY HOUSING  
 189 1ST ST  
 PAINESVILLE OH 44077

**CUSTOMER SERVICE INFORMATION**

Web site: **Chase.com**  
 Service Center: **1-800-242-7338**  
 Deaf and Hard of Hearing: **1-800-242-7383**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**

**CHECKING SUMMARY**

Chase Business Complete Checking

	INSTANCES	AMOUNT
Beginning Balance		\$37,742.83
Ending Balance	0	\$37,742.83

There has been no activity on your account during this statement period. You may not receive a statement through the mail in the future if there is no activity on your account. You can always view your account activity and statement by logging on to your account through chase.com. If you have questions, please call us at the number on this statement.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

**Lake Metropolitan Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**RAD - PBRA**

Filter Criteria Includes: 1) Project: RAD - PBRA, 2) Payment Date: 10/1/2021 to 10/31/2021, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
4224	10/13/2021	No	CHK	Active Plumbing Supply	Hot Water Tank	Yes	\$682.68
4225	10/13/2021	No	CHK	Demetrius Shaw	Tree Trimming/Clean Up Admin Buil	No	\$275.00
4226	10/13/2021	No	CHK	Cintas	Maint Uniforms	Yes	\$159.29
4227	10/13/2021	No	CHK	Concord Road Equipment Inc	Truck Repairs - Insurance Reimburs	Yes	\$2,609.45
4228	10/13/2021	No	CHK	DiCaudo, Pitchford & Yoder	September 2021 Legal	Yes	\$2,803.00
4229	10/13/2021	No	CHK	Pastor Cameron	PvP B12 Paint/Drywall	Yes	\$2,925.00
4230	10/13/2021	No	CHK	General Pest Control Co.	501 Homeworth Treatment Ants	Yes	\$1,028.00
4231	10/13/2021	No	CHK	Griffin Technology Group	October 2021 IT Contract	Yes	\$5,083.18
4232	10/13/2021	No	CHK	HD Supply Facilities Maintenance	Maint. Supplies	Yes	\$4,339.08
4233	10/13/2021	No	CHK	Humanics, LLC	August 2021 Admin Consulting	Yes	\$604.50
4234	10/13/2021	No	CHK	Huntington National Bank	September 2021 Statement	Yes	\$468.84
4235	10/13/2021	No	CHK	Joughin & Company Hardware	September 2021 Statement	Yes	\$426.23
4236	10/13/2021	No	CHK	Lowe's	Maint. Supplies	Yes	\$333.59
4237	10/13/2021	No	CHK	Major Waste Disposal Services In	September 2021 Waste Disposal	Yes	\$1,315.00
4238	10/13/2021	No	CHK	Mary Ann Racz	September 2021 Resident Incentive	Yes	\$200.00
4239	10/13/2021	No	CHK	Max Screenprinting	Admin Uniforms	Yes	\$47.50
4240	10/13/2021	No	CHK	Melissa Winfield	August, September 2021 Consulting	No	\$1,020.00
4241	10/13/2021	No	CHK	The Glassman	WS Window Replacements	Yes	\$2,065.00
4242	10/13/2021	No	CHK	Morse Van Lines, LLC	K. Gretz Move	Yes	\$1,582.96
4243	10/13/2021	No	CHK	Ohio Bureau Of Workers' Compen	Workers' Comp Installment 7/1/2021	Yes	\$1,232.34
4244	10/13/2021	No	CHK	ONLINE Information Services, Inc	September 2021 HR Background	Yes	\$650.50
4245	10/13/2021	No	CHK	Patricia L Jones	September 2021 Resident Incentive	Yes	\$49.99
4246	10/13/2021	No	CHK	Pitney Bowes Purchase Power	September 2021 Meter Refill	Yes	\$1,520.99
4247	10/13/2021	No	CHK	Professional Answering Service L	8/26-9/22/2021 Answering Service	Yes	\$133.60
4248	10/13/2021	No	CHK	Sam's Club/Synchrony Bank	September 2021 Statement	Yes	\$772.11
4249	10/13/2021	No	CHK	Sherwin-Williams	Paint	Yes	\$1,018.00
4250	10/13/2021	No	CHK	Staples Business Credit	Office Supplies	Yes	\$887.58
4251	10/13/2021	No	CHK	The Reserves Network	Week 9/19/2021 Admin Temp Help	Yes	\$992.00
4252	10/13/2021	No	CHK	US Bank Equipment Finance	Copier Close Out Invoice Through 1	Yes	\$1,361.50
4253	10/13/2021	No	CHK	V&V Youngstown	Maint. Supplies	Yes	\$190.36
4254	10/13/2021	Yes	CHK	Vector Screenprinting & Embroide	October 2021 Fire Inspections	Yes	\$487.20
4254	10/18/2021	No	VD	Vector Screenprinting & Embroide	Wrong Vendor	Yes	(\$487.20)
4255	10/13/2021	No	CHK	Vector Security	Key FOBS	Yes	\$137.00
4256	10/20/2021	No	CHK	Demetrius Shaw	September 3-27, 2021 Lawncare Se	Yes	\$1,683.00
4257	10/20/2021	No	CHK	City Of Painesville Utilities Office	Admin 8/30-9/29/2021 Electric & Wa	Yes	\$15,593.26
4258	10/20/2021	No	CHK	Dominion Energy Ohio	PvP A12 9/13-10/11/2021 Gas	Yes	\$330.83
4259	10/20/2021	No	CHK	L.C.D.U.	PvP A 6/16-9/22/2021 Water	Yes	\$3,813.93
4260	10/20/2021	No	CHK	OHAC	'21 Fall OHAC	Yes	\$375.00
4261	10/20/2021	No	CHK	RiverReach Construction	PvP Bank Stabilization - Change Or	Yes	\$50,500.00
4262	10/20/2021	No	CHK	Seacrist Maintenance, Inc.	October 2021 Cleaning Contract	Yes	\$400.00
4263	10/20/2021	No	CHK	The Illuminating Company	PvP B13 9/14-10/13/2021 Electric	Yes	\$516.10
4264	10/20/2021	No	CHK	The Reserves Network	Week 10/10/2021 Admin Temp Help	Yes	\$496.00
4265	10/20/2021	No	CHK	Spectrum Enterprise	Internet 10/5-11/4/2021	Yes	\$1,158.71
4266	10/20/2021	No	CHK	Vector Security	October 2021 Fire Inspections	Yes	\$564.80
4267	10/20/2021	No	CHK	Willoughby Western Lake County	Membership Dues	Yes	\$320.00
4268	10/27/2021	No	CHK	AT&T	9/14-10/13/2021 Telephone	Yes	\$720.62
4269	10/27/2021	No	CHK	Cintas	Maint. Uniforms	Yes	\$36.08

**Lake Metropolitan Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**RAD - PBRA**

Filter Criteria Includes: 1) Project: RAD - PBRA, 2) Payment Date: 10/1/2021 to 10/31/2021, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
4270	10/27/2021	No	CHK	City Of Painesville Utilities Office	WS 9/8-10/6/2021 Electric	Yes	\$8,221.63
4271	10/27/2021	No	CHK	Com-One Sound	JT #220 Intercom Maintenance	Yes	\$93.75
4272	10/27/2021	No	CHK	Dominion Energy Ohio	Maint. Bldg 9/16-10/15/2021 Gas	Yes	\$715.61
4273	10/27/2021	No	CHK	Pastor Cameron	JT 502 Painting	Yes	\$1,150.00
4274	10/27/2021	No	CHK	Griffin Technology Group	Microsoft 365 Subscription	Yes	\$372.50
4275	10/27/2021	No	CHK	Guardian	November 2021 Dental, Life, AD&D	Yes	\$2,167.21
4276	10/27/2021	No	CHK	HD Supply Facilities Maintenance	Maint. Supplies	Yes	\$1,016.63
4277	10/27/2021	No	CHK	Home Depot Credit Services	September 2021 Charges	Yes	\$770.93
4278	10/27/2021	No	CHK	Kost Electric, Inc.	PvP B10 Outlet Repairs	Yes	\$454.16
4279	10/27/2021	No	CHK	Lake County Board of Commissio	October 2021 Health Insurance	Yes	\$19,260.30
4280	10/27/2021	No	CHK	Nan McKay	Model Admin Plan, Model Admission	Yes	\$478.00
4281	10/27/2021	No	CHK	Phillip Ransey	'21 Fall OHAC Per Diem	Yes	\$210.84
4282	10/27/2021	No	CHK	Professional Answering Service L	9/23-10/20/2021 Answering Service	Yes	\$137.45
4283	10/27/2021	No	CHK	The Reserves Network	Week 10/17/2021 Admin Temp Help	Yes	\$372.00
4284	10/27/2021	No	CHK	Spectrum Enterprise	PvP Cable 10/18-11/17/2021	Yes	\$191.04
4285	10/27/2021	No	CHK	WEX BANK	October 2021 Fuel Card Charges	Yes	\$502.10
Cleared: 61							\$148,241.75
Uncleared: 2							\$1,295.00
Total Payments: 63							\$149,536.75

**Project Summary**

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
RAD - PBRA - RAD - PBRA	\$149,536.75	\$0.00
<b>Total:</b>	<b>\$149,536.75</b>	<b>\$0.00</b>

**Type Summary**

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	62	\$150,023.95
Void Payment (VD)	1	(\$487.20)
<b>Total:</b>	<b>63</b>	<b>\$149,536.75</b>

*End of Report*



# Lake Metropolitan Housing Authority - Major Programs

Fiscal Year 2022 Summary Operating Report, and Fiscal Year 2021 Comparison

For the Month and Fiscal Year-to-Date ended November 30, 2021

(Preliminary - For Internal Use Only)

	Fiscal Year 2022			Fiscal Year 2021		
	This Month	Year-to-Date	YTD Budget	Variance	Year-to-Date	Variance
<b>Multi-Family</b>						
Operating Income	\$ 137,134	\$ 643,537	\$ 635,458	\$ 8,079	\$ 636,764	\$ 6,773
Administrative Expenses	\$ 43,856	\$ 199,299	\$ 227,022	\$ (27,723)	\$ 129,184	\$ 70,115
Utility Expenses	14,471	106,874	108,333	(1,459)	101,707	5,167
Operations Expense	62,944	230,203	189,436	40,767	207,486	22,717
General Expense	8,079	28,219	45,218	(16,999)	29,631	(1,412)
<b>Surplus / (Deficit)</b>	<b>\$ 7,784</b>	<b>\$ 78,942</b>	<b>\$ 65,449</b>	<b>\$ 13,493</b>	<b>\$ 168,756</b>	<b>\$ (89,814)</b>

<b>Section 8</b>						
Operating Income	\$ 61,351	\$ 383,950	\$ 415,833	\$ (31,883)	\$ 422,911	\$ (38,961)
Administrative Expenses	\$ 80,808	\$ 346,492	\$ 437,331	(90,839)	\$ 329,208	17,284
Utility Expenses	349	1,752	2,000	(248)	1,470	282
Maintenance Expense	3,547	6,001	2,500	3,501	1,807	4,194
General Expense	4,409	8,362	6,945	1,417	8,023	339
<b>Surplus / (Deficit)</b>	<b>\$ (27,762)</b>	<b>\$ 21,343</b>	<b>\$ (32,943)</b>	<b>\$ 54,286</b>	<b>\$ 82,403</b>	<b>\$ (61,060)</b>

<b>CONSOLIDATED</b>						
Operating Income	\$ 198,485	\$ 1,027,487	\$ 1,051,291	\$ (23,804)	\$ 1,059,675	\$ (32,188)
Administrative Expenses	\$ 124,664	\$ 545,791	\$ 664,353	\$ (118,562)	\$ 458,392	\$ 87,399
Utility Expenses	14,820	108,626	110,333	(1,707)	103,177	5,449
Operations Expense	66,491	236,204	191,936	44,268	209,293	26,911
General Expense	12,488	36,581	52,163	(15,582)	37,654	(1,073)
<b>Surplus / (Deficit)</b>	<b>\$ (19,978)</b>	<b>\$ 100,285</b>	<b>\$ 32,506</b>	<b>\$ 67,779</b>	<b>\$ 251,159</b>	<b>\$ (150,874)</b>

**Lake Metropolitan Housing Authority**

**Balance Sheet**

**November 2021**

**Program: RAD - PBRA**

**Project: Consolidated**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1001.000 Petty Cash	31.25	799.06
1111.800 Cash - RAD PBRA	21,326.28	988,513.65
1113.000 Cash - Replacement Reserve	12,740.14	1,245,367.61
1114.000 Cash - Tenant Sec. Deposits	(17.49)	62,683.17
1122.000 Accts Rec Tenants (S)	6,766.00	58,442.08
1122.009 Tenant Repayment Agreements (S)	(217.00)	4,746.00
1129.000 A/R - Other	0.00	43.50
1140.001 A/R Parkview Place	(58,643.93)	(1,861.79)
1140.002 A/R Public Housing	3,710.31	24,701.53
1140.003 A/R REACH	0.00	105.00
1140.005 A/R S-8 Voucher	51,816.88	108,462.72
1140.006 A/R State/Local	(445.62)	3,170.70
1211.000 Prepaid Insurance	64,814.25	69,467.00
1250.000 Prepaid Expense	8,356.50	9,782.46
1400.600 Land	0.00	692,731.00
1400.601 Land - Development (Lots)	0.00	29,490.74
1400.700 Buildings	0.00	3,910,612.00
1400.710 Bldg. & Land Improvements	0.00	5,640,393.44
1400.800 Furn, Equip, Mach - Dwellings	0.00	41,171.00
1400.900 Furn, Equip, Mach - Admin	0.00	295,999.63
1400.901 Equipment - Vehicles	0.00	121,590.43
1400.950 Accumulated Depreciation	0.00	(9,316,979.02)
1500.100 Net OPEB Asset	0.00	38,390.00
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
1900.000 Deferred Outflows of Resources (Pens)	0.00	24,363.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	21,966.00
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>46,329.00</b>
<b>TOTAL ASSETS</b>	<b>110,237.57</b>	<b>4,074,150.91</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.000 Vendors & Contr. (S)	111,925.37	186,359.08
2111.009 A/P - Public Housing (S)	126.00	515.00
2114.000 Tenants Sec. Dep. (S)	(863.00)	55,116.00
2114.300 Pet Deposit (S)	0.00	4,750.00
2114.314 Interest - Tenant Security Deposits	0.51	11.17
2117.200 OPERS Payable	(8,959.08)	(0.32)
2117.800 Deferred Comp W/H	20.00	0.00
2117.902 Misc. Payroll - AFLAC	204.24	175.32
2117.950 A/P - Ohio BWC	0.00	(27.00)
2117.999 A/P Payroll Other - Employee	0.00	(136.51)
2135.100 Acc. Comp Absences	0.00	4,295.63
2135.200 Comp. Absences - Non Current	0.00	17,283.44
2500.000 Net Pension Liability	0.00	299,296.00
<b>DEFERRED INFLOWS OF RESOURCES</b>		
2900.000 Deferred Inflows of Resources (Pens)	0.00	173,788.00

**Lake Metropolitan Housing Authority**

**Balance Sheet**

**November 2021**

**Program: RAD - PBRA**

**Project: Consolidated**

**LIABILITIES AND SURPLUS**

**LIABILITIES**

**DEFERRED INFLOWS OF RESOURCES**

2900.100 Deferred Inflows of Resources (OPEB)

0.00      153,258.00

**TOTAL DEFERRED INFLOWS OF RESOURCES**

**0.00      327,046.00**

**TOTAL LIABILITIES**

**102,454.04      894,683.81**

**SURPLUS**

2801.000 Net Investment In Capital Assets

0.00      1,389,637.14

2805.000 Temporarily Restricted Net Position

0.00      1,180,835.26

2806.000 Unrestricted Net Position

0.00      530,052.75

2806.000 Unrestricted Net Position (Current Year)

7,783.53      78,941.95

**TOTAL SURPLUS**

**7,783.53      3,179,467.10**

**TOTAL LIABILITIES AND SURPLUS**

**110,237.57      4,074,150.91**

**PROOF**

**0.00      0.00**

**Lake Metropolitan Housing Authority**  
**Operating Statement**  
**Five Months Ending 11/30/2021**  
**Program: RAD - PBRA      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
<b>OPERATING INCOME</b>								
3110.000 Dwelling Rental	51,399.00	56,666.67	(5,267.67)	251,301.00	283,333.33	(32,032.33)	680,000.00	(428,699.00)
3121.000 Tenant Assistance Payments - M/F	82,002.00	69,166.67	12,835.33	378,272.00	345,833.33	32,438.67	830,000.00	(451,728.00)
3300.113 Interest - Rep. Res.	10.14	8.33	1.81	50.70	41.67	9.03	100.00	(49.30)
3690.000 Other Income - Tenant	3,722.50	1,250.00	2,472.50	13,913.08	6,250.00	7,663.08	15,000.00	(1,086.92)
<b>TOTAL OPERATING INCOME</b>	<b>137,133.64</b>	<b>127,091.67</b>	<b>10,041.97</b>	<b>643,536.78</b>	<b>635,458.33</b>	<b>8,078.45</b>	<b>1,525,100.00</b>	<b>(881,563.22)</b>
<b>TOTAL INCOME</b>	<b>137,133.64</b>	<b>127,091.67</b>	<b>10,041.97</b>	<b>643,536.78</b>	<b>635,458.33</b>	<b>8,078.45</b>	<b>1,525,100.00</b>	<b>(881,563.22)</b>
<b>EXPENSES</b>								
<b>ADMIN EXPENSE</b>								
4110.000 Admin. Salaries	19,009.05	25,130.75	6,121.70	107,157.44	125,653.75	18,496.31	301,569.00	194,411.56
4120.000 Auditing Fees	1,160.25	216.67	(943.58)	1,160.25	1,083.33	(76.92)	2,600.00	1,439.75
4140.100 Advertising - Other	18.55	116.67	98.12	18.55	583.33	564.78	1,400.00	1,381.45
4150.000 Benefits Expense	13,122.92	9,610.25	(3,512.67)	47,556.53	48,051.25	494.72	115,323.00	67,766.47
4170.000 Legal Expenses	1,851.80	2,083.33	231.53	9,746.23	10,416.67	670.44	25,000.00	15,253.77
4180.000 Travel Expense	0.00	518.50	518.50	173.44	2,592.50	2,419.06	6,222.00	6,048.56
4180.100 Board Travel	0.00	120.75	120.75	0.00	603.75	603.75	1,449.00	1,449.00
4185.000 Staff Training	75.25	258.75	183.50	516.00	1,293.75	777.75	3,105.00	2,589.00
4185.100 Board Training	0.00	60.42	60.42	0.00	302.08	302.08	725.00	725.00
4190.000 Office Sundry Expense	17.00	0.00	(17.00)	111.64	0.00	(111.64)	0.00	(111.64)
4190.020 Bank Charges	135.09	216.67	81.58	969.00	1,083.33	114.33	2,600.00	1,631.00
4190.050 Payroll Processing Charges & Forms	150.77	158.33	7.56	757.04	791.67	34.63	1,900.00	1,142.96
4190.100 Office Supplies	691.84	225.00	(466.84)	2,056.10	1,125.00	(931.10)	2,700.00	643.90
4190.110 Temporary Help	1,077.26	83.33	(993.93)	2,890.14	416.67	(2,473.47)	1,000.00	(1,890.14)
4190.120 Cleaning Contract	96.00	112.50	16.50	384.00	562.50	178.50	1,350.00	966.00
4190.130 Contract - IT Services	969.54	833.33	(136.21)	4,946.04	4,166.67	(779.37)	10,000.00	5,053.96
4190.140 Contract - MCS	729.78	725.83	(3.95)	3,590.18	3,629.17	38.99	8,710.00	5,119.82
4190.145 Forms and Publications	60.00	166.67	106.67	226.84	833.33	606.49	2,000.00	1,773.16
4190.150 Shredding	32.98	41.67	8.69	67.96	208.33	140.37	500.00	432.04
4190.200 Telephone	534.93	258.33	(276.60)	1,238.31	1,291.67	53.36	3,100.00	1,861.69
4190.201 Cell Phones	227.62	208.33	(19.29)	884.41	1,041.67	157.26	2,500.00	1,615.59
4190.205 Answering Service	295.41	158.33	(137.08)	807.49	791.67	(15.82)	1,900.00	1,092.51
4190.210 Internet Expense	288.40	175.00	(113.40)	865.20	875.00	9.80	2,100.00	1,234.80
4190.220 Cable	1,322.07	750.00	(572.07)	4,207.08	3,750.00	(457.08)	9,000.00	4,792.92
4190.300 Postage & Meter	787.62	458.33	(329.29)	2,818.43	2,291.67	(526.76)	5,500.00	2,681.57
4190.400 Copier - Lease	895.61	325.00	(570.61)	1,549.15	1,625.00	75.85	3,900.00	2,350.85
4190.410 Copier Maintenance	(980.31)	41.67	1,021.98	(470.62)	208.33	678.95	500.00	970.62
4190.500 Admin Minor Equipment	0.00	208.33	208.33	0.00	1,041.67	1,041.67	2,500.00	2,500.00
4190.600 Dues & Fees	75.25	416.67	341.42	811.74	2,083.33	1,271.59	5,000.00	4,188.26
4190.900 Other Sundry Expense	62.22	266.67	204.45	312.18	1,333.33	1,021.15	3,200.00	2,887.82
4190.910 Tenant Background Checks	11.18	333.33	322.15	456.47	1,666.67	1,210.20	4,000.00	3,543.53
4190.950 HR Contract	0.00	0.00	0.00	78.75	0.00	(78.75)	0.00	(78.75)
4190.960 Community Outreach	26.13	250.00	223.87	26.13	1,250.00	1,223.87	3,000.00	2,973.87

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>ADMIN EXPENSE</b>								
4210.000 Resident Activities	0.00	250.00	250.00	0.00	1,250.00	1,250.00	3,000.00	3,000.00
4220.000 Resident Participation	249.99	250.00	0.01	1,349.95	1,250.00	(99.95)	3,000.00	1,650.05
4230.000 Contract - Other	861.88	375.00	(486.88)	2,037.06	1,875.00	(162.06)	4,500.00	2,462.94
<b>TOTAL ADMIN EXPENSE</b>	<b>43,856.08</b>	<b>45,404.41</b>	<b>1,548.33</b>	<b>199,299.11</b>	<b>227,022.09</b>	<b>27,722.98</b>	<b>544,853.00</b>	<b>345,553.89</b>
<b>UTILITIES EXPENSE</b>								
4310.000 Water	3,103.49	4,833.33	1,729.84	30,512.01	24,166.67	(6,345.34)	58,000.00	27,487.99
4320.000 Electricity	9,637.37	15,000.00	5,362.63	71,656.21	75,000.00	3,343.79	180,000.00	108,343.79
4330.000 Gas	1,730.14	1,833.33	103.19	4,705.54	9,166.67	4,461.13	22,000.00	17,294.46
<b>TOTAL UTILITIES EXPENSE</b>	<b>14,471.00</b>	<b>21,666.66</b>	<b>7,195.66</b>	<b>106,873.76</b>	<b>108,333.34</b>	<b>1,459.58</b>	<b>260,000.00</b>	<b>153,126.24</b>
<b>OPERATIONS EXPENSE</b>								
4410.000 Maintenance Salaries	14,326.30	13,734.92	(591.38)	59,603.58	68,674.58	9,071.00	164,819.00	105,215.42
4415.000 Maint. - Temp Help	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4420.000 Maint. - Supplies (other)	4,066.81	2,750.00	(1,316.81)	29,422.91	13,750.00	(15,672.91)	33,000.00	3,577.09
4420.050 Maint. - Materials	4,084.78	1,125.00	(2,959.78)	5,780.88	5,625.00	(155.88)	13,500.00	7,719.12
4420.100 Maint. - Electrical	0.00	100.00	100.00	0.00	500.00	500.00	1,200.00	1,200.00
4420.200 Maint. - Plumbing	132.26	150.00	17.74	752.12	750.00	(2.12)	1,800.00	1,047.88
4420.300 Maint. - Cleaning Supplies	205.37	75.00	(130.37)	718.51	375.00	(343.51)	900.00	181.49
4420.400 Maint. - Auto	1,030.19	583.33	(446.86)	1,223.29	2,916.67	1,693.38	7,000.00	5,776.71
4420.410 Maint. - Fuel	256.20	416.67	160.47	948.59	2,083.33	1,134.74	5,000.00	4,051.41
4420.500 Maint. - Hardware	215.23	333.33	118.10	1,608.20	1,666.67	58.47	4,000.00	2,391.80
4420.510 Maint. - Keys & Locks	0.00	83.33	83.33	1,157.02	416.67	(740.35)	1,000.00	(157.02)
4420.600 Maint. - Paint	1,511.13	333.33	(1,177.80)	5,571.90	1,666.67	(3,905.23)	4,000.00	(1,571.90)
4420.700 Appliances & Dwelling Equip.	1,867.85	2,083.33	215.48	15,270.20	10,416.67	(4,853.53)	25,000.00	9,729.80
4420.900 Non-Dwelling Equipment	564.96	0.00	(564.96)	564.96	0.00	(564.96)	0.00	(564.96)
4430.010 Cont - Rubbish Removal	1,143.00	1,166.67	23.67	5,737.50	5,833.33	95.83	14,000.00	8,262.50
4430.020 Cont - HVAC	109.00	833.33	724.33	1,278.25	4,166.67	2,888.42	10,000.00	8,721.75
4430.040 Cont - Elevators	4,855.79	1,250.00	(3,605.79)	9,878.99	6,250.00	(3,628.99)	15,000.00	5,121.01
4430.050 Cont - Landscaping	0.00	1,475.00	1,475.00	4,392.00	7,375.00	2,983.00	17,700.00	13,308.00
4430.060 Cont - Unit Turn Expense	1,330.00	0.00	(1,330.00)	2,830.00	0.00	(2,830.00)	0.00	(2,830.00)
4430.070 Cont - Electrical	1,986.26	791.67	(1,194.59)	2,078.47	3,958.33	1,879.86	9,500.00	7,421.53
4430.080 Cont - Plumbing	0.00	1,000.00	1,000.00	2,404.00	5,000.00	2,596.00	12,000.00	9,596.00
4430.090 Cont - Exterminator	0.00	1,250.00	1,250.00	2,958.00	6,250.00	3,292.00	15,000.00	12,042.00
4430.115 Cont - Repairs	1,485.00	625.00	(860.00)	6,193.00	3,125.00	(3,068.00)	7,500.00	1,307.00
4430.116 Cont - Uniforms	212.48	308.33	95.85	677.61	1,541.67	864.06	3,700.00	3,022.39
4430.120 Cont - Miscellaneous	14,796.38	2,083.33	(12,713.05)	42,700.74	10,416.67	(32,284.07)	25,000.00	(17,700.74)
4450.000 Benefits - Maint.	8,765.32	5,252.42	(3,512.90)	26,452.10	26,262.08	(190.02)	63,029.00	36,576.90
<b>TOTAL OPERATIONS EXPENSE</b>	<b>62,944.31</b>	<b>37,887.32</b>	<b>(25,056.99)</b>	<b>230,202.82</b>	<b>189,436.68</b>	<b>(40,766.14)</b>	<b>454,648.00</b>	<b>224,445.18</b>
<b>GENERAL EXPENSE</b>								
4480.000 Security	479.61	833.33	353.72	3,910.03	4,166.67	256.64	10,000.00	6,089.97
4510.000 Insurance	7,599.11	5,126.92	(2,472.19)	26,210.11	25,634.58	(575.53)	61,523.00	35,312.89
4516.000 Real Estate Assess.	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
4570.000 Collection Loss	0.00	2,666.67	2,666.67	(1,901.00)	13,333.33	15,234.33	32,000.00	33,901.00
<b>TOTAL GENERAL EXPENSE</b>	<b>8,078.72</b>	<b>9,043.59</b>	<b>964.87</b>	<b>28,219.14</b>	<b>45,217.91</b>	<b>16,998.77</b>	<b>108,523.00</b>	<b>80,303.86</b>
<b>TOTAL EXPENSES</b>	<b>129,350.11</b>	<b>114,001.98</b>	<b>(15,348.13)</b>	<b>564,594.83</b>	<b>570,010.02</b>	<b>5,415.19</b>	<b>1,368,024.00</b>	<b>803,429.17</b>
<b>SURPLUS</b>	<b>7,783.53</b>	<b>13,089.69</b>	<b>(5,306.16)</b>	<b>78,941.95</b>	<b>65,448.31</b>	<b>13,493.64</b>	<b>157,076.00</b>	<b>(78,134.05)</b>



**Lake Metropolitan Housing Authority  
Statement of Operations**

**RAD - PBRA - All Projects Period From November 2021 Period To November 2021 - All Tenants**

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$51,287.08
Rent	\$54,786.00
Security Deposit	\$508.00
Adj to Rent	(\$214.00)
Adj to Misc - Maintenance Charge	\$197.50
Adj to Misc - Miscellaneous Bank Charge	\$50.00
Adj to Misc - Move-Out Charges	\$3,525.00
Payment Received	(\$53,379.50)
Utility	(\$1,865.00)
Adj to Utility	(\$1,308.00)
Payment Made	\$3,782.00
Repayment	\$359.00
Refund Deposit	(\$1,371.00)
AR Void	\$1,712.00
Create Repayment	(\$142.00)
Ending Balance	<u><u>\$57,927.08</u></u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$55,979.00
Charged	\$508.00	
Collected	(\$320.00)	\$320.00
Applied to Account		(\$836.00)
Refunded		(\$535.00)
Ending Balance	<u><u>\$188.00</u></u>	<u><u>\$54,928.00</u></u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$200.00	\$4,550.00
Charged	\$0.00	
Collected	(\$200.00)	\$200.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u><u>\$0.00</u></u>	<u><u>\$4,750.00</u></u>

Repayment Agreement Balances: Default Type (6 Agreements)

	Amount
Beginning Balance	\$4,963.00
Monthly Repayment Amount	(\$359.00)
Payments to Principal	\$0.00
Credit Applications to Principle	\$0.00
Create Repayment	\$142.00
Cancel Repayment	\$0.00
Ending Balance	<u><u>\$4,746.00</u></u>

**Lake Metropolitan Housing Authority  
Statement of Operations**

**RAD - PBRA - All Projects Period From November 2021 Period To November 2021 - All Tenants**

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$51,287.08
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Repayment	\$359.00
Refund Deposit	(\$1,371.00)
AR Void	\$1,712.00
Create Repayment	(\$142.00)
Ending Balance	<u><u>\$57,927.08</u></u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$55,979.00
Charged	\$508.00	
Collected	(\$320.00)	\$320.00
Applied to Account		(\$836.00)
Refunded		(\$535.00)
Ending Balance	<u><u>\$188.00</u></u>	<u><u>\$54,928.00</u></u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$200.00	\$4,550.00
Charged	\$0.00	
Collected	(\$200.00)	\$200.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u><u>\$0.00</u></u>	<u><u>\$4,750.00</u></u>

Repayment Agreement Balances: Default Type (6 Agreements)

	Amount
Beginning Balance	\$4,963.00
Monthly Repayment Amount	(\$359.00)
Payments to Principal	\$0.00
Credit Applications to Principle	\$0.00
Create Repayment	\$142.00
Cancel Repayment	\$0.00
Ending Balance	<u><u>\$4,746.00</u></u>



**Lake Metropolitan Housing Authority**  
**Balance Sheet**  
**November 2021**

**Program: Section 8 Voucher      Project: Consolidated**

	Period Amount	Balance
<b>ASSETS</b>		
1111.100 Unrestricted Cash	2,069.21	403,171.41
1111.200 Cash HAP Payments	(221,032.29)	1,022,218.19
1122.000 Tenant Fraud Receivable	0.00	43,175.85
1122.100 Allowance for Doubtful Fraud Rec.	0.00	(43,175.85)
1125.000 Accounts Receivable Mainstream	0.00	(9,523.00)
1165.000 FSS Escrow Investmen	4,943.14	169,382.37
1211.000 Prepaid Insurance	(452.00)	0.00
1250.000 Prepaid Expense	20,294.30	23,757.46
1400.900 Furn, Equip, Mach - Admin	0.00	42,980.51
1400.901 Equipment - Vehicles	0.00	33,018.86
1400.950 Accumulated Depreciation	0.00	(70,928.99)
1500.100 Net OPEB Asset	0.00	51,826.00
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
1900.000 Deferred Outflows of Resources (Pens)	0.00	32,890.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	29,653.00
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>62,543.00</b>
<b>TOTAL ASSETS</b>	<b>(194,177.64)</b>	<b>1,728,445.81</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.100 A/P Revolving Fund	51,816.88	108,462.72
2117.001 Accounts Payable HAP (S)	1,357.56	2,349.56
2119.000 Other Accts Payable	0.00	915.36
2135.100 Acc. Comp Absences	0.00	6,898.70
2135.200 Comp Absences Non Curren	0.00	27,594.81
2181.100 FSS Escrow Payable	4,943.14	169,382.37
2210.100 Unearned Revenue - CARES Act	0.00	237,125.15
2210.200 Unearned Revenue - FSS	0.00	32,780.78
2500.000 Net Pension Liability	0.00	404,049.00
<b>DEFERRED INFLOWS OF RESOURCES</b>		
2900.000 Deferred Inflows of Resources (Pens)	0.00	234,615.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	206,899.00
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>441,514.00</b>
<b>TOTAL LIABILITIES</b>	<b>58,117.58</b>	<b>1,431,072.45</b>
<b>SURPLUS</b>		
2801.000 Net Investment In Capital Assets	0.00	5,070.38
2802.000 Restricted Net Position (HAP)	(223,716.00)	108,487.00
2806.000 Unrestricted Net Position	223,716.00	332,949.52
2806.000 Unrestricted Net Position (Current Year)	(252,295.22)	(149,133.54)
<b>TOTAL SURPLUS</b>	<b>(252,295.22)</b>	<b>297,373.36</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>(194,177.64)</b>	<b>1,728,445.81</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

Lake Metropolitan Housing Authority

Operating Statement

Five Months Ending 11/30/2021

Program: Section 8 Voucher

Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
<b>HAP INCOME</b>								
<b>HAP INCOME</b>								
3000.100 HAP Income	500,776.00	0.00	500,776.00	3,521,266.00	0.00	3,521,266.00	0.00	3,521,266.00
3000.120 Mainstream (HAP) Income	9,364.00	0.00	9,364.00	25,649.00	0.00	25,649.00	0.00	25,649.00
3000.130 FSS Forfeitures (HAP)	645.21	0.00	645.21	2,534.26	0.00	2,534.26	0.00	2,534.26
3000.199 HAP Repayments	1,034.61	0.00	1,034.61	6,797.47	0.00	6,797.47	0.00	6,797.47
<b>TOTAL HAP INCOME</b>	<b>511,819.82</b>	<b>0.00</b>	<b>511,819.82</b>	<b>3,556,246.73</b>	<b>0.00</b>	<b>3,556,246.73</b>	<b>0.00</b>	<b>3,556,246.73</b>
<b>TOTAL HAP INCOME</b>	<b>511,819.82</b>	<b>0.00</b>	<b>511,819.82</b>	<b>3,556,246.73</b>	<b>0.00</b>	<b>3,556,246.73</b>	<b>0.00</b>	<b>3,556,246.73</b>
<b>OPERATING INCOME</b>								
<b>OPERATING INCOME</b>								
3000.200 Admin Fee Income	59,428.00	76,916.67	(17,488.67)	370,764.00	384,583.33	(13,819.33)	923,000.00	(552,236.00)
3000.220 Mainstream (Admin) Income	888.00	0.00	888.00	6,389.00	0.00	6,389.00	0.00	6,389.00
3000.300 FSS Grant Income	0.00	5,000.00	(5,000.00)	0.00	25,000.00	(25,000.00)	60,000.00	(60,000.00)
3690.200 50% Fraud Recovery	1,034.60	1,250.00	(215.40)	6,797.46	6,250.00	547.46	15,000.00	(8,202.54)
<b>TOTAL OPERATING INCOME</b>	<b>61,350.60</b>	<b>83,166.67</b>	<b>(21,816.07)</b>	<b>383,950.46</b>	<b>415,833.33</b>	<b>(31,882.87)</b>	<b>998,000.00</b>	<b>(614,049.54)</b>
<b>TOTAL OPERATING INCOME</b>	<b>61,350.60</b>	<b>83,166.67</b>	<b>(21,816.07)</b>	<b>383,950.46</b>	<b>415,833.33</b>	<b>(31,882.87)</b>	<b>998,000.00</b>	<b>(614,049.54)</b>
<b>TOTAL INCOME</b>	<b>573,170.42</b>	<b>83,166.67</b>	<b>490,003.75</b>	<b>3,940,197.19</b>	<b>415,833.33</b>	<b>3,524,363.86</b>	<b>998,000.00</b>	<b>2,942,197.19</b>
<b>EXPENSES</b>								
<b>ADMIN EXPENSE</b>								
4110.000 Admin. Salaries	36,012.20	53,018.58	17,006.38	192,487.16	265,092.92	72,605.76	636,223.00	443,735.84
4120.000 Audit Fees	4,143.75	783.33	(3,360.42)	4,143.75	3,916.67	(227.08)	9,400.00	5,256.25
4140.100 Advertising - Other	21.57	66.67	45.10	471.57	333.33	(138.24)	800.00	328.43
4150.000 Benefit Expense	24,301.70	20,274.83	(4,026.87)	85,425.91	101,374.17	15,948.26	243,298.00	157,872.09
4170.000 Legal Expenses	50.00	833.33	783.33	1,345.50	4,166.67	2,821.17	10,000.00	8,654.50
4180.000 Travel Expense	0.00	500.00	500.00	201.68	2,500.00	2,298.32	6,000.00	5,798.32
4180.100 Board Travel	0.00	195.42	195.42	0.00	977.08	977.08	2,345.00	2,345.00
4185.000 Staff Training	87.50	250.00	162.50	1,300.00	1,250.00	(50.00)	3,000.00	1,700.00
4185.100 Board Training	0.00	96.25	96.25	0.00	481.25	481.25	1,155.00	1,155.00
4190.000 Office Sundry Expense	19.75	0.00	(19.75)	100.75	0.00	(100.75)	0.00	(100.75)
4190.020 Bank Charges	167.10	208.33	41.23	932.01	1,041.67	109.66	2,500.00	1,567.99
4190.050 Payroll Processing Charges & Forms	204.76	208.33	3.57	957.86	1,041.67	83.81	2,500.00	1,542.14
4190.100 Office Supplies	2,104.20	708.33	(1,395.87)	6,253.43	3,541.67	(2,711.76)	8,500.00	2,246.57
4190.110 Temporary Help	1,252.59	41.67	(1,210.92)	3,360.59	208.33	(3,152.26)	500.00	(2,860.59)
4190.120 Cleaning Contract	292.00	325.00	33.00	1,168.00	1,625.00	457.00	3,900.00	2,732.00
4190.130 Contract - IT Services	2,354.51	2,166.67	(187.84)	12,011.56	10,833.33	(1,178.23)	26,000.00	13,988.44
4190.140 Contract - MCS	1,772.38	1,835.33	62.95	8,719.02	9,176.67	457.65	22,024.00	13,304.98
4190.145 Forms and Publications	322.50	125.00	(197.50)	990.90	625.00	(365.90)	1,500.00	509.10
4190.150 Shredding	100.22	62.50	(37.72)	206.49	312.50	106.01	750.00	543.51
4190.200 Telephone	1,627.05	741.67	(885.38)	3,766.41	3,708.33	(58.08)	8,900.00	5,133.59
4190.201 Cell Phones	103.83	95.83	(8.00)	403.41	479.17	75.76	1,150.00	746.59
4190.210 Internet Expense	700.40	416.67	(283.73)	2,101.20	2,083.33	(17.87)	5,000.00	2,898.80

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>ADMIN EXPENSE</b>								
4190.220 Cable	34.04	37.50	3.46	170.16	187.50	17.34	450.00	279.84
4190.300 Postage & Meter	2,362.91	987.50	(1,375.41)	8,455.42	4,937.50	(3,517.92)	11,850.00	3,394.58
4190.400 Copier - Lease	2,724.08	1,166.67	(1,557.41)	4,711.86	5,833.33	1,121.47	14,000.00	9,288.14
4190.410 Copier Maintenance	(2,981.67)	91.67	3,073.34	(1,431.61)	458.33	1,889.94	1,100.00	2,531.61
4190.500 Admin Minor Equipment	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4190.600 Dues & Fees	87.50	250.00	162.50	785.19	1,250.00	464.81	3,000.00	2,214.81
4190.900 Other Sundry Expense	72.33	229.17	156.84	612.66	1,145.83	533.17	2,750.00	2,137.34
4190.910 Tenant Background Checks	1,329.00	500.00	(829.00)	2,354.00	2,500.00	146.00	6,000.00	3,646.00
4190.950 HR Contract	0.00	0.00	0.00	78.75	0.00	(78.75)	0.00	(78.75)
4190.960 Community Outreach	164.46	166.67	2.21	164.46	833.33	668.87	2,000.00	1,835.54
4230.000 Contract - Other	1,002.19	333.33	(668.86)	2,368.69	1,666.67	(702.02)	4,000.00	1,631.31
4230.200 Rentellect	375.00	666.67	291.67	1,875.00	3,333.33	1,458.33	8,000.00	6,125.00
<b>TOTAL ADMIN EXPENSE</b>	<b>80,807.85</b>	<b>87,466.25</b>	<b>6,658.40</b>	<b>346,491.78</b>	<b>437,331.25</b>	<b>90,839.47</b>	<b>1,049,595.00</b>	<b>703,103.22</b>
<b>UTILITY EXPENSE</b>								
4310.000 Water	51.36	58.33	6.97	259.49	291.67	32.18	700.00	440.51
4320.000 Electric	272.15	291.67	19.52	1,467.20	1,458.33	(8.87)	3,500.00	2,032.80
4330.000 Gas	25.48	50.00	24.52	25.48	250.00	224.52	600.00	574.52
<b>TOTAL UTILITY EXPENSE</b>	<b>348.99</b>	<b>400.00</b>	<b>51.01</b>	<b>1,752.17</b>	<b>2,000.00</b>	<b>247.83</b>	<b>4,800.00</b>	<b>3,047.83</b>
<b>MAINTENANCE EXPENSE</b>								
4420.400 Maint. - Auto	0.00	250.00	250.00	189.25	1,250.00	1,060.75	3,000.00	2,810.75
4420.410 Maint. - Fuel	154.72	250.00	95.28	490.43	1,250.00	759.57	3,000.00	2,509.57
4430.120 Cont - Miscellaneous	3,391.97	0.00	(3,391.97)	5,321.14	0.00	(5,321.14)	0.00	(5,321.14)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>3,546.69</b>	<b>500.00</b>	<b>(3,046.69)</b>	<b>6,000.82</b>	<b>2,500.00</b>	<b>(3,500.82)</b>	<b>6,000.00</b>	<b>(0.82)</b>
<b>GENERAL EXPENSE</b>								
4480.000 Security	38.89	54.17	15.28	269.06	270.83	1.77	650.00	380.94
4510.000 Insurance	3,878.00	751.42	(3,126.58)	5,686.00	3,757.08	(1,928.92)	9,017.00	3,331.00
4590.100 Admin Fee Portable	492.22	583.33	91.11	2,406.90	2,916.67	509.77	7,000.00	4,593.10
<b>TOTAL GENERAL EXPENSE</b>	<b>4,409.11</b>	<b>1,388.92</b>	<b>(3,020.19)</b>	<b>8,361.96</b>	<b>6,944.58</b>	<b>(1,417.38)</b>	<b>16,667.00</b>	<b>8,305.04</b>
<b>HAP EXPENSE</b>								
4715.100 HAP Occupied Units	717,975.00	0.00	(717,975.00)	3,633,629.00	0.00	(3,633,629.00)	0.00	(3,633,629.00)
4715.500 Hap Portable Cert.	11,599.00	0.00	(11,599.00)	56,675.00	0.00	(56,675.00)	0.00	(56,675.00)
4715.600 Homeownership	1,192.00	0.00	(1,192.00)	6,185.00	0.00	(6,185.00)	0.00	(6,185.00)
4718.000 HAP FSS Escrow Payments	5,587.00	0.00	(5,587.00)	30,235.00	0.00	(30,235.00)	0.00	(30,235.00)
<b>TOTAL HAP EXPENSE</b>	<b>736,353.00</b>	<b>0.00</b>	<b>(736,353.00)</b>	<b>3,726,724.00</b>	<b>0.00</b>	<b>(3,726,724.00)</b>	<b>0.00</b>	<b>(3,726,724.00)</b>
<b>TOTAL EXPENSES</b>	<b>825,465.64</b>	<b>89,755.17</b>	<b>(735,710.47)</b>	<b>4,089,330.73</b>	<b>448,775.83</b>	<b>(3,640,554.90)</b>	<b>1,077,062.00</b>	<b>(3,012,268.73)</b>
<b>SURPLUS</b>	<b>(252,295.22)</b>	<b>(6,588.50)</b>	<b>(245,706.72)</b>	<b>(149,133.54)</b>	<b>(32,942.50)</b>	<b>(116,191.04)</b>	<b>(79,062.00)</b>	<b>(70,071.54)</b>

# Lake Metropolitan Housing Authority

## HAP Reserves Worksheet

CY 2020 BA	Budget Authority	HUD Disbursed	Program Reserves	HAP Expense	HAP Adjustments	RNP (VMS)	TOTAL Reserves
	\$ 9,387,649						
Jan-20	782,304	775,817	663,459	758,104	1,169	150,160	813,619
Feb-20	782,304	779,903	665,861	770,901	1,212	160,374	826,234
Mar-20	782,304	781,719	666,446	759,269	1,642	184,466	850,911
Apr-20	782,304	785,542	663,208	787,474	782	183,316	846,523
May-20	782,304	785,542	659,970	787,507	761	182,112	842,081
Jun-20	782,304	790,406	651,868	813,101	1,862	161,279	813,147
Jul-20	782,304	654,875	779,297	807,198	1,119	10,075	789,372
Aug-20	782,304	790,406	771,195	797,572	1,075	3,984	775,179
Sep-20	782,304	807,344	746,155	785,003	1,341	27,666	773,821
Oct-20	782,304	807,344	721,115	776,231	2,039	60,818	781,933
Nov-20	782,304	797,428	705,991	770,357	874	88,763	794,754
Dec-20	782,304	827,429	660,866	765,018	1,819	152,993	813,859
<b>TOTALS:</b>	<b>9,387,649</b>	<b>9,383,755</b>		<b>9,377,735</b>	<b>99.89% of Budget Authority</b>		
				<b>8,918,267</b>	<b>95%</b>		
				459,468			

Includes HUD held HAP Reserves  
Includes VASH voucher HAP

CY 2021 BA	Budget Authority	HUD Disbursed	Program Reserves	HAP Expense	HAP Adjustments	RNP (VMS)	TOTAL Reserves
	\$ 9,497,091						
Jan-21	791,424	804,790	647,501	764,933	1,833	194,683	842,183
Feb-21	791,424	800,703	638,222	758,743	3,515	240,158	878,380
Mar-21	791,424	785,764	643,882	742,601	2,482	285,803	929,685
Apr-21	791,424	785,764	649,542	748,728	2,071	324,910	974,452
May-21	791,424	627,085	813,882	736,548	995	216,442	1,030,323
Jun-21	791,424	780,232	825,074	738,192	1,882	<b>260,364</b>	1,085,438
Jul-21	791,424	757,453	859,045	742,277	1,404	276,944	1,135,989
Aug-21	791,424	757,453	893,016	736,384	1,126	299,139	1,192,155
Sep-21	791,424	751,279	933,162	736,760	3,906	317,564	1,250,725
Oct-21	791,424	754,305	970,281	740,882	1,216	332,203	1,302,484
Nov-21	791,424	500,776	1,260,929	726,172	1,680	108,487	1,369,416
Dec-21	791,424	764,320	1,288,033	723,122		149,685	1,437,718
<b>TOTALS:</b>	<b>9,497,091</b>	<b>8,869,924</b>		<b>8,895,342</b>	<b>93.66% of Budget Authority</b>		
				<b>9,022,236</b>	<b>95%</b>		
				(126,894)			

Includes HUD held HAP Reserves  
Includes VASH voucher HAP

# Lake Metropolitan Housing Authority

## Schedule of Restrictd Net Position (RNP)

Fiscal Year 2021 and 2022

<u>HUD Payment Date</u>	<u>RNP</u>		<u>Change from Prior</u>	<u>Units</u>
	<u>HAP In</u>		<u>HAP Out</u>	
June 30, 2020	\$ 161,279.00		\$ (20,833.00)	
July 31, 2020	\$ 10,075.00		\$ 30,908.00	
August 31, 2020	\$ 3,984.00		\$ 155,188.00	
September 30, 2020	\$ 27,666.00		\$ 33,757.00	
October 31, 2020	\$ 60,818.00		\$ 37,136.00	
November 30, 2020	\$ 88,763.00		\$ 55,611.00	
December 31, 2020	\$ 152,993.00		\$ 125,048.00	
January 31, 2021	\$ 194,683.00		\$ 130,453.00	
February 28, 2021	\$ 240,158.00		\$ 198,468.00	
March 31, 2021	\$ 285,803.00		\$ 240,328.00	
April 30, 2021	\$ 324,910.00		\$ 279,265.00	
May 31, 2021	\$ 216,442.00		\$ 177,335.00	
June 30, 2021	\$ 260,364.00		\$ 368,832.00	
July 31, 2021	\$ 276,944.00		\$ 233,022.00	
August 31, 2021	\$ 299,139.00		\$ 282,559.00	
September 30, 2021	\$ 317,564.00		\$ 295,369.00	
October 31, 2021	\$ 332,203.00		\$ 313,778.00	
11/1/2021	\$ 500,776.00			1475
11/1/2021	\$ -			<i>from HUD held HAP Reserves</i>
			\$ 707,794.00	HAP Payments (less MSS)
			\$ 5,587.00	FSS
			\$ 1,192.00	Homeownership
	\$ -			Port In
			\$ 11,599.00	Port Out
	\$ 1,035.00			50% HAP Repayments
	\$ 645.00			FSS Forfeits
	\$ -			Misc. Repayments ( <i>error &gt; \$2500</i> )
<b>Monthly Totals:</b>	<b>\$ 502,456.00</b>		<b>\$ 726,172.00</b>	
	\$ (223,716.00)			<i>(Net monthly increase (decrease) in Restricted Net Position)</i>
<b>November 30, 2021</b>	<b>\$ 108,487.00</b>			

# Lake Metropolitan Housing Authority - Parkview Place

## Fiscal Year 2021 Summary Operating Report, and Fiscal Year 2020 Comparison

For the month, and Fiscal Year-to-Date ended November 30, 2021

(Preliminary - For Internal Use Only)

	Fiscal Year 2022			Fiscal Year 2021	
	<u>This Month</u>	<u>Year-to-Date</u>	<u>YTD Budget</u>	<u>Year-to-Date</u>	<u>Variance</u>
<b>Public Housing</b>					
Operating Income	\$ 14,986	\$ 111,721	\$ 92,045	\$ 124,238	\$ (12,517)
Administrative Expenses	\$ 15,083	\$ 47,102	\$ 26,558	\$ 20,814	\$ 26,288
Utility Expenses	302	3,574	7,292	4,382	(808)
Operations Expense	6,969	25,826	26,909	27,496	(1,670)
General Expense	1,561	6,753	9,303	7,038	(285)
<b>Surplus / (Deficit)</b>	<b>\$ (8,929)</b>	<b>\$ 28,466</b>	<b>\$ 21,983</b>	<b>\$ 64,508</b>	<b>\$ (36,042)</b>

<b>Market Rate</b>					
Operating Income	\$ 11,049	\$ 54,675	\$ 50,833	\$ 54,913	\$ (238)
Administrative Expenses	\$ 1,936	\$ 9,746	\$ 12,538	\$ 9,626	120
Utility Expenses	265	2,704	5,417	2,995	(291)
Operations Expense	1,488	14,376	16,655	17,950	(3,574)
General Expense	508	1,921	3,926	1,879	42
<b>Surplus / (Deficit)</b>	<b>\$ 6,852</b>	<b>\$ 25,928</b>	<b>\$ 12,297</b>	<b>\$ 22,463</b>	<b>\$ 3,465</b>

<b>CONSOLIDATED</b>					
Operating Income	\$ 26,035	\$ 166,396	\$ 142,878	\$ 179,151	\$ (12,755)
Administrative Expenses	\$ 17,019	\$ 56,848	\$ 39,096	\$ 30,440	\$ 26,408
Utility Expenses	567	6,278	12,709	7,377	(1,099)
Operations Expense	8,457	40,202	43,564	45,446	(5,244)
General Expense	2,069	8,674	13,229	8,917	(243)
<b>Surplus / (Deficit)</b>	<b>\$ (2,077)</b>	<b>\$ 54,394</b>	<b>\$ 34,280</b>	<b>\$ 86,971</b>	<b>\$ (32,577)</b>

**Lake Metropolitan Housing Authority**  
**Balance Sheet**  
**November 2021**

**Program: Public Housing      Project: Consolidated**

	Period Amount	Balance
<b>ASSETS</b>		
1111.100 General Fund Cash	(6,895.61)	472,450.18
1122.000 Accts Rec Tenants (S)	1,164.00	7,240.94
1211.000 Prepaid Insurance	(450.75)	0.00
1212.000 Insurance Deposit	0.00	1,000.00
1250.000 Prepaid Expense	1,193.80	1,397.48
1400.600 Land	0.00	179,025.00
1400.700 Buildings	0.00	2,794,785.64
1400.710 Bldg. & Land Improvements	0.00	20,696.26
1400.900 Furn, Equip, Mach - Admin	0.00	18,175.00
1400.901 Equipment - Vehicles	0.00	3,112.31
1400.950 Accumulated Depreciation	0.00	(517,518.33)
1500.100 Net OPEB Asset	0.00	5,758.00
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
1900.000 Deferred Outflows of Resources (Pens)	0.00	3,654.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	3,295.00
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>6,949.00</b>
<b>TOTAL ASSETS</b>	<b>(4,988.56)</b>	<b>2,993,071.48</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.100 A/P Revolving Fund	3,710.31	24,701.53
2114.000 Tenants Sec. Dep. (S)	(462.00)	10,002.00
2114.300 Pet Deposit (S)	0.00	500.00
2135.100 Acc. Comp Absences	0.00	777.19
2135.200 Comp. Absences - Non Current	0.00	3,142.34
2137.000 Accrued PILOT	691.58	19,742.36
2500.000 Net Pension Liability	0.00	44,894.00
<b>DEFERRED INFLOWS OF RESOURCES</b>		
2900.000 Deferred Inflows of Resources (Pens)	0.00	26,068.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	22,989.00
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>0.00</b>	<b>49,057.00</b>
<b>TOTAL LIABILITIES</b>	<b>3,939.89</b>	<b>152,816.42</b>
<b>SURPLUS</b>		
2801.000 Net Investment In Capital Assets	0.00	2,498,275.88
2806.000 Unrestricted Net Position	0.00	313,512.90
2806.000 Unrestricted Net Position (Current Year)	(8,928.45)	28,466.28
<b>TOTAL SURPLUS</b>	<b>(8,928.45)</b>	<b>2,840,255.06</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>(4,988.56)</b>	<b>2,993,071.48</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Lake Metropolitan Housing Authority**

**Operating Statement**

**Five Months Ending 11/30/2021**

**Program: Public Housing      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
<b>OPERATING INCOME</b>								
3110.000 Dwelling Rental	7,153.00	7,500.00	(347.00)	37,835.00	37,500.00	335.00	90,000.00	(52,165.00)
3200.000 HUD Operating Subsidy - PH	7,768.00	7,952.58	(184.58)	38,024.00	39,762.92	(1,738.92)	95,431.00	(57,407.00)
3690.000 Other Income - Tenant	65.00	83.33	(18.33)	1,035.94	416.67	619.27	1,000.00	35.94
3690.100 CFP For Operations	0.00	2,873.00	(2,873.00)	34,826.00	14,365.00	20,461.00	34,476.00	350.00
<b>TOTAL OPERATING INCOME</b>	<b>14,986.00</b>	<b>18,408.91</b>	<b>(3,422.91)</b>	<b>111,720.94</b>	<b>92,044.59</b>	<b>19,676.35</b>	<b>220,907.00</b>	<b>(109,186.06)</b>
<b>TOTAL INCOME</b>	<b>14,986.00</b>	<b>18,408.91</b>	<b>(3,422.91)</b>	<b>111,720.94</b>	<b>92,044.59</b>	<b>19,676.35</b>	<b>220,907.00</b>	<b>(109,186.06)</b>
<b>EXPENSES</b>								
<b>ADMIN EXPENSE</b>								
4110.000 Admin. Salaries	1,940.47	2,522.08	581.61	17,787.20	12,610.42	(5,176.78)	30,265.00	12,477.80
4120.000 Auditing Fees	165.75	33.33	(132.42)	165.75	166.67	0.92	400.00	234.25
4140.100 Advertising - Other	1.94	41.67	39.73	1.94	208.33	206.39	500.00	498.06
4150.000 Benefits Expense	1,703.72	964.50	(739.22)	7,893.97	4,822.50	(3,071.47)	11,574.00	3,680.03
4170.000 Legal Expenses	4.50	333.33	328.83	121.09	1,666.67	1,545.58	4,000.00	3,878.91
4180.000 Travel Expense	0.00	55.58	55.58	18.14	277.92	259.78	667.00	648.86
4180.100 Board Travel	0.00	27.83	27.83	0.00	139.17	139.17	334.00	334.00
4185.000 Staff Training	7.87	27.75	19.88	53.99	138.75	84.76	333.00	279.01
4185.100 Board Training	0.00	13.83	13.83	0.00	69.17	69.17	166.00	166.00
4190.000 Office Sundry Expense	1.77	0.00	(1.77)	9.04	0.00	(9.04)	0.00	(9.04)
4190.020 Bank Charges	64.39	125.00	60.61	552.67	625.00	72.33	1,500.00	947.33
4190.050 Payroll Processing Charges & Forms	16.75	18.75	2.00	84.09	93.75	9.66	225.00	140.91
4190.100 Office Supplies	86.46	29.17	(57.29)	256.93	145.83	(111.10)	350.00	93.07
4190.110 Temporary Help	112.72	83.33	(29.39)	302.44	416.67	114.23	1,000.00	697.56
4190.120 Cleaning Contract	12.00	13.33	1.33	48.00	66.67	18.67	160.00	112.00
4190.130 Contract - IT Services	138.49	150.00	11.51	706.53	750.00	43.47	1,800.00	1,093.47
4190.140 Contract - MCS	104.24	103.75	(0.49)	512.88	518.75	5.87	1,245.00	732.12
4190.145 Forms and Publications	0.00	25.00	25.00	256.46	125.00	(131.46)	300.00	43.54
4190.150 Shredding	4.11	6.67	2.56	8.46	33.33	24.87	80.00	71.54
4190.200 Telephone	66.86	29.17	(37.69)	154.76	145.83	(8.93)	350.00	195.24
4190.201 Cell Phones	43.92	41.67	(2.25)	170.65	208.33	37.68	500.00	329.35
4190.205 Answering Service	30.64	16.67	(13.97)	83.76	83.33	(0.43)	200.00	116.24
4190.210 Internet Expense	41.20	25.00	(16.20)	123.60	125.00	1.40	300.00	176.40
4190.220 Cable	79.91	83.33	3.42	399.55	416.67	17.12	1,000.00	600.45
4190.300 Postage & Meter	82.03	41.67	(40.36)	293.55	208.33	(85.22)	500.00	206.45
4190.400 Copier - Lease	111.94	50.00	(61.94)	193.62	250.00	56.38	600.00	406.38
4190.410 Copier Maintenance	(122.52)	4.17	126.69	(58.87)	20.83	79.70	50.00	108.87
4190.500 Admin Minor Equipment	0.00	200.00	200.00	0.00	1,000.00	1,000.00	2,400.00	2,400.00
4190.600 Dues & Fees	7.87	28.33	20.46	70.64	141.67	71.03	340.00	269.36
4190.900 Other Sundry Expense	6.50	41.67	35.17	43.09	208.33	165.24	500.00	456.91
4190.910 Tenant Background Checks	1.17	33.33	32.16	47.76	166.67	118.91	400.00	352.24
4190.950 HR - Contract	0.00	0.00	0.00	8.75	0.00	(8.75)	0.00	(8.75)



	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>ADMIN EXPENSE</b>								
4190.960 Community Outreach	2.90	33.33	30.43	2.90	166.67	163.77	400.00	397.10
4200.000 Moving Expenses (Section 18 Dispo)	10,275.00	0.00	(10,275.00)	16,575.00	0.00	(16,575.00)	0.00	(16,575.00)
4210.000 Resident Activities	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4230.000 Contract - Other	90.19	25.00	(65.19)	213.17	125.00	(88.17)	300.00	86.83
<b>TOTAL ADMIN EXPENSE</b>	<b>15,082.79</b>	<b>5,311.57</b>	<b>(9,771.22)</b>	<b>47,101.51</b>	<b>26,557.93</b>	<b>(20,543.58)</b>	<b>63,739.00</b>	<b>16,637.49</b>
<b>UTILITIES EXPENSE</b>								
4310.000 Water	4.62	833.33	828.71	1,400.09	4,166.67	2,766.58	10,000.00	8,599.91
4320.000 Electricity	295.23	333.33	38.10	1,524.87	1,666.67	141.80	4,000.00	2,475.13
4330.000 Gas	2.29	291.67	289.38	649.44	1,458.33	808.89	3,500.00	2,850.56
<b>TOTAL UTILITIES EXPENSE</b>	<b>302.14</b>	<b>1,458.33</b>	<b>1,156.19</b>	<b>3,574.40</b>	<b>7,291.67</b>	<b>3,717.27</b>	<b>17,500.00</b>	<b>13,925.60</b>
<b>OPERATION EXPENSE</b>								
4410.000 Maintenance Salaries	1,975.67	1,996.00	20.33	10,161.85	9,980.00	(181.85)	23,952.00	13,790.15
4415.000 Maint. - Temp Help	0.00	91.67	91.67	0.00	458.33	458.33	1,100.00	1,100.00
4420.000 Maint. - Supplies (other)	425.51	250.00	(175.51)	3,184.18	1,250.00	(1,934.18)	3,000.00	(184.18)
4420.050 Maint. - Materials	427.45	120.83	(306.62)	604.94	604.17	(0.77)	1,450.00	845.06
4420.100 Maint. - Electrical	0.00	20.83	20.83	0.00	104.17	104.17	250.00	250.00
4420.200 Maint. - Plumbing	13.83	20.83	7.00	78.68	104.17	25.49	250.00	171.32
4420.300 Maint. - Cleaning Supplies	21.48	8.33	(13.15)	75.18	41.67	(33.51)	100.00	24.82
4420.400 Maint. - Auto	107.81	66.67	(41.14)	128.00	333.33	205.33	800.00	672.00
4420.410 Maint. - Fuel	26.81	50.00	23.19	99.25	250.00	150.75	600.00	500.75
4420.500 Maint. - Hardware	22.52	29.17	6.65	168.75	145.83	(22.92)	350.00	181.25
4420.510 Maint. - Keys & Locks	0.00	12.50	12.50	121.05	62.50	(58.55)	150.00	28.95
4420.600 Maint. - Paint	158.12	41.67	(116.45)	583.04	208.33	(374.71)	500.00	(83.04)
4420.700 Appliances & Dwelling Equip.	0.00	208.33	208.33	651.93	1,041.67	389.74	2,500.00	1,848.07
4420.900 Non-Dwelling Equipment	59.12	0.00	(59.12)	59.12	0.00	(59.12)	0.00	(59.12)
4430.010 Cont - Rubbish Removal	146.87	162.50	15.63	765.62	812.50	46.88	1,950.00	1,184.38
4430.020 Cont - HVAC	429.00	41.67	(387.33)	429.00	208.33	(220.67)	500.00	71.00
4430.050 Cont - Landscaping	0.00	275.00	275.00	936.96	1,375.00	438.04	3,300.00	2,363.04
4430.070 Cont - Electrical	0.00	20.83	20.83	0.00	104.17	104.17	250.00	250.00
4430.080 Cont - Plumbing	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
4430.090 Cont - Exterminator	0.00	41.67	41.67	0.00	208.33	208.33	500.00	500.00
4430.115 Cont - Repairs	0.00	41.67	41.67	0.00	208.33	208.33	500.00	500.00
4430.116 Cont - Uniforms	22.20	41.67	19.47	70.76	208.33	137.57	500.00	429.24
4430.120 Cont - Miscellaneous	1,430.85	658.33	(772.52)	2,808.40	3,291.67	483.27	7,900.00	5,091.60
4450.000 Benefits - Maint.	1,701.43	764.92	(936.51)	4,899.22	3,824.58	(1,074.64)	9,179.00	4,279.78
<b>TOTAL OPERATION EXPENSE</b>	<b>6,968.67</b>	<b>5,381.76</b>	<b>(1,586.91)</b>	<b>25,825.93</b>	<b>26,908.74</b>	<b>1,082.81</b>	<b>64,581.00</b>	<b>38,755.07</b>
<b>GENERAL EXPENSE</b>								
4480.000 Security	110.18	291.67	181.49	661.08	1,458.33	797.25	3,500.00	2,838.92
4510.000 Insurance	759.09	498.00	(261.09)	2,562.09	2,490.00	(72.09)	5,976.00	3,413.91
4516.000 Real Estate Assess.	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4520.000 PILOT Expense	691.58	612.50	(79.08)	3,529.65	3,062.50	(467.15)	7,350.00	3,820.35
4570.000 Collection Loss	0.00	375.00	375.00	0.00	1,875.00	1,875.00	4,500.00	4,500.00
<b>TOTAL GENERAL EXPENSE</b>	<b>1,560.85</b>	<b>1,860.50</b>	<b>299.65</b>	<b>6,752.82</b>	<b>9,302.50</b>	<b>2,549.68</b>	<b>22,326.00</b>	<b>15,573.18</b>
<b>TOTAL EXPENSES</b>	<b>23,914.45</b>	<b>14,012.16</b>	<b>(9,902.29)</b>	<b>83,254.66</b>	<b>70,060.84</b>	<b>(13,193.82)</b>	<b>168,146.00</b>	<b>84,891.34</b>
<b>SURPLUS</b>	<b>(8,928.45)</b>	<b>4,396.75</b>	<b>13,325.20</b>	<b>28,466.28</b>	<b>21,983.75</b>	<b>(6,482.53)</b>	<b>52,761.00</b>	<b>24,294.72</b>



**Lake Metropolitan Housing Authority  
Statement of Operations**

**Public Housing - All Projects Period From November 2021 Period To November 2021 - All Tenants**

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$6,076.94
Rent	\$7,375.00
Adj to Misc - Move-Out Charges	\$65.00
Payment Received	(\$6,165.00)
Utility	(\$222.00)
Payment Made	\$573.00
Refund Deposit	(\$462.00)
Ending Balance	<u><u>\$7,240.94</u></u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$651.00	\$9,813.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		(\$111.00)
Refunded		(\$351.00)
Ending Balance	<u><u>\$651.00</u></u>	<u><u>\$9,351.00</u></u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$500.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u><u>\$0.00</u></u>	<u><u>\$500.00</u></u>

**Lake Metropolitan Housing Authority**

**Balance Sheet**

**November 2021**

**Program: ParkView Place**

**Project: Consolidated**

	Period Amount	Balance
<b>ASSETS</b>		
1111.900 LMHA Cash - Erie Bank	22.75	324,383.93
1122.000 Accts Rec Tenants (S)	95.00	3,718.00
1122.009 Tenant Repayment Agreements	(15.00)	415.00
1129.352 Grant Receivable - ODNR 2	(50,500.00)	1,315.04
1211.000 Prepaid Insurance	(270.50)	0.00
1400.600 Land	0.00	126,852.00
1400.700 Buildings	0.00	1,728,647.38
1400.710 Bldg. & Land Improvements	0.00	528,807.69
1400.900 Furn, Equip, Mach - Admin	0.00	10,905.00
1400.901 Equipment - Vehicles	0.00	1,729.06
1400.950 Accumulated Depreciation	0.00	(323,656.19)
<b>TOTAL ASSETS</b>	<b>(50,667.75)</b>	<b>2,403,116.91</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.100 A/P Revolving Fund	(58,643.93)	(1,861.79)
2114.000 Tenant Sec. Deposits	875.00	12,840.00
2114.300 Pet Security Deposit	250.00	500.00
2135.100 Acc. Comp Absences	0.00	412.38
2135.200 Comp. Absences - Non Current	0.00	1,514.94
<b>TOTAL LIABILITIES</b>	<b>(57,518.93)</b>	<b>13,405.53</b>
<b>SURPLUS</b>		
2801.000 Net Investment In Capital Assets	0.00	2,073,284.94
2806.000 Undesignated Fund Balance (Non-Federal)	0.00	290,498.93
2806.000 Undesignated Fund Balance (Non-Federal) (Current Year)	6,851.18	25,927.51
<b>TOTAL SURPLUS</b>	<b>6,851.18</b>	<b>2,389,711.38</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>(50,667.75)</b>	<b>2,403,116.91</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Lake Metropolitan Housing Authority**

**Operating Statement**

**Five Months Ending 11/30/2021**

**Program: ParkView Place      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3110.000 Dwelling Rental	11,001.00	10,000.00	1,001.00	54,476.00	50,000.00	4,476.00	120,000.00	(65,524.00)
3300.900 Interest Income - ParkView Place	22.75	125.00	(102.25)	108.77	625.00	(516.23)	1,500.00	(1,391.23)
3690.000 Other Income - Tenant	0.00	41.67	(41.67)	40.00	208.33	(168.33)	500.00	(460.00)
3690.050 Other Income - Miscellaneous	25.00	0.00	25.00	50.00	0.00	50.00	0.00	50.00
<b>TOTAL INCOME</b>	<b>11,048.75</b>	<b>10,166.67</b>	<b>882.08</b>	<b>54,674.77</b>	<b>50,833.33</b>	<b>3,841.44</b>	<b>122,000.00</b>	<b>(67,325.23)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE EXPENSE</b>								
4110.000 Admin. Salaries	969.29	1,246.75	277.46	5,295.55	6,233.75	938.20	14,961.00	9,665.45
4120.000 Auditing Fees	55.25	12.50	(42.75)	55.25	62.50	7.25	150.00	94.75
4140.100 Advertising - Other	1.09	41.67	40.58	1.09	208.33	207.24	500.00	498.91
4150.000 Employee Benefits	660.19	476.75	(183.44)	2,350.17	2,383.75	33.58	5,721.00	3,370.83
4150.100 Emp Ben - Hospital	0.00	0.00	0.00	(22.06)	0.00	22.06	0.00	22.06
4170.000 Legal Expenses	2.50	208.33	205.83	1,047.28	1,041.67	(5.61)	2,500.00	1,452.72
4180.000 Travel Expense	0.00	27.83	27.83	10.11	139.17	129.06	334.00	323.89
4180.100 Board Travel	0.00	13.92	13.92	0.00	69.58	69.58	167.00	167.00
4185.000 Staff Training	4.38	13.83	9.45	30.01	69.17	39.16	166.00	135.99
4185.100 Board Training	0.00	6.92	6.92	0.00	34.58	34.58	83.00	83.00
4190.000 Office Sundry Expense	0.98	0.00	(0.98)	5.01	0.00	(5.01)	0.00	(5.01)
4190.020 Bank Charges	0.00	4.17	4.17	0.00	20.83	20.83	50.00	50.00
4190.050 Payroll Processing Charges & Forms	0.00	0.00	0.00	70.21	0.00	(70.21)	0.00	(70.21)
4190.110 Temporary Help	62.62	41.67	(20.95)	168.02	208.33	40.31	500.00	331.98
4190.145 Forms and Publications	0.00	5.00	5.00	9.70	25.00	15.30	60.00	50.30
4190.201 Cell Phones	23.98	25.00	1.02	93.18	125.00	31.82	300.00	206.82
4190.210 Internet Expense	0.00	4.17	4.17	0.00	20.83	20.83	50.00	50.00
4190.220 Cable	47.84	66.67	18.83	239.16	333.33	94.17	800.00	560.84
4190.300 Postage & Meter	49.27	29.17	(20.10)	176.27	145.83	(30.44)	350.00	173.73
4190.600 Dues & Fees	4.38	25.00	20.62	39.32	125.00	85.68	300.00	260.68
4190.900 Other Sundry Expense	3.61	50.00	46.39	23.93	250.00	226.07	600.00	576.07
4190.910 Tenant Background Checks	0.65	41.67	41.02	26.57	208.33	181.76	500.00	473.43
4190.950 HR - Contract	0.00	0.00	0.00	8.75	0.00	(8.75)	0.00	(8.75)
4190.960 Community Outreach	0.00	41.67	41.67	0.00	208.33	208.33	500.00	500.00
4230.000 Contract - Other	50.13	125.00	74.87	118.47	625.00	506.53	1,500.00	1,381.53
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>1,936.16</b>	<b>2,507.69</b>	<b>571.53</b>	<b>9,745.99</b>	<b>12,538.31</b>	<b>2,792.32</b>	<b>30,092.00</b>	<b>20,346.01</b>
<b>UTILITIES EXPENSE</b>								
4310.000 Water	2.56	500.00	497.44	839.01	2,500.00	1,660.99	6,000.00	5,160.99
4320.000 Electricity	261.56	291.67	30.11	1,297.02	1,458.33	161.31	3,500.00	2,202.98
4330.000 Gas	1.27	291.67	290.40	568.43	1,458.33	889.90	3,500.00	2,931.57
<b>TOTAL UTILITIES EXPENSE</b>	<b>265.39</b>	<b>1,083.34</b>	<b>817.95</b>	<b>2,704.46</b>	<b>5,416.66</b>	<b>2,712.20</b>	<b>13,000.00</b>	<b>10,295.54</b>
<b>OPERATION EXPENSE</b>								
4410.000 Maintenance Salaries	1,107.72	1,113.42	5.70	5,710.23	5,567.08	(143.15)	13,361.00	7,650.77
4415.000 Maint. - Temp Help	0.00	50.00	50.00	0.00	250.00	250.00	600.00	600.00

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>OPERATION EXPENSE</b>								
4420.000 Maint. - Supplies (other)	236.38	166.67	(69.71)	1,772.89	833.33	(939.56)	2,000.00	227.11
4420.050 Maint. - Materials	237.45	166.67	(70.78)	336.06	833.33	497.27	2,000.00	1,663.94
4420.100 Maint. - Electrical	0.00	25.00	25.00	0.00	125.00	125.00	300.00	300.00
4420.200 Maint. - Plumbing	7.68	20.83	13.15	43.68	104.17	60.49	250.00	206.32
4420.300 Maint. - Cleaning Supplies	11.93	4.17	(7.76)	41.76	20.83	(20.93)	50.00	8.24
4420.400 Maint. - Auto	59.89	41.67	(18.22)	71.09	208.33	137.24	500.00	428.91
4420.410 Maint. - Fuel	14.89	29.17	14.28	55.12	145.83	90.71	350.00	294.88
4420.500 Maint. - Hardware	12.51	16.67	4.16	93.74	83.33	(10.41)	200.00	105.26
4420.510 Maint. - Keys & Locks	0.00	12.50	12.50	67.25	62.50	(4.75)	150.00	82.75
4420.600 Maint. - Paint	87.84	25.00	(62.84)	323.88	125.00	(198.88)	300.00	(23.88)
4420.700 Appliances & Dwelling Equip.	0.00	41.67	41.67	391.17	208.33	(182.84)	500.00	108.83
4420.900 Non-Dwelling Equipment	32.86	0.00	(32.86)	32.86	0.00	(32.86)	0.00	(32.86)
4430.010 Cont - Rubbish Removal	88.13	100.00	11.87	459.38	500.00	40.62	1,200.00	740.62
4430.020 Cont - HVAC	0.00	66.67	66.67	0.00	333.33	333.33	800.00	800.00
4430.050 Cont - Landscaping	0.00	216.67	216.67	527.04	1,083.33	556.29	2,600.00	2,072.96
4430.070 Cont - Electrical	235.71	0.00	(235.71)	689.87	0.00	(689.87)	0.00	(689.87)
4430.080 Cont - Plumbing	0.00	250.00	250.00	0.00	1,250.00	1,250.00	3,000.00	3,000.00
4430.090 Cont - Exterminator	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4430.115 Cont - Repairs	0.00	166.67	166.67	0.00	833.33	833.33	2,000.00	2,000.00
4430.116 Cont - Uniforms	12.33	16.67	4.34	39.30	83.33	44.03	200.00	160.70
4430.120 Cont - Miscellaneous	353.86	291.67	(62.19)	2,934.16	1,458.33	(1,475.83)	3,500.00	565.84
4450.000 Benefits - Maint.	(1,011.08)	425.83	1,436.91	786.81	2,129.17	1,342.36	5,110.00	4,323.19
<b>TOTAL OPERATION EXPENSE</b>	<b>1,488.10</b>	<b>3,338.95</b>	<b>1,842.85</b>	<b>14,376.29</b>	<b>16,654.55</b>	<b>2,278.26</b>	<b>39,971.00</b>	<b>25,594.71</b>
<b>GENERAL EXPENSE</b>								
4480.000 Security	66.12	208.33	142.21	396.72	1,041.67	644.95	2,500.00	2,103.28
4480.100 Palmsville Police Security	0.00	297.67	297.67	0.00	1,488.33	1,488.33	3,572.00	3,572.00
4510.000 Insurance	441.80	0.00	(441.80)	1,523.80	0.00	(1,523.80)	0.00	(1,523.80)
4516.000 Real Estate Assess.	0.00	70.83	70.83	0.00	354.17	354.17	850.00	850.00
4570.000 Collection Loss	0.00	208.33	208.33	0.00	1,041.67	1,041.67	2,500.00	2,500.00
<b>TOTAL GENERAL EXPENSE</b>	<b>507.92</b>	<b>785.16</b>	<b>277.24</b>	<b>1,920.52</b>	<b>3,925.84</b>	<b>2,005.32</b>	<b>9,422.00</b>	<b>7,501.48</b>
<b>TOTAL EXPENSES</b>	<b>4,197.57</b>	<b>7,707.14</b>	<b>3,509.57</b>	<b>28,747.26</b>	<b>38,535.36</b>	<b>9,788.10</b>	<b>92,485.00</b>	<b>63,737.74</b>
<b>SURPLUS</b>	<b>6,851.18</b>	<b>2,459.53</b>	<b>(4,391.65)</b>	<b>25,927.51</b>	<b>12,297.97</b>	<b>(13,629.54)</b>	<b>29,515.00</b>	<b>3,587.49</b>

**Lake Metropolitan Housing Authority  
Statement of Operations**

**ParkView Place - All Projects Period From November 2021 Period To November 2021 - All Tenants**

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$3,623.00
Rent	\$10,475.00
Adj to Rent	\$526.00
Payment Received	(\$10,046.00)
Repayment	\$15.00
Refund Deposit	(\$875.00)
Ending Balance	<u>\$3,718.00</u>

Security Deposit AR Balances

Description	Amount
Beginning Balance	\$0.00
Security Deposit	\$1,750.00
Payment Received	(\$1,750.00)
Ending Balance	<u>\$0.00</u>

Pet Deposit AR Balances

Description	Amount
Beginning Balance	\$0.00
Pet Deposit	\$250.00
Payment Received	(\$250.00)
Ending Balance	<u>\$0.00</u>

Key Deposit AR Balances

Description	Amount
Ending Balance	<u>\$0.00</u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$11,965.00
Charged	\$1,750.00	
Collected	(\$1,750.00)	\$1,750.00
Applied to Account		(\$875.00)
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$12,840.00</u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$250.00
Charged	\$250.00	
Collected	(\$250.00)	\$250.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$500.00</u>

Repayment Agreement Balances: Default Type (1 Agreements)

	Amount
Beginning Balance	\$430.00
Monthly Repayment Amount	(\$15.00)
Payments to Principal	\$0.00
Credit Applications to Principle	\$0.00
Create Repayment	\$0.00
Cancel Repayment	\$0.00
Ending Balance	<u>\$415.00</u>



# Lake Metropolitan Housing Authority

Fund Balances (Sorted by Restriction)

Estimated 10/31/2021      Estimated 11/30/2021

## UNRESTRICTED

### Unrestricted - General

State / Local Funds:      *These funds can be used for any legal business purpose*      \$ 201,434      \$ 201,885  
 ParkView Place - LMHA      *These funds can be used for any legal business purpose*      \$ 309,575      \$ 316,427  
 REACH      *These funds can be used for any approved non-profit business purpose*      \$ 37,638      \$ 37,638

### Unrestricted - Program

Multi-Family Reserves      *These funds can be used for any Multi-Family related expenditure(?)*      \$ 900,507      \$ 908,291  
 Public Housing Admin:      *These funds can be used for any Public Housing related expenditure*      \$ 395,802      \$ 386,873  
 HCV Admin:      *These funds can be used for any Section 8 related expenditure*      \$ 523,155      \$ 266,606

**TOTAL UNRESTRICTED: \$ 2,368,111 \$ 2,117,720**

## RESTRICTED

### Restricted - Program

Restricted Net Position (RNP):      *Restricted to Housing Assistance Payment (HAP) expenditures*      \$ 332,203      \$ 108,487  
 Replacement Reserve      *Restricted to capital improvement needs for the Multi-Family Program*      \$ 1,232,627      \$ 1,245,368

### Restricted - Other

FSS Escrow:      *Account for Family Self Sufficiency (FSS) monies held in escrow*      \$ 164,439      \$ 169,382  
 Tenant Security Deposits\*:      *Total tenant Security Deposits (Multi-Family, Public Housing and Parkview)*      \$ 83,908      \$ 83,708

**TOTAL RESTRICTED: \$ 1,813,177 \$ 1,606,945**

# Lake Metropolitan Housing Authority

## Selected Statistics

### Fiscal Year 2021 Payroll (through 1/6/2022 payroll)

	<u>HCV</u>	<u>M-F</u>	<u>PH/PVP</u>	<u>TOTAL</u>
Projected \$	492,666	445,075	88,832	1,026,573
Budget \$	636,223	466,388	82,539	1,185,150
Variance \$	(143,557)	(21,313)	6,293	(158,577)
Variance %	-22.56%	-4.57%	7.62%	-13.38%
Payroll %	47.99%	43.36%	8.65%	
Budget %	53.68%	39.35%	6.96%	
Variance:	-5.69%	4.00%	1.69%	

### Per Unit Leased Statistics - For Management Use Only

	<b>HCV Subsidy &amp; Expense / Unit Leased</b>									
	<i>Fiscal Year 2022/Calendar Year 2021 - through December 2021</i>									
	Units Authorized	Units Leased	Lease Percent	Admin Subsidy	FSS Subsidy	Total Subsidy	Subsidy / Unit Leased	Program Expenses	Expenses / Unit Leased	P/L per Unit Leased
FY 2021 Avg:	1,475	1,302	88.29%	\$ 80,937	\$ 4,583	\$ 85,520	\$ 65.67	\$ 69,847	\$ 53.64	\$ 12.04
CY 2021 Avg:	1,475	1,270	86.07%	\$ 79,394	\$ 2,273	\$ 81,667	\$ 64.33	\$ 71,398	\$ 56.24	\$ 8.09

### M/F Total Rent & Expense / Unit Leased

	<i>Fiscal Year 2022/Calendar Year 2021 - through December 2021</i>									
	Subsidy				Rent / Unit Leased					
	Units Authorized	Units Leased	Occupancy	Rent Charged	Subsidy Received	Total Rent	Program Expenses	Expense / Unit Leased	P/L per Unit Leased	
FY 2021 Avg:	240	218	90.98%	\$ 57,809	\$ 70,105	\$ 127,915	\$ 585.82	\$ 99,970	\$ 457.84	\$ 127.98
CY 2021 Avg:	240	217	90.30%	\$ 58,072	\$ 70,489	\$ 128,561	\$ 593.19	\$ 103,632	\$ 478.17	\$ 115.03

**Lake Metropolitan Housing Authority**

**Balance Sheet**

**November 2021**

**Program: State/Local**

**Project: Consolidated**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1111.500 Cash - Erie Bank	5.39	205,056.01
1400.900 Furn, Equip, Mach - Admin	0.00	21,153.62
1400.950 Accumulated Depreciation	0.00	(19,642.66)
<b>TOTAL ASSETS</b>	<b>5.39</b>	<b>206,566.97</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2111.100 A/P Revolving Fund	(445.62)	3,170.70
<b>TOTAL LIABILITIES</b>	<b>(445.62)</b>	<b>3,170.70</b>
<b>SURPLUS</b>		
2801.000 Net Investment In Capital Assets	0.00	1,510.96
2806.000 Unrestricted Net Position	0.00	196,906.83
2806.000 Unrestricted Net Position (Current Year)	451.01	4,978.48
<b>TOTAL SURPLUS</b>	<b>451.01</b>	<b>203,396.27</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>5.39</b>	<b>206,566.97</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Lake Metropolitan Housing Authority**  
**Operating Statement**  
**Five Months Ending 11/30/2021**  
**Program: State/Local      Project: Consolidated**

	<b>Period Amount</b>	<b>Period Budget</b>	<b>Period Variance</b>	<b>YTD Amount</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Remaining Budget</b>
<b>INCOME</b>								
3300.100 State/Local Funds - Interest	5.39	0.00	5.39	25.37	0.00	25.37	0.00	25.37
3690.010 Other Income - Vending	1,000.00	0.00	1,000.00	9,855.00	0.00	9,855.00	0.00	9,855.00
<b>TOTAL INCOME</b>	<b>1,005.39</b>	<b>0.00</b>	<b>1,005.39</b>	<b>9,880.37</b>	<b>0.00</b>	<b>9,880.37</b>	<b>0.00</b>	<b>9,880.37</b>
<b>EXPENSES</b>								
4220.100 Vending Supplies	0.00	0.00	0.00	1,871.24	0.00	(1,871.24)	0.00	(1,871.24)
4420.700 Appliances & Equipment	0.00	0.00	0.00	1,289.00	0.00	(1,289.00)	0.00	(1,289.00)
4430.000 Contract - Maint	416.44	0.00	(416.44)	1,776.28	0.00	(1,776.28)	0.00	(1,776.28)
9500.000 Non-Federal Expense	137.94	0.00	(137.94)	(34.63)	0.00	34.63	0.00	34.63
<b>TOTAL EXPENSES</b>	<b>554.38</b>	<b>0.00</b>	<b>(554.38)</b>	<b>4,901.89</b>	<b>0.00</b>	<b>(4,901.89)</b>	<b>0.00</b>	<b>(4,901.89)</b>
<b>SURPLUS</b>	<b>451.01</b>	<b>0.00</b>	<b>451.01</b>	<b>4,978.48</b>	<b>0.00</b>	<b>4,978.48</b>	<b>0.00</b>	<b>4,978.48</b>

**LMHA CASH and INVESTMENT REPORT AS OF November 30, 2021**

NAME OF BANK	ACCOUNT NUMBER	ACCOUNT RATE	PURCHASE OR ROLLOVER DATE	MATURITY DATE	BEGINNING		NET INVESTMENT		NOTES
					PRINCIPAL BALANCE 10/31/2021	SALES / TRANSFERS	INCOME AND/OR VALUE CHANGE	PRINCIPAL BALANCE 11/30/2021	

**PUBLIC HOUSING:**

-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
<b>GRAND TOTAL</b>					\$	-	\$	-	\$

**BANK ACCOUNT BALANCES AS OF 11/30/2021**

Account Name	Account #	10/31/2021	11/30/2021	Percent Change	Dollar Difference
Multi-Family General	324	1,010,200.37	1,068,478.78	5.77%	58,278.41
Multi-Family Rep Reserve	990	1,232,627.47	1,245,367.61	1.03%	12,740.14
Multi-Family Security Deposits	714	62,700.66	62,683.17	-0.03%	(17.49)
Public Housing General	437	479,595.79	472,700.18	-1.44%	(6,895.61)
Section 8 Lake Rental	479	1,246,217.48	1,025,378.19	-17.72%	(220,839.29)
Section 8	440	401,102.20	403,171.41	0.52%	2,069.21
FSS Account	9630	164,224.23	169,382.37	3.14%	5,158.14
LMHA - Parkview (Erie)	6485	324,361.18	324,383.93	0.01%	22.75
State/Local (Erie)	6525	205,050.62	205,056.01	0.00%	5.39
REACH (Chase)	6869	37,742.83	37,742.83	0.00%	-
		<b>\$ 5,163,822.83</b>	<b>\$ 5,014,344.48</b>	<b>-2.89%</b>	<b>\$ (149,478.35)</b>

**TOTAL CASH & INVESTMENTS:**

\$ 5,163,822.83    \$ 5,014,344.48    \$ (149,478.35) Monthly Change



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**Account: -----5324**

<b>Statement Activity From:</b>		<b>Beginning Balance</b>	<b>\$1,010,200.37</b>
<b>11/01/21 to 11/30/21</b>		<b>Credits (+)</b>	<b>279,950.43</b>
<b>Days in Statement Period</b>	<b>30</b>	Regular Deposits	73,142.37
<b>Average Ledger Balance*</b>	<b>1,066,489.88</b>	Lock Box Deposits	12,345.00
<b>Average Collected Balance*</b>	<b>1,062,406.98</b>	Electronic Deposits	194,463.06
* The above balances correspond to the service charge cycle for this account.		<b>Debits (-)</b>	<b>221,672.02</b>
		Regular Checks Paid	113,585.38
		Electronic Withdrawals	107,752.45
		Service Charges	334.19
		<b>Ending Balance</b>	<b>\$1,068,478.78</b>

**Deposits (+)**

**Account:-----5324**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
11/01	2,126.00	75682	Lockbox	11/18	60,042.50	171195213	Brch/ATM
11/01	25.00	75682	Lockbox	11/18	6,210.50	171195197	Brch/ATM
11/03	1,576.00	75682	Lockbox	11/19	400.00	75682	Lockbox
11/04	5,889.37	171195196	Brch/ATM	11/23	65.00	75682	Lockbox
11/05	212.00	75682	Lockbox	11/24	25.00	75682	Lockbox
11/08	5,888.00	75682	Lockbox	11/29	759.00	75682	Lockbox
11/09	237.00	75682	Lockbox	11/30	1,000.00	171663780	Brch/ATM
11/10	225.00	75682	Lockbox	11/30	344.00	75682	Lockbox
11/16	463.00	75682	Lockbox				

**Other Credits (+)**

**Account:-----5324**

Date	Amount	Description
11/01	82,002.00	HUD TREAS 310 MISC PAY 110121 XXXXX3875860103RMT*VV*XXXXX0831900*****HUD Section 8 /CA OH12RD00008\
11/08	34,590.00	ACH SETTLEMENT OFFSET 211108 -SETT-HNB HVACH
11/19	234.00	ACH SETTLEMENT OFFSET 211119 -SETT-HNB HVACH
11/29	56,645.84	BUS ONL TFR FRM CHECKING 112921 XXXXXXX8479
11/29	20,991.22	BUS ONL TFR FRM CHECKING 112921 XXXXXXX8437

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**Huntington PublicFund Business Interest Checking** **Account: -----7990**

<b>Statement Activity From:</b> 11/01/21 to 11/30/21  Days in Statement Period <span style="float: right;">30</span>  Average Ledger Balance* <span style="float: right;">1,233,476.13</span> Average Collected Balance* <span style="float: right;">1,233,476.13</span>  * The above balances correspond to the service charge cycle for this account.	<table border="0"> <tr> <td><b>Beginning Balance</b></td> <td style="text-align: right;"><b>\$1,232,627.47</b></td> </tr> <tr> <td><b>Credits (+)</b></td> <td style="text-align: right;"><b>12,740.14</b></td> </tr> <tr> <td>  Electronic Deposits</td> <td style="text-align: right;">12,730.00</td> </tr> <tr> <td>  Interest Earned</td> <td style="text-align: right;">10.14</td> </tr> <tr> <td><b>Total Service Charges (-)</b></td> <td style="text-align: right;"><b>0.00</b></td> </tr> <tr> <td><b>Ending Balance</b></td> <td style="text-align: right;"><b>\$1,245,367.61</b></td> </tr> </table>	<b>Beginning Balance</b>	<b>\$1,232,627.47</b>	<b>Credits (+)</b>	<b>12,740.14</b>	Electronic Deposits	12,730.00	Interest Earned	10.14	<b>Total Service Charges (-)</b>	<b>0.00</b>	<b>Ending Balance</b>	<b>\$1,245,367.61</b>
<b>Beginning Balance</b>	<b>\$1,232,627.47</b>												
<b>Credits (+)</b>	<b>12,740.14</b>												
Electronic Deposits	12,730.00												
Interest Earned	10.14												
<b>Total Service Charges (-)</b>	<b>0.00</b>												
<b>Ending Balance</b>	<b>\$1,245,367.61</b>												

Average Percentage Yield Earned this period 0.010%

**Other Credits (+)** **Account:-----7990**

Date	Amount	Description
11/29	12,730.00	BUS ONL TFR FRM CHECKING 112921 XXXXXXXX5324
11/30	10.14	INTEREST PAYMENT

**Service Charge Summary** **Account:-----7990**

<b>Previous Month Service Charges (-)</b>	<b>\$0.00</b>
<b>Total Service Charges (-)</b>	<b>\$0.00</b>

**Balance Activity** **Account:-----7990**

Date	Balance	Date	Balance	Date	Balance
10/31	1,232,627.47	11/29	1,245,357.47	11/30	1,245,367.61

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**Huntington PublicFund Business Interest Checking** **Account: -----3714**

<b>Statement Activity From:</b> 11/01/21 to 11/30/21  Days in Statement Period <span style="float: right;">30</span>  Average Ledger Balance* <span style="float: right;">62,691.06</span> Average Collected Balance* <span style="float: right;">62,691.06</span>  * The above balances correspond to the service charge cycle for this account.	<table border="0" style="width: 100%;"> <tr> <td><b>Beginning Balance</b></td> <td style="text-align: right;"><b>\$62,700.66</b></td> </tr> <tr> <td><b>Credits (+)</b></td> <td style="text-align: right;"><b>0.51</b></td> </tr> <tr> <td style="padding-left: 20px;">Interest Earned</td> <td style="text-align: right;">0.51</td> </tr> <tr> <td><b>Total Service Charges (-)</b></td> <td style="text-align: right;"><b>18.00</b></td> </tr> <tr> <td><b>Ending Balance</b></td> <td style="text-align: right;"><b>\$62,683.17</b></td> </tr> </table>	<b>Beginning Balance</b>	<b>\$62,700.66</b>	<b>Credits (+)</b>	<b>0.51</b>	Interest Earned	0.51	<b>Total Service Charges (-)</b>	<b>18.00</b>	<b>Ending Balance</b>	<b>\$62,683.17</b>
<b>Beginning Balance</b>	<b>\$62,700.66</b>										
<b>Credits (+)</b>	<b>0.51</b>										
Interest Earned	0.51										
<b>Total Service Charges (-)</b>	<b>18.00</b>										
<b>Ending Balance</b>	<b>\$62,683.17</b>										

Average Percentage Yield Earned this period 0.009%

**Other Credits (+)** **Account:-----3714**

Date	Amount	Description
11/30	0.51	INTEREST PAYMENT

**Service Charge Detail** **Account:-----3714**

Date	Service Charge (-)	Waives and Discounts (+)	Description
11/15	3.00		STATEMENT CHARGE
11/15	15.00		BUSINESS ONLINE SERVICE FEES

**Service Charge Summary** **Account:-----3714**

Previous Month Service Charges (-)	\$18.00
Total Service Charges (-)	\$18.00

**Balance Activity** **Account:-----3714**

Date	Balance	Date	Balance	Date	Balance
10/31	62,700.66	11/15	62,682.66	11/30	62,683.17

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**Huntington Public Funds Analyzed Checking**

Account: -----8437

<b>Statement Activity From:</b> 11/01/21 to 11/30/21		<b>Beginning Balance</b>	<b>\$479,595.79</b>
Days in Statement Period 30		<b>Credits (+)</b>	<b>14,733.00</b>
Average Ledger Balance*	488,983.30	Regular Deposits	4,252.00
Average Collected Balance*	488,607.33	Electronic Deposits	10,481.00
* The above balances correspond to the service charge cycle for this account.		<b>Debits (-)</b>	<b>21,628.61</b>
		Regular Checks Paid	573.00
		Electronic Withdrawals	20,991.22
		Service Charges	64.39
		<b>Ending Balance</b>	<b>\$472,700.18</b>

**Deposits (+)**

Account:-----8437

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
11/18	4,252.00	171195198	Brch/ATM				

**Other Credits (+)**

Account:-----8437

Date	Amount	Description
11/04	7,619.00	HUD TREAS 310 MISC PAY 110421 XXXXX3875860103 RMT*VV*XXXXX379758*****HUD Operating Fund OH02500000121D\
11/04	800.00	ACH SETTLEMENT OFFSET 211104 -SETT-HNB HVACH
11/04	149.00	HUD TREAS 310 MISC PAY 110421 XXXXX3875860103 RMT*VV*XXXXX379757*****HUD Operating Fund OH02500000120D\
11/08	1,913.00	ACH SETTLEMENT OFFSET 211108 -SETT-HNB HVACH

**Checks (-)**

Account:-----8437

Date	Amount	Check #	Date	Amount	Check #
11/12	222.00	43934	11/26	351.00	43935

(\*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

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**Huntington Public Funds Analyzed Checking**

**Account: -----8479**

<b>Statement Activity From:</b> 11/01/21 to 11/30/21		<b>Beginning Balance</b>	<b>\$1,246,217.48</b>
Days in Statement Period 30		<b>Credits (+)</b>	<b>571,648.21</b>
Average Ledger Balance* 1,137,614.60		Regular Deposits	547.00
Average Collected Balance* 1,137,614.60		Electronic Deposits	571,101.21
* The above balances correspond to the service charge cycle for this account.		<b>Debits (-)</b>	<b>792,487.50</b>
		Regular Checks Paid	20,107.11
		Electronic Withdrawals	772,380.39
		<b>Ending Balance</b>	<b>\$1,025,378.19</b>

**Deposits (+)**

**Account:-----8479**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
11/18	547.00	171195202	Brch/ATM				

**Other Credits (+)**

**Account:-----8479**

Date	Amount	Description
11/01	494,724.00	86 TREAS 310 MISC PAY 110121 XXXXX3875860103
11/01	59,428.00	86 TREAS 310 MISC PAY 110121 XXXXX3875860103
11/01	9,364.00	86 TREAS 310 MISC PAY 110121 XXXXX3875860103
11/01	3,026.00	86 TREAS 310 MISC PAY 110121 XXXXX3875860103
11/01	888.00	86 TREAS 310 MISC PAY 110121 XXXXX3875860103
11/03	3,026.00	86 TREAS 310 MISC PAY 110321 XXXXX3875860103
11/03	489.12	BUS ONL TFR FRM CHECKING 110321 XXXXXX9630
11/30	156.09	BUS ONL TFR FRM CHECKING 113021 XXXXXX9630

**Checks (-)**

**Account:-----8479**

Date	Amount	Check #	Date	Amount	Check #
11/04	54.00	184333	11/03	7.00	185013*
11/22	7.00	184900*	11/29	100.00	185040*
11/15	65.00	184909*	11/03	16.00	185061*
11/08	164.00	184922*	11/29	6.00	185063*
11/19	11.00	184994*	11/15	7.00	185086*

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

The Huntington National Bank is Member FDIC. , Huntington® and 24-Hour Grace® are federally registered service marks of Huntington Bancshares Incorporated. The 24-Hour Grace® system and method is patented: US Pat. No. 8,364,581, 8,781,955, 10,475,118, and others pending. ©2021 Huntington Bancshares Incorporated.

THE HUNTINGTON NATIONAL BANK  
 PO BOX 1558 EA1W37  
 COLUMBUS OH 43216-1558



LAKE METROPOLITAN HOUSING AUTHORITY  
 SECTION 8 ACCOUNT  
 189 1ST ST  
 PAINESVILLE OH 44077-3111

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

www.huntington.com/  
 businessresources

**Huntington Public Funds Analyzed Checking**

**Account: -----8440**

<b>Statement Activity From:</b> 11/01/21 to 11/30/21		<b>Beginning Balance</b>	<b>\$401,102.20</b>
		<b>Credits (+)</b>	<b>2,069.21</b>
		Regular Deposits	2,069.21
<b>Days in Statement Period</b> 30		<b>Ending Balance</b>	<b>\$403,171.41</b>
<b>Average Ledger Balance*</b>	401,876.80		
<b>Average Collected Balance*</b>	401,690.30		
* The above balances correspond to the service charge cycle for this account.			

**Deposits (+)**

**Account:-----8440**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
11/18	1,764.08	171195199	Brch/ATM	11/30	305.13	171195203	Brch/ATM

**Balance Activity**

**Account:-----8440**

Date	Balance	Date	Balance	Date	Balance
10/31	401,102.20	11/18	402,866.28	11/30	403,171.41

**In the Event of Errors or Questions Concerning Electronic Fund Transfers** (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

**Verification of Electronic Deposits** If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

**Balancing Your Statement** - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

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**Huntington Public Funds Hybrid Checking**

**Account: -----9630**

<b>Statement Activity From:</b> 11/01/21 to 11/30/21		<b>Beginning Balance</b>	<b>\$164,224.23</b>
Days in Statement Period 30		<b>Credits (+)</b>	<b>5,803.35</b>
Average Ledger Balance* 164,243.15		Electronic Deposits	5,802.00
Average Collected Balance* 164,243.15		Interest Earned	1.35
* The above balances correspond to the service charge cycle for this account.		<b>Debits (-)</b>	<b>645.21</b>
		Electronic Withdrawals	645.21
		<b>Ending Balance</b>	<b>\$169,382.37</b>

**Other Credits (+)**

**Account:-----9630**

Date	Amount	Description
11/15	1.35	INTEREST PAYMENT
11/16	215.00	BUS ONL TFR FRM CHECKING 111621 XXXXXXXX8479
11/29	5,587.00	BUS ONL TFR FRM CHECKING 112921 XXXXXXXX8479

**Other Debits (-)**

**Account:-----9630**

Date	Amount	Description
11/03	489.12	BUS ONL TFR TO CHECKING 110321 XXXXXXXX8479
11/30	156.09	BUS ONL TFR TO CHECKING 113021 XXXXXXXX8479

**Balance Activity**

**Account:-----9630**

Date	Balance	Date	Balance	Date	Balance
10/31	164,224.23	11/15	163,736.46	11/29	169,538.46
11/03	163,735.11	11/16	163,951.46	11/30	169,382.37

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P.O. Box 42, Clearfield, PA 16830  
Return Service Requested

006451



LAKE METROPOLITAN HOUSING AUTHORITY  
189 FIRST ST  
PAINESVILLE OH 44077-3111

Summary - All Accounts

Product	Account #	Ending Balance
Tiered Interest Savings	1306946485	\$324,383.93

Tiered Interest Savings - 1306946485

Date	Transaction Description	Withdrawal	Deposit	Balance
	<b>BEGINNING BALANCE</b>			<b>\$324,361.18</b>
Nov 30	Credit Interest		22.75	324,383.93
	<b>ENDING BALANCE</b>			<b>\$324,383.93</b>

Interest Summary

Avg. Daily Balance	Min. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
324,361.18	324,361.18	Oct 30, 2021 - Nov 30, 2021	32	22.75	0.08%	446.57

Interest Rate Summary

Date	Rate%	Date	Rate%	Date	Rate%	Date	Rate%
Jun 16	0.08%						

Overdraft/Returned Item Fees

Fee Type	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Account Summary

Previous Date	Beginning Balance	Deposits	Interest Paid	Withdrawals	Fees	Ending Balance
Oct 30, 2021	324,361.18	0.00	22.75	0.00	0.00	324,383.93

**Changes to better our world. Switch to eStatements.**

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Member FDIC



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013333



LAKE METROPOLITAN HOUSING AUTHORITY  
189 FIRST ST  
PAINESVILLE OH 44077-3111

Account Number: 2201076525  
Statement Date: Oct 30, 2021 thru Nov 30, 2021

Summary - All Accounts

Product	Account #	Ending Balance
Interest Checking	2201076525	\$205,056.01

Interest Checking - 2201076525

Date	Transaction Description	Withdrawal	Deposit	Balance
	<b>BEGINNING BALANCE</b>			<b>\$205,050.62</b>
Nov 30	Total Interest Paid		5.39	
	<b>ENDING BALANCE</b>			<b>\$205,056.01</b>

LAKE METROPOLITAN  
HOUSING AUTHORITY

Deposits and Credits

Date	Transaction Description	Amount
Nov 30	Credit Interest	5.39

Balance Summary

Date	Balance	Date	Balance
Oct 30	205,050.62	Nov 30	205,056.01

Interest Summary

Avg. Daily Balance	Min. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
205,050.62	205,050.62	Oct 30, 2021 - Nov 30, 2021	32	5.39	0.03%	91.20

Interest Rate Summary

Date	Rate%	Date	Rate%
Jun 16	0.03%		

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- Reduce the risk of theft of personal information during disposal



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Member FDIC



JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

October 30, 2021 through November 30, 2021  
 Account Number: **000000253356869**

00024113 1 AV 00.426



00024113 DRE 001 142 33521 NNNNNNNNNNN T 1 000000000 67 000044 P734

REGIONAL ECONOMICALLY AFFORDABLE  
 COMMUNITY HOUSING  
 189 1ST ST  
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**CUSTOMER SERVICE INFORMATION**

Web site: **Chase.com**  
 Service Center: **1-800-242-7338**  
 Deaf and Hard of Hearing: **1-800-242-7383**  
 Para Espanol: **1-888-622-4273**  
 International Calls: **1-713-262-1679**



**Good news — we've made two changes to help simplify how overdraft fees work.**

We'll no longer charge:

1. Returned Item Fees when items are declined or returned unpaid because you don't have a sufficient balance in your account.
2. Insufficient Funds Fees when your account balance is overdrawn by \$50 or less at the end of the business day. If you overdraw your account by more than that, we'll charge a \$34 Insufficient Funds Fee per item, beginning with the first item that overdraws your account balance by more than \$50 (maximum of 6 fees per business day, up to \$204).

We pay overdrafts at our discretion so we don't guarantee that we will always pay any type of transaction. As a reminder, overdraft services are only available for qualifying checking accounts. For additional information, please visit [chase.com/overdraft](https://chase.com/overdraft).

<b>CHECKING SUMMARY</b>		Chase Business Complete Checking
	INSTANCES	AMOUNT
Beginning Balance		<b>\$37,742.83</b>
Ending Balance	0	<b>\$37,742.83</b> ✓

There has been no activity on your account during this statement period. You may not receive a statement through the mail in the future if there is no activity on your account. You can always view your account activity and statement by logging on to your account through [chase.com](https://chase.com). If you have questions, please call us at the number on this statement.

Congratulations, thanks to your qualifying actions, we waived the \$15.00 monthly service fee for this statement period

**Lake Metropolitan Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**RAD - PBRA**

Filter Criteria Includes: 1) Project: RAD - PBRA, 2) Payment Date: 11/1/2021 to 11/30/2021, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
4286	11/02/2021	No	CHK	Campbell Plumbing	Plumbing Repairs - JT/WS Common	Yes	\$770.00
4287	11/02/2021	No	CHK	Ciara Almond	Moving Expenses (from PvP 14B)	Yes	\$1,300.00
4288	11/02/2021	No	CHK	HD Supply Facilities Maintenance	Maint. Supplies, PTACs (3)	Yes	\$4,997.90
4289	11/02/2021	No	CHK	KONE	JT, WS Elevator Maint. August 2021	Yes	\$2,545.92
4290	11/02/2021	No	CHK	Max Screenprinting	Admin Uniforms	Yes	\$38.97
4291	11/02/2021	No	CHK	Provision Impressions/Vision Pres	HCV Inspection Door Hangers	Yes	\$235.40
4292	11/02/2021	No	CHK	T-Mobile	October 2021 Cell Phones	Yes	\$382.87
4293	11/02/2021	No	CHK	Melissa Winfield	October 2021 Consultation	No	\$200.00
4294	11/02/2021	No	CHK	The Glassman	WS Windows	Yes	\$774.50
4295	11/02/2021	No	CHK	Patricia L Jones	October 2021 Resident Incentive	Yes	\$49.99
4296	11/02/2021	No	CHK	Staples Business Credit	Office Supplies	Yes	\$774.40
4297	11/02/2021	No	CHK	The Reserves Network	Week 9/26/2021 Admin Temp Help	Yes	\$992.00
4301	11/10/2021	No	CHK	Alisha Haynes	Moving Expenses from (PvP 17A)	Yes	\$1,300.00
4302	11/10/2021	No	CHK	Campbell Plumbing	WS #212 Plumbing, Trash Compact	Yes	\$570.00
4303	11/10/2021	No	CHK	Cintas	Maint. Uniforms	Yes	\$18.04
4304	11/10/2021	No	CHK	Dominion Energy Ohio	583 Sand 10/15-10/29/2021 Gas	Yes	\$83.81
4305	11/10/2021	No	CHK	Pastor Cameron	JT 212, 312, 512 Ceiling/Drywall/Pai	Yes	\$450.00
4306	11/10/2021	No	CHK	HD Supply Facilities Maintenance	Smoke/CO Alarms (270)	Yes	\$13,723.55
4307	11/10/2021	No	CHK	Jeffrey M Planisek	Security Deposit - C. Almond (D108)	Yes	\$1,250.00
4308	11/10/2021	No	CHK	Joughin & Company Hardware	Maint. Hardware	Yes	\$272.39
4309	11/10/2021	No	CHK	Mary Ann Racz	October 2021 Resident Incentive	Yes	\$200.00
4310	11/10/2021	No	CHK	The Glassman	JT 304 Window	Yes	\$228.00
4311	11/10/2021	No	CHK	Meritech	7/3-10/2/2021 Overages	Yes	\$26.18
4312	11/10/2021	No	CHK	NFP Corporate Services (OH) Inc.	November 2021 Health Insurance C	Yes	\$240.00
4313	11/10/2021	No	CHK	ONLINE Information Services, Inc	HCV Background Check	Yes	\$155.50
4314	11/10/2021	No	CHK	Shayla Warren	Moving Expenses (from PvP 20B)	Yes	\$1,150.00
4315	11/10/2021	No	CHK	The Reserves Network	Week 10/31/2021 Admin Temp Help	Yes	\$496.00
4316	11/10/2021	No	CHK	Spectrum Enterprise	10/27-11/4/2021 MF Cable	Yes	\$193.09
4320	11/17/2021	No	CHK	Active Plumbing Supply	Water Heater	Yes	\$673.76
4321	11/17/2021	No	CHK	Air Rite Service Supply	Filters	Yes	\$168.00
4322	11/17/2021	No	CHK	Cintas	Maint. Uniforms	Yes	\$81.42
4323	11/17/2021	No	CHK	City Of Painesville Utilities Office	Admin 9/29-10/28/2021 Electric & W	Yes	\$17,007.68
4324	11/17/2021	No	CHK	Coit Cleaning	Carpet Cleaning - PvP B10	Yes	\$161.46
4325	11/17/2021	No	CHK	DiCaudo, Pitchford & Yoder	October 2021 Legal Fees	Yes	\$3,490.50
4326	11/17/2021	No	CHK	Dominion Energy Ohio	PvP A HMTR 10/11-11/9/2021 Gas	Yes	\$374.13
4327	11/17/2021	No	CHK	Pastor Cameron	PvP A5 Painting	Yes	\$3,435.00
4328	11/17/2021	No	CHK	General Pest Control Co.	563 Shelby Treatment	Yes	\$360.00
4329	11/17/2021	No	CHK	Guardian	December 2021 Dental, Life, AD&D	No	\$2,167.21
4330	11/17/2021	No	CHK	HD Supply Facilities Maintenance	Maint. Supplies	Yes	\$1,586.72
4331	11/17/2021	No	CHK	Huntington National Bank	October 2021 Statement	Yes	\$1,212.93
4332	11/17/2021	No	CHK	KONE	November 2021 Elevator Maint.	Yes	\$848.64
4333	11/17/2021	No	CHK	Lowe's	November 2021 Statement	Yes	\$88.21
4334	11/17/2021	No	CHK	Major Waste Disposal Services In	October 2021 Waste Disposal	No	\$1,410.00
4335	11/17/2021	No	CHK	Market Vision Partners, LLC	October 2021 Rentellect	Yes	\$750.00
4336	11/17/2021	No	CHK	The Glassman	WS Windows	Yes	\$660.00
4337	11/17/2021	No	CHK	NAPA Auto Parts/Painesville	Maint. Auto	Yes	\$28.78
4338	11/17/2021	No	CHK	North Coast Tire	Tire Disposal	Yes	\$29.50



**Lake Metropolitan Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**RAD - PBRA**

Filter Criteria Includes: 1) Project: RAD - PBRA, 2) Payment Date: 11/1/2021 to 11/30/2021, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
4339	11/17/2021	No	CHK	Northeastern Refrigeration	JT Boilers Changeover	Yes	\$942.00
4340	11/17/2021	No	CHK	Pitney Bowes Purchase Power	October 2021 Postage & Meter	Yes	\$1,520.99
4341	11/17/2021	No	CHK	Rosita Perry	Moving Expenses (from 22A)	Yes	\$1,300.00
4342	11/17/2021	No	CHK	Sam's Club/Synchrony Bank	October 2021 Statement	Yes	\$385.27
4343	11/17/2021	No	CHK	Sherwin-Williams	Paint	Yes	\$128.19
4344	11/17/2021	No	CHK	The Illuminating Company	PvP B13 10/14-11/12/2021 Electric	Yes	\$538.36
4345	11/17/2021	No	CHK	The Reserves Network	Week 11/7/2021 Admin Temp Help	Yes	\$496.00
4346	11/17/2021	No	CHK	V&V Youngstown	Maint. Supplies	Yes	\$108.77
4347	11/17/2021	No	CHK	Vector Security	11/1/21-1/31/2022 Alarm Monitoring	No	\$1,062.56
4349	11/30/2021	No	CHK	Aclive Plumbing Supply	Plumbing Supplies	No	\$153.77
4350	11/30/2021	No	CHK	Arthur J. Gallagher Risk Manage	Cyber Liability Renewal 12/1/21-12/	No	\$6,852.00
4351	11/30/2021	No	CHK	AT&T	10/14-11/13/2021 Telephone	No	\$720.84
4352	11/30/2021	No	CHK	Buckeye Power Sales Co	WS Generator 1/1-12/31/2022	No	\$881.00
4353	11/30/2021	No	CHK	Spectrum Enterprise	11/14-12/13/2021 Admin Cable	No	\$1,355.11
4354	11/30/2021	No	CHK	Cintas	Maint. Uniforms	No	\$90.68
4355	11/30/2021	No	CHK	City Of Painesville Utilities Office	WS 10/6-11/4/2021 Electric & Water	No	\$7,655.14
4356	11/30/2021	No	CHK	Daniella Castelli	Moving Expenses (from PvP 19A)	No	\$1,150.00
4357	11/30/2021	No	CHK	Dominion Energy Ohio	WS 10/15-11/15/2021 Gas	No	\$1,586.17
4358	11/30/2021	No	CHK	Donna Sarkis	Security Deposit - R. Perry (39 Berli	No	\$900.00
4359	11/30/2021	No	CHK	Griffin Technology Group	Microsoft 365 Subscription	No	\$532.10
4360	11/30/2021	No	CHK	HD Supply Facilities Maintenance	PTAC (2), Maint. Supplies	No	\$3,151.35
4361	11/30/2021	No	CHK	Home Depot Credit Services	October 2021 Statement	No	\$1,799.52
4362	11/30/2021	No	CHK	James G. Zupka, CPA, Inc	9/7-10/29/2021 Audit Costs	No	\$11,725.00
4363	11/30/2021	No	CHK	Janice Dukes	Moving Expenses (from PvP 1B)	No	\$1,300.00
4364	11/30/2021	No	CHK	Kayline Company	Cleaning Supplies	No	\$159.94
4365	11/30/2021	No	CHK	KONE	WS Elevator Repair	No	\$2,320.03
4366	11/30/2021	No	CHK	Kost Electric, Inc.	B10 Bathroom Circuit Repair	No	\$235.71
4367	11/30/2021	No	CHK	Lake - OMJ Center	July 2021-September 2021 OMJ Re	No	\$193.49
4368	11/30/2021	No	CHK	Lake County Board of Commissio	November 2021 Health Insurance	No	\$19,260.30
4369	11/30/2021	No	CHK	Northeastern Refrigeration	Admin HVAC	No	\$443.50
4370	11/30/2021	No	CHK	Patricia L Jones	November 2021 Resident Incentive	No	\$49.99
4371	11/30/2021	No	CHK	Pitney Bowes Inc.	Postage Supplies	No	\$903.95
4372	11/30/2021	No	CHK	Professional Answering Service L	Answering Service 10/21-11/17/202	No	\$187.50
4373	11/30/2021	No	CHK	Provision Impressions/Vision Pres	Office Supplies	No	\$429.00
4374	11/30/2021	No	CHK	Regency Kirtland Inc	Security Deposit - A. Haynes (F109)	No	\$1,200.00
4375	11/30/2021	No	CHK	Seacrist Maintenance, Inc.	November 2021 Cleaning Contract	No	\$400.00
4376	11/30/2021	No	CHK	Sievers Security, Inc.	October '21 Remote User Access	No	\$16.00
4377	11/30/2021	No	CHK	The Reserves Network	Week 11/14/2021 Admin Temp Help	No	\$868.00
4378	11/30/2021	No	CHK	T-Mobile	November 2021 Cell Phones	No	\$399.35
4379	11/30/2021	No	CHK	Tri-S Controls Inc	JT 2nd Floor Pull Station Repair	No	\$408.00
4380	11/30/2021	No	CHK	V&V Youngstown	Maint. Supplies	No	\$93.99
4381	11/30/2021	No	CHK	Vector Security	12/1-12/31/2021 Fire System Inspec	No	\$694.80
4382	11/30/2021	No	CHK	WEX BANK	November 2021 Fuel Card Charges	No	\$473.06
4383	11/30/2021	No	CHK	Xerox Financial Services	10/25-12/24/2021 Copier Lease	No	\$3,731.63

## Lake Metropolitan Housing Authority Vendor Accounting Cash Payment/Receipt Register

Filter Criteria Includes: 1) Project: RAD - PBRA, 2) Payment Date: 11/1/2021 to 11/30/2021, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

Cleared: 52	\$69,594.82
Uncleared: 39	\$77,160.69
<b>Total Payments: 91</b>	<b>\$146,755.51</b>

### Project Summary

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

<i>Program - Project</i>	<i>Payments</i>	<i>Deposits</i>
RAD - PBRA - RAD - PBRA	\$146,755.51	\$0.00
<b>Total:</b>	<b>\$146,755.51</b>	<b>\$0.00</b>

### Type Summary

**Bank: Huntington - RAD, Bank Account: 01662725324, GL Account: 1111.800**

<i>Document Type</i>	<i>Count</i>	<i>Amount</i>
Check (CHK)	91	\$146,755.51
<b>Total:</b>	<b>91</b>	<b>\$146,755.51</b>

End of Report

**RESOLUTION NO. 1-2022**

**A RESOLUTION APPROVING A REVISED DRESS CODE AND PERSONAL APPEARANCE, SECTION 7.04 OF THE PERSONNEL POLICY MANUAL OF THE LAKE METROPOLITAN HOUSING AUTHORITY**

WHEREAS, the Members of the Board of the Lake Metropolitan Housing Authority have, upon recommendation of the Interim Executive Director, found and determined it necessary to amend Section 7.04 Dress Code and Personal Appearance, of the Personnel Policy Manual of the Lake Metropolitan Housing Authority retroactive to November 18, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Personnel Policy Manual, Section 7.04 Dress Code and Personal Appearance, of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to incorporate the changes in Section 7.04. The same is hereby amended to read in such a way that existing language to be removed is shown as ~~stricken~~, newly added language is shown as **bold** and language to remain retains the existing font and format.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed:

\_\_\_\_\_  
Jeffrey Mackey, Chairperson

Attest:

I, Eric Martin, CEO/Secretary of the Lake Metropolitan Housing Authority, Lake County, Ohio do hereby certify that the foregoing Resolution 1-2022 was duly passed by vote of the Board of Commissioners for the Lake Metropolitan Housing Authority, Lake County, Ohio at a duly noticed meeting of the Board on this 12<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Eric P. Martin, Secretary

**LAKE METROPOLITAN HOUSING AUTHORITY (Exhibit A)  
PERSONNEL POLICY MANUAL**

**DRESS CODE AND PERSONAL APPEARANCE**

**SECTION 7.04  
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- A. LMHA requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image and be in conformity with regulations established by LMHA due to the nature of the employee's position. Clothing shall be conducive to the safe and effective performance of required job duties.
- B. **Clothing:**
- ~~Effective January 21, 2013, all hourly employees will be required to wear uniforms while on duty during normal working hours. The expense of the uniform will be covered by LMHA. Employees are required to keep uniforms neat, clean and in good repair. The employee is responsible for lost items and damages other than normal wear and tear.~~ **Effective November 18, 2021, Uniforms will be optional for all-managers employees. If managers employees opt not to wear a uniform, dress shall consist of appropriate business attire. If employees opt to wear a uniform, the employee is required to keep uniforms neat, clean and in good repair. The expense of the uniform will be covered by LMHA.**
- C. **Shoes:**
- The wearing of tennis shoes or other athletic style shoes, flip flops and other thong-like sandals, excessively high heels and any other shoes that do not present a business like appearance are not permitted at any time. Notwithstanding the above, athletic style shoes may be worn when an employee has provided written certification from a licensed physician establishing the need to do so. The written certification will need to be removed and submitted every six months if the condition still exists.

**LAKE METROPOLITAN HOUSING AUTHORITY (Exhibit A)  
PERSONNEL POLICY MANUAL**

**DRESS CODE AND PERSONAL APPEARANCE**

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- D. Attire should be clean, neat, pressed in appearance and a manner that is normally acceptable in business establishments (e.g., uniforms shall not be excessively tight fitting or revealing; skirts should be knee-length or longer). Revised Jan. 2013
- E. Employee's hair is expected to be clean, combed and neatly arranged. Facial hair must be neatly trimmed.
- F. LMHA will accept requests for reasonable accommodations if necessary, as applied to specific employees.
- G. This policy will be enforced. Your assistance and discretion are greatly appreciated in helping to project a positive image of the LMHA. Any variations from this Dress Code will be handled in the following manner:

At a first violation, a verbal warning will be issued by the supervisor. At a second violation, the employee will be sent home to change without pay. Subsequent violations will result in the employee being disciplined through the progressive discipline process and sent home to change without pay. In either situation, the employee will be required to return to work within two hours. PTO can be used to cover this time off. **THIS POLICY WILL BE STRICTLY ENFORCED** by all supervisors.

Policies pertaining to acceptable attire may be modified only by action of the Board of Commissioners.