



NOTICE OF MEETING

The Regular Board Meeting of the Lake Metropolitan Housing Authority will be held at
6:00 p.m. on Wednesday, March 13, 2024
Woodlawn Community Center
553 Sanders Ave.
Painesville, OH 44077

For any questions, please contact Diana Dilisio at ddilisio@lakemetrohousing.org
or 440-354-3347 x33.

REGULAR MEETING AGENDA

1. Roll Call
2. Chairperson's Comments
3. February Board Meeting Minutes
4. CEO Report
5. 2024 - January Finance Reports and Bills
6. Other Updates and Comments
7. **RESOLUTION 3-2024**

A Resolution Authorizing the Chief Executive Officer to revise the Personnel Policy Manual of the Lake Metropolitan Housing Authority by adding Section 7.18 – Impeding Progress Policy and Section 7.19 – Anti-Bullying and Inclusive Workforce Policy as shown in Exhibit A and for the policies to be in effect April 1, 2024

8. Executive Session
9. Adjournment

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**

February 15, 2024, at 6:00 P.M.

***Onsite – Washington Square, 111 E. Washington Square, Painesville, OH 44077**

This meeting and all formal actions memorialized herein were taken in a duly noticed virtual, open meeting of this Board and that all deliberations which resulted in formal action were taken in meeting(s) open to the public, in full compliance with all applicable legal requirements including Section 121.22 of the Ohio Revised Code.

PRESENT

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

ALSO PRESENT

Marshal Pitchford, Attorney
Eric Martin, Chief Executive Officer
Brittany Stone, Chief Financial Officer
Cheryl Clingerman, Supervisor Maintenance
Diana Dilisio, Administrative Office Manager
Allan Moon – Visual Armor Security (Owner)

CHAIRPERSON’S COMMENTS:

Chairperson Jeffrey Mackey called the meeting to order at 6:03 P.M.

MEETING MINUTES:

November 8, 2023, Regular Board Meeting: The meeting minutes were accepted by unanimous acclamation.

CEO REPORT:

Eric Martin (CEO) shared highlights from his report that were emailed in advance of the meeting to all Board members.



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HOUSING CHOICE VOUCHER:

Housing Choice Voucher lease-ups remained unchanged from January. Once we move to the new waiting list, it's with the hopes that the applicant response and frequency of eligibility determination will increase. Lake MHA increased our budget utilization from 100% last month to 104% this month, indicating our increased administrative efforts in our HCV program.

PUBLIC HOUSING/MULTI-FAMILY PROGRAM/MARKET RATE:

HUD has approved our purchase agreement for the Parkview Disposition and has signed the Declaration of Trust. We are prepared to close as soon as funds are appropriated.

The multifamily occupancy rate continues to increase. As of 2/14/2024, Lake MHA is currently at 96% occupancy. This represents the highest level of occupancy since the start of the PBRA program. This now surpasses our original target several months ago. We currently have 8 vacancies remaining. We do have additional lease-ups still pending so these vacancies will continue to decline.

The CEO, Eric Martin, thanked both the program and maintenance teams for their continued effort in reducing our unit turn rates and actively leasing up our units.

JANUARY 2024 FINANCE REPORT:

A motion was made by Chairperson Jeffrey Mackey and seconded by George Phillips to approve the January 2024 financials. The January 2024 financials were approved by roll call with 6 ayes from Cynthia Brooks, Vice-Chairperson Charles Stennis, Jr., George Phillips, Julius Williams, and Chairperson Jeffrey Mackey.

Major Projects

Lake MHA has numerous capital projects, which include upgrades to our fire alarm systems, and façade sealant at Jackson Towers, as well as several upgrades at all our owned properties. The upgrades will enhance the living value of our residents. CEO, Eric Martin stated Lake HMA is committed to providing housing that exceeds the basic requirements. The Lake HMA leadership team will continue to evaluate the overall resources and align the necessary funds to support capital improvements for all our residents.



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We are moving ahead with our plan to secure several financing opportunities. Advantix's design team will be here in the Spring. Again, this project will improve the living quality of our residents. It will also improve the curb appeal of our properties in the long term.

Allen Moon from Visual Armor Security, addressed the board regarding Lake MHA's security cameras. Mr. Moon explained how his company can secure our properties by installing cameras looking at the parking lots, laundry rooms, front office areas, hallways, etc. It was discussed to have Mr. Moon come out and evaluate our current security.

ADJOURNMENT:

A motion was made by Chairperson Jeffrey Mackey to adjourn the meeting. The meeting was adjourned at 6:45 p.m.

Executive Session:

To discuss the evaluation of an employee with all members of the Lake MHA and legal counsel.





Meeting of The Board of Commissioners CEO Report March 2024

Housing Choice Voucher:

The HCV intake department continues to work through the older waiting list with 28 individuals remaining. In addition, we have increased to 107% of budget utilization and our numbers rose from 1133 to 1139 during the month of February. As we move closer to the sale of Parkview Place, we are in the planning phase for an aggressively upgraded Landlord Incentive Plan. We are excited about the potential of more funding that will allow us to offer an even more attractive incentive package to gain new landlords while incentivizing our existing base to add more available units to their current offerings.

Public Housing/Multifamily Program/Market Rate:

As we prepare to complete the disposition of the 25 remaining Public Housing units through conversion to market rate under the auspices of our non-profit, LMHA, and its legal representatives have met with the board of trustees of the non-profit to discuss reorganization. Essentially, at the legal advice from experts in this area, we have proposed, and Reach 4 Home (Regional Economically Affordable Housing) has agreed to a restructuring that will list LMHA as the sole member of the non-profit. This essentially gives LMHA control of the non-profit entity and gives LMHA and the LMHA Board of Commissioners authority to appoint board members of the non-profit entity.

I will add that this does not interfere with Reach 4 Home as a separate non-profit in any way, however, it will merely serve as a holding company which will allow us to develop several affiliate entities under Reach 4 Home in the form of a single member limited liability companies, or LLC's.

Concerning the Parkview Disposition, we received the grant agreement and the requirements therein and are close to finishing our internal audit of both our financial controls and procurement policies to ensure





alignment with grant requirements. We are planning a meeting with the grantor to ensure clarity and receive acceptance of our budget documentation and proposed use of funds.

Major Projects

I am extremely excited to announce that we have completed the official walkthrough with our development partner. Late last month, we did a thorough walkthrough with the architects and discussed at a detailed level what a complete rehabilitation of our owned multi-family properties might entail.

I have listed several needs in which both our partners agree and are as listed as follows:

- Green energy/energy efficient systems including electrical, plumbing, water, and heating and cooling.
- Unit level improvements up to 80,000 USD to improve the living quality for residents.
- Building level improvements including remodeling of common areas such as flooring, lighting, windows, etc.
- External areas such as re-grading efforts, improvements to playgrounds, and other outdoor enhancements to improve the look and neighborhood feel of our properties.

Currently, LMHA has made its official application to HUD in pursuit of additional grant capital from the Green Resilient Retrofit Program and will request additional funding up to \$80,000 per unit or 19.2 million dollars of funding to make the property enhancements. In addition, this funding will also add to the financing portfolio as we pursue tax credits to further leverage the equity in our existing buildings. As a result, we should realize a windfall of unrestricted capital to fund newer development opportunities and administrative and professional growth for LMHA. Upon completion of this comprehensive plan, we will have successfully modernized our existing real estate portfolio sustaining its livability and value over the next 20 years.

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



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Name	EOP Date	Reason	Explanation
RL	2/29/2024	Program Violations	Debt - 6730
DB	2/29/2024	Program Violations	Moved without notice
KD	2/29/2024	Program Violations	Moved without notice
GF	02/29/2024	Program Violations	Moved without notice
RI	2/29/2024	Zero HAP	
VR	02/29/2024	Program Violations	Moved without notice
JS	02/29/2024	Nursing Home	No longer able to use subsidy
AU	02/29/2024	Program Violations	Moved without notice
LW	02/29/2024	Program Violations	Moved without notice
MY	02/29/2024	Deceased	

PUT IN DEBTS OWED
AND VACATED TENANTS

Self Term/Deceased/Expired vouchers/Zero Hap
Program Violations



FSS Monthly Board Report

Month:	Feb. 2024
FSS participants as of 02/29/24	31
Number of contract completions (graduates):	0
Escrow disbursed: Interim Disbursements	0
Number of contracts terminated:	0
Escrow forfeited:	0
Number of new contracts (enrollments):	4
Number of participants with escrow accounts	23
Number of new escrow accounts opened:	0





Housing Choice Voucher Program

Month Ending February 2024

Leased Action	Dec-23	Jan-24	Feb-24						
Monthly Budget Authority	\$727,120	\$727,120	\$727,120						
Units under lease (1st of month) + HO	1133	1131	1139	As of 2/1/2024	Per Brittany				
VASH vouchers leased up (26)	13	13	13						
FUP vouchers leased up (25)	11	12	12						
Mainstream vouchers leased up (26)	31	30	31						
Utilization (baseline 1552 eff. 1/1/2023)	74%	74%	73%						
Total HAP paid (UA's, ports & HO)	\$755,049	\$768,191	\$780,356						
Total incoming HAP	\$800,516	\$760,720	\$760,720						
Monthly utilization of budget	104%	104%	107%						
HCV Error Analysis Report	Dec-23	Jan-24	Feb-24						
Audit Error rate				Information provided by Vicki Smith's Auditing reports					
# of files audited									
# of files in audit with errors									
QC Error Rate									
Informal Hearing/Terminations	Dec-23	Jan-24	Feb-24	HCV only					
Informal Hearings conducted	0	4	1						
Informal Reviews conducted	1	2	0						
End of Participations (EOP's)	9	8	10	Updated 3 months EOP report attached explaining most recent					
Leasing Activity	Dec-23	Jan-24	Feb-24						
# of New Admissions	5	8	3						
# of Moves	11	3	5						
# of Port-Ins	2	1	1						
# of Port-Outs	3	0	4						
# of Vouchers issued	28	33	24	9 of these were moves (December)					
# of Vouchers on the street	83 (14 need scheduled)	82 + 12 scheduled	73 + 13 scheduled	10 vouchers pending inspections					
(working on the last of the '21 waiting list)				10 vouchers pending executed HAP					
Vouchers Expired	10	12	11	1 Vouchers pending signed leases					
FSS/Homeownership	Dec-23	Jan-24	Feb-24						
Active FSS participants	27	27	31	As of 3/1/2024					
Current Homeowners	3	3	3						
Wait List Activity	Dec-23	Jan-24	Feb-24						
Number of Applicants on WL	69	52	34	2021 HCV as of 3/1/2024					
	2415	2415	2414	2023 (NEW)					
# of applicants pulled from Wait List	0 working on			0					
Initial Briefing Meetings	WL	Completed 2021 WL	Completed 2021 WL	Working on final 34 before we can start on the 2023					
2nd & Final Chance	on)	38 in process	26						
HQS Inspections	Annual	Annual R.I.	Initial	Moves	Ports	M.P.I. R.I.	Special	Special R.I.	Total
Dec-23	61	Included in AR	16	12	0	*	22	*	111
Jan-24	136	Included in AR	34	4	3	*	19	*	196
Feb-24	159	Included in AR	0	28	1	*	14	*	202
		*included in special and port inspections							
Report Completed by: Theresa Lee #4, #6-12 received from Brittany Stone/Outstanding HCV vouchers and HAPs received from Stacy Carlson)									





Multifamily/Public Housing Programs

Month Ending February 2024

Occupancy Rate	Dec-24	Jan-24	Feb-24		
Percentage leased as of 03/01/2024	93%	96%	96%		
# of vacancies (240 total MF units only) as of 03/01/2024	16	8	8		
T.A.R. (Tenant Account Receivables)	Dec-24	Jan-24	Feb-24		
Current Rent Roll	\$60,426	\$64,430	\$63,892		
Rent Collected	\$53,624	\$57,134	\$55,186		
Percentage Collected	89%	89%	86%		
PH Error Analysis Report	Dec-24	Jan-24	Feb-24		
Number of files completed					
Number of files with errors (5 files reviewed monthly)					
Error rate					
Wait List Activity	Dec-24	Jan-24	Feb-24		
# of applicants on MF Wait List (end of month)	448	442	440	CLOSED 9/30/23	
Evictions (served, not evicted)	Jackson	Woodlawn	Washington	ParkView	Total
WRIT/Restitution/Possession of property					
14 Day notices served (non-payment)					0
30 Day notices served (lease violations)					0
3 Day notices (non-pay)		1	1	2	4
3 Day notices (lease violation)	1				1
3 Day notices (lease violation)					0
30 Day notices (non-pay)	6	6	6		18
Tenant Relations	Washington	Jackson	Woodlawn	ParkView	
Date of quarterly resident meetings held	2/13/2024	2/12/2024	2/14/2024		
Next Meeting Scheduled for:	5/2024	5/2024	5/2024		
Resident Advisory Board JT - I have no information between LMHA and board as of 2-27-2024. Info given to WH and WS					
Police Reports received from 02/02/2024 through 03/04/2024	Washington	Jackson	Woodlawn	ParkView	Total
Criminal/Assault		1			1
Domestic/Civil/Harassment		1	1		2
Drug arrest/drug related confirmed					0
Drug complaint not confirmed					0
Theft/Burglary	1				1
Well Checks	1	2	1		4
Arrest/Warrant Served					0
Identity Theft			1		1
LMHA Standby Request/Trespassing		2			2
Disturbance/Noise/Disorderly Conduct	1	1	2		4
Not classified/Police Foot Patrols		2			2
Total calls for current month					17
Leasing Activity	Washington	Jackson	Woodlawn	ParkView	Total
Move ins for current month	1	1			2
Move outs for current month		1			1
Unit transfers for current month					0
Report Completed by: Theresa Lee					





Lake Metropolitan Housing Authority

Finance Report

January 2024

(Prepared for the March 13, 2024 Board Meeting)

The following summarizes the major Finance Department activity for January 2024:

Fiscal Year 2025

A preliminary budget is included.

Fiscal Year 2024

Attached are the preliminary January 2024 financials.

Multi-Family (RAD):

The Multi-Family program result is positive for the month of January 2024 and year to date.

Housing Choice Voucher:

The Housing Choice Voucher Program is positive for the month of January 2024 and year-to-date.



The HAP Reserves Worksheet and the Schedule of Restricted Net Position (RNP) for January 2024 have been included.

Parkview (Public Housing/Market Rate):

The Market Rate Program is positive for January 2024 and year-to-date. The Public Housing Program is negative for January 2024 and year-to-date.

Financials (and corresponding Statements of Operation) for January 2024 have been included for both the Public Housing and Market Rate programs.

Overall Indicators:

The Fiscal Year 2024 Payroll projections are included through February 29, 2024 payrolls.

The Per Unit Leased Statistics report has been updated for January 2024.

The Fund Balances – by Restriction report has been updated for January 2024.

Banking and Investments:

Included with this report are the Lake MHA Cash & Investment Reports as of January 31, 2024, along with copies of the bank statements.

Accounts Payable:



A detail listing of all A/P checks issued in January 2024 are attached for your review.



Respectfully Submitted by:

Brittany Stone

Brittany Stone

CFO



Lake Metropolitan Housing Authority - Major Programs

Fiscal Year 2024 Summary Operating Report, and Fiscal Year 2024 Comparison

For the Month and Fiscal Year-to-Date ended January 31, 2024

(Preliminary - For Internal Use Only)

	This Month	Fiscal Year 2024		Fiscal Year 2023	
		Year-to-Date	YTD Budget	Year-to-Date	Variance
Multi-Family					
Operating Income	\$ 150,487	\$ 973,654	\$ 1,070,756	\$ (97,102)	\$ 250,426
Administrative Expenses	\$ 69,422	\$ 361,001	\$ 346,044	\$ 14,957	\$ 76,789
Utility Expenses	24,326	145,759	151,667	(5,908)	27,205
Operations Expense	27,244	311,130	294,951	16,179	81,777
General Expense	10,714	47,447	52,638	(5,191)	10,471
Surplus / (Deficit)	\$ 18,781	\$ 108,317	\$ 225,456	\$ (117,139)	\$ 54,184

Section 8					
Operating Income	\$ 87,000	\$ 691,253	\$ 667,042	\$ 24,211	\$ 177,791
Administrative Expenses	\$ 59,807	\$ 616,902	\$ 652,124	(35,222)	\$ 113,677
Utility Expenses	381	2,197	2,660	(463)	473
Maintenance Expense	813	2,070	3,267	(1,197)	1,468
General Expense	905	7,154	8,769	(1,615)	1,808
Surplus / (Deficit)	\$ 25,094	\$ 62,930	\$ 222	\$ 62,708	\$ 60,365
					\$ 513,462
					503,225
					1,724
					602
					5,346
					2,565

CONSOLIDATED					
Operating Income	\$ 237,487	\$ 1,664,907	\$ 1,737,798	\$ (72,891)	\$ 428,217
Administrative Expenses	\$ 129,229	\$ 977,903	\$ 998,168	\$ (20,265)	\$ 190,466
Utility Expenses	24,707	147,956	154,327	(6,371)	27,678
Operations Expense	28,057	313,200	298,218	14,982	83,245
General Expense	11,619	54,601	61,407	(6,806)	12,279
Surplus / (Deficit)	\$ 43,875	\$ 171,247	\$ 225,678	\$ (54,431)	\$ 114,549
					\$ 1,236,690
					\$ 787,437
					120,278
					229,955
					42,322
					\$ 56,698



Lake Metropolitan Housing Authority

Balance Sheet

January 2024

Program: RAD - PBRA

Project: Consolidated

	Period Amount	Balance
ASSETS		
1001.000 Petty Cash	0.00	56.94
1111.800 Cash - RAD PBRA	(212,790.52)	125,169.76
1113.000 Cash - Replacement Reserve	348.01	1,369,943.74
1114.000 Cash - Tenant Sec. Deposits	(2.72)	68,013.85
1122.000 Accts Rec Tenants (S)	1,542.78	61,343.83
1122.009 Tenant Repayment Agreements (S)	(722.00)	7,052.30
1129.000 A/R - Other	264.00	264.00
1140.001 A/R Parkview Place	(2,117.86)	38,066.44
1140.002 A/R Public Housing	10,310.45	33,485.43
1140.003 A/R REACH	0.00	3.27
1140.005 A/R S-8 Voucher	58,634.59	182,060.37
1140.006 A/R State/Local	(3,102.42)	(18,082.36)
1211.000 Prepaid Insurance	88,078.07	63,369.26
1250.000 Prepaid Expense	(1,103.92)	(829.84)
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	5,912,860.24
1400.750 Bldg, Land & Improvements - Admin	0.00	4,718.44
1400.800 Furn, Equip, Mach - Dwellings	0.00	48,472.36
1400.900 Furn, Equip, Mach - Admin	0.00	498,018.91
1400.901 Equipment - Vehicles	0.00	174,226.23
1400.950 Accumulated Depreciation	0.00	(9,567,052.48)
1400.960 Accumulated Amortization - Leases	0.00	(8,144.65)
1400.990 Construction-In-Progress	0.00	18,580.00
1490.000 Leased Asset	0.00	18,084.29
DEFERRED OUTFLOWS OF RESOURCES		
1900.000 Deferred Outflows of Resources (Pens)	0.00	271,816.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	82,302.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	0.00	354,118.00
TOTAL ASSETS	(60,661.54)	4,016,632.07
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.000 Vendors & Contr. (S)	(80,548.02)	(11.07)
2111.009 A/P - Public Housing (S)	0.00	1,176.50
2114.000 Tenants Sec. Dep. (S)	1,489.00	63,190.50
2114.300 Pet Deposit (S)	0.00	7,500.00
2114.314 Interest - Tenant Security Deposits	17.28	279.18
2117.200 OPERS Payable	(0.05)	22,857.74
2117.800 Deferred Comp W/H	(400.00)	400.00
2117.902 Misc. Payroll - AFLAC	0.00	237.96
2117.950 A/P - Ohio BWC	0.00	1,236.00
2117.999 A/P Payroll Other - Employee	0.00	(136.51)
2119.000 A/P - Other	0.00	6.62
2135.100 Acc. Comp Absences	0.00	4,574.56
2135.200 Comp. Absences - Non Current	0.00	18,672.88
2400.000 Lease Liability (Current)	0.00	4,381.06
2400.100 Lease Liability (Non-Current)	0.00	5,932.30



Lake Metropolitan Housing Authority

Balance Sheet

January 2024

Program: RAD - PBRA

Project: Consolidated

LIABILITIES AND SURPLUS

LIABILITIES

2500.000 Net Pension Liability	0.00	728,457.00
2500.100 Net OPEB Liability	0.00	16,980.00

DEFERRED INFLOWS OF RESOURCES

2900.000 Deferred Inflows of Resources (Pens)	0.00	37,999.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	(32,399.00)

TOTAL DEFERRED INFLOWS OF RESOURCES	0.00	5,600.00
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TOTAL LIABILITIES	(79,441.79)	881,334.72
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SURPLUS

2801.000 Net Investment In Capital Assets	0.00	1,545,620.33
2805.000 Temporarily Restricted Net Position	0.00	1,360,597.17
2806.000 Unrestricted Net Position	0.00	54,614.47
2806.000 Unrestricted Net Position (Current Year)	18,780.25	108,317.38
2806.000 Unrestricted Net Position (Unclosed 2023)	0.00	66,148.00

TOTAL SURPLUS	18,780.25	3,135,297.35
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TOTAL LIABILITIES AND SURPLUS	(60,661.54)	4,016,632.07
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PROOF	0.00	0.00
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Lake Metropolitan Housing Authority

Operating Statement

Seven Months Ending 01/31/2024

Program: RAD - PBRA Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
OPERATING INCOME								
3110.000 Dwelling Rental	61,417.00	62,271.58	(854.58)	394,573.00	435,901.08	(41,328.08)	747,259.00	(352,686.00)
3121.000 Tenant Assistance Payments - M/F	88,472.00	89,610.33	(1,138.33)	568,524.00	627,272.33	(58,748.33)	1,075,324.00	(506,800.00)
3300.113 Interest - Rep. Res.	348.01	250.00	98.01	2,426.33	1,750.00	676.33	3,000.00	(573.67)
3690.000 Other Income - Tenant	250.00	833.33	(583.33)	8,131.05	5,833.33	2,297.72	10,000.00	(1,868.95)
TOTAL OPERATING INCOME	150,487.01	152,965.24	(2,478.23)	973,654.38	1,070,756.74	(97,102.36)	1,835,583.00	(861,928.62)
TOTAL INCOME	150,487.01	152,965.24	(2,478.23)	973,654.38	1,070,756.74	(97,102.36)	1,835,583.00	(861,928.62)
EXPENSES								
ADMIN EXPENSE								
4110.000 Admin. Salaries	25,921.41	28,472.58	2,551.17	176,539.43	199,308.08	22,768.65	341,671.00	165,131.57
4120.000 Auditing Fees	0.00	208.33	208.33	50.00	1,458.33	1,408.33	2,500.00	2,450.00
4140.100 Advertising - Other	59.23	260.75	201.52	1,567.89	1,825.25	257.36	3,129.00	1,561.11
4150.000 Benefits Expense	36,077.43	11,140.08	(24,937.35)	105,536.67	77,980.58	(27,556.09)	133,681.00	28,144.33
4170.000 Legal Expenses	397.80	1,250.00	852.20	17,110.00	8,750.00	(8,360.00)	15,000.00	(2,110.00)
4180.000 Travel Expense	(0.20)	0.00	0.20	1,207.94	0.00	(1,207.94)	0.00	(1,207.94)
4185.000 Staff Training	894.61	375.00	(519.61)	3,378.11	2,625.00	(753.11)	4,500.00	1,121.89
4185.100 Board Training	776.55	166.67	(609.88)	776.55	1,166.67	390.12	2,000.00	1,223.45
4190.000 Office Sundry Expense	20.00	316.67	296.67	4,616.11	2,216.67	(2,399.44)	3,800.00	(816.11)
4190.020 Bank Charges	232.88	200.00	(32.88)	2,054.19	1,400.00	(654.19)	2,400.00	345.81
4190.050 Payroll Processing Charges & Forms	213.96	183.33	(30.63)	1,669.90	1,283.33	(386.57)	2,200.00	530.10
4190.100 Office Supplies	188.19	416.67	228.48	2,643.66	2,916.67	273.01	5,000.00	2,356.34
4190.120 Cleaning Contract	276.00	416.67	140.67	1,896.00	2,916.67	1,020.67	5,000.00	3,104.00
4190.130 Contract - IT Services	169.86	916.67	746.81	8,028.19	6,416.67	(1,611.52)	11,000.00	2,971.81
4190.140 Contract - MCS	1,103.92	761.50	(342.42)	6,442.00	5,330.50	(1,111.50)	9,138.00	2,696.00
4190.145 Forms and Publications	0.00	83.33	83.33	498.00	583.33	85.33	1,000.00	502.00
4190.150 Shredding	0.00	41.67	41.67	93.36	291.67	198.31	500.00	406.64
4190.200 Telephone	366.88	216.67	(150.21)	1,557.41	1,516.67	(40.74)	2,600.00	1,042.59
4190.201 Cell Phones	366.76	216.67	(150.09)	2,386.46	1,516.67	(869.79)	2,600.00	213.54
4190.205 Answering Service	121.95	120.83	(1.12)	849.66	845.83	(3.83)	1,450.00	600.34
4190.210 Internet Expense	160.38	500.00	339.62	6,449.60	3,500.00	(2,949.60)	6,000.00	(449.60)
4190.220 Cable	35.67	700.00	664.33	4,932.06	4,900.00	(32.06)	8,400.00	3,467.94
4190.300 Postage & Meter	389.50	500.00	110.50	3,594.88	3,500.00	(94.88)	6,000.00	2,405.12
4190.400 Copier - Lease	679.20	350.00	(329.20)	2,820.77	2,450.00	(370.77)	4,200.00	1,379.23
4190.410 Copier Maintenance	0.00	29.17	29.17	0.00	204.17	204.17	350.00	350.00
4190.500 Admin Minor Equipment	0.00	250.00	250.00	445.06	1,750.00	1,304.94	3,000.00	2,554.94
4190.600 Dues & Fees	603.49	250.00	(353.49)	940.35	1,750.00	809.65	3,000.00	2,059.65
4190.900 Other Sundry Expense	159.28	0.00	(159.28)	1,038.72	0.00	(1,038.72)	0.00	(1,038.72)
4190.910 Tenant Background Checks	0.00	83.33	83.33	677.75	583.33	(94.42)	1,000.00	322.25
4190.950 HR Contract	157.50	0.00	(157.50)	472.50	0.00	(472.50)	0.00	(472.50)
4190.960 Community Outreach	0.00	41.67	41.67	377.98	291.67	(86.31)	500.00	122.02
4210.000 Resident Activities	0.00	300.00	300.00	0.00	2,100.00	2,100.00	3,600.00	3,600.00
4220.000 Resident Participation	49.99	500.00	450.01	349.93	3,500.00	3,150.07	6,000.00	5,650.07





	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
ADMIN EXPENSE								
4230.000 Contract - Other	0.00	166.67	166.67	0.00	1,166.67	1,166.67	2,000.00	2,000.00
TOTAL ADMIN EXPENSE	69,422.24	49,434.93	(19,987.31)	361,001.13	346,044.43	(14,956.70)	593,219.00	232,217.87
UTILITIES EXPENSE								
4310.000 Water	6,205.57	5,416.67	(788.90)	34,718.65	37,916.67	3,198.02	65,000.00	30,281.35
4320.000 Electricity	14,259.61	14,166.67	(92.94)	97,505.67	99,166.67	1,661.00	170,000.00	72,494.33
4330.000 Gas	3,860.51	2,083.33	(1,777.18)	13,534.42	14,583.33	1,048.91	25,000.00	11,465.58
TOTAL UTILITIES EXPENSE	24,325.69	21,666.67	(2,659.02)	145,758.74	151,666.67	5,907.93	260,000.00	114,241.26
OPERATIONS EXPENSE								
4410.000 Maintenance Salaries	16,203.75	15,698.08	(505.67)	108,887.36	109,886.58	999.22	188,377.00	79,489.64
4420.000 Maint. - Supplies (other)	1,601.83	3,750.00	2,148.17	23,237.72	26,250.00	3,012.28	45,000.00	21,762.28
4420.050 Maint. - Materials	1,758.62	1,833.33	74.71	21,288.32	12,833.33	(8,454.99)	22,000.00	711.68
4420.200 Maint. - Plumbing	235.40	100.00	(135.40)	431.53	700.00	268.47	1,200.00	768.47
4420.300 Maint. - Cleaning Supplies	0.00	20.83	20.83	0.00	145.83	145.83	250.00	250.00
4420.400 Maint. - Auto	0.00	100.00	100.00	95.09	700.00	604.91	1,200.00	1,104.91
4420.410 Maint. - Fuel	185.04	266.67	81.63	2,069.11	1,866.67	(202.44)	3,200.00	1,130.89
4420.500 Maint. - Hardware	0.00	291.67	291.67	1,455.09	2,041.67	586.58	3,500.00	2,044.91
4420.510 Maint. - Keys & Locks	0.00	125.00	125.00	3,440.73	875.00	(2,565.73)	1,500.00	(1,940.73)
4420.600 Maint. - Paint	0.00	833.33	833.33	3,871.83	5,833.33	1,961.50	10,000.00	6,128.17
4420.700 Appliances & Dwelling Equip.	659.00	1,666.67	1,007.67	16,175.53	11,666.67	(4,508.86)	20,000.00	3,824.47
4420.900 Non-Dwelling Equipment	0.00	0.00	0.00	473.71	0.00	(473.71)	0.00	(473.71)
4430.010 Cont - Rubbish Removal	0.00	1,083.33	1,083.33	7,106.65	7,583.33	476.68	13,000.00	5,893.35
4430.020 Cont - HVAC	0.00	833.33	833.33	4,941.21	5,833.33	892.12	10,000.00	5,058.79
4430.040 Cont - Elevators	1,325.73	1,000.00	(325.73)	7,353.82	7,000.00	(353.82)	12,000.00	4,646.18
4430.050 Cont - Landscaping	0.00	1,000.00	1,000.00	4,278.00	7,000.00	2,722.00	12,000.00	7,722.00
4430.060 Cont - Unit Turn Expense	0.00	1,666.67	1,666.67	5,100.00	11,666.67	6,566.67	20,000.00	14,900.00
4430.070 Cont - Electrical	0.00	458.33	458.33	1,121.00	3,208.33	2,087.33	5,500.00	4,379.00
4430.080 Cont - Plumbing	0.00	250.00	250.00	4,150.00	1,750.00	(2,400.00)	3,000.00	(1,150.00)
4430.090 Cont - Exterminator	240.00	708.33	468.33	5,341.00	4,958.33	(382.67)	8,500.00	3,159.00
4430.115 Cont - Repairs	0.00	833.33	833.33	1,074.00	5,833.33	4,759.33	10,000.00	8,926.00
4430.116 Cont - Uniforms	25.71	141.67	115.96	1,131.08	991.67	(139.41)	1,700.00	568.92
4430.120 Cont - Miscellaneous	1,773.57	3,333.33	1,559.76	42,129.58	23,333.33	(18,796.25)	40,000.00	(2,129.58)
4450.000 Benefits - Maint.	3,235.75	6,142.00	2,906.25	45,977.87	42,994.00	(2,983.87)	73,704.00	27,726.13
TOTAL OPERATIONS EXPENSE	27,244.40	42,135.90	14,891.50	311,130.23	294,951.40	(16,178.83)	505,631.00	194,500.77
GENERAL EXPENSE								
4480.000 Security	1,004.61	666.67	(337.94)	4,519.06	4,666.67	147.61	8,000.00	3,480.94
4510.000 Insurance	6,336.93	4,811.50	(1,525.43)	39,670.95	33,680.50	(5,990.45)	57,738.00	18,067.05
4515.000 Real Estate Tax - Lots	730.04	375.00	(355.04)	730.04	2,625.00	1,894.96	4,500.00	3,769.96
4516.000 Real Estate Assess.	2,642.85	0.00	(2,642.85)	2,642.85	0.00	(2,642.85)	0.00	(2,642.85)
4570.000 Collection Loss	0.00	1,666.67	1,666.67	(116.00)	11,666.67	11,782.67	20,000.00	20,116.00
TOTAL GENERAL EXPENSE	10,714.43	7,519.84	(3,194.59)	47,446.90	52,638.84	5,191.94	90,238.00	42,791.10
TOTAL EXPENSES	131,706.76	120,757.34	(10,949.42)	865,337.00	845,301.34	(20,035.66)	1,449,088.00	583,751.00
SURPLUS	18,780.25	32,207.90	(13,427.65)	108,317.36	225,455.40	(117,138.02)	386,495.00	(278,177.62)



Lake Metropolitan Housing Authority
Statement of Operations
RAD - PBRA - All Projects Period From January 2024 Period To January 2024 - All Tenants

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$58,624.55
Rent	\$62,101.00
Security Deposit	\$1,865.00
Adj to Rent	\$2,142.00
Adj to Misc - Maintenance Charge	\$250.00
Payment Received	(\$66,752.22)
Utility	(\$2,826.00)
Payment Made	\$3,197.00
Repayment	\$722.00
Refund Deposit	(\$376.00)
AR Void	\$1,220.00
Ending Balance	<u>\$60,167.33</u>

Security Deposit Balances

	Due	Collected
Beginning Balance	\$858.00	\$60,711.00
Charged	\$1,865.00	
Collected	(\$2,013.00)	\$2,013.00
Applied to Account		(\$5.00)
Refunded		(\$371.00)
Ending Balance	<u>\$710.00</u>	<u>\$62,348.00</u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$7,500.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$7,500.00</u>

Key Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$132.50
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$132.50</u>



Repayment Agreement Balances: Default Type (16 Agreements)

	Amount
Beginning Balance	\$7,774.30
Monthly Repayment Amount	(\$722.00)
Payments to Principal	\$0.00
Credit Applications to Principal	\$0.00
Create Repayment	\$0.00
Cancel Repayment	\$0.00
Voided Payments to Principal	\$0.00
Ending Balance	<u>\$7,052.30</u>



Lake Metropolitan Housing Authority

Balance Sheet

January 2024

Program: Section 8 Voucher

Project: Consolidated

	Period Amount	Balance
ASSETS		
1111.100 Unrestricted Cash	1,161.91	503,638.02
1111.200 Cash HAP Payments	66,571.29	1,093,615.27
1122.199 Tenant Fraud Receivable	1,589.17	6,996.75
1122.200 Tenant Fraud Repayment Agreement (S)	(2,970.33)	24,911.38
1122.201 Allowance for Doubtful Fraud Rec.	296.91	(37,211.19)
1129.000 Accounts Rec - Other	0.00	143,994.14
1165.000 FSS Escrow Investmen	13.77	55,753.26
1211.000 Prepaid Insurance	(710.83)	7,108.26
1250.000 Prepaid Expense	(2,680.96)	(2,015.20)
1400.900 Furn, Equip, Mach - Admin	0.00	42,980.51
1400.901 Equipment - Vehicles	0.00	74,577.86
1400.950 Accumulated Depreciation	0.00	(72,957.13)
1400.960 Accumulated Amortization - Leases	0.00	(24,695.67)
1400.990 Construction-in-Progress	0.00	4,210.00
1490.000 Leased Asset	0.00	54,851.20
DEFERRED OUTFLOWS OF RESOURCES		
1900.000 Deferred Outflows of Resources (Pens)	0.00	366,952.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	111,106.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	0.00	478,058.00
TOTAL ASSETS	63,270.93	2,353,815.46
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.100 A/P Revolving Fund	58,401.71	181,827.49
2117.000 Accounts Payable LMHA	0.00	(18,300.00)
2117.001 Accounts Payable HAP (S)	(11,225.65)	(3,407.36)
2119.000 Other Accts Payable	0.00	14,544.36
2119.004 A/P - Public Housing (Pre 2004)	0.00	(49,818.00)
2135.100 Acc. Comp Absences	0.00	6,404.63
2135.200 Comp Absences Non Curren	0.00	25,243.88
2181.100 FSS Escrow Payable	13.77	59,151.52
2210.200 Unearned Revenue - FSS	0.00	(0.22)
2400.000 Lease Liability	0.00	13,294.11
2400.100 Lease Liability (Non-Current)	0.00	17,994.23
2500.000 Net Pension Liability	0.00	983,416.00
2500.100 Net OPEB Liability	0.00	22,922.00
DEFERRED INFLOWS OF RESOURCES		
2900.000 Deferred Inflows of Resources (Pens)	0.00	51,299.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	(43,739.00)
TOTAL DEFERRED INFLOWS OF RESOURCES	0.00	7,560.00
TOTAL LIABILITIES	47,189.83	1,260,832.64
SURPLUS		
2801.000 Net Investment In Capital Assets	0.00	37,407.77
2802.000 Restricted Net Position (HAP)	0.00	60,920.00
2802.200 Restricted Net Position (MS5)	0.00	(197.00)
2806.000 Unrestricted Net Position	0.00	609,007.61
2806.000 Unrestricted Net Position (Current Year)	16,081.10	298,269.28



Lake Metropolitan Housing Authority

Balance Sheet

January 2024

Program: Section 8 Voucher

Project: Consolidated

LIABILITIES AND SURPLUS

SURPLUS

2806.000 Unrestricted Net Position (Unclosed 2023)

0.00

89,297.00

TOTAL SURPLUS

16,081.10

1,094,704.66

TOTAL LIABILITIES AND SURPLUS

63,270.93

2,355,537.30

PROOF

0.00

(1,721.84)



Lake Metropolitan Housing Authority

Operating Statement

Seven Months Ending 01/31/2024

Program: Section 8 Voucher

Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
HAP INCOME								
HAP INCOME								
3000.100 HAP Income	740,741.00	0.00	740,741.00	5,426,693.00	0.00	5,426,693.00	0.00	5,426,693.00
3000.120 Mainstream (HAP) Income	19,979.00	0.00	19,979.00	137,593.00	0.00	137,593.00	0.00	137,593.00
3000.199 HAP Repayments	581.33	0.00	581.33	7,771.65	0.00	7,771.65	0.00	7,771.65
TOTAL HAP INCOME	761,301.33	0.00	761,301.33	5,572,057.65	0.00	5,572,057.65	0.00	5,572,057.65
TOTAL HAP INCOME	761,301.33	0.00	761,301.33	5,572,057.65	0.00	5,572,057.65	0.00	5,572,057.65
OPERATING INCOME								
OPERATING INCOME								
3000.200 Admin Fee Income	83,480.00	85,000.00	(1,520.00)	639,027.00	595,000.00	44,027.00	1,020,000.00	(380,973.00)
3000.220 Mainstream (Admin) Income	2,939.00	3,500.00	(561.00)	20,099.00	24,500.00	(4,401.00)	42,000.00	(21,901.00)
3000.300 FSS Grant Income	0.00	5,458.33	(5,458.33)	24,356.00	38,208.33	(13,852.33)	65,500.00	(41,144.00)
3690.200 50% Fraud Recovery	580.58	0.00	580.58	7,770.88	0.00	7,770.88	0.00	7,770.88
3690.900 Other Income	0.00	1,333.33	(1,333.33)	0.00	9,333.33	(9,333.33)	16,000.00	(16,000.00)
TOTAL OPERATING INCOME	86,999.58	95,291.66	(8,292.08)	691,252.88	667,041.66	24,211.22	1,143,500.00	(452,247.12)
TOTAL OPERATING INCOME	86,999.58	95,291.66	(8,292.08)	691,252.88	667,041.66	24,211.22	1,143,500.00	(452,247.12)
TOTAL INCOME	848,300.91	95,291.66	753,009.25	6,263,310.53	667,041.66	5,596,268.87	1,143,500.00	5,119,810.53
EXPENSES								
ADMIN EXPENSE								
4110.000 Admin. Salaries	46,901.73	55,451.58	8,549.85	352,394.49	388,161.08	35,766.59	665,419.00	313,024.51
4120.000 Audit Fees	0.00	720.25	720.25	0.00	5,041.75	5,041.75	8,643.00	8,643.00
4140.100 Advertising - Other	68.87	206.25	137.38	4,061.20	1,443.75	(2,617.45)	2,475.00	(1,586.20)
4150.000 Benefit Expense	(2,255.91)	21,695.75	23,951.66	138,625.61	151,870.25	13,244.64	260,349.00	121,723.39
4170.000 Legal Expenses	30.00	333.33	303.33	2,790.00	2,333.33	(456.67)	4,000.00	1,210.00
4180.000 Travel Expense	(0.24)	0.00	0.24	1,360.68	0.00	(1,360.68)	0.00	(1,360.68)
4185.000 Staff Training	1,040.25	583.33	(456.92)	9,212.75	4,083.33	(5,129.42)	7,000.00	(2,212.75)
4185.100 Board Training	902.97	166.67	(736.30)	902.97	1,166.67	263.70	2,000.00	1,097.03
4190.000 Office Sundry Expense	0.00	208.33	208.33	2,710.96	1,458.33	(1,252.63)	2,500.00	(210.96)
4190.020 Bank Charges	0.00	208.33	208.33	1,497.47	1,458.33	(39.14)	2,500.00	1,002.53
4190.050 Payroll Processing Charges & Forms	263.39	250.00	(13.39)	2,077.67	1,750.00	(327.67)	3,000.00	922.33
4190.100 Office Supplies	572.43	1,000.00	427.57	8,040.64	7,000.00	(1,040.64)	12,000.00	3,959.36
4190.120 Cleaning Contract	839.50	666.67	(172.83)	5,767.00	4,666.67	(1,100.33)	8,000.00	2,233.00
4190.130 Contract - IT Services	412.48	2,333.33	1,920.85	19,496.63	16,333.33	(3,163.30)	28,000.00	8,503.37
4190.140 Contract - MCS	2,680.96	2,132.58	(548.38)	15,644.80	14,928.08	(716.72)	25,591.00	9,946.20
4190.145 Forms and Publications	239.00	641.67	402.67	2,178.00	4,491.67	2,313.67	7,700.00	5,522.00
4190.150 Shredding	0.00	125.00	125.00	283.88	875.00	591.12	1,500.00	1,216.12
4190.200 Telephone	1,115.88	833.33	(282.55)	4,736.92	5,833.33	1,096.41	10,000.00	5,263.08
4190.201 Cell Phones	167.29	108.33	(58.96)	1,088.54	758.33	(330.21)	1,300.00	211.46
4190.210 Internet Expense	0.00	108.33	108.33	0.00	758.33	758.33	1,300.00	1,300.00
4190.220 Cable	41.48	37.50	(3.98)	295.17	262.50	(32.67)	450.00	154.83
4190.300 Postage & Meter	1,168.50	1,166.67	(1.83)	10,784.71	8,166.67	(2,618.04)	14,000.00	3,215.29
4190.400 Copier - Lease	2,065.90	1,000.00	(1,065.90)	8,579.76	7,000.00	(1,579.76)	12,000.00	3,420.24



	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
ADMIN EXPENSE								
4190.500 Admin Minor Equipment	0.00	0.00	0.00	517.47	0.00	(517.47)	0.00	(517.47)
4190.600 Dues & Fees	701.73	250.00	(451.73)	1,023.68	1,750.00	726.32	3,000.00	1,976.32
4190.900 Other Sundry Expense	185.20	0.00	(185.20)	1,741.97	0.00	(1,741.97)	0.00	(1,741.97)
4190.910 Tenant Background Checks	0.00	416.67	416.67	2,502.39	2,916.67	414.28	5,000.00	2,497.61
4190.950 HR Contract	157.50	0.00	(157.50)	472.50	0.00	(472.50)	0.00	(472.50)
4190.960 Community Outreach	0.00	83.33	83.33	0.00	583.33	583.33	1,000.00	1,000.00
4230.000 Contract - Other	0.00	83.33	83.33	0.00	583.33	583.33	1,000.00	1,000.00
4230.200 Rentellect	0.00	683.33	683.33	5,606.00	4,783.33	(822.67)	8,200.00	2,594.00
4250.000 Landlord Lease Incentive	2,000.00	833.33	(1,166.67)	9,000.00	5,833.33	(3,166.67)	10,000.00	1,000.00
4251.000 Landlord Damage Reimbursement	508.07	833.33	325.26	3,508.07	5,833.33	2,325.26	10,000.00	6,491.93
TOTAL ADMIN EXPENSE	59,806.98	93,160.55	33,353.57	616,901.93	652,124.05	35,222.12	1,117,927.00	501,025.07
UTILITY EXPENSE								
4310.000 Water	55.43	57.50	2.07	317.05	402.50	85.45	690.00	372.95
4320.000 Electric	241.54	283.33	41.79	1,568.90	1,983.33	414.43	3,400.00	1,831.10
4330.000 Gas	84.36	39.17	(45.19)	310.78	274.17	(36.61)	470.00	159.22
TOTAL UTILITY EXPENSE	381.33	380.00	(1.33)	2,196.73	2,660.00	463.27	4,560.00	2,363.27
MAINTENANCE EXPENSE								
4420.000 Maint. - Materials	0.00	41.67	41.67	0.00	291.67	291.67	500.00	500.00
4420.400 Maint. - Auto	0.00	183.33	183.33	289.62	1,283.33	993.71	2,200.00	1,910.38
4420.410 Maint. - Fuel	75.05	241.67	166.62	992.48	1,691.67	699.19	2,900.00	1,907.52
4430.120 Cont - Miscellaneous	737.85	0.00	(737.85)	788.14	0.00	(788.14)	0.00	(788.14)
TOTAL MAINTENANCE EXPENSE	812.90	466.67	(346.23)	2,070.24	3,266.67	1,196.43	5,600.00	3,529.76
GENERAL EXPENSE								
4480.000 Security	81.46	54.17	(27.29)	366.46	379.17	12.71	650.00	283.54
4510.000 Insurance	710.83	948.58	237.75	5,612.35	6,640.08	1,027.73	11,383.00	5,770.65
4590.100 Admin Fee Portable	112.31	250.00	137.69	1,175.54	1,750.00	574.46	3,000.00	1,824.46
TOTAL GENERAL EXPENSE	904.60	1,252.75	348.15	7,154.35	8,769.25	1,614.90	15,033.00	7,878.65
HAP EXPENSE								
4715.100 HAP Occupied Units	758,538.00	0.00	(758,538.00)	5,260,184.00	0.00	(5,260,184.00)	0.00	(5,260,184.00)
4715.500 Hap Portable Cert.	4,101.00	0.00	(4,101.00)	39,379.00	0.00	(39,379.00)	0.00	(39,379.00)
4715.600 Homeownership	1,110.00	0.00	(1,110.00)	7,718.00	0.00	(7,718.00)	0.00	(7,718.00)
4718.000 HAP FSS Escrow Payments	6,565.00	0.00	(6,565.00)	29,437.00	0.00	(29,437.00)	0.00	(29,437.00)
TOTAL HAP EXPENSE	770,314.00	0.00	(770,314.00)	5,336,718.00	0.00	(5,336,718.00)	0.00	(5,336,718.00)
TOTAL EXPENSES	832,219.81	95,259.97	(736,959.84)	5,965,041.25	666,819.97	(5,298,221.28)	1,143,120.00	(4,821,921.25)
SURPLUS	16,081.10	31.69	16,049.41	298,269.28	221.69	298,047.59	380.00	297,889.28





Lake Metropolitan Housing Authority

HAP Reserves Worksheet

CY 2023 BA	Budget Authority	HUD Disbursed	Program Reserves	HAP Expense	HAP Adjustments	RNP (VMS)	TOTAL Reserves	UML	UNMA
	\$ 9,410,705								
Jan-23	793,369	723,406	1,064,340	685,592	1,902	317,164	1,381,504		
Feb-23	790,342	720,378	1,134,304	702,611	769	335,700	1,470,004		
Mar-23	782,699	685,282	1,231,722	714,721	1,227	307,488	1,539,210		
Apr-23	782,699	685,282	1,329,139	732,996	2,003	261,777	1,590,916		
May-23	782,699	408,773	1,703,066	742,608	568	(71,490)	1,631,576		
Jun-23	782,699	685,213	1,800,552	755,653	766	(141,164)	1,659,388		
Jul-23	782,699	892,355	1,690,896	761,479	313	(9,975)	1,680,921		
Aug-23	782,699	715,355	1,758,241	768,396	1,433	(61,583)	1,696,658		
Sep-23	782,699	758,223	1,782,717	726,210	1,546	(28,024)	1,754,693		
Oct-23	782,699	758,223	1,807,194	717,583	1,217	13,833	1,821,027		
Nov-23	782,699	780,898	1,808,995	736,117	1,052	59,666	1,868,661		
Dec-23	782,699	780,898	1,810,797	740,122	1,630	102,072	1,912,869		
TOTALS:	9,410,705	8,594,286		8,784,088		93.34% of Budget Authority			of UNMA
				8,940,170		95%			
				(156,082)					
				2,835,920					

Includes HUD held HAP Reserves
Includes VASH voucher HAP

CY 2024 BA	Budget Authority	HUD Disbursed	Program Reserves	HAP Expense	HAP Adjustments	RNP (VMS)	TOTAL Reserves	UML	UNMA
	\$ 9,392,392								
Jan-24	782,699	740,741	1,852,755	751,943	1,033	91,903	1,944,658		
Feb-24	782,699		2,635,454			91,903	2,727,357		
Mar-24	782,699		3,418,153			91,903	3,510,056		
Apr-24	782,699		4,200,852			91,903	4,292,755		
May-24	782,699		4,983,552			91,903	5,075,455		
Jun-24	782,699		5,766,251			91,903	5,858,154		
Jul-24	782,699		6,548,951			91,903	6,640,854		
Aug-24	782,699		7,331,650			91,903	7,423,553		
Sep-24	782,699		8,114,349			91,903	8,206,252		
Oct-24	782,699		8,897,049			91,903	8,988,952		
Nov-24	782,699		9,679,748			91,903	9,771,651		
Dec-24	782,699		10,462,448			91,903	10,554,351		
TOTALS:	9,392,392	740,741		751,943		8.01% of Budget Authority			of UNMA
				8,922,773		95%			
				(8,170,830)					
				751,943					

Includes HUD held HAP Reserves
Includes VASH voucher HAP



Lake Metropolitan Housing Authority

Mainstream (MS5)

Schedule of Restrictd Net Position (RNP)

Fiscal Year 2023 and 2024

		<u>RNP</u>		<u>Change from Prior</u>	
July 31, 2022	\$	(11,142.00)	\$	(12,109.00)	
August 31, 2022	\$	(13,097.00)	\$	(12,361.00)	
September 30, 2022	\$	(15,067.00)	\$	(13,112.00)	
October 31, 2022	\$	(3,900.00)	\$	(1,930.00)	
November 30, 2022	\$	(5,178.00)	\$	(16,345.00)	
December 31, 2022	\$	(347.00)	\$	931.00	
January 31, 2023	\$	3,954.00	\$	(877.00)	
February 28, 2023	\$	8,032.00			
March 31, 2023	\$	10,254.00			
April 30, 2023	\$	6,152.00			
May 31, 2023	\$	2,446.00			
June 30, 2023	\$	(1,092.00)			
July 31, 2023	\$	76.00			
August 31, 2023	\$	435.00			
September 30, 2023	\$	667.00			
October 31, 2023	\$	678.00			
November 30, 2023	\$	(197.00)			
December 31, 2023	\$	(413.00)			
1/1/2024	\$	19,979.00			
			\$	19,298.00	<i>MS 5 (Mainstream)</i>
	\$	-			HAP Payments
	\$	-	\$	-	Port In
	\$	-			Port Out
	\$	-			50% HAP Repayments
	\$	-			FSS Forfeits
	\$	-			Misc. Repayments (<i>error > \$2500</i>)
Monthly Totals:	\$	19,979.00	\$	19,298.00	
	\$	681.00			<i>(Net monthly increase (decrease) in Restricted Net Position)</i>
January 31, 2024	\$	268.00			



Lake Metropolitan Housing Authority - Parkview Place

Fiscal Year 2024 Summary Operating Report, and Fiscal Year 2023 Comparison

For the month, and Fiscal Year-to-Date ended January 31 2024

(Preliminary - For Internal Use Only)

	Fiscal Year 2024			Fiscal Year 2023		
	This Month	Year-to-Date	YTD Budget	Variance	Year-to-Date	Variance
Public Housing						
Operating Income	\$ -	\$ 79,379	\$ 50,906	\$ 28,473	\$ 17,200	\$ 62,179
Administrative Expenses	\$ 4,810	\$ 33,419	\$ 32,035	\$ 1,384	\$ 5,542	\$ 27,877
Utility Expenses	1,040	11,405	9,333	2,072	3,809	7,596
Operations Expense	3,639	35,931	24,204	11,727	9,292	26,639
General Expense	1,565	5,491	7,219	(1,728)	870	4,621
Surplus / (Deficit)	\$ (11,054)	\$ (6,867)	\$ (21,885)	\$ 15,018	\$ (2,313)	\$ (4,554)

Market Rate						
Operating Income	\$ 10,255	\$ 77,463	\$ 79,012	\$ (1,549)	\$ 25,734	\$ 51,729
Administrative Expenses	\$ 1,835	\$ 14,763	\$ 16,961	(2,198)	2,337	12,426
Utility Expenses	497	3,450	7,583	(4,133)	392	3,058
Operations Expense	2,441	21,645	27,587	(5,942)	4,171	17,474
General Expense	939	3,286	5,352	(2,066)	674	2,612
Surplus / (Deficit)	\$ 4,543	\$ 34,319	\$ 21,529	\$ 12,790	\$ 18,160	\$ 16,159

CONSOLIDATED						
Operating Income	\$ 10,255	\$ 156,842	\$ 129,918	\$ 26,924	\$ 42,934	\$ 113,908
Administrative Expenses	\$ 6,645	\$ 48,182	\$ 48,996	\$ (814)	\$ 7,879	\$ 40,303
Utility Expenses	1,537	14,855	16,916	(2,061)	4,201	10,654
Operations Expense	6,080	57,576	51,791	5,785	13,463	44,113
General Expense	2,504	8,777	12,571	(3,794)	1,544	7,233
Surplus / (Deficit)	\$ (6,511)	\$ 27,452	\$ (356)	\$ 27,808	\$ 15,847	\$ 11,605



Lake Metropolitan Housing Authority

Balance Sheet

January 2024

Program: Public Housing

Project: Consolidated

	Period Amount	Balance
ASSETS		
1111.100 General Fund Cash	7,263.00	421,895.55
1128.000 A/R - Section 8	(7,263.00)	(75,381.00)
1128.800 A/R - ParkView Place (Non HUD)	0.00	(19,015.00)
1211.000 Prepaid Insurance	(586.90)	5,869.03
1212.000 Insurance Deposit	0.00	1,000.00
1250.000 Prepaid Expense	(157.70)	(118.58)
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	16,625.00
1400.901 Equipment - Vehicles	0.00	4,182.26
1400.950 Accumulated Depreciation	0.00	(664,549.21)
1400.960 Accumulated Amortization - Leases	0.00	(979.29)
1490.000 Leased Asset	0.00	2,182.95
DEFERRED OUTFLOWS OF RESOURCES		
1900.000 Deferred Outflows of Resources (Pens)	0.00	40,773.00
1900.100 Deferred Outflows of Resources (OPEB)	0.00	12,345.00
TOTAL DEFERRED OUTFLOWS OF RESOURCES	0.00	53,118.00
TOTAL ASSETS	(744.60)	2,739,336.61
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.100 A/P Revolving Fund	10,310.45	33,484.82
2114.000 Tenants Sec. Dep. (S)	0.00	2,277.00
2135.100 Acc. Comp Absences	0.00	333.36
2135.200 Comp. Absences - Non Current	0.00	1,333.42
2137.000 Accrued PILOT	0.00	3,944.49
2400.000 Lease Liability (Current)	0.00	531.83
2400.100 Lease Liability (Non-Current)	0.00	716.62
2500.000 Net Pension Liability	0.00	109,268.00
2500.100 Net OPEB Liability	0.00	2,548.00
DEFERRED INFLOWS OF RESOURCES		
2900.000 Deferred Inflows of Resources (Pens)	0.00	5,699.00
2900.100 Deferred Inflows of Resources (OPEB)	0.00	(4,859.00)
TOTAL DEFERRED INFLOWS OF RESOURCES	0.00	840.00
TOTAL LIABILITIES	10,310.45	155,277.54
SURPLUS		
2801.000 Net Investment In Capital Assets	0.00	2,351,351.62
2806.000 Unrestricted Net Position	0.00	229,655.70
2806.000 Unrestricted Net Position (Current Year)	(11,055.05)	(6,868.25)
2806.000 Unrestricted Net Position (Unclosed 2023)	0.00	9,920.00
TOTAL SURPLUS	(11,055.05)	2,584,059.07
TOTAL LIABILITIES AND SURPLUS	(744.60)	2,739,336.61
PROOF	0.00	0.00



Lake Metropolitan Housing Authority

Operating Statement

Seven Months Ending 01/31/2024

Program: Public Housing Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
OPERATING INCOME								
3200.000 HUD Operating Subsidy - PH	0.00	3,662.00	(3,662.00)	36,771.00	25,634.00	11,137.00	43,944.00	(7,173.00)
3690.100 CFP For Operations	0.00	3,610.42	(3,610.42)	42,608.00	25,272.92	17,335.08	43,325.00	(717.00)
TOTAL OPERATING INCOME	0.00	7,272.42	(7,272.42)	79,379.00	50,906.92	28,472.08	87,269.00	(7,890.00)
TOTAL INCOME	0.00	7,272.42	(7,272.42)	79,379.00	50,906.92	28,472.08	87,269.00	(7,890.00)
EXPENSES								
ADMIN EXPENSE								
4110.000 Admin. Salaries	2,573.42	2,410.00	(163.42)	17,477.75	16,870.00	(607.75)	28,920.00	11,442.25
4120.000 Auditing Fees	0.00	33.33	33.33	0.00	233.33	233.33	400.00	400.00
4140.100 Advertising - Other	6.19	18.58	12.39	164.03	130.08	(33.95)	223.00	58.97
4150.000 Benefits Expense	820.02	942.92	122.90	7,693.32	6,600.42	(1,092.90)	11,315.00	3,621.68
4170.000 Legal Expenses	502.70	16.67	(486.03)	2,166.30	116.67	(2,049.63)	200.00	(1,966.30)
4180.000 Travel Expense	(0.02)	0.00	0.02	126.38	0.00	(126.38)	0.00	(126.38)
4185.000 Staff Training	93.62	0.00	(93.62)	158.87	0.00	(158.87)	0.00	(158.87)
4185.100 Board Training	81.26	0.00	(81.26)	81.26	0.00	(81.26)	0.00	(81.26)
4190.000 Office Sundry Expense	0.00	4.17	4.17	11.95	29.17	17.22	50.00	38.05
4190.020 Bank Charges	0.00	125.00	125.00	70.53	875.00	804.47	1,500.00	1,429.47
4190.050 Payroll Processing Charges & Forms	21.55	20.83	(0.72)	169.98	145.83	(24.15)	250.00	80.02
4190.100 Office Supplies	23.53	16.67	(6.86)	330.36	116.67	(213.69)	200.00	(130.36)
4190.120 Cleaning Contract	34.50	196.17	161.67	237.00	1,373.17	1,136.17	2,354.00	2,117.00
4190.130 Contract - IT Services	24.26	150.00	125.74	1,146.81	1,050.00	(96.81)	1,800.00	653.19
4190.140 Contract - MCS	157.70	108.83	(48.87)	920.30	761.83	(158.47)	1,306.00	385.70
4190.145 Forms and Publications	0.00	0.00	0.00	239.00	0.00	(239.00)	0.00	(239.00)
4190.150 Shredding	0.00	6.67	6.67	11.64	46.67	35.03	80.00	68.36
4190.200 Telephone	45.85	25.00	(20.85)	194.63	175.00	(19.63)	300.00	105.37
4190.201 Cell Phones	70.77	25.00	(45.77)	460.52	175.00	(285.52)	300.00	(160.52)
4190.205 Answering Service	12.65	12.50	(0.15)	88.14	87.50	(0.64)	150.00	61.86
4190.210 Internet Expense	79.98	25.00	(54.98)	319.92	175.00	(144.92)	300.00	(19.92)
4190.220 Cable	3.73	83.33	79.60	186.50	583.33	396.83	1,000.00	813.50
4190.300 Postage & Meter	40.57	54.17	13.60	374.45	379.17	4.72	650.00	275.55
4190.400 Copier - Lease	64.90	50.00	(34.90)	352.58	350.00	(2.58)	600.00	247.42
4190.410 Copier Maintenance	0.00	6.67	6.67	0.00	46.67	46.67	80.00	80.00
4190.500 Admin Minor Equipment	0.00	125.00	125.00	46.56	875.00	828.44	1,500.00	1,453.44
4190.600 Dues & Fees	63.15	28.33	(34.82)	92.10	198.33	106.23	340.00	247.90
4190.900 Other Sundry Expense	51.97	0.00	(51.97)	136.11	0.00	(136.11)	0.00	(136.11)
4190.910 Tenant Background Checks	0.00	33.33	33.33	70.90	233.33	162.43	400.00	329.10
4190.950 HR - Contract	17.50	0.00	(17.50)	52.50	0.00	(52.50)	0.00	(52.50)
4190.960 Community Outreach	0.00	33.33	33.33	39.55	233.33	193.78	400.00	360.45
4230.000 Contract - Other	0.00	25.00	25.00	0.00	175.00	175.00	300.00	300.00
TOTAL ADMIN EXPENSE	4,809.80	4,576.50	(233.30)	33,419.94	32,035.50	(1,384.44)	54,918.00	21,498.06





	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
UTILITIES EXPENSE								
4310.000 Water	404.08	500.00	95.92	1,755.50	3,500.00	1,744.50	6,000.00	4,244.50
4320.000 Electricity	628.90	416.67	(212.23)	3,166.80	2,916.67	(250.13)	5,000.00	1,833.20
4330.000 Gas	7.59	416.67	409.08	6,482.48	2,916.67	(3,565.81)	5,000.00	(1,482.48)
TOTAL UTILITIES EXPENSE	1,040.57	1,333.34	292.77	11,404.78	9,333.34	(2,071.44)	16,000.00	4,595.22

OPERATION EXPENSE								
4410.000 Maintenance Salaries	2,596.26	2,485.33	(110.93)	16,942.67	17,397.33	454.66	29,824.00	12,881.33
4420.000 Maint. - Supplies (other)	167.61	0.00	(167.61)	2,429.93	0.00	(2,429.93)	0.00	(2,429.93)
4420.050 Maint. - Materials	184.03	0.00	(184.03)	2,227.68	0.00	(2,227.68)	0.00	(2,227.68)
4420.200 Maint. - Plumbing	24.61	0.00	(24.61)	45.12	0.00	(45.12)	0.00	(45.12)
4420.400 Maint. - Auto	0.00	0.00	0.00	14.12	0.00	(14.12)	0.00	(14.12)
4420.410 Maint. - Fuel	19.36	0.00	(19.36)	134.05	0.00	(134.05)	0.00	(134.05)
4420.500 Maint. - Hardware	0.00	0.00	0.00	152.23	0.00	(152.23)	0.00	(152.23)
4420.510 Maint. - Keys & Locks	0.00	0.00	0.00	360.06	0.00	(360.06)	0.00	(360.06)
4420.600 Maint. - Paint	0.00	0.00	0.00	405.16	0.00	(405.16)	0.00	(405.16)
4420.900 Non-Dwelling Equipment	0.00	0.00	0.00	58.12	0.00	(58.12)	0.00	(58.12)
4430.010 Cont - Rubbish Removal	0.00	0.00	0.00	937.66	0.00	(937.66)	0.00	(937.66)
4430.020 Cont - HVAC	99.37	0.00	(99.37)	436.24	0.00	(436.24)	0.00	(436.24)
4430.050 Cont - Landscaping	0.00	0.00	0.00	459.38	0.00	(459.38)	0.00	(459.38)
4430.080 Cont - Plumbing	0.00	0.00	0.00	2,265.62	0.00	(2,265.62)	0.00	(2,265.62)
4430.116 Cont - Uniforms	4.78	0.00	(4.78)	120.31	0.00	(120.31)	0.00	(120.31)
4430.120 Cont - Miscellaneous	156.93	0.00	(156.93)	1,940.61	0.00	(1,940.61)	0.00	(1,940.61)
4450.000 Benefits - Maint.	386.34	972.42	586.08	7,002.35	6,806.92	(195.43)	11,669.00	4,666.65
TOTAL OPERATION EXPENSE	3,639.29	3,457.75	(181.54)	35,931.31	24,204.25	(11,727.06)	41,493.00	5,561.69



GENERAL EXPENSE								
4480.000 Security	131.60	291.67	160.07	911.45	2,041.67	1,130.22	3,500.00	2,588.55
4510.000 Insurance	586.90	464.75	(122.15)	3,732.88	3,253.25	(479.63)	5,577.00	1,844.12
4515.000 Real Estate Tax - Lots	0.00	108.33	108.33	0.00	758.33	758.33	1,300.00	1,300.00
4516.000 Real Estate Assess.	846.89	0.00	(846.89)	846.89	0.00	(846.89)	0.00	(846.89)
4520.000 PILOT Expense	0.00	166.67	166.67	0.00	1,166.67	1,166.67	2,000.00	2,000.00
TOTAL GENERAL EXPENSE	1,565.39	1,031.42	(533.97)	5,491.22	7,219.92	1,728.70	12,377.00	6,885.78

TOTAL EXPENSES	11,055.05	10,399.01	(656.04)	86,247.25	72,793.01	(13,454.24)	124,788.00	38,540.75
SURPLUS	(11,055.05)	(3,126.59)	7,928.46	(6,868.25)	(21,886.09)	(15,017.84)	(37,519.00)	(30,650.75)





Lake Metropolitan Housing Authority
Statement of Operations
Public Housing - All Projects Period From January 2024 Period To January 2024 - All Tenants

Accounts Receivable Balances

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

Security Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$2,277.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$2,277.00</u>



Lake Metropolitan Housing Authority

Balance Sheet

January 2024

Program: ParkView Place

Project: Consolidated

	Period Amount	Balance
ASSETS		
1111.100 General Fund Cash	0.00	950.00
1111.900 LMHA Cash - Erie Bank	8,535.48	474,166.50
1122.000 Accts Rec Tenants (S)	1,720.00	7,436.21
1129.352 Grant Receivable - ODNR 2	0.00	1,315.04
1211.000 Prepaid Insurance	(352.14)	3,521.44
1400.600 Land	0.00	126,852.00
1400.700 Buildings	0.00	1,728,647.38
1400.710 Bldg. & Land Improvements	0.00	528,807.75
1400.900 Furn, Equip, Mach - Admin	0.00	10,905.00
1400.901 Equipment - Vehicles	0.00	2,493.31
1400.950 Accumulated Depreciation	0.00	(415,353.99)
1400.960 Accumulated Amortization - Leases	0.00	(116.39)
1490.000 Leased Asset	0.00	232.76
TOTAL ASSETS	9,903.34	2,469,857.01
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.100 A/P Revolving Fund	5,362.14	41,747.05
2114.000 Tenant Sec. Deposits	0.00	11,460.00
2114.300 Pet Security Deposit	0.00	750.00
2118.800 A/P - Public Housing (Non-HUD)	0.00	(19,015.00)
2135.100 Acc. Comp Absences	0.00	166.45
2135.200 Comp. Absences - Non Current	0.00	665.81
2400.000 Lease Liability (Current)	0.00	47.41
2400.100 Lease Liability (Non-Current)	0.00	74.75
TOTAL LIABILITIES	5,362.14	35,896.47
SURPLUS		
2801.000 Net Investment In Capital Assets	0.00	1,981,773.35
2806.000 Undesignated Fund Balance (Non-Federal)	0.00	417,870.37
2806.000 Undesignated Fund Balance (Non-Federal) (Current Year)	4,541.20	34,316.82
TOTAL SURPLUS	4,541.20	2,433,960.54
TOTAL LIABILITIES AND SURPLUS	9,903.34	2,469,857.01
PROOF	0.00	0.00



Lake Metropolitan Housing Authority

Operating Statement

Seven Months Ending 01/31/2024

Program: ParkView Place

Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	10,150.00	11,250.00	(1,100.00)	76,021.00	78,750.00	(2,729.00)	135,000.00	(58,979.00)
3300.900 Interest Income - ParkView Place	105.48	20.83	84.65	657.80	145.83	511.97	250.00	407.80
3690.000 Other Income - Tenant	0.00	16.67	(16.67)	784.30	116.67	667.63	200.00	584.30
TOTAL INCOME	10,255.48	11,287.50	(1,032.02)	77,463.10	79,012.50	(1,549.40)	135,450.00	(57,986.90)
EXPENSES								
ADMINISTRATIVE EXPENSE								
4110.000 Admin. Salaries	1,105.17	1,208.92	103.75	8,629.04	8,462.42	(166.62)	14,507.00	5,877.96
4120.000 Auditing Fees	0.00	15.00	15.00	0.00	105.00	105.00	180.00	180.00
4140.100 Advertising - Other	3.46	35.33	31.87	91.28	247.33	156.05	424.00	332.72
4150.000 Employee Benefits	352.59	473.00	120.41	3,822.31	3,311.00	(511.31)	5,676.00	1,853.69
4170.000 Legal Expenses	81.50	166.67	85.17	963.50	1,166.67	203.17	2,000.00	1,036.50
4180.000 Travel Expense	(0.02)	0.00	0.02	70.27	0.00	(70.27)	0.00	(70.27)
4185.000 Staff Training	52.02	41.67	(10.35)	88.27	291.67	203.40	500.00	411.73
4185.100 Board Training	45.16	20.83	(24.33)	45.16	145.83	100.67	250.00	204.84
4190.000 Office Sundry Expense	0.00	33.33	33.33	6.63	233.33	226.70	400.00	393.37
4190.020 Bank Charges	0.00	4.17	4.17	0.00	29.17	29.17	50.00	50.00
4190.100 Office Supplies	0.00	8.33	8.33	0.00	58.33	58.33	100.00	100.00
4190.120 Cleaning Contract	0.00	41.67	41.67	0.00	291.67	291.67	500.00	500.00
4190.145 Forms and Publications	0.00	5.00	5.00	0.00	35.00	35.00	60.00	60.00
4190.201 Cell Phones	38.62	25.00	(13.62)	251.32	175.00	(76.32)	300.00	48.68
4190.210 Internet Expense	47.99	4.17	(43.82)	191.96	29.17	(162.79)	50.00	(141.96)
4190.220 Cable	2.08	66.67	64.59	110.81	466.67	355.86	800.00	689.19
4190.300 Postage & Meter	24.36	31.67	7.31	224.77	221.67	(3.10)	380.00	155.23
4190.400 Copier - Lease	0.00	8.33	8.33	0.00	58.33	58.33	100.00	100.00
4190.500 Admin Minor Equipment	0.00	0.00	0.00	25.86	0.00	(25.86)	0.00	(25.86)
4190.600 Dues & Fees	35.10	25.00	(10.10)	51.24	175.00	123.76	300.00	248.76
4190.900 Other Sundry Expense	30.46	0.00	(30.46)	77.21	0.00	(77.21)	0.00	(77.21)
4190.910 Tenant Background Checks	0.00	41.67	41.67	39.48	291.67	252.19	500.00	460.52
4190.950 HR - Contract	17.50	0.00	(17.50)	52.50	0.00	(52.50)	0.00	(52.50)
4190.960 Community Outreach	0.00	41.67	41.67	21.99	291.67	269.68	500.00	478.01
4230.000 Contract - Other	0.00	125.00	125.00	0.00	875.00	875.00	1,500.00	1,500.00
TOTAL ADMINISTRATIVE EXPENSE	1,835.99	2,423.10	587.11	14,763.60	16,961.60	2,198.00	29,077.00	14,313.40
UTILITIES EXPENSE								
4310.000 Water	242.25	416.67	174.42	1,052.06	2,916.67	1,864.61	5,000.00	3,947.94
4320.000 Electricity	251.00	333.33	82.33	1,294.75	2,333.33	1,038.58	4,000.00	2,705.25
4330.000 Gas	4.21	333.33	329.12	1,103.48	2,333.33	1,229.85	4,000.00	2,896.52
TOTAL UTILITIES EXPENSE	497.46	1,083.33	585.87	3,450.29	7,583.33	4,133.04	13,000.00	9,549.71
OPERATION EXPENSE								
4410.000 Maintenance Salaries	1,578.96	1,326.83	(252.13)	10,249.52	9,287.83	(961.69)	15,922.00	5,672.48
4420.000 Maint. - Supplies (other)	93.12	308.33	215.21	1,349.83	2,158.33	808.50	3,700.00	2,350.17
4420.050 Maint. - Materials	102.24	208.33	106.09	1,237.59	1,458.33	220.74	2,500.00	1,262.41



	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
OPERATION EXPENSE								
4420.100 Maint. - Electrical	0.00	33.33	33.33	0.00	233.33	233.33	400.00	400.00
4420.200 Maint. - Plumbing	13.67	33.33	19.66	25.06	233.33	208.27	400.00	374.94
4420.300 Maint. - Cleaning Supplies	0.00	16.67	16.67	0.00	116.67	116.67	200.00	200.00
4420.400 Maint. - Auto	0.00	41.67	41.67	7.84	291.67	283.83	500.00	492.16
4420.410 Maint. - Fuel	10.75	25.00	14.25	74.45	175.00	100.55	300.00	225.55
4420.500 Maint. - Hardware	0.00	20.83	20.83	84.56	145.83	61.27	250.00	165.44
4420.510 Maint. - Keys & Locks	0.00	33.33	33.33	200.03	233.33	33.30	400.00	199.97
4420.600 Maint. - Paint	0.00	75.00	75.00	225.07	525.00	299.93	900.00	674.93
4420.700 Appliances & Dwelling Equip.	0.00	100.00	100.00	0.00	700.00	700.00	1,200.00	1,200.00
4420.900 Non-Dwelling Equipment	0.00	0.00	0.00	32.32	0.00	(32.32)	0.00	(32.32)
4430.010 Cont - Rubbish Removal	0.00	100.00	100.00	562.64	700.00	137.36	1,200.00	637.36
4430.020 Cont - HVAC	59.63	41.67	(17.96)	261.76	291.67	29.91	500.00	238.24
4430.050 Cont - Landscaping	0.00	216.67	216.67	275.62	1,516.67	1,241.05	2,600.00	2,324.38
4430.080 Cont - Plumbing	0.00	250.00	250.00	1,359.38	1,750.00	390.62	3,000.00	1,640.62
4430.090 Cont - Exterminator	0.00	83.33	83.33	0.00	583.33	583.33	1,000.00	1,000.00
4430.115 Cont - Repairs	0.00	166.67	166.67	0.00	1,166.67	1,166.67	2,000.00	2,000.00
4430.116 Cont - Uniforms	2.66	16.67	14.01	66.73	116.67	49.94	200.00	133.27
4430.120 Cont - Miscellaneous	91.22	291.67	200.45	1,145.41	2,041.67	896.26	3,500.00	2,354.59
4450.000 Benefits - Maint.	489.34	551.75	62.41	4,487.87	3,862.25	(625.62)	6,621.00	2,133.13
TOTAL OPERATION EXPENSE	2,441.59	3,941.08	1,499.49	21,645.88	27,587.58	5,941.90	47,293.00	25,647.32
GENERAL EXPENSE								
4480.000 Security	78.96	208.33	129.37	546.93	1,458.33	911.40	2,500.00	1,953.07
4510.000 Insurance	352.14	277.08	(75.06)	2,231.64	1,939.58	(292.06)	3,325.00	1,093.36
4516.000 Real Estate Assess.	508.14	70.83	(437.31)	508.14	495.83	(12.31)	850.00	341.86
4570.000 Collection Loss	0.00	208.33	208.33	0.00	1,458.33	1,458.33	2,500.00	2,500.00
TOTAL GENERAL EXPENSE	939.24	764.57	(174.67)	3,286.71	5,352.07	2,065.36	9,175.00	5,888.29
TOTAL EXPENSES	5,714.28	8,212.08	2,497.80	43,146.28	57,484.58	14,338.30	98,545.00	55,398.72
SURPLUS	4,541.20	3,075.42	(1,465.78)	34,316.82	21,527.92	(12,788.90)	36,905.00	2,588.16



**Lake Metropolitan Housing Authority
Statement of Operations**

ParkView Place - All Projects Period From January 2024 Period To January 2024 - All Tenants

Accounts Receivable Balances

Description	Amount
Beginning Balance	\$5,716.21
Rent	\$10,150.00
Payment Received	(\$8,430.00)
Ending Balance	<u>\$7,436.21</u>

Security Deposit AR Balances

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

Pet Deposit AR Balances

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

Key Deposit AR Balances

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

Security Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$11,400.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$11,400.00</u>

Pet Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$750.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$750.00</u>

Key Deposit Balances

	Due	Collected
Beginning Balance	\$0.00	\$60.00
Charged	\$0.00	
Collected	\$0.00	\$0.00
Applied to Account		\$0.00
Refunded		\$0.00
Ending Balance	<u>\$0.00</u>	<u>\$60.00</u>



Lake Metropolitan Housing Authority

Fund Balances (Sorted by Restriction)

Estimated 12/31/2023 Estimated 1/31/2024

UNRESTRICTED

Unrestricted - General

State / Local Funds: These funds can be used for any legal business purpose \$ 224,416 \$ 223,465
 ParkView Place - LMHA These funds can be used for any legal business purpose \$ 447,646 \$ 452,186
 REACH These funds can be used for any approved non-profit business purpose \$ 29,880 \$ 29,880

Unrestricted - Program

Multi-Family Reserves These funds can be used for any Multi-Family related expenditure(?) \$ 955,735 \$ 974,515
 Public Housing Admin: These funds can be used for any Public Housing related expenditure \$ 355,578 \$ 344,523
 HCV Admin: These funds can be used for any Section 8 related expenditure \$ 1,038,383 \$ 1,038,397

TOTAL UNRESTRICTED: \$ 3,051,638 \$ 3,062,966

RESTRICTED

Restricted - Program

Restricted Net Position (RNP): Restricted to Housing Assistance Payment (HAP) expenditures \$ 100,146 \$ 91,903
 Replacement Reserve Restricted to capital improvement needs for the Multi-Family Program \$ 1,369,595 \$ 1,369,943

Restricted - Other

FSS Escrow: Account for Family Self Sufficiency (FSS) monies held in escrow \$ 59,137 \$ 59,151
 Tenant Security Deposits*: Total tenant Security Deposits (Multi-Family, Public Housing and Parkview) \$ 82,332 \$ 85,177

TOTAL RESTRICTED: \$ 1,611,210 \$ 1,606,174



Lake Metropolitan Housing Authority

Selected Statistics

Fiscal Year 2024 Payroll (through 2/29/2024 payroll)

	<u>HCV</u>	<u>M-F</u>	<u>PH/PVP</u>	<u>TOTAL</u>
Projected \$	630,720	510,686	96,838	1,238,244
Budget \$	665,419	530,048	90,173	1,285,640
Variance \$	(34,699)	(19,362)	6,665	(47,396)
Variance %	-5.21%	-3.65%	7.39%	-3.69%
Payroll %	50.94%	41.24%	7.82%	
Budget %	51.76%	41.23%	7.01%	
Variance:	-0.82%	0.01%	0.81%	

Per Unit Leased Statistics - For Management Use Only

HCV Subsidy & Expense / Unit Leased										
Fiscal Year 2024/Calendar Year 2023 - through December 2023										
	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 2024 Avg:	1,544	1,127	72.98%	\$ 91,290	\$ 4,905	\$ 96,195	\$ 85.35	\$ 75,719	\$ 67.19	\$ 18.17
CY 2023 Avg:	1,552	1,138	73.31%	\$ 87,869	\$ 4,121	\$ 91,990	\$ 80.852487	\$ 78,407	\$ 68.914362	\$ 11.94

M/F Total Rent & Expense / Unit Leased						
Fiscal Year 2024/Calendar Year 2023 - through December 2023						
	Units Authorized	Units Leased	Occupancy	Rent Charged	Subsidy Received	Rent / Unit Leased
FY 2024 Avg:	240	217	90.42%	\$ 62,392	\$ 81,190	\$ 661.67
CY 2023 Avg:	242	212	87.66%	\$ 57,271	\$ 76,588	\$ 631.66
				Total Rent	Total Rent	Expense / Unit Leased
				\$ 143,582	\$ 133,860	\$ 368.84
				\$ 80,038	\$ 110,312	\$ 520.55
				\$ 292.83	\$ 111.12	



Lake Metropolitan Housing Authority

Balance Sheet

January 2024

Program: State/Local Project: Consolidated

	Period Amount	Balance
ASSETS		
1111.500 Cash - Erie Bank	19.28	213,256.23
1400.900 Furn, Equip, Mach - Admin	0.00	21,153.62
1400.950 Accumulated Depreciation	0.00	(21,153.62)
TOTAL ASSETS	19.28	213,256.23
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.100 A/P Revolving Fund	970.96	(10,208.98)
TOTAL LIABILITIES	970.96	(10,208.98)
SURPLUS		
2806.000 Unrestricted Net Position	0.00	220,919.30
2806.000 Unrestricted Net Position (Current Year)	(951.68)	2,545.91
TOTAL SURPLUS	(951.68)	223,465.21
TOTAL LIABILITIES AND SURPLUS	19.28	213,256.23
PROOF	0.00	0.00



Lake Metropolitan Housing Authority
Operating Statement
Seven Months Ending 01/31/2024
Program: State/Local Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3300.100 State/Local Funds - Interest	19.28	0.00	19.28	125.57	0.00	125.57	0.00	125.57
3690.010 Other income - Vending	0.00	0.00	0.00	6,713.00	0.00	6,713.00	0.00	6,713.00
TOTAL INCOME	19.28	0.00	19.28	6,838.57	0.00	6,838.57	0.00	6,838.57
EXPENSES								
4220.100 Vending Supplies	970.96	0.00	(970.96)	2,040.49	0.00	(2,040.49)	0.00	(2,040.49)
4430.000 Contract - Maint	0.00	0.00	0.00	1,132.00	0.00	(1,132.00)	0.00	(1,132.00)
9500.000 Non-Federal Expense	0.00	0.00	0.00	1,120.17	0.00	(1,120.17)	0.00	(1,120.17)
TOTAL EXPENSES	970.96	0.00	(970.96)	4,292.66	0.00	(4,292.66)	0.00	(4,292.66)
SURPLUS	(951.68)	0.00	(951.68)	2,545.91	0.00	2,545.91	0.00	2,545.91





P.O. Box 42, Clearfield, PA 16830

004542



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

Summary - All Accounts

Product	Account #	Ending Balance
Tiered Interest Savings	[REDACTED]	\$466,775.50

Tiered Interest Savings - [REDACTED]

Date	Transaction Description	Withdrawal	Deposit	Balance
	BEGINNING BALANCE			\$466,670.02
Jan 31	Credit Interest		105.48	466,775.50
	ENDING BALANCE			\$466,775.50

Interest Summary

Avg. Daily Balance	Min. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
466,670.02	466,670.02	Dec 30, 2023 - Jan 31, 2024	33	105.48	0.25%	105.48

Interest Rate Summary

Date	Rate%	Date	Rate%	Date	Rate%	Date	Rate%
Aug 10	0.25%						

Overdraft/Returned Item Fees

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

Account Summary

Previous Date	Beginning Balance	Deposits	Interest Paid	Withdrawals	Fees	Ending Balance
Dec 30, 2023	466,670.02	0.00	105.48	0.00	0.00	466,775.50

LAKERHA FEB12'24 11:07

Effective March 4, 2024, ERIEBANK will adopt a new fee structure, which is enclosed for your review.

The Bank will implement new fee schedules for its personal and business clients. The most notable changes include a new fee for paper statements on some account types, as well as an incoming wire fee. Returned deposited item fees will be eliminated on personal accounts. The updated fee schedules, which go into effect on March 4, 2024, are enclosed for your review with this statement, or can be found online at www.ERIEBANK.bank/feeschedules2024.





Account Number: [REDACTED]

Statement Date: Dec 30, 2023 thru Jan 31, 2024

P.O. Box 42, Clearfield, PA 16830

012455



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

Summary - All Accounts

Product	Account #	Ending Balance
Interest Checking	[REDACTED]	\$213,256.23

Interest Checking - [REDACTED]

Date	Transaction Description	Withdrawal	Deposit	Balance
	BEGINNING BALANCE			\$213,236.95
Jan 31	Total Interest Paid		19.28	
	ENDING BALANCE			\$213,256.23

LAKE METROPOLITAN
HOUSING AUTHORITY

Deposits and Credits

Date	Transaction Description	Amount
Jan 31	Credit Interest	19.28

Balance Summary

Date	Balance	Date	Balance
Jan 31	213,256.23	Dec 30	213,236.95

Interest Summary

Avg. Daily Balance	Min. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
213,236.95	213,236.95	Dec 30, 2023 - Jan 31, 2024	33	19.28	0.10%	19.28

Interest Rate Summary

Date	Rate%	Date	Rate%
Aug 10	0.10%		

LAKEMHA FEB12'24 11:08

Effective March 4, 2024, ERIEBANK will adopt a new fee structure, which is enclosed for your review.

The Bank will implement new fee schedules for its personal and business clients. The most notable changes include a new fee for paper statements on some account types, as well as an incoming wire fee. Returned deposited item fees will be eliminated on personal accounts.

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LAKE METROPOLITAN HOUSING AUTHORITY
 MULTI-FAMILY
 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: -----

Statement Activity From:
 01/01/24 to 01/31/24

Days in Statement Period 31
 Average Ledger Balance* 358,254.70
 Average Collected Balance* 356,713.44

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

Beginning Balance	\$367,994.98
Credits (+)	169,806.13
Regular Deposits	27,702.38
Lock Box Deposits	12,331.22
Electronic Deposits	129,752.60
Other Credits	19.93
Debits (-)	326,089.52
Regular Checks Paid	165,517.76
Electronic Withdrawals	159,902.00
Return Deposited Items	204.00
Service Charges	465.76
Ending Balance	\$211,711.59

Deposits (+)

Account: -----

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
01/02	3,173.00	75682	Lockbox	01/12	1,429.00	75682	Lockbox
01/03	1,317.00	75682	Lockbox	01/17	4,073.38	180001068	Brch/ATM
01/05	2,533.22	75682	Lockbox	01/19	25.00	75682	Lockbox
01/05	1,343.00	75682	Lockbox	01/22	425.00	75682	Lockbox
01/08	1,821.00	75682	Lockbox	01/26	33.00	75682	Lockbox
01/09	232.00	75682	Lockbox	01/31	6,480.00	180001016	Brch/ATM
01/10	9,569.00		Brch/ATM	01/31	950.00	180001018	Brch/ATM
01/10	6,530.00	178940603	Brch/ATM	01/31	100.00	180001017	Brch/ATM

Other Credits (+)

Account: -----

Date	Amount	Description
01/02	88,472.00	HUD TREAS 310 MISC PAY 010224 XXXXX3875860103RMT*VV*XXXXX0316400*****HUD Section 8 /CA OH12RD00008\
01/02	950.00	StaxPmtsMerchant Svc 7500062
01/02	753.00	StaxPmtsMerchant Svc 7485153
01/03	264.00	StaxPmtsMerchant Svc 7517135
01/04	177.00	StaxPmtsMerchant Svc 7532947
01/05	351.22	StaxPmtsMerchant Svc 7566996
01/08	36,109.00	ACH SETTLEMENT OFFSET 240108 -SETT-HNB HVACH
01/08	118.75	StaxPmtsMerchant Svc 7594982

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

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Huntington Public Funds Analyzed Checking

Account: -----

Statement Activity From: 01/01/24 to 01/31/24		Beginning Balance	\$415,147.55
		Credits (+)	7,263.00
		Electronic Deposits	7,263.00
Days in Statement Period	31	Ending Balance	\$422,410.55
Average Ledger Balance*	420,067.64		
Average Collected Balance*	420,067.64		

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

Other Credits (+)

Account:-----

Date	Amount	Description
01/11	7,263.00	HUD TREAS 310 MISC PAY 011124 XXXXX3875860103RMT*VV*XXXXX569047*****HUD Operating Fund OH02500000123D\

Balance Activity

Account:-----

Date	Balance	Date	Balance	Date	Balance
12/31	415,147.55	01/11	422,410.55		

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 Analyzed Checking

Account: -----

Statement Activity From: 01/01/24 to 01/31/24		Beginning Balance	\$502,476.11
		Credits (+)	1,161.91
		Regular Deposits	1,161.91
Days in Statement Period 31		Ending Balance	\$503,638.02
Average Ledger Balance*	503,034.29		
Average Collected Balance*	502,981.07		

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

Deposits (+)

Account:-----

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
01/10	768.66	178940604	Brch/ATM	01/31	393.25	180001063	Brch/ATM

Balance Activity

Account:-----

Date	Balance	Date	Balance	Date	Balance
12/31	502,476.11	01/10	503,244.77	01/31	503,638.02

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3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

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 LAKE RENTAL ACCOUNT
 189 1ST ST
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Huntington Public Funds Analyzed Checking

Account: -----

Statement Activity From:		Beginning Balance	\$1,037,968.06
01/01/24 to 01/31/24		Credits (+)	848,621.00
		Regular Deposits	1,482.00
		Electronic Deposits	847,139.00
Days in Statement Period	31	Debits (-)	774,698.25
Average Ledger Balance*	1,176,321.45	Regular Checks Paid	19,091.40
Average Collected Balance*	1,176,249.74	Electronic Withdrawals	755,606.85
* The above balances correspond to the service charge cycle for this account.		Ending Balance	\$1,111,890.81

Deposits (+)

Account: -----

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
01/31	1,482.00	180001019	Brch/ATM				

Other Credits (+)

Account: -----

Date	Amount	Description
01/02	740,741.00	86 TREAS 310 MISC PAY 010224 XXXXX3875860103
01/02	83,480.00	86 TREAS 310 MISC PAY 010224 XXXXX3875860103
01/02	19,979.00	86 TREAS 310 MISC PAY 010224 XXXXX3875860103
01/02	2,939.00	86 TREAS 310 MISC PAY 010224 XXXXX3875860103

Checks (-)

Account: -----

Date	Amount	Check #	Date	Amount	Check #
01/08	3.00	187871	01/02	27.00	188415
01/10	3.00	188272*	01/03	67.00	188423*
01/16	3.00	188274*	01/10	3.00	188427*
01/16	207.00	188289*	01/04	19.00	188440*
01/11	5.00	188292*	01/16	207.00	188443*
01/08	3.00	188334*	01/19	41.00	188444
01/03	59.00	188392*	01/16	100.00	188445
01/09	34.00	188399*	01/11	5.00	188446
01/11	72.00	188414*	01/04	106.00	188474*

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 NEW TENANT SECURITY DEPOSITS
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Huntington PublicFund Business Interest Checking Account: --- [REDACTED]

Statement Activity From: 01/01/24 to 01/31/24		Beginning Balance	\$68,016.57
		Credits (+)	17.28
		Interest Earned	17.28
Days in Statement Period	31	Total Service Charges (-)	20.00
Average Ledger Balance*	68,006.24	Ending Balance	\$68,013.85
Average Collected Balance*	68,006.24		

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

Average Percentage Yield Earned this period 0.299%
 Interest paid last year \$189.42

Other Credits (+) Account:----- [REDACTED]

Date	Amount	Description
01/31	17.28	INTEREST PAYMENT

Service Charge Detail Account:----- [REDACTED]

Date	Service Charge (-)	Waives and Discounts (+)	Description
01/16	5.00		STATEMENT CHARGE
01/16	15.00		BUSINESS ONLINE SERVICE FEES

Service Charge Summary Account:----- [REDACTED]

Previous Month Service Charges (-)	\$20.00
Total Service Charges (-)	\$20.00

Balance Activity Account:----- [REDACTED]

Date	Balance	Date	Balance	Date	Balance
12/31	68,016.57	01/16	67,996.57	01/31	68,013.85

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



LAKE METROPOLITAN HOUSING AUTHORITY
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Huntington PublicFund Business Interest Checking Account: -----

Statement Activity From: 01/01/24 to 01/31/24		Beginning Balance	\$1,369,595.73
		Credits (+)	348.01
		Interest Earned	348.01
Days in Statement Period 31		Total Service Charges (-)	0.00
		Ending Balance	\$1,369,943.74
Average Ledger Balance*	1,369,595.73		
Average Collected Balance*	1,369,595.73		

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

Average Percentage Yield Earned this period 0.299%
 Interest paid last year \$4,075.43

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

Date	Amount	Description
01/31	348.01	INTEREST PAYMENT

Service Charge Summary Account:-----

Previous Month Service Charges (-)	\$0.00
Total Service Charges (-)	\$0.00

Balance Activity Account:-----

Date	Balance	Date	Balance	Date	Balance
12/31	1,369,595.73	01/31	1,369,943.74		

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 PO BOX 1558 EA1W37
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LAKE METROPOLITAN HOUSING AUTHORITY
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Huntington Public Funds Hybrid Checking

Account: -----

Statement Activity From: 01/01/24 to 01/31/24		Beginning Balance	\$53,143.78
		Credits (+)	13.77
		Interest Eamed	13.77
Days in Statement Period 31		Ending Balance	\$53,157.55
Average Ledger Balance*	53,150.44		
Average Collected Balance*	53,150.44		

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

Interest paid last year \$274.89

Other Credits (+)

Account:-----

Date	Amount	Description
01/16	13.77	INTEREST PAYMENT

Balance Activity

Account:-----

Date	Balance	Date	Balance	Date	Balance
12/31	53,143.78	01/16	53,157.55		

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

December 30, 2023 through January 31, 2024

Account Number: [REDACTED]

00024705 1 AV 00.507



00024705 DRE 001 142 03224 NNNNNNNNNNN T 1 000000000 67 000017 P2733

REGIONAL ECONOMICALLY AFFORDABLE
 COMMUNITY HOUSING
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 PAINESVILLE OH 44077-3111

CUSTOMER SERVICE INFORMATION

Web site: Chase.com
 Service Center: 1-800-242-7338
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls



031600106370024705000100000000

CHECKING SUMMARY Chase Business Complete Checking

	INSTANCES	AMOUNT
Beginning Balance		\$29,529.90
Ending Balance	0	\$29,529.90

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.

Congratulations, we waived the \$15 Monthly Service Fee for this statement period, based on your qualifying activity.

How to Avoid the Monthly Service Fee (MSF)

If you meet any of the following qualifying activities for this Chase Business Complete CheckingSM account in a statement period, we will waive the \$15 MSF.

Here's the business activity we used to determine if you qualified for the MSF waiver:

- \$2,000 Minimum Daily Ending Balance: Your lowest daily ending balance was \$29,529.90.
- \$2,000 Chase Payment SolutionsSM Activity: \$0.00 was deposited into this account.
- \$2,000 Chase Ink[®] Business Card Activity: \$0.00 was your total Ink activity.

You can also avoid the MSF if you:

- Maintain a linked Chase Private Client CheckingSM account OR
- Meet Chase Military Banking requirements

For complete details on all requirements to avoid the MSF, please review the Additional Banking Services and Fees for Business Accounts at chase.com/business/disclosures or visit a Chase branch.

LAKENNA FEB12'24 11:15



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

Criteria Includes: 1) Project: All Projects 2) Payment Date: All 3) Financial Period: January 2024 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: [REDACTED] 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>
6534	01/03/2024	No	CHK	A&S Construction Services LLC	Handrail at WS	No	\$2,384.70
6535	01/03/2024	No	CHK	Active Plumbing Supply	Gas Heater	No	\$733.63
6536	01/03/2024	No	CHK	Chardon Oil Co., Inc.	JT	No	\$274.94
6537	01/03/2024	No	CHK	Charter Communications	MF Internet	No	\$128.93
6538	01/03/2024	No	CHK	Christine Semmelroth	Dec 2023	No	\$178.15
6539	01/03/2024	No	CHK	Cintas	Maint. Uniforms	No	\$45.10
6540	01/03/2024	No	CHK	City Of Painesville Utilities Office	WS	No	\$11,364.65
6541	01/03/2024	No	CHK	Dominion Energy Ohio	Sanders	No	\$3,162.68
6542	01/03/2024	No	CHK	Eric Martin	Jan 6 - Jan 10 Travel Expenses	No	\$425.00
6543	01/03/2024	No	CHK	G&L Locksmiths	JT Locks	No	\$191.68
6544	01/03/2024	No	CHK	George Phillips	Jan 6 - Jan 10 Travel Expenses	No	\$425.00
6545	01/03/2024	No	CHK	Guardian	Insurance	No	\$3,226.62
6546	01/03/2024	No	CHK	HD Supply Facilities Maintenance	Maint. Supplies	No	\$556.65
6547	01/03/2024	No	CHK	Julius Williams	Jan 6 - Jan 10 Travel Expenses	No	\$425.00
6548	01/03/2024	No	CHK	Patricia L Jones	Dec 23 Resident Participation	No	\$49.99
6549	01/03/2024	No	CHK	Sherwin-Williams	Paint/Woodlawn	No	\$739.90
6550	01/03/2024	No	CHK	Staples Business Credit	Office Supplies	No	\$2,641.60
6551	01/03/2024	No	CHK	T-Mobile	Dec 23	No	\$641.34
6552	01/03/2024	No	CHK	Lake County Board of Commissio	Dec 23	No	\$26,696.22
6555	01/11/2024	No	CHK	21st Century Media-Ohio	Dec 23	No	\$43.15
6556	01/11/2024	No	CHK	Advance Door Co.	PvP - Keys/Lock repair	No	\$234.60
6557	01/11/2024	No	CHK	Air Rite Service Supply	Maint. Supplies	No	\$525.50
6558	01/11/2024	No	CHK	Buckeye Power Sales Co	WS - Fix/Repair Generator	No	\$365.00
6559	01/11/2024	No	CHK	Charter Communications	MF Cable	No	\$1,339.02
6560	01/11/2024	No	CHK	Cintas	Maint. Uniforms	No	\$104.40
6561	01/11/2024	No	CHK	Commonwealth Lumber Co.	Maint. Supplies	No	\$11.68
6562	01/11/2024	No	CHK	Com-One Sound	WS Intercom service	No	\$106.25
6563	01/11/2024	No	CHK	Cornerstone PLS Management LL	Beth Rys - Landlord Incentive	No	\$1,000.00
6564	01/11/2024	No	CHK	Custom Cleaning and Maintenena	Dec 23	No	\$1,125.00
6565	01/11/2024	No	CHK	Great Lakes Record Center	Shredding	No	\$97.22
6566	01/11/2024	No	CHK	Griffin Technology Group	IT contract	No	\$3,823.22
6567	01/11/2024	No	CHK	Guardian	Jan 2024	No	\$3,226.62
6568	01/11/2024	No	CHK	HD Supply Facilities Maintenance	Cylinder locks	No	\$2,777.60
6569	01/11/2024	No	CHK	Joughin & Company Hardware	Dec 23	No	\$171.15
6570	01/11/2024	No	CHK	Lake - OMJ Center	Oct 23 - Dec 23	No	\$439.52
6571	01/11/2024	No	CHK	Lake Network LLC	2nd Payment/Site Redesign	No	\$1,416.00
6572	01/11/2024	No	CHK	Lowe's	Dec 23	No	\$2,649.68
6573	01/11/2024	No	CHK	Major Waste Disposal Services In	Waste Disposal	No	\$1,551.03
6574	01/11/2024	No	CHK	Market Vision Partners, LLC	Dec 2023	No	\$375.00
6575	01/11/2024	No	CHK	META Solutions	Dec 23	No	\$377.00
6576	01/11/2024	No	CHK	NFP Corporate Services (OH) Inc.	Jan 2024	No	\$315.00
6577	01/11/2024	No	CHK	ONLINE Information Services, Inc	Admin Background	No	\$1,075.66
6578	01/11/2024	No	CHK	Painesville Elevator Company, Inc	Rock Salt/All Properties	No	\$285.00
6579	01/11/2024	No	CHK	Pitney Bowes Inc.	Postage tape/misc	No	\$265.58
6580	01/11/2024	No	CHK	Professional Answering Service L	Dec 23	No	\$134.05
6581	01/11/2024	No	CHK	Sherwin-Williams	557 Shelby	No	\$1,642.20
6582	01/11/2024	No	CHK	UH Occupational Health	Admin - Background Check	No	\$55.00



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

Filter Criteria Includes: 1) Project: All Projects 2) Payment Date: All 3) Financial Period: January 2024 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: [REDACTED] 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>
6583	01/11/2024	No	CHK	V&V Youngstown	Maint. Supplies	No	\$62.78
6584	01/11/2024	No	CHK	Vector Security	Alarm Monitoring	No	\$659.28
6585	01/24/2024	No	CHK	Active Plumbing Supply	513 Homeworth Supplies	No	\$273.68
6586	01/24/2024	No	CHK	AT&T	Telephone	No	\$774.61
6587	01/24/2024	No	CHK	BNK Heating and Cooling LLC	PVP motor replacement	No	\$159.00
6588	01/24/2024	No	CHK	Charter Communications	Admin Cable	No	\$371.31
6589	01/24/2024	No	CHK	Cintas	Uniforms	No	\$32.36
6590	01/24/2024	No	CHK	City Of Painesville Utilities Office	Shelby	No	\$11,772.95
6591	01/24/2024	No	CHK	Clemans, Nelson & Associates, In	Nov 23	No	\$350.00
6592	01/24/2024	No	CHK	Custom Cleaning and Maintenena	Jan 24	No	\$1,150.00
6593	01/24/2024	No	CHK	DiCaudo, Pitchford & Yoder	Dec 23 Legal	No	\$1,012.00
6594	01/24/2024	No	CHK	Dominion Energy Ohio	563 Shelby FINAL	No	\$81.88
6595	01/24/2024	No	CHK	Gene Ptacek & Sons	Parkview Inspection	No	\$939.55
6596	01/24/2024	No	CHK	General Pest Control Co.	507 Homeworth - Roaches	No	\$120.00
6597	01/24/2024	No	CHK	HD Supply Facilities Maintenance	Maint Supplies/Dwelling Eq	No	\$1,532.01
6598	01/24/2024	No	CHK	Home Depot Credit Services	Dec 23	No	\$420.03
6599	01/24/2024	No	CHK	KONE	Jan 2024	No	\$947.96
6600	01/24/2024	No	CHK	L.C.D.U.	9.18-12.15.23 PVP A	No	\$638.58
6601	01/24/2024	No	CHK	Lake County Board of Commissio	Jan 24	No	\$24,489.90
6602	01/24/2024	No	CHK	Mentor Glass Supply & Repair Co	555 Shelby	No	\$439.32
6603	01/24/2024	No	CHK	META Solutions	Nov 23	No	\$754.00
6604	01/24/2024	No	CHK	Michael Zuren, Lake County Trea	2023 Parcel 11-B-063-A-00-025-0	No	\$4,727.92
6605	01/24/2024	No	CHK	Painesville Elevator Company, Inc	Rock Salt/All Properties	No	\$285.00
6606	01/24/2024	No	CHK	Pitney Bowes Purchase Power	Dec 23	No	\$1,622.93
6607	01/24/2024	No	CHK	Professional Answering Service L	Jan 24	No	\$134.60
6608	01/24/2024	No	CHK	SHARP	Sharp Insurance 12/1/23-12/1/24	No	\$94,415.00
6609	01/24/2024	No	CHK	Sherwin-Williams	Maint. Materials	No	\$1,624.86
6610	01/24/2024	No	CHK	The Illuminating Company	PvP A	No	\$846.10
6611	01/24/2024	No	CHK	Vanezia LLC	Damage Reimbursement Payment	No	\$508.07
6612	01/24/2024	No	CHK	Vine East Apartments	K. Mann - Landlord Incentive 2023	No	\$1,000.00
6615	01/25/2024	No	CHK	HD Supply Facilities Maintenance	Maint. Supplies	No	\$365.85
6616	01/25/2024	No	CHK	Huntington National Bank	Dec 23	No	\$5,681.33
6617	01/25/2024	No	CHK	JRC Investment & Advisory LLC	Felicia Bartko	No	\$1,000.00
6618	01/25/2024	No	CHK	KONE	JT Repair	No	\$377.77
6619	01/25/2024	No	CHK	Lifeline, Inc.	Check deposited/Not LMHA	No	\$264.00
6620	01/25/2024	No	CHK	Mentor Area Chamber of Commer	2024 Membership/Donation	No	\$245.00
6621	01/25/2024	No	CHK	OHAC	2024 Annual Membership Dues	No	\$1,090.00
6622	01/25/2024	No	CHK	Patricia L Jones	Jan 2024	No	\$49.99
6623	01/25/2024	No	CHK	WEX BANK	Jan 2024	No	\$358.67
6624	01/25/2024	No	CHK	Xpress Printing Services Inc.	Business Cards/Envelopes	No	\$895.00
6625	01/31/2024	No	CHK	Cintas	Uniforms	No	\$23.77
6626	01/31/2024	No	CHK	City Of Painesville Utilities Office	WS	No	\$9,030.75
6627	01/31/2024	No	CHK	Dominion Energy Ohio	Jackson	No	\$3,874.79
6628	01/31/2024	No	CHK	General Pest Control Co.	509 Homeworth - Roaches	No	\$120.00
6629	01/31/2024	No	CHK	Griffin Technology Group	IT Contract	No	\$606.60
6630	01/31/2024	No	CHK	Nan McKay	FSS Digital Revision Service 4.24-3.	No	\$239.00
6631	01/31/2024	No	CHK	T-Mobile	Jan 24	No	\$643.44



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

Criteria Includes: 1) Project: All Projects 2) Payment Date: All 3) Financial Period: January 2024 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: [REDACTED] 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>
6632	01/31/2024	No	CHK	Vector Security	Alarm Monitoring	No	\$1,296.63
						Cleared: 0	\$0.00
						Uncleared: 95	\$258,131.18
						Total Payments: 95	\$258,131.18

Project Summary

Bank: Huntington - RAD, Bank Account: [REDACTED] GL Account: 1111.800

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
RAD - PBRA - RAD - PBRA	\$258,131.18	\$0.00
Total:	\$258,131.18	\$0.00

Type Summary

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

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	95	\$258,131.18
Total:	95	\$258,131.18

End of Report



RESOLUTION 3-2024

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO REVISE THE PERSONNEL POLICY MANUAL OF THE LAKE METROPOLITAN HOUSING AUTHORITY BY ADDING SECTION 7.18, IMPEDING PROGRESS POLICY, AND SECTION 7.19, ANTI-BULLYING AND INCLUSIVE WORKFORCE POLICY AS SHOWN IN EXHIBIT A AND FOR THE POLICIES TO BE IN EFFECT APRIL 1, 2024

WHEREAS, the Members of the Board of the Lake Metropolitan Housing Authority have, upon recommendation of the Chief Executive Officer, found and determined it necessary to Revise the Personnel Policy Manual of the Lake Metropolitan Housing Authority Adding Section 7.18, Impeding Progress Policy and 7.19, Antibullying and Inclusive Workforce Policy as written to form in Exhibit A, and to be in effect April 1, 2024.

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

SECTION 1. The Chief Executive Officer of the Lake Metropolitan Housing Authority is hereby authorized and directed to add Section 7.18 and Section 7.19 to the personnel policy manual of the Lake Metropolitan Housing Authority as written to form in Exhibit A, and for the policies to be in effect April 1, 2024.

SECTION 2. The foregoing recital is hereby incorporated into this resolution and rendered to be the findings of this Board.

SECTION 3. 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 4. This Resolution shall go into effect at the earliest time allowed under law.


PASSED:



Jeffrey Mackey, Chairperson

ATTEST:

I, ERIC MARTIN, Chief Executive Officer of the Lake Metropolitan Housing Authority, Lake County, Ohio do hereby certify that the foregoing Resolution 3-2024 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 13th day of March 2024.



Eric Martin, Secretary



**LAKE METROPOLITAN HOUSING AUTHORITY
PERSONNEL POLICY MANUAL**

Impeding Progress Policy

SECTION 7.18

Purpose:

This policy aims to ensure a collaborative and supportive work environment by addressing and discouraging any actions or behaviors that impede the progress of the agency.

Policy Statement:

Employees are expected to contribute positively to the agency's progress and success. Any deliberate actions or behaviors that obstruct or hinder the agency's advancement will not be tolerated. Such actions include but are not limited to:

Sabotage. Deliberate actions to damage or interfere with the agency's systems, processes, or projects.

Misinformation. Knowingly spreading false or misleading information that undermines the agency's objectives or creates discord among team members.

Non-cooperation. Willful refusal to collaborate with colleagues or teams, hindering the completion of projects or tasks.

Neglect of Responsibilities. Consistent failure to fulfill assigned duties, causing delays or disruptions in the workflow.

Consequences:

Employees found guilty of impeding the agency's progress may face disciplinary actions, including verbal or written warnings, suspension, or termination, depending on the severity and frequency of the offense. The Human Resources department will conduct thorough investigations and provide fair opportunities for employees to present their perspectives before any disciplinary actions are taken.

Reporting:

Employees who witness or are aware of any actions impeding agency progress are encouraged to report such incidents to their supervisors, managers, or the Human Resources department. Reports will be treated confidentially, and protection from retaliation will be ensured for those reporting in good faith.



**LAKE METROPOLITAN HOUSING AUTHORITY
PERSONNEL POLICY MANUAL**

Anti-Bullying and Inclusive Workforce Policy

SECTION 7.19

Purpose:

This policy outlines our commitment to maintaining a respectful, inclusive, and collaborative workforce absent of bullying, harassment, and discrimination.

Policy Statement:

Lake Metropolitan Housing Authority aims to foster a positive environment where all employees feel valued, safe, and free from harassment, discriminatory behavior, and bullying. Any deliberate actions or behaviors that obstruct or hinder a positive and respectful work environment will not be tolerated. Such actions include but are not limited to:

Bullying. Repeated negative actions directed at an individual or group, causing harm, distress, or intimidation.

Harassment. Unwanted conduct related to a protected characteristic (e.g., race, gender, disability) that violates an individual's dignity.

Micro-aggression. Subtle actions or comments that negatively impact others based on their race, gender, sexual orientation, disability, or other protected characteristics.

Consequences:

Employees found guilty of impeding the agency's progress may face disciplinary actions, including verbal or written warnings, suspension, or termination, depending on the severity and frequency of the offense. The Human Resources department will conduct thorough investigations and provide fair opportunities for employees to present their perspectives before any disciplinary actions are taken.

Reporting:

Employees who witness or are aware of any actions of bullying, harassment, and discriminatory behavior are encouraged to report such incidents to their supervisors, managers, or the Human Resources department. Reports will be treated confidentially, and protection from retaliation will be ensured for those reporting in good faith.

