

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

October 25, 2016
11:30 AM
Usher's House

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of September 27, 2016 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of October 2016 Bills - Resolution 2016-27 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Review of FYE 2016 Financial Statements _____
 - B. Canopy Project Modifications - Resolution 2016-28 (will bring information to meeting) _____
 - C. Scheduling of Informational Session for Prospective Resident Commissioners _____
 - D. 2017 Health Insurance Premiums _____
 - E. Section 8/Catalyst Grant Planning Update Discussion _____
- VII. Other Business
- VIII. Attorney's Report
- IX. Adjournment

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Moorhead Public Housing Agency meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:33 AM.

Members Present: Donna McMaster, Chairperson; Terry Braun, Secretary; Linda Bowie, Resident Commissioner; Michael Carbone; Commissioner

Members Absent: Heidi Durand, City Council Liaison; Greg Lemke, Vice-Chairperson

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager

II. REQUEST APPROVAL OF AUGUST 23, 2016 REGULAR MEETING MINUTES.

Bowie moved, seconded by McMaster to approve the Minutes of August 23, 2016. All votes were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-24.

Braun moved, seconded by Bowie to approve the payment of bills as presented. All votes were in favor. Motion Carried.

IV. AGENDA AMENDMENTS

Flat Rent Rates

V. CITIZENS TO BE HEARD

None

VI. BUSINESS

A. Request Board Approval for Direct Deposit – Resolution 2016-25.

Braun moved, seconded by Carbone to approve direct deposits. All votes were in favor. Motion Carried.

B. Request Board Approval of Plan for Section 8 Program – Resolution 2016-26

Bowie moved, seconded by Braun to approve plan for the Section 8 Program. All votes were in favor. Motion Carried.

C. Request Board Approval for Increasing the Flat Rent Amounts – Resolution 2016-27.

Bowie moved, seconded by Braun to approve flat rent amounts. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

NAHRO Fall Conference Recap

Audit Scheduled for October 10-12, 2016

Recruiting a Resident Commissioner

VII. ATTORNEY'S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:03 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED October 20, 2016

PAID IN October, 2016

| | TOTAL AMOUNT | CHECK NUMBERS |
|--------------|---------------------|---------------|
| PHA | \$ 93,323 | 10629-10710 |
| GENERAL FUND | \$0 | |
| CAPITAL FUND | \$ 139,394.00 | 30295-30296 |
| SECTION 8 | \$ 71,802.22 | |
| AMHSIP | \$ 10,007.00 | 43376-43398 |
| BRIDGES | \$ 10,605.98 | 52747-52770 |
| BCOW | \$ 10,181.89 | 72692-72716 |
| | | |
| | | |
| TOTAL | \$335,314.09 | |

BANK TRANSFERS made between funds:

| DATE OF TRANSFER | FROM ACCOUNT | TO RECEIVING ACCOUNT | DOLLAR AMOUNT TRANSFERRED | REASON |
|------------------|-------------------------|-------------------------|---------------------------|--|
| 9/28/2016 | Public Housing Reserves | Public Housing Checking | \$6,941.67 | Relocation expenses for Sharp View Sewer Replacement |
| 9/28/2016 | General Fund | Public Housing Checking | \$1,024.27 | Reimbursement for 10 months board meeting lunch |
| 9/29/2016 | Bremer | Wells Fargo | \$15,000 | Low account balance. |
| 10/14/2016 | Public Housing Reserves | Public Housing Checking | \$11,176.66 | Relocation expenses for Sharp View Sewer Replacement |

D. Bacon

10/21/2016

Executive Director Approval

Date

**MOORHEAD PUBLIC
HOUSING AGENCY
FINANCIAL STATEMENTS
June 30, 2016**

IMHOLTE  **DAHL**
CERTIFIED PUBLIC ACCOUNTANTS

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Detroit Lakes, MN 56502-0663
Phone: (218) 847-4433
Fax: (218) 847-5059

825 28th Street SW
P.O. Box 9431
 Fargo, ND 58106-9431
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To the Board of Directors
Moorhead Public Housing Agency
Moorhead, Minnesota

Management is responsible for the accompanying financial statements of Moorhead Public Housing Agency which comprise the balance sheet as of June 30, 2016, and the related statement of income and expenses for the period then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters

Imholte & Dahl, P.A.

July 20, 2016
 Fargo, North Dakota

MOORHEAD PUBLIC HOUSING AGENCY
Statement of Financial Position
June 30, 2016

ASSETS

CURRENT ASSETS

| | | |
|--------------------------------|----|--------------|
| 111 Cash-Unrestricted | \$ | 258,773.00 |
| 116 Petty Cash | | 100.00 |
| 117 Change Fund | | 50.00 |
| 126 Accts Receivable-Tenants | | 6,424.58 |
| 131 Investments-Unrestricted | | 1,264,946.08 |
| 137 Savings-Equipment Reserve | | 24,831.62 |
| 142 Prepaid Exp & Other Assets | | 40,545.75 |
| 144 Inter Program Due From | | (122.45) |

TOTAL CURRENT ASSETS

\$ 1,595,548.58

FIXED ASSETS

| | |
|-----------------------------------|----------------|
| 161 Land | 464,977.00 |
| 162 Buildings | 12,274,926.14 |
| 163 Furn Equip Machinery-Dwllings | 236,320.82 |
| 164 Furn Equip Machinery-Admin | 3,964.00 |
| 166 Accumulated Depreciation | (7,472,508.62) |

TOTAL FIXED ASSETS

5,507,679.34

TOTAL ASSETS

\$ 7,103,227.92

See Accountant's Compilation Report

MOORHEAD PUBLIC HOUSING AGENCY
Statement of Financial Position
June 30, 2016

LIABILITIES AND FUND EQUITY

| | | | |
|--|----|--------------------|-------------------------------|
| CURRENT LIABILITIES | | | |
| 312 Accounts Payable <= 90 Days | \$ | 15,577.53 | |
| 321 Accrued Wage/PR Taxes Pay | | 348.77 | |
| 322 Accrued Comp Absences-Curr | | 30,207.70 | |
| 341 Tenant Security Deposits | | 55,120.18 | |
| 347 Inter Program - Due To | | <u>(122.46)</u> | |
| TOTAL CURRENT LIABILITIES | | | \$ 101,131.72 |
| LONG TERM LIABILITIES | | | |
| TOTAL LIABILITIES | | | \$ 101,131.72 |
| FUND EQUITY | | | |
| 512 Unreserved Surplus | | 7,054,906.61 | |
| 10010 Operating Transer In | | 880,758.50 | |
| 515 Operating Transfer Out | | (880,758.50) | |
| REV OVER(UNDER) EXP | | <u>(52,810.41)</u> | |
| TOTAL FUND EQUITY | | | <u>7,002,096.20</u> |
| TOTAL LIABILITIES & FUND EQUITY | | | \$ <u>7,103,227.92</u> |

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES-Combined
For the Period Ended June 30, 2016**

| | 1 Month Ended Jun. 30, 2016 | 12 Months Ended Jun. 30, 2016 |
|-------------------------------------|--------------------------------|----------------------------------|
| REVENUE | | |
| 70300 Net Tenant Rental Revenue | \$ 60,107.17 | \$ 679,316.03 |
| 70400 Tenant Revenue - Other | 1,612.85 | 15,231.08 |
| 70600 HUD PHA Operating Grants | 31,812.00 | 801,275.37 |
| 70710 Management Fee | 8,762.00 | 103,671.00 |
| 70750 Other Fees | 1,490.24 | 13,735.43 |
| 70800 Other Government Grants | 58,059.00 | 310,701.74 |
| 71100 Investment Int-Unrestricted | 109.84 | 458.50 |
| 71500 Other Revenue | 25,092.94 | 226,061.61 |
| | 187,046.04 | 2,150,450.76 |
| TOTAL REVENUE | | |
| EXPENSES | | |
| 91100 Administrative Salaries | 22,264.54 | 307,372.04 |
| 91200 Auditing Fees | 0.00 | 14,182.40 |
| 91310 Book-keeping Fee | 3,560.00 | 26,102.60 |
| 91500 Employee Ben Contrib-Admin | 8,537.41 | 108,371.24 |
| 91600 Office Expenses | 0.00 | 24,863.00 |
| 91700 Legal Expense | 0.00 | 223.51 |
| 91800 Travel | 0.00 | 9,092.38 |
| 91900 Other | (25,389.27) | 72,839.85 |
| 93100 Water | 1,738.29 | 17,891.89 |
| 93200 Electricity | 7,117.29 | 86,562.80 |
| 93300 Gas | 1,691.30 | 26,923.09 |
| 93600 Sewer | 1,235.36 | 13,036.26 |
| 93800 Other Utilities Expense | 936.63 | 10,510.47 |
| 94100 Ord Mice & Oper-Labor | 3,000.00 | 39,244.96 |
| 94200 Ord Mice & Oper-Mtrls & Other | (6,122.71) | 56,090.94 |
| 94300 Ord Mice & Oper Contract | (101,606.77) | 172,248.03 |
| 96110 Property Insurance | 2,416.18 | 44,675.92 |
| 96130 Workmen's Compensation | 2,252.02 | 3,815.04 |
| 96300 Payments in Lieu of Taxes | 0.00 | 4,444.75 |
| 97300 Housing Assistance Pymts | 58,875.00 | 665,197.36 |
| 97350 Port IN HAP | 23,399.00 | 206,561.64 |
| 97400 Depreciation Expense | 27,086.00 | 293,011.00 |
| | 30,990.27 | 2,203,261.17 |
| TOTAL EXPENSES | | |
| REVENUE OVER(UNDER) EXP \$ | 156,055.77 | \$ (52,810.41) |

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended June 30, 2016**

| | <u>1 Month Ended</u> <u>Jun. 30, 2016</u> | <u>12 Months Ended</u> <u>Jun. 30, 2016</u> |
|-------------------------------------|--|--|
| REVENUE | | |
| 70300 Net Tenant Rental Revenue | \$ 60,107.17 | \$ 679,316.03 |
| 70400 Tenant Revenue - Other | 1,612.85 | 15,231.08 |
| 70600 HUD PHA Operating Grants | 0.00 | 230,685.00 |
| 71100 Investment Int-Unstrctd | 21.06 | 254.99 |
| 71500 Other Revenue | <u>1,693.94</u> | <u>19,499.97</u> |
| TOTAL REVENUE | 63,435.02 | 944,987.07 |
| EXPENSES | | |
| 91100 Administrative Salaries | 16,645.70 | 211,183.48 |
| 91200 Auditing Fees | (68.89) | 7,669.06 |
| 91310 Book-keeping Fee | 2,742.16 | 15,626.90 |
| 91500 Employee Ben Contrib-Admin | 6,880.32 | 83,211.87 |
| 91600 Office Expenses | 0.00 | 4,440.00 |
| 91700 Legal Expense | 0.00 | 223.51 |
| 91800 Travel | 0.00 | 8,975.38 |
| 91900 Other | (1,818.82) | 57,449.78 |
| 93100 Water | 1,738.29 | 17,891.89 |
| 93200 Electricity | 7,117.29 | 86,562.80 |
| 93300 Gas | 1,691.30 | 26,923.09 |
| 93600 Sewer | 1,235.36 | 13,036.26 |
| 93800 Other Utilities Expense | 936.63 | 9,944.06 |
| 94100 Ord Mtce & Oper-Labor | 3,000.00 | 39,244.96 |
| 94200 Ord Mtce & Oper-Mtrls & Other | (6,122.71) | 56,090.94 |
| 94300 Ord Mtce & Oper Contract | (34,038.21) | 163,907.23 |
| 96110 Property Insurance | 2,190.96 | 44,109.81 |
| 96130 Workmen's Compensation | 1,664.09 | 2,257.97 |
| 96300 Payments in Lieu of Taxes | 0.00 | 4,444.75 |
| 97400 Depreciation Expense | <u>26,026.00</u> | <u>291,951.00</u> |
| TOTAL EXPENSES | <u>29,819.47</u> | <u>1,145,144.74</u> |
| REVENUE OVER(UNDER) EXP \$ | <u>33,615.55</u> | <u>\$ (200,157.67)</u> |

See Accountant's Compilation Report

MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - SECT 8
For the Period Ended June 30, 2016

| | 1 Month Ended Jun. 30, 2016 | | 12 Months Ended Jun. 30, 2016 |
|-----------------------------------|--------------------------------|-----------|----------------------------------|
| REVENUE | | | |
| 70600 HUD PHA Operating Grants | \$ 31,812.00 | \$ | 394,900.00 |
| 70710 Management Fee | 4,202.00 | | 55,851.00 |
| 70750 Other Fees | 1,490.24 | | 13,735.43 |
| 71100 Investment Int-Unrstrctd | 5.18 | | 69.07 |
| 71500 Other Revenue | 23,399.00 | | 206,561.64 |
| TOTAL REVENUE | 60,908.42 | | 671,117.14 |
| EXPENSES | | | |
| 91100 Administrative Salaries | 2,895.36 | | 37,857.42 |
| 91200 Auditing Fees | 68.89 | | 4,107.67 |
| 91310 Book-keeping Fee | 470.39 | | 6,025.23 |
| 91500 Employee Ben Contrib-Admin | 892.90 | | 11,786.57 |
| 91800 Travel | 0.00 | | 117.00 |
| 91900 Other | 1,353.48 | | 5,460.40 |
| 94300 Ord Mice & Oper Contract | 20.00 | | 3,272.63 |
| 96110 Property Insurance | 72.64 | | 182.54 |
| 96130 Workmen's Compensation | 156.29 | | 468.87 |
| 97300 Housing Assistance Pymts | 32,096.00 | | 378,404.36 |
| 97350 Port IN HAP | 23,399.00 | | 206,561.64 |
| 97400 Depreciation Expense | 1,060.00 | | 1,060.00 |
| TOTAL EXPENSES | 62,484.95 | | 655,304.33 |
| REVENUE OVER(UNDER) EXP \$ | (1,576.53) | \$ | 15,812.81 |

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REV & EXP - CAPITAL FUNDS
For the Period Ended June 30, 2016**

| | <u>1 Month Ended Jun. 30, 2016</u> | <u>12 Months Ended Jun. 30, 2016</u> |
|-----------------------------------|--|--|
| REVENUE | | |
| 70600 HUD PHA Operating Grants | \$ 0.00 | \$ 175,690.37 |
| TOTAL REVENUE | 0.00 | 175,690.37 |
| EXPENSES | | |
| 91900 Other | (31,743.30) | 0.00 |
| 94300 Ord Mtce & Oper Contract | (68,008.56) | 0.00 |
| TOTAL EXPENSES | (99,751.86) | 0.00 |
| REVENUE OVER(UNDER) EXP \$ | 99,751.86 | \$ 175,690.37 |

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - AMHSIP
For the Period Ended June 30, 2016**

| | <u>1 Month Ended Jun. 30, 2016</u> | <u>12 Months Ended Jun. 30, 2016</u> |
|-----------------------------------|--|--|
| REVENUE | | |
| 70710 Management Fee | \$ 1,755.00 | \$ 19,240.00 |
| 70800 Other Government Grants | <u>27,920.00</u> | <u>102,334.50</u> |
| TOTAL REVENUE | 29,675.00 | 121,574.50 |
| EXPENSES | | |
| 91100 Administrative Salaries | 849.65 | 10,934.19 |
| 91200 Auditing Fees | 0.00 | 1,022.66 |
| 91310 Book-keeping Fee | 117.60 | 1,506.32 |
| 91500 Employee Ben Contrib-Admin | 284.03 | 3,710.82 |
| 91900 Other | 30.62 | 1,211.17 |
| 93800 Other Utilities Expense | 0.00 | 566.41 |
| 94300 Ord Mtce & Oper Contract | 0.00 | 1,656.90 |
| 96110 Property Insurance | 65.38 | 164.31 |
| 96130 Workmen's Compensation | 202.69 | 484.05 |
| 97300 Housing Assistance Pymts | <u>9,554.00</u> | <u>122,008.00</u> |
| TOTAL EXPENSES | <u>11,103.97</u> | <u>143,264.83</u> |
| REVENUE OVER(UNDER) EXP \$ | <u>18,571.03</u> | <u>\$ (21,690.33)</u> |

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - BRIDGES
For the Period Ended June 30, 2016**

| | <u>1 Month Ended</u> <u>Jun. 30, 2016</u> | <u>12 Months Ended</u> <u>Jun. 30, 2016</u> |
|-----------------------------------|--|--|
| REVENUE | | |
| 70710 Management Fee | \$ 1,050.00 | \$ 10,900.00 |
| 70800 Other Government Grants | <u>6,194.00</u> | <u>76,360.00</u> |
| TOTAL REVENUE | 7,244.00 | 87,260.00 |
| EXPENSES | | |
| 91100 Administrative Salaries | 961.47 | 12,122.18 |
| 91200 Auditing Fees | 0.00 | 416.21 |
| 91310 Book-keeping Fee | 117.60 | 1,506.32 |
| 91500 Employee Ben Contrib-Admin | 258.82 | 3,376.68 |
| 91900 Other | 212.06 | 800.62 |
| 94300 Ord Mtce & Oper Contract | 420.00 | 2,654.89 |
| 96110 Property Insurance | 43.60 | 109.63 |
| 96130 Workmen's Compensation | 135.15 | 322.75 |
| 97300 Housing Assistance Pymts | <u>9,623.00</u> | <u>78,007.00</u> |
| TOTAL EXPENSES | <u>11,771.70</u> | <u>99,316.28</u> |
| REVENUE OVER(UNDER) EXP \$ | <u>(4,527.70)</u> | <u>\$ (12,056.28)</u> |

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - ROSS
For the Period Ended June 30, 2016**

| | 1 Month Ended Jun. 30, 2016 | 12 Months Ended Jun. 30, 2016 | |
|-----------------------------------|--------------------------------|----------------------------------|--|
| REVENUE | | | |
| 70800 Other Government Grants | \$ 0.00 | \$ 56,511.24 | |
| TOTAL REVENUE | 0.00 | 56,511.24 | |
| EXPENSES | | | |
| 91100 Administrative Salaries | 0.00 | 24,956.08 | |
| 91500 Employee Ben Contrib-Admin | 0.00 | 3,556.93 | |
| 91600 Office Expenses | 0.00 | 20,423.00 | |
| 91900 Other | 6,417.74 | 7,527.29 | |
| 94300 Ord Mtce & Oper Contract | 0.00 | 47.94 | |
| TOTAL EXPENSES | 6,417.74 | 56,511.24 | |
| REVENUE OVER(UNDER) EXP \$ | (6,417.74) | \$ 0.00 | |

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - BCOW
For the Period Ended June 30, 2016**

| | <u>1 Month Ended</u> <u>Jun. 30, 2016</u> | <u>12 Months Ended</u> <u>Jun. 30, 2016</u> |
|-----------------------------------|--|--|
| REVENUE | | |
| 70710 Management Fee | \$ 1,755.00 | \$ 17,680.00 |
| 70800 Other Government Grants | 23,945.00 | 75,496.00 |
| 71100 Investment Int-Unstrctd | <u>83.60</u> | <u>134.44</u> |
| TOTAL REVENUE | 25,783.60 | 93,310.44 |
| EXPENSES | | |
| 91100 Administrative Salaries | 912.36 | 10,318.69 |
| 91200 Auditing Fees | 0.00 | 966.80 |
| 91310 Book-keeping Fee | 112.25 | 1,437.83 |
| 91500 Employee Ben Contrib-Admin | 221.34 | 2,728.37 |
| 91900 Other | 158.95 | 390.59 |
| 94300 Ord Mice & Oper Contract | 0.00 | 708.44 |
| 96110 Property Insurance | 43.60 | 109.63 |
| 96130 Workmen's Compensation | 93.80 | 281.40 |
| 97300 Housing Assistance Pymts | <u>7,602.00</u> | <u>86,778.00</u> |
| TOTAL EXPENSES | <u>9,144.30</u> | <u>103,719.75</u> |
| REVENUE OVER(UNDER) EXP \$ | <u>16,639.30</u> | <u>\$ (10,409.31)</u> |

See Accountant's Compilation Report

BALAA
6/30/16
CAPITAL
FUNDING

| ASSETS: | TOTAL | PHA | SECTION 8 | FUNDING | AMHSP | BRIDGES | ROSS | B.C.O.W. | EHUF |
|--------------------|----------------|----------------|------------|-----------|-----------|----------|-------------|------------|---------|
| CASH | 258,773.00 | 89,077.83 | 77,106.93 | 16,658.15 | 25,339.74 | 3,526.82 | 14,908.99 | 32,154.54 | - |
| PETTY CASH | 100.00 | 100.00 | - | - | - | - | - | - | - |
| CHANGE FUND | 50.00 | 50.00 | - | - | - | - | - | - | - |
| ACCTS. RECEIVABLE | 6,424.58 | 7,559.58 | 1,702.00 | - | - | - | (2,837.00) | - | - |
| WAGES DUE | - | - | - | - | - | - | - | - | - |
| INVESTMENTS | 1,289,777.70 | 772,341.12 | 209,987.85 | - | - | - | 24,831.62 | 282,617.11 | - |
| PREPAID EXPENSES | 40,545.75 | 40,545.75 | - | - | - | - | - | - | - |
| INTER-PROGRAM DI | (122.45) | (122.45) | - | - | - | - | - | - | - |
| LAND | 464,977.00 | 464,977.00 | - | - | - | - | - | - | - |
| BUDGS & EQUIP | 12,515,210.96 | 12,490,046.96 | 25,164.00 | - | - | - | - | - | - |
| ACCUM DEPRN | (7,472,508.62) | (7,467,484.62) | (5,024.00) | - | - | - | - | - | - |
| TOTAL | 7,103,227.92 | 6,397,091.17 | 308,936.78 | 16,658.15 | 25,339.74 | 3,526.82 | 36,903.61 | 314,771.65 | - |
| LIAB: | | | | | | | | | |
| FED/RICA | - | - | - | - | - | - | - | - | - |
| STATE W/H | 348.77 | 348.77 | - | - | - | - | - | - | - |
| RETIREMENT | - | - | - | - | - | - | - | - | - |
| MED INS. | - | - | - | - | - | - | - | - | - |
| FLEX W/H | - | - | - | - | - | - | - | - | - |
| DENTAL | - | - | - | - | - | - | - | - | - |
| ICMA | - | - | - | - | - | - | - | - | - |
| INTERPROGRAM DU | (122.46) | - | - | 7,663.65 | - | - | - | - | - |
| ACCOUNTS PAYABLE | 15,577.53 | 15,577.53 | - | - | 2,191.65 | 2,645.52 | (15,006.45) | 2,457.40 | (74.23) |
| TENANTS SEC DEP | 55,120.18 | 55,120.18 | - | - | - | - | - | - | - |
| SEC DEP INTEREST | - | - | - | - | - | - | - | - | - |
| ACCRUED VACATION | 30,207.70 | 30,207.70 | - | - | - | - | - | - | - |
| ACCRUED SICK LEAV | - | - | - | - | - | - | - | - | - |
| PMT IN LIEU OF TAX | - | - | - | - | - | - | - | - | - |
| HUD SECTION 8 | - | - | - | - | - | - | - | - | - |
| WAGE REIMBURSEN | - | - | - | - | - | - | - | - | - |
| NEW HOUSING AUT | - | - | - | - | - | - | - | - | - |
| AUTH BOND | - | - | - | - | - | - | - | - | - |

MPHA
BALANCE SHEETS
6/30/16

| | | | | | | | | | |
|-------------------|--------------|--------------|------------|--------------|-------------|-------------|-------------|--------------|---------|
| TOTAL | 101,131.72 | 101,254.18 | 7,663.65 | - | 2,191.65 | 2,645.52 | (15,006.45) | 2,457.40 | (74.23) |
| EQUITY: | | | | | | | | | |
| UNRESERVED SURPL | 7,054,906.61 | 5,968,630.55 | 285,460.38 | 57,469.28 | 44,838.39 | 20,006.27 | 43,963.97 | 634,463.54 | 74.23 |
| UNRES SURP CURR \ | - | - | - | - | - | - | - | - | - |
| OPERATING RESERV | - | - | - | - | - | - | - | - | - |
| CUM HUD CONTRIB | - | - | - | - | - | - | - | - | - |
| TRANSFERS IN | 890,758.50 | 540,644.00 | - | 325,645.95 | - | - | 6,442.63 | 8,025.92 | - |
| TRANSFERS OUT | (880,758.50) | (13,279.85) | - | (542,147.45) | - | (7,068.70) | 1,503.45 | (319,765.95) | - |
| YTD | (52,810.41) | (200,157.67) | 15,812.81 | 175,690.37 | (21,690.33) | (12,056.28) | - | (10,409.31) | - |
| TOTAL | 7,002,096.20 | 6,295,837.03 | 301,273.19 | 16,658.15 | 23,148.06 | 881.29 | 51,910.05 | 312,314.20 | 74.23 |
| LIAB. AND EQUITY | 7,103,227.92 | 6,397,091.21 | 308,936.84 | 16,658.15 | 25,339.71 | 3,526.81 | 36,903.60 | 314,771.60 | - |
| OUT OF BALANCE | - | (0.04) | (0.06) | - | 0.03 | 0.01 | 0.01 | 0.05 | - |

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MOORHEAD PUBLIC HOUSING AGENCY
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| <u>Account #</u> | <u>Type</u> | <u>Description</u> | <u>12 Months Ended Jun 30, 2016</u> | <u>12 Months Ended Jun 30, 2016</u> |
|------------------|-------------|----------------------------------|---|---|
| 1111 | A | 111 Cash - Unrestricted | 89,077.83 | 89,077.83 |
| 1116 | A | 116 Petty Cash | 100.00 | 100.00 |
| 1117 | A | 117 Change Fund | 50.00 | 50.00 |
| 1125 | A | 125 Accts Receivable-Misc | 1,135.00 | 1,135.00 |
| 1126 | A | 126 Accts Receivable-Tenants | 6,424.58 | 6,424.58 |
| 1131 | A | 131 Investments-Unrestricted | 772,341.12 | 772,341.12 |
| 1142 | A | 142 Prepaid Exp & Other Assets | 40,545.75 | 40,545.75 |
| 1144 | A | 144 Inter Program Due From | -122.45 | -122.45 |
| 1161 | A | 161 Land | 464,977.00 | 464,977.00 |
| 1162 | A | 162 Buildings | 12,274,926.14 | 12,274,926.14 |
| 1163 | A | 163 Furn Equip Machnry-Dwlings | 215,120.82 | 215,120.82 |
| 1166 | A | 166 Accumulated Depreciation | -7,467,484.62 | -7,467,484.62 |
| 1312 | L | 312Accounts Payable <= 90 Days | -15,577.53 | -15,577.53 |
| 1321 | L | 321 Accrued Wage/PR Taxes Pay | -348.77 | -348.77 |
| 1322 | L | 322 Accrued Comp Absences-Curr | -30,207.70 | -30,207.70 |
| 1341 | L | 341 Tenant Security Deposits | -55,120.18 | -55,120.18 |
| 1512 | L | 512 Unreserved Surplus | -5,968,630.55 | -5,968,630.55 |
| 1513 | L | 10010 Operating Transer In | -540,644.00 | -540,644.00 |
| 1515 | L | 515 Operating Transfer Out | 13,279.85 | 13,279.85 |
| 2111 | A | 111 Cash-Unrestricted | 77,106.93 | 77,106.93 |
| 2125 | A | 125 Accts Receivable-Misc | 1,702.00 | 1,702.00 |
| 2131 | A | 131 Investments-Unrestricted | 209,987.85 | 209,987.85 |
| 2163 | A | 163 Furn Equip Machinery-Dwlings | 21,200.00 | 21,200.00 |
| 2164 | A | 164 Furn Equip Machinery-Admin | 3,964.00 | 3,964.00 |
| 2166 | A | 166 Accumulated Depreciation | -5,024.00 | -5,024.00 |
| 2347 | L | 347 Inter Program - Due To | -7,663.65 | -7,663.65 |
| 2512 | L | 512 Unreserved Surplus | -285,460.38 | -285,460.38 |
| 3111 | A | 111 Cash-Unrestricted | 16,658.15 | 16,658.15 |
| 3512 | L | 512 Unreserved Surplus | -57,469.28 | -57,469.28 |
| 3513 | L | 10010 Operating Transer In | -325,645.95 | -325,645.95 |
| 3515 | L | 515 Operating Transfer Out | 542,147.45 | 542,147.45 |
| 4111 | A | 111 Cash-Unrestricted | 25,339.74 | 25,339.74 |
| 4347 | L | 347 Inter Program - Due To | -2,191.65 | -2,191.65 |
| 4512 | L | 512 Unreserved Surplus | -44,838.39 | -44,838.39 |
| 5111 | A | 111 Cash-Unrestricted | 3,526.82 | 3,526.82 |
| 5347 | L | 347 Inter Program - Due To | -2,645.52 | -2,645.52 |
| 5512 | L | 512 Unreserved Surplus | -20,006.27 | -20,006.27 |
| 5515 | L | 515 Operating Transfer Out | 7,068.70 | 7,068.70 |
| 6111 | A | 111 Cash-Unrestricted | 14,908.99 | 14,908.99 |
| 6125 | A | 125 Accts Receivable-Misc | -2,837.00 | -2,837.00 |
| 6137 | A | 137 Savings-Equipment Reserve | 24,831.62 | 24,831.62 |
| 6347 | L | 347 Inter Program - Due To | 15,006.45 | 15,006.45 |
| 6512 | L | 512 Unreserved Surplus | -43,963.97 | -43,963.97 |
| 6513 | L | 10010 Operating Transer In | -6,442.63 | -6,442.63 |
| 6515 | L | 515 Operating Transfer Out | -1,503.45 | -1,503.45 |
| 7111 | A | 111 Cash-Unrestricted | 32,154.54 | 32,154.54 |

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MOORHEAD PUBLIC HOUSING AGENCY
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| <u>Account #</u> | <u>Type</u> | <u>Description</u> | <u>12 Months Ended Jun 30, 2016</u> | <u>12 Months Ended Jun 30, 2016</u> |
|------------------|-------------|---------------------------------|---|---|
| 7131 | A | 131 Investments-Unrestricted | 282,617.11 | 282,617.11 |
| 7347 | L | 347 Inter Program - Due To | -2,457.40 | -2,457.40 |
| 7512 | L | 512 Unreserved Surplus | -634,463.54 | -634,463.54 |
| 7513 | L | 10010 Operating Transfer In | -8,025.92 | -8,025.92 |
| 7515 | L | 515 Operating Transfer Out | 319,765.95 | 319,765.95 |
| 8347 | L | 347 Inter Program - Due To | 74.23 | 74.23 |
| 8512 | L | 512 Unreserved Surplus | -74.23 | -74.23 |
| 170300 | R | 70300Net Tenant Rental Revenue | -679,316.03 | -679,316.03 |
| 170400 | R | 70400 Tenant Revenue - Other | -15,231.08 | -15,231.08 |
| 170600 | R | 70600 HUD PHA Operating Grants | -230,685.00 | -230,685.00 |
| 171100 | R | 71100 Investment Int-Unrstrotd | -254.99 | -254.99 |
| 171500 | R | 71500 Other Revenue | -19,499.97 | -19,499.97 |
| 191100 | E | 91100 Administrative Salaries | 211,183.48 | 211,183.48 |
| 191200 | E | 91200 Auditing Fees | 7,669.06 | 7,669.06 |
| 191310 | E | 91310 Book-keeping Fee | 15,626.90 | 15,626.90 |
| 191400 | E | 91400Advertising and Marketing | 0.00 | 0.00 |
| 191500 | E | 91500Employee Ben Contrib-Admin | 83,211.87 | 83,211.87 |
| 191600 | E | 91600 Office Expenses | 4,440.00 | 4,440.00 |
| 191700 | E | 91700 Legal Expense | 223.51 | 223.51 |
| 191800 | E | 91800 Travel | 8,975.38 | 8,975.38 |
| 191900 | E | 91900 Other | 57,449.78 | 57,449.78 |
| 193100 | E | 93100 Water | 17,891.89 | 17,891.89 |
| 193200 | E | 93200 Electricity | 86,562.80 | 86,562.80 |
| 193300 | E | 93300 Gas | 26,923.09 | 26,923.09 |
| 193400 | E | 93400 Fuel | 0.00 | 0.00 |
| 193600 | E | 93600 Sewer | 13,036.26 | 13,036.26 |
| 193800 | E | 93800 Other Utilities Expense | 9,944.06 | 9,944.06 |
| 194100 | E | 94100 Ord Mtce & Oper-Labor | 39,244.96 | 39,244.96 |
| 194200 | E | 94200 OrdMtce&Oper-Mtrls&Other | 56,090.94 | 56,090.94 |
| 194300 | E | 94300 Ord Mtce & Oper Contract | 163,907.23 | 163,907.23 |
| 194500 | E | 94500Employee Ben Cont-Ord Mtce | 0.00 | 0.00 |
| 196110 | E | 96110 Property Insurance | 44,109.81 | 44,109.81 |
| 196120 | E | 96120 Liability Insurance | 0.00 | 0.00 |
| 196130 | E | 96130 Workmen's Compensation | 2,257.97 | 2,257.97 |
| 196140 | E | 96140 All Other Insurance | 0.00 | 0.00 |
| 196200 | E | 96200 Other General Expenses | 0.00 | 0.00 |
| 196210 | E | 96210 Compensated Absences | 0.00 | 0.00 |
| 196300 | E | 96300Payments in Lieu of Taxes | 4,444.75 | 4,444.75 |
| 196400 | E | 96400 Bad Debt - Tenant Rents | 0.00 | 0.00 |
| 197100 | E | 97100Extraordinary Maintenance | 0.00 | 0.00 |
| 197400 | E | 97400 Depreciation Expense | 291,951.00 | 291,951.00 |
| 270600 | R | 70600 HUD PHA Operating Grants | -394,900.00 | -394,900.00 |
| 270710 | R | 70710 Management Fee | -55,851.00 | -55,851.00 |
| 270750 | R | 70750 Other Fees | -13,735.43 | -13,735.43 |
| 271100 | R | 71100 Investment Int-Unrstrotd | -69.07 | -69.07 |
| 271500 | R | 71500 Other Revenue | -206,561.64 | -206,561.64 |

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MOORHEAD PUBLIC HOUSING AGENCY
Regular Trial Balance

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| <u>Account #</u> | <u>Type</u> | <u>Description</u> | <u>12 Months Ended Jun 30, 2016</u> | <u>12 Months Ended Jun 30, 2016</u> |
|------------------|-------------|---------------------------------|---|---|
| 291100 | E | 91100 Administrative Salaries | 37,857.42 | 37,857.42 |
| 291200 | E | 91200 Auditing Fees | 4,107.67 | 4,107.67 |
| 291310 | E | 91310 Book-keeping Fee | 6,025.23 | 6,025.23 |
| 291500 | E | 91500Employee Ben Contrib-Admin | 11,786.57 | 11,786.57 |
| 291800 | E | 91800 Travel | 117.00 | 117.00 |
| 291900 | E | 91900 Other | 5,460.40 | 5,460.40 |
| 294300 | E | 94300 Ord Mtce & Oper Contract | 3,272.63 | 3,272.63 |
| 296110 | E | 96110 Property Insurance | 182.54 | 182.54 |
| 296130 | E | 96130 Workmen's Compensation | 468.87 | 468.87 |
| 297300 | E | 97300 Housing Assistance Pymts | 378,404.36 | 378,404.36 |
| 297350 | E | 97350 Port IN HAP | 206,561.64 | 206,561.64 |
| 297400 | E | 97400 Depreciation Expense | 1,060.00 | 1,060.00 |
| 370600 | R | 70600 HUD PHA Operating Grants | -175,690.37 | -175,690.37 |
| 470710 | R | 70710 Management Fee | -19,240.00 | -19,240.00 |
| 470800 | R | 70800 Other Government Grants | -102,334.50 | -102,334.50 |
| 491100 | E | 91100 Administrative Salaries | 10,934.19 | 10,934.19 |
| 491200 | E | 91200 Auditing Fees | 1,022.66 | 1,022.66 |
| 491310 | E | 91310 Book-keeping Fee | 1,506.32 | 1,506.32 |
| 491500 | E | 91500Employee Ben Contrib-Admin | 3,710.82 | 3,710.82 |
| 491900 | E | 91900 Other | 1,211.17 | 1,211.17 |
| 493800 | E | 93800 Other Utilities Expense | 566.41 | 566.41 |
| 494300 | E | 94300 Ord Mtce & Oper Contract | 1,656.90 | 1,656.90 |
| 496110 | E | 96110 Property Insurance | 164.31 | 164.31 |
| 496130 | E | 96130 Workmen's Compensation | 484.05 | 484.05 |
| 497300 | E | 97300 Housing Assistance Pymts | 122,008.00 | 122,008.00 |
| 570710 | R | 70710 Management Fee | -10,900.00 | -10,900.00 |
| 570800 | R | 70800 Other Government Grants | -76,360.00 | -76,360.00 |
| 591100 | E | 91100 Administrative Salaries | 12,122.18 | 12,122.18 |
| 591200 | E | 91200 Auditing Fees | 416.21 | 416.21 |
| 591310 | E | 91310 Book-keeping Fee | 1,506.32 | 1,506.32 |
| 591500 | E | 91500Employee Ben Contrib-Admin | 3,376.68 | 3,376.68 |
| 591900 | E | 91900 Other | 800.62 | 800.62 |
| 594300 | E | 94300 Ord Mtce & Oper Contract | 2,654.89 | 2,654.89 |
| 596110 | E | 96110 Property Insurance | 109.63 | 109.63 |
| 596130 | E | 96130 Workmen's Compensation | 322.75 | 322.75 |
| 597300 | E | 97300 Housing Assistance Pymts | 78,007.00 | 78,007.00 |
| 670800 | R | 70800 Other Government Grants | -56,511.24 | -56,511.24 |
| 691100 | E | 91100 Administrative Salaries | 24,956.08 | 24,956.08 |
| 691500 | E | 91500Employee Ben Contrib-Admin | 3,556.93 | 3,556.93 |
| 691600 | E | 91600 Office Expenses | 20,423.00 | 20,423.00 |
| 691900 | E | 91900 Other | 7,527.29 | 7,527.29 |
| 694300 | E | 94300 Ord Mtce & Oper Contract | 47.94 | 47.94 |
| 770710 | R | 70710 Management Fee | -17,680.00 | -17,680.00 |
| 770800 | R | 70800 Other Government Grants | -75,496.00 | -75,496.00 |
| 771100 | R | 71100 Investment Int-Unrstretcd | -134.44 | -134.44 |
| 791100 | E | 91100 Administrative Salaries | 10,318.69 | 10,318.69 |

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MOORHEAD PUBLIC HOUSING AGENCY
Regular Trial Balance

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| <u>Account #</u> | <u>Type</u> | <u>Description</u> | <u>12 Months Ended Jun 30, 2016</u> | <u>12 Months Ended Jun 30, 2016</u> |
|---------------------|-------------|----------------------------------|---|---|
| 791200 | E | 91200 Auditing Fees | 966.80 | 966.80 |
| 791310 | E | 91310 Book-keeping Fee | 1,437.83 | 1,437.83 |
| 791500 | E | 91500 Employee Ben Contrib-Admin | 2,728.37 | 2,728.37 |
| 791900 | E | 91900 Other | 390.59 | 390.59 |
| 794300 | E | 94300 Ord Mtce & Oper Contract | 708.44 | 708.44 |
| 796110 | E | 96110 Property Insurance | 109.63 | 109.63 |
| 796130 | E | 96130 Workmen's Compensation | 281.40 | 281.40 |
| 797300 | E | 97300 Housing Assistance Pymts | 86,778.00 | 86,778.00 |
| | | Account Balances | 0.00 | 0.00 |
| Current Loss | | 52,810.41 | Y-T-D Loss | 52,810.41 |