

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY
AGENDA

July 21, 2016, 7:00 a.m.
at
501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of June 16, 2016..... 1-2
- IV. Approval of Bills for July 2016 3
- V. Communications 4-9
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Section 8 Funding/Utilization
 - 4. VMS Review
 - 5. 9th Street Group Home Conversion
 - 6. Storm Damage Update
 - 7. Monthly Rental Status Update
 - 8. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 10-13
 - 2. Certification of Net Restricted Assets for FYE 06/30/2016..... 14-16
- VIII. Directors Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, August 18, 2016, 7:00 a.m., CCHRA
Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 16, 2016 7:00 a.m.

Members Present: Stewart Coulson, Carol Tyler, and Jeremy Heyer. Absent: Eric Miller, and Jenna Haglund. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comments. None

Amend-Approve Minutes of May 19, 2016. Tyler made a motion and Coulson seconded the motion to approve the minutes of May 19, 2016 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Coulson made a motion and Tyler seconded the motion to approve payment of the revised bill listing totaling \$109,983.57. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.

Review Financial Reports. The Operating Reports for the Month Ended May, 2016 were reviewed. No action was taken.

Approve Resolution No. 07-16, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen reviewed the list and discussed the efforts to be made to collect the debt. Coulson made a motion, and Tyler seconded the motion to approve Resolution No. 07-16 as amended. Motion carried on roll call vote: Ayes: Heyer, Tyler, and Coulson. Nays: None.

Approve Resolution No. 08-16, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that there were no assets removed from service during the year and the resolution was necessary to show that the HUD requirement had been met. Coulson made a motion, and Tyler seconded the motion to approve Resolution No. 08-16 as amended. Motion carried on roll call vote: Ayes: Heyer, Tyler, and Coulson. Nays: None.

Review Financial Reports and Approve Resolution 09-16 Budget Revision. The budget revision process was discussed and Nielsen went over the accounts that were adjusted. Nielsen also informed the board of anticipated status of the budget at year-end. Coulson made a motion, and Tyler seconded the motion to approve Resolution No. 09-16 as amended. Motion carried on roll call vote: Ayes: Heyer, Tyler, and Coulson. Nays: None.

Director's Report. Nielsen discussed the status of the full-time position and indicated that an offer would be made soon. The board was also informed of the storm damage from the tree that fell on the building at South Cedar Terrace and how the clean-up was going. In addition, Nielsen discussed the engagement letters from the new auditor, Collins & Associates, for the audits for the next three years.

Being no further business, Tyler moved, Coulson seconded the motion to adjourn. Ayes: 3.
Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 July 2016

Customer	Description	Amount
Business Card	software update,back up service, hotel for displaced resident	656.67
C.Naber & Associates	accounting fees	395.00
CenturyLink	phone bill June	186.00
Charles City Housing	deposit held from S.Jackson	200.00
Charles City Press	employment ad	264.00
Cintas	rug service	141.34
City Motor Parts LTD	truck maintenance	34.84
City of Charles City	water/sewer/URP/S8 inspect/quarterly postage	2,709.08
Don's Repair	mower repairs	89.47
Eugene Nelson	refund of transfer charges for mediacom-displaced tenant	29.00
Field Bros. Moving	fee to move displaced tenant	1,852.50
Happy Software	new software modules and support services	4,547.25
HAPS	July HAPS	47,912.30
Hockenson Plumbing	maintenance for month	2,705.54
Iowa Department of Transportation	fuel	133.92
Jendro Sanitation	trash service	611.00
Linderman Heating & Air, LLC	maintenance for month	253.00
Marco, Inc.	copy costs	120.26
Mid American Energy	electric/gas/URP	6,280.74
Noah, Smith & Schuknecht, P.L.C.	legal fees	260.50
Otto's Oasis	flowers for office planter	31.87
Perry Novak Electric	electrical charges for locating wires @ MS	185.00
Petty Cash	replenish fund	67.98
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	annual service contract fees	1,224.77
Randy Ellman	security deposit refund	50.00
Schueth Ace Hardware	maintenance for month	245.07
Steve Redmond	clothing allowance	450.00
T-J Service	repairs for month-stove element, thermostat	264.99
Titus Lock Services	NCT lock repair	60.00
Trent Parker	computer support	22.50
US Cellular	cell phone bill	72.36
King Construction	site improvement billing	69,249.30
Wells Fargo Vendor FIN Serv	copier lease payment	265.03
YARDI	criminal background checks	63.00
		141,688.37

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The work at Morningside is complete with the exception of installation of the handrails and seeding the area. The handrails have been ordered and should be installed soon. They are getting ready to start the rest of the work at North and South Cedar Terrace. There will be an additional handrail going up at South Cedar Terrace by unit #44. It wasn't identified initially as requiring a rail, but it looks like we will need to add it to the list.

King Construction has submitted a partial pay request, which we have processed for payment. However, they have been informed that we will be holding the check until they have provided us with the weekly Davis-Bacon Wage Reports.

2. Rehab Update. The income surveys have been mailed to the target area and we are working on collecting them. On July 14, 2016 we went door-to-door to collect the surveys giving the resident's also the option of dropping them off at City Hall or the Housing Office. The deadline given to return the survey was July 19th. If we don't have an 80% response rate, we will follow up with a second mailing to the non-responders.

The second part of the application process is to determine interested eligible households. The eligible homeowners have been requested to come into City Hall or the Housing Office to have their names and addresses added to a list. At the end of the intake period, all those interested will be sent a full application. Once returned the applications will be verified and ranked. The information will be used in the grant application to demonstrate the City's readiness to proceed with the program upon award.

3. Section 8 Funding/Utilization. See attachments
4. VMS Review. We received the report for our VMS Validation Review. The letter is attached and a copy of the full report will be available at the meeting. There were a few areas of concern which were addressed and the discrepancies were cleared up. Most of the identified discrepancies were due to HUD's requirement to go back and make prior period adjustments in the VMS system. They were trying to match our adjusted amounts by month to the general ledger which wasn't adjusted and they were not looking at the revenue coming in from repayments made by landlords. In addition, there was posting error made by City Hall to the Fraud Recovery account. Even though they were provided the documentation to show the error and the corrected to apply the revenue to the proper account, they still didn't reverse the discrepancy on the final report. We ended the review with a \$8.00 discrepancy between our actual HAP expenses and our reported expenses. This was due to a rounding issue. HUD requires a 50/50 split on fraud recovery amounts between the HAP funds and Administrative Fees accounts and we must round all amounts entered into the VMS system. This was causing us to "lose" a dollar every time the split in the funds resulted in rounding up to the next dollar. We revised our spreadsheet used to record the data to account for this and corrected the balance in the VMS System with the June 2016 submission. We also had a discrepancy of 3 vouchers, which was also corrected with the June 2016 submission. Once again, the discrepancies were attributed to the HUD requirement to make retroactive changes in the VMS system. For instance, if we have landlord who is required to return a HAP payment or receive a late billing from another Housing Authority, the number of vouchers must be retroactively adjusted

to reflect the change. Our new payment history module in our software tracks these changes and when the monthly VMS Report is printed, it shows all of the retroactive changes.

5. 9th Street Group Home Conversion. We have met with all eleven residents from the group home and are working processing the files. We have not been able to issue the vouchers to the residents because they haven't provided all of the information necessary to complete the files. Until the vouchers are issued, we are not able to schedule the inspections. If the units have not passed the inspection prior to August 1st, we will not be able complete the admission process and make payments on behalf of the residents.
6. Storm Damage Update. The unit (65) that was damaged by the tree is almost ready for occupancy. The exterior of the building has been repairs and the interior work should be done by the week of July 18-22. The family residing in the unit has decided to remain in the unit at Morningside and we are processing a family to go into the damaged unit. We have already gotten the money from the insurance company to cover the damage to the building.

7. Monthly Rental Status Update.

Month of June 2016	Total Leased 6/1/16	New Leases	Removed Or Moved	Total Leased 7/1/16	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	1	131	26	1	2
Morningside 16 Units	14	2	1	15	10	0	1
Section 8 197 Units	150	2	9	143	50	6	4

Declined Assistance (4) Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (3) Criminal Background Check ()
 Voucher Expired (2) Purged ()
 Terminations: PH () S8 (1)

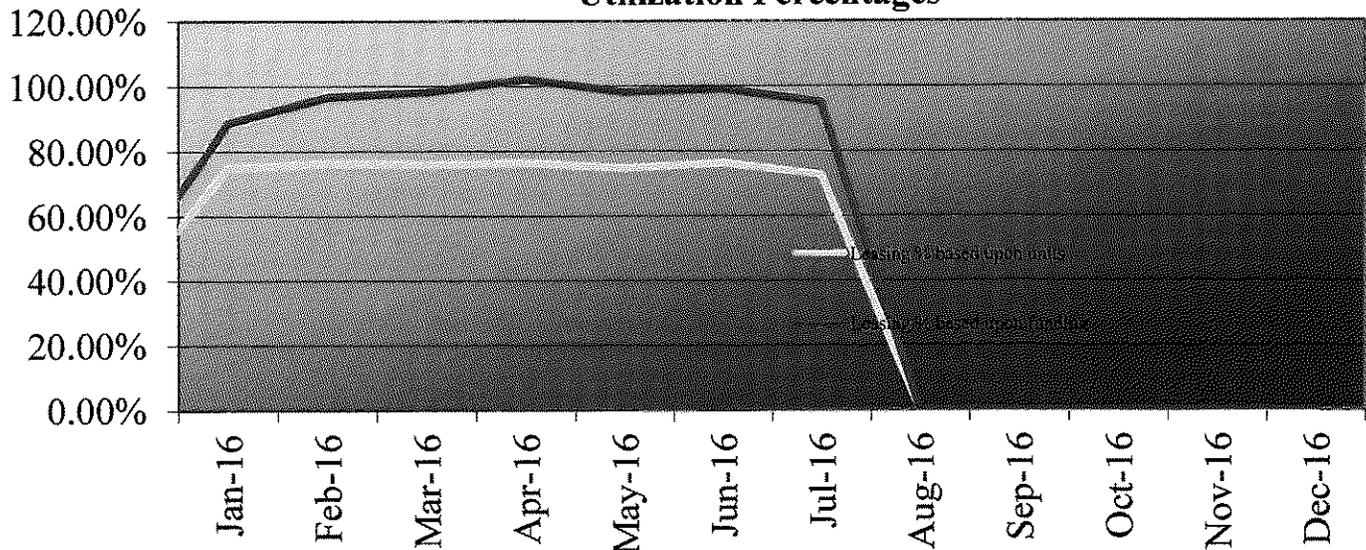
8. End of Participation Tracker. See attachment

HCV HAP Spending Projection

	C	D	E	F	G	H	I	J	K	L	M	N	
	NRA							HUD Held					
PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/14 NRA	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)		Beginning monthly HUD Held Balance starting 12/31/14	Plus: ALL Obligated HAP BA (including BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)		
PHA#	D	E	F	E-F	H	D+G+H		K	L	M	(K+L)-M		
2													
4													
5	IA002												
6	CY 2015							CY 2015					
7	January	\$3,858	\$50,801	\$46,396	\$8,263	\$8,309	\$46	January	\$48,673	\$50,801	\$92,349		
8	February	\$8,309	\$50,515	\$49,152	\$9,672	\$9,819	\$147	February	\$48,820	\$50,515	\$90,654		
9	March	\$9,819	\$50,515	\$47,877	\$12,457	\$12,605	\$148	March	\$48,820	\$50,515	\$88,959		
10	April	\$12,605	\$46,065	\$47,739	\$10,931	\$11,962	\$1,031	April	\$49,127	\$46,065	\$92,021		
11	May	\$11,962	\$43,833	\$48,728	\$7,067	\$7,067		May	\$49,130	\$43,833	\$97,318		
12	June	\$7,067	\$49,587	\$48,246	\$8,408	\$8,825	\$417	June	\$49,130	\$49,587	\$96,861		
13	July	\$8,825	\$39,901	\$51,695	-\$2,969	-\$2,969		July	\$49,730	\$39,901	\$106,690		
14	August	-\$2,969	\$54,469	\$51,161	\$339	\$349	\$10	August	\$49,130	\$54,469	\$101,351		
15	September	\$349	\$56,900	\$49,196	\$8,053	\$8,138	\$85	September	\$49,130	\$56,900	\$93,581		
16	October	\$8,138	\$52,729	\$49,666	\$11,201	\$11,317	\$116	October	\$49,010	\$52,729	\$89,862		
17	November	\$11,317	\$51,161	\$48,245	\$14,233	\$14,355	\$122	November	\$49,010	\$51,161	\$87,711		
18	December	\$14,355	\$51,161	\$44,561	\$20,955	\$21,118	\$163	December	\$58,544	\$51,161	\$95,094		
19	Total		\$597,637	\$582,662	\$2,285	\$21,118	\$2,285	Total	\$598,254	\$597,637			
20													
21	CY 2016							CY 2016					
22	January	\$21,118	\$50,180	\$42,876	\$28,422	\$28,487	\$65	January	\$48,406	\$50,180	\$93,320		
23	February	\$28,487	\$39,175	\$46,671	\$20,991	\$21,108	\$117	February	\$48,406	\$39,175	\$102,551		
24	March	\$21,108	\$49,210	\$47,421	\$22,897	\$23,302	\$405	March	\$48,406	\$49,210	\$101,747		
25	April	\$23,302	\$45,452	\$49,301	\$19,453	\$20,429	\$976	April	\$48,190	\$45,452	\$104,485		
26	May	\$20,429	\$47,604	\$47,428	\$20,605	\$20,618	\$13	May	\$48,352	\$47,604	\$105,233		
27	June	\$20,618	\$27,244	\$47,836	\$26	\$64	\$38	June	\$48,352	\$27,244	\$126,341		
28	July	\$64	\$47,604	\$45,874	\$1,794	\$1,794		July	\$48,352	\$47,604	\$127,089		
29	August	\$1,794	\$47,604	\$49,398	\$49,398	\$49,398	\$49,398	August	\$48,352	\$0	\$127,837		
30	September	\$49,398	\$49,398	\$49,398	\$49,398	\$49,398	\$49,398	September	\$48,352	\$0	\$176,189		
31	October	\$49,398	\$49,398	\$49,398	\$49,398	\$49,398	\$49,398	October	\$48,352	\$0	\$224,541		
32	November	\$49,398	\$49,398	\$49,398	\$49,398	\$49,398	\$49,398	November	\$48,352	\$0	\$272,893		
33	December	\$49,398	\$49,398	\$49,398	\$49,398	\$49,398	\$49,398	December	48353	\$0	\$321,246		
34	Total		\$354,073	\$327,407	\$1,614	\$49,398	\$1,614	Total	\$580,225	\$354,073			

	Unit Months Available	Unit Months Leased	Leasing % based upon units	HAP Revenue	HAP Funding Obligation	HAP Expenses Paid	Leasing % based upon funding	Per Unit HAP
Jan-16	197	147	74.62%	\$ 130.00	\$ 48,352	\$ 42,876	88.67%	\$ 291.67
Feb-16	197	150	76.14%	\$ 117.00	\$ 48,352	\$ 46,671	96.52%	\$ 311.14
Mar-16	197	149	75.63%	\$ 405.00	\$ 48,352	\$ 47,421	98.07%	\$ 318.26
Apr-16	197	150	76.14%	\$ 975.00	\$ 48,352	\$ 49,301	101.96%	\$ 328.67
May-16	197	147	74.62%	\$ 13.00	\$ 48,352	\$ 47,428	98.09%	\$ 322.64
Jun-16	197	150	76.14%	\$ 38.00	\$ 48,352	\$ 47,843	98.95%	\$ 318.95
Jul-16	197	143	72.59%	\$	\$ 48,352	\$ 45,874	94.88%	\$ 320.80
Aug-16	208		0.00%	\$	\$ 48,352		0.00%	
Sep-16	208		0.00%	\$	\$ 48,352		0.00%	
Oct-16	208		0.00%	\$	\$ 48,352		0.00%	
Nov-15	208		0.00%	\$	\$ 48,352		0.00%	
Dec-16	208		0.00%	\$	\$ 48,353		0.00%	
YTD	2,419	1,036	42.83%	\$ 1,678.00	\$ 580,225	\$ 327,414	56.43%	\$ 316.04

Utilization Percentages



NRA / Prog Reserve Balance (Excess HAP) as of 1/1/2016:	\$ 116,439		
HAP Funding YTD:	\$ 580,225		
HAP Expenditures YTD:	\$ 327,414	Current Year Funding:	160
HAP Revenue (Fraud, FSS Forfeits) YTD:	\$ 1,678		
Current Remaining NRA / Prog Reserve:	\$ 370,928		
Current Monthly Funding (a)	\$ 48,352	Current Year Funding and reserves:	235
Current Average HAP Payment (b)	\$ 321		
# of Units the Current Monthly Funding Would Support (a)/(b)	151		
# of Units Currently Leased	150		
Excess Units Leased, Current Month	(1)		
Current Year-to-Date Funding (a)	\$ 580,225		
Current Year-to-Date Average HAP Payment (b)	\$ 316		
# of Unit-Mos the Current Monthly Funding Supports (a)/(b)	1,836		
# of Unit-Mos Leased Year-to-Date	1,036		
Remaining Unit-Mos to Lease Year-to-Date	800		
Estimate of next years funding:			
YTD HAP expense	\$ 327,414		
Months to date	5		
Average Monthly HAP Expense	\$ 65,483		
Estimated 2016 HAP Funding at 100%	\$ 65,483		
Number of Units Supported at 100%	207		



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, DC 20410-5000
OFFICE OF PUBLIC AND INDIAN HOUSING
Quality Assurance Division

June 23, 2016

Ms. Heidi Nielsen
Executive Director
Charles City Housing Authority
501 Cedar Terrace South
Charles City, IA 50616

Dear Ms. Nielsen:

Recently, Quality Assurance Division (QAD) Staff conducted a remote validation review of data submitted by the Charles City Housing Authority IA002 of the Housing Choice Voucher Program (HCV) Voucher Management System (VMS). The purpose of our review was to identify any VMS reporting discrepancies, and to provide guidance and technical assistance related to improving the HCV data reported in the VMS.

The review focused on the VMS reporting period, March 1, 2015 through February 29, 2016. During our review, Quality Assurance Division (QAD) Staff identified areas where the Charles City Housing Authority (CCHA) can improve the accuracy of its VMS reporting. These areas and any technical assistance provided are detailed in the enclosed report. The report contains (3) concerns.

Since needed corrections to VMS data were identified by the QAD Staff, it is important that these corrections be made as directed in the enclosed report as soon as possible, but not later than 30 days from the date of this report. Notification of informal corrective action(s) as a result of review concerns may be sent via e-mail to *Eugenia Beale* at eugenia.y.beale@hud.gov.

We appreciate the cooperation extended to QAD Staff during our review, and your assistance in helping us ensure the best possible VMS data integrity. Should you have any questions or concerns, please contact *Eugenia Beale* at 215-861-7601.

Sincerely,

A handwritten signature in cursive script that reads "Donna Adams".

Donna Adams
Supervisory Program Analyst
Quality Assurance Division

Enclosure: VMS Validation Review IA002

cc: Frances Cleary, Director of Public Housing, Kansas City Field Office
Albert Concepcion Division Director, Financial Management Center
Jeremy Heyer, Board Chair, Charles City Housing Authority

END OF PARTICIPATION
TRACKER
2016-2017

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2												2
ZERO HAP													0
MUTUAL RESCISION	2												2
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED													0
PORT-OUT SEARCHING	3												3
DECEASED													0
MOVED IN VIOLATION	1												1
EVICTED													0
UNAUTHORIZED LIVE-IN													0
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	3												3
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
TOTALS	12	0	12										
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1												1
DECEASED													0
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	1	0	1										

MEETING DATE: 7/21/16

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The June 2016 operating reports are attached for your review.

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 6/2016, FISCAL 12/2016

COUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	27,900.00	2,954.02	32,618.40	116.91	4,718.40-
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	176.00	1,797.95	44.95	2,202.05
173-532-4506	DWELLING RENT-PUBLIC HOUSING	490,000.00	40,838.00	482,071.70	98.38	7,928.30
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	1,182.00	8,828.00	92.93	672.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,573.76	11,493.01	95.78	506.99
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	4,500.00	15,325.93	19,043.42	423.19	14,543.42-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	195,000.00	29,986.00	208,435.00	106.89	13,435.00-
	PUBLIC HOUSING TOTAL	742,900.00	92,035.71	764,287.48	102.88	21,387.48-
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	85,000.00	9,384.98	87,021.66	102.38	2,021.66-
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,587.00	657.79	5,942.25	90.21	644.75
173-532-6130	IPERS - PUBLIC HOUSING	7,689.00	838.09	7,737.44	100.63	48.44-
173-532-6150	HEALTH INS - PUBLIC HOUSING	29,985.00	2,499.99	29,990.28	100.02	5.28-
173-532-6151	LIFE INS - PUBLIC HOUSING	310.00	25.96	311.52	100.49	1.52-
173-532-6160	WORK COMP - PUBLIC HOUSING	2,625.00	.00	2,824.56	107.60	199.56-
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	17.82	53.11	8.85	546.89
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	3,800.00	509.38	4,847.17	127.56	1,047.17-
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	1,500.32	22,180.80	63.37	12,819.20
173-532-6371	UTILITIES - PUBLIC HOUSING	46,000.00	3,279.35	46,700.15	101.52	700.15-
173-532-6374	WATER - PUBLIC HOUSING	17,000.00	1,590.07	17,792.68	104.66	792.68-
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	22,000.00	1,796.50	21,285.25	96.75	714.75
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	2,730.51	91.02	269.49
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,934.00	.00	24,694.00	99.04	240.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	5,823.81	145.60	1,823.81-
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,100.00	252.02	3,024.24	97.56	75.76
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	24,000.00	1,225.16	18,508.04	77.12	5,491.96
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	500.00	1,852.50	2,166.22	433.24	1,666.22-
173-532-6442	PILOT-PUBLIC HOUSING	35,500.00	.00	35,483.15	99.95	16.85
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	34,000.00	34,000.00	100.00	.00
173-532-6516	REFUNDS-PUBLIC HOUSING	200.00	.00	82.00	41.00	118.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	40,000.00	4,712.82	33,072.49	82.68	6,927.51
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	70,000.00	4,438.43	68,763.33	98.23	1,236.67
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	495,830.00	68,756.18	475,034.66	95.81	20,795.34
173-536-6010	SALARY - PH MAINT	79,900.00	8,792.79	79,852.22	99.94	47.78
173-536-6040	OVERTIME SALARY - PH MAINT	3,700.00	520.01	4,301.61	116.26	601.61-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 6/2016, FISCAL 12/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,100.00	685.95	6,119.96	100.33	19.96-
173-536-6130	IPERS - PH MAINT	7,000.00	831.64	7,397.71	105.68	397.71-
173-536-6150	HEALTH INS - PH MAINT	16,621.00	1,385.05	16,620.60	100.00	.40
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	100.44	100.44	.44-
173-536-6160	WORK COMP - PH MAINT	2,718.00	.00	2,718.24	100.01	.24-
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	20.93	62.36	11.34	487.64
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	117,139.00	12,244.74	117,623.14	100.41	484.14-
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	129,931.00	11,034.79	171,629.68	132.09	41,698.68-

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 6/2016, FISCAL 12/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,000.00	93.29	1,360.32	136.03	360.32-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	75.00	4,211.00	93.58	289.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	27,244.00	565,186.00	94.20	34,814.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	7,794.00	91,887.00	108.10	6,887.00-
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	1,192.00	119.20	192.00-
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	692,500.00	35,206.29	663,836.32	95.86	28,663.68
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	35,000.00	4,174.72	35,983.61	102.81	983.61-
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,757.00	293.88	2,464.32	89.38	292.68
174-533-6130	IPERS -SECTION 8	3,219.00	372.80	3,207.10	99.63	11.90
174-533-6150	HEALTH INS - SECTION 8	19,990.00	1,666.66	19,993.52	100.02	3.52-
174-533-6151	LIFE INS - SECTION 8	200.00	17.31	207.71	103.86	7.71-
174-533-6160	WORK COMP - SECTION 8	1,126.00	.00	1,126.20	100.02	.20-
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	11.88	35.39	8.85	364.61
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,000.00	.00	350.00	35.00	650.00
174-533-6380	UTILITY ALLOT -SECTION 8	15,000.00	1,246.00	15,673.00	104.49	673.00-
174-533-6401	ACCOUNTING FEES - SECTION 8	3,500.00	220.00	2,830.00	80.86	670.00
174-533-6420	CONTRACT SERVICES - SECTION 8	8,400.00	511.50	6,465.00	76.96	1,935.00
174-533-6423	SPECIAL SERVICE - SECTION 8	125.00	.00	.00	.00	125.00
174-533-6440	ENHANCED VOUCHER	.00	.00	.00	.00	.00
174-533-6443	HOME OWNERSHIP VOUCHER	.00	.00	.00	.00	.00
174-533-6444	PORTABILITY VOUCHER	.00	.00	.00	.00	.00
174-533-6445	HC VOUCHER PAY-SEC 8	591,000.00	46,666.30	562,723.80	95.22	28,276.20
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	5,000.00	5,000.00	100.00	.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	2,224.00	5,447.72	181.59	2,447.72-
	SECTION 8 VOUCHER TOTAL	689,717.00	62,405.05	661,507.37	95.91	28,209.63
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	2,783.00	27,198.76-	2,328.95	83.68	454.05

REQUESTED ACTION: Approve certification for interest earned on excess HAP funds during the year.

Comments: HUD has provided us with the attached certification to verify compliance with the requirement to return all interest earned on excess HAP funds or Net Restricted Assets (NRA) exceeding \$500 in accordance with 2 CFR 200.305, which states:

“(9) Interest earned amounts up to \$500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment System (PMS) through electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances must include pertinent information of the payee and nature of payment in the memo are (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds.”

The attached spreadsheet shows all of the HAP expenses and interest allocated to the excess Net Restricted Assets (NRA) funding. For the FYE 06/30/2016 we only accrued \$287.07 in interest and are not required to return the funds. These are the amounts which were recorded in the Voucher Management System (VMS).

The certification is not required, however, it provides us with documentation that we are in compliance.

Housing Choice Voucher Programs
Interest Earned on Excess HAP Funds and RNP Balances
PHA Annual Certification for Internal Records

PHA Name: Charles City Housing

PHA Number: IA002

PHA FYE: 6/30/2016

This is to certify that the Charles City PHA earned interest on invested HAP and Restricted Net Position (RNP) funds (formerly referred to as Net Restricted Assets or NRA) for the PHA fiscal year ending, 6/30/16 in the amount of \$ 387.07.

The PHA remitted \$ 0 on (date) to the Department of Health and Human Services (HHS), Payment Management System (PMS).

Certification: I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Authorized PHA Official

7/21/16
Date

Printed Official's Name and Title

This Certification must be signed by the appropriate PHA official and kept for financial review purposes by the auditor or the Housing Voucher Quality Assurance Division (QAD). Interest must be remitted to the Treasury via the HHS Payment Management System no later than 45 days following the PHA FYE covered by this certification.

HHS guidance related to funds remittances can be found on the HHS Division of Payment Management website at the following link:

http://www.dpm.psc.gov/grant_recipient/funding_requests/returning_interest.aspx

Click on "returning funds" for specific information.

	Total Interest Income	Total Fraud	Reimbursed HAP Expenses	NRA as of 07/01/2015	Interest Due HUD
July	92.64	0		NRA as of 07/01/2015	
August	126.11	20		\$8,836	
September	78.12	170			
October	72.80	231		UNA as of 07/01/2015	
November	110.53	243		\$55,041	
December	128.12	326			
January	128.26	130			Interest Due HUD
February	148.13	233			\$0.00
March	131.57	809			
April	124.03	1949			
May	126.72	25			
June	93.29	75			

Investment Total

	Beginning NRA Balance	Allocated Interest	Allocated Fraud	Reimbursed HAP	ACC	HAP Pmts	Ending Balance	NRA +
July	\$8,836	12.81	0.00	0.00	\$39,901	\$51,695	-\$2,958	\$50,982
August	-\$2,958	0.00	10.00	0.00	\$54,469	\$51,161	\$360	\$54,436
September	\$360	0.52	85.00	0.00	\$56,900	\$49,196	\$8,149	\$61,974
October	\$8,149	9.57	115.50	0.00	\$52,729	\$49,666	\$11,328	\$65,340
November	\$11,328	19.16	121.50	0.00	\$51,161	\$48,245	\$14,365	\$68,609
December	\$14,365	26.83	163.00	0.00	\$51,161	\$44,561	\$21,128	\$75,663
January	\$21,128	35.81	65.00	0.00	\$50,180	\$42,876	\$28,497	\$83,226
February	\$28,497	50.72	116.50	0.00	\$39,175	\$46,671	\$21,118	\$76,110
March	\$21,118	36.51	404.50	0.00	\$49,210	\$47,421	\$23,311	\$78,839
April	\$23,311	36.67	974.50	0.00	\$45,452	\$49,301	\$20,437	\$77,063
May	\$20,437	33.61	12.50	0.00	\$47,604	\$47,428	\$20,625	\$77,390
June	\$20,625	24.86	37.50	0.00	\$27,244	\$47,843	\$64	\$50,184
		\$287.07						

	Beginning UNA Balance	Allocated Interest	Allocated Fraud	Reimb. Expense	Admin Fee	Admin Expenses	VMS Balance	Calculated Balance
July	\$55,041	\$79.83	\$0.00		\$6,525	\$7,719	\$53,940	-\$1,194
August	\$53,940	\$126.11	\$10.00		\$6,527	\$6,288	\$54,076	\$239
September	\$54,076	\$77.60	\$85.00		\$6,527	\$6,941	\$53,825	-\$414
October	\$53,825	\$63.23	\$115.00		\$7,027	\$6,048	\$54,013	\$979
November	\$54,013	\$91.37	\$121.00		\$7,384	\$6,202	\$54,244	\$1,182
December	\$54,244	\$101.29	\$163.00		\$7,384	\$5,902	\$54,535	\$1,482
January	\$54,535	\$92.45	\$65.00		\$10,721	\$5,128	\$54,729	\$5,593
February	\$54,729	\$97.41	\$116.00		\$7,403	\$5,529	\$54,993	\$1,874
March	\$54,993	\$95.06	\$404.00		\$7,403	\$7,322	\$55,528	\$81
April	\$55,528	\$87.36	\$974.00		\$7,347	\$6,896	\$56,626	\$451
May	\$56,626	\$93.11	\$12.00		\$7,347	\$5,487	\$56,765	\$1,860
June	\$56,765	\$68.43	\$37.00		\$7,794	\$14,569	\$50,120	-\$6,775
		\$1,073	\$2,102		\$89,389	\$84,031		\$13,741