



Great Plains Housing Authority

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Dickey Sargent Housing Authority

Great Plains Housing Authority

Agenda

Tuesday, March 20, 2017

8:30 AM

Conference call: 1-855-212-0212 Meeting ID: 133-588-794

Online: startmeeting.com – “Join” – Code gpha18

Board items

1. Meeting called to order
2. Introduction of guest
3. Approval of meeting minutes for January 19, 2017 (vote)
4. Approval of financial report (vote)
5. Update on GPHA
6. Budget update (HUD & Admin)
7. HOME grant
8. UPCS-V Training
9. Furniture bids (vote)
10. Audit (vote to accept)
11. Journal entry to close old HOME Funds accounts receivable (vote)
12. Website enhancements
13. NDHFA Conference end of April
14. Conflict of interest board training
15. May meeting reminder – budget
16. Executive Director report
17. Deputy Director report
18. All other new business
19. Adjourn

Schedule of meetings for 2018

- January 16, 2018 – 8:30 AM
- March 20, 2018 – 8:30 AM
- May 15, 2018 – 8:30 AM
- July 17, 2018 – 8:30 AM
- September 18, 2018 – 8:30 AM – Annual meeting
- November 20, 2018 – 8:30 AM

Stutsman County

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Logan County

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Wells County

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Dickey Sargent Housing Authority | Foster County Housing Authority
Stutsman County Housing Authority | Wells Sheridan Housing Authority



Stutsman County Housing Authority

Agenda

Friday, January 19, 2017

9:30 AM

Conference call: 1-855-212-0212 Meeting ID: 133-588-794

Attendance: Beth M, Beth D, Tonya, Jessica, Amanda, Mary Hager

Office: Dave, Cassie

Board items

1. Meeting called to order at 9:31 by Beth D
2. Introduction of guest
 - a. Each person took a moment to introduce themselves as a new board member was on the call
3. Approval of meeting minutes for November 21, 2017 (vote)
 - a. Beth M made a motion to approve the minutes and Amanda second, the board approved
4. Approval of financial report (vote)
 - a. Dave went through the financials for each housing group and things are going okay. There are large ups and downs from HUD funding which is causing some issues on both admin and housing assistance. SCHA is holding well on the office reserves and gained some funds during the partial year so far.
 - b. Amanda made a motion to approve, Beth M second, the board approved
5. Board resolution 2018-9 | Annual plan and amendments (vote)
 - a. SCHA has to review the annual plan and there are a few amendments since the transition of programs. Dave explained the paperwork and what is needed by HUD.
 - b. Tonya made a motion to approve, Beth M second, the board approved
6. Board resolution 2018-10 | Civil rights certification (vote)
 - a. Dave explained that this is another annual piece to remind boards and the housing authority to follow the various civil rights and fair housing laws
 - b. Beth M made a motion to approve, Amanda second, the board passed
7. Board resolution 2018-11 | Amended by laws (vote)
 - a. Dave discussed with the board changes needed in the bylaws to allow for the expanding board, changing quorum sizes, and changing the name.
 - b. The board requested that bylaw changes be revised to require only a simple majority.
 - c. Dave discussed with the board the name change and issues recently discovered by the attorney. The board can decide about Great Plains Housing Authority or Cooperative.
 - d. Jessica made a motion to approve the amended bylaws and new legal name to be Great Plains Housing Authority, Amanda second, the board approved.
8. Legal name change (vote)
 - a. Combined with previous vote

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9. Utility assistance payment policy change (vote)
 - a. Dave explained the need to change the policy after concerns arose from a utility company. The policy affects few tenants but would still be up to the housing authority. The board discussed alternatives but none that are currently allowed under HUD or the software program. Jessica asked if we can pass and then review the item in July.
 - b. Amanda made a motion to approve the change and revisit the policy in July, Beth M second, the board approved
10. Budget update (HUD & Admin)
 - a. Dave gave the board an update on the federal budget, however Congress needs to make a decision.
11. Explore formal name change
 - a. Old agenda item
12. 50th anniversary February 6, 1968
 - a. Dave explained the 50th anniversary is coming up and it coincides with the name change date for the County Commission. Beth D asked if there would be a news story, Dave replied that a press release will be sent out, but no formal celebration as it wouldn't be appropriate.
13. UPCS-V Training
 - a. SCHA is a test site for the new inspection protocol and HUD will be here in early May for a week to train. More information will be coming in March and April.
14. Conflict of interest board training in March
 - a. Dave wants to bring some education to the board on conflicts of interest. This will visit what is a conflict under state law, federal contracts, and what is an apparent conflict to the media or public. Dave and Cassie plan a short reminder education piece for landlords on the program too.
15. HOME grant
 - a. Region has used \$12,000 of the grant now... of the \$50,000 and we are seeing steady request.
16. Program transitions
 - a. Transitions are complete except financials. Dave is finished fiscal financials and will need to coordinate reserve issues with HUD.
17. Upcoming training opportunities
 - a. There are upcoming events in February, March, April and May. Dave was asked to speak at a couple events and will be looking at stipends from those groups.
18. Executive Director report
 - a. Dave discussed digital records and items the office is completing. Hopes are to have digital files working by mid-February
19. Deputy Director report
 - a. Cassie gave a brief on rearranging client schedules and the homeless coalition
20. All other new business
21. Adjourn
 - a. Tonya made a motion to adjourn, Amanda second, the board adjourned at 11:00 AM.

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	A	B	I	J	O	P	Q
1							
2		FY 2018	JANUARY	FEBRUARY	YTD	% of PERIOD	PER MONTH
3	INCOME	BUDGET	ACTUAL	ACTUAL			BUDGET
4	3701.3 Vouchers admin	259,989.53	25,381.00	26,004.00	175,834.00	67.63%	21,665.79
5	3701.31 Adm fee adj	-			-	#DIV/0!	-
6	3701.5 Port in	-			-	#DIV/0!	-
7	3300.1 Fraud recovery	1,500.00			-	0.00%	125.00
8	Interest on Checking	-			-	#DIV/0!	-
9	HOME admin income	1,500.00		1,510.00	2,870.00	191.33%	125.00
10	Non HUD income	-		0.16	725.80	#DIV/0!	-
11	FCHA Voucher Income	25,671.92	-	8,535.82	21,661.82	84.38%	2,139.33
12	FCHA Admin Extra	-			1,990.00	#DIV/0!	-
13	DSHA Voucher Income	34,876.64	1,972.00	1,972.00	21,471.02	61.56%	2,906.39
14	WCHA Admin	-	-	8,690.33	21,258.33	#DIV/0!	-
15	Other	-		1,200.00	1,200.00	#DIV/0!	-
16	TOTAL ADMIN INCOME	323,538.09	27,353.00	47,912.31	247,010.97	76.35%	26,961.51
17	HOME Funds	35,000.00			-	0.00%	2,916.67
18	Vouchers HAP	1,764,000.00	172,025.00	206,132.00	1,227,912.00	69.61%	147,000.00
19	Port in	-			-	#DIV/0!	-
20	3690 - Fraud recovery	1,500.00	-	-	-	0.00%	-
21	TOTAL HOUSING INCOME	1,765,500.00	172,025.00	206,132.00	1,227,912.00	69.55%	147,125.00
22	TOTAL INCOME	2,124,038.09	199,378.00	254,044.31	2,949,845.94	138.88%	177,003.17
23	Admin fee		71.41	71.41			
24	Proration		74.90%	74.90%			
25	Prorated admin		53.49	53.49			
26	Port out admin		42.79	42.79			
27	Admin estimated	180,889.96	26,475.61	26,422.13	180,889.96		
28	RESERVES						
29	Office reserve	64,153.00	51,983.01	70,471.89		\$	64,153.00
30	Provisions for restricted	38,956.00	(21,752.34)	(2,876.34)		\$	38,956.00
31	Bad debt reserve						
32	Retirement liability reserve	128,199.00	128,199.00	128,199.00			
33	Accrued leave expense	6,793.00					
34	Total reserves	238,101.00	158,429.67	195,794.55		\$	238,101.00
35	HUD Held reserves						
36	CASH		86,261.00	136,380.00			
37	Fraud recovery booked	17,852.00					

	A	B	I	J	O	P	Q
38	HOME - SECURITY DEPOSIT						
39	# Deposits	133.33	14.00	11.00	90.00	67.50%	11.11
40	\$ Deposits	40,000.00	4,800.00	3,032.00	26,232.00	65.58%	3,333.33

	A	B	I	J	O	P	Q
41							
42		FY 2017	JANUARY	FEBRUARY	YTD	% of PERIOD	PER MONTH
43	EXPENSES	BUDGET	ACTUAL	ACTUAL			BUDGET
44	4110 Admin Salaries	145,779.00	13,500.01	12,950.00	104,554.82	71.72%	12,148.25
45	4121 Accrued leave	600.00	-		-	0.00%	50.00
46	4130 Legal expenses	500.00	-	-	3,441.25	688.25%	41.67
47	4140 Travel, training	-					
48	4140.1 Travel	900.00			21.79	2.42%	75.00
49	4140.2 Training registration	450.00		200.00	200.00	44.44%	37.50
50	4140.3 Meals						
51	4150 Local mileage	4,000.00	59.39	53.96	2,141.89	53.55%	333.33
52	4170 Audit	2,800.00			-	0.00%	233.33
53	4171 Fee Accounting	750.00			-	0.00%	62.50
54	4180 Office rent	-					-
55	4180.1 SCHA	23,284.44	1,940.34	1,940.34	15,387.57	66.09%	1,940.37
56	4180.2 FCHA	1,200.00	100.00	100.00	800.00	66.67%	100.00
57	4180.3 DSHA	-	-		224.91	#DIV/0!	-
58	4190 Office expenses	-					-
59	4190.01 Postage	1,900.00	-	104.70	1,795.50	94.50%	158.33
60	4190.11 Misc	400.00	-	-	666.78	166.70%	33.33
61	4190.12 Language services	500.00	-	-	130.00	26.00%	41.67
62	4190.13 Utility study	-	-	-	-	#DIV/0!	-
63	4190.14 ARS Collection	400.00	-	-	11.10	2.78%	33.33
64	4190.15 Newspapers	450.00	177.26	13.00	310.26	68.95%	37.50
65	4190.16 Docu. Destruction	346.00	29.00	-	232.00	67.05%	28.83
66	4190.17 Bank fees	840.00	13.00	60.45	438.80	52.24%	70.00
67	4190.18 Collection fees	-	10.00	11.03	746.03	#DIV/0!	-
68	4190.19 Expendable Equip	-	780.02	-	780.02	#DIV/0!	-
69	4190.20 Telephone	-	-	-	-	#DIV/0!	-
70	4190.21 SCHA Telephone	2,880.00	327.02	365.92	2,358.21	81.88%	240.00
71	4190.22 FCHA Telephone	1,440.00	-	-	718.61	49.90%	120.00
72	4190.23 DSHA Telephone	1,080.00	249.32	-	784.14	72.61%	90.00
73	4190.25 Conference call	300.00	14.37	49.60	201.52	67.17%	25.00
74	4190.26 Homeless Coalition	-	-		-	#DIV/0!	-
75	4190.30 Office supplies	8,500.00	925.95	218.52	5,820.06	68.47%	708.33
76	4190.31 SEMAP Review	500.00	-		-	0.00%	41.67
77	4190.32 Advertising		-		-		
78	4190.40 Maintenance Agr	-					-

	A	B	I	J	O	P	Q
79	4190.41 SCHA Marco	3,800.00	43.75	325.93	3,405.43	89.62%	316.67
80	4190.42 FCHA Marco	536.40	44.70	44.70	357.60	66.67%	44.70
81	4190.43 DSHA Marco	536.40	44.70	44.70	357.60	66.67%	44.70
82	4190.50 Software	-					-
83	4190.51 Emphasys Housing	9,144.00	761.99	761.99	6,095.92	66.67%	762.00
84	4190.52 Emphasys eDocs	-	-	-	-	#DIV/0!	-
85	4190.53 Quickbooks	1,531.92	193.70	193.70	1,367.06	89.24%	127.66
86	4190.54 Microsoft 365	856.00	66.88	70.88	501.07	58.54%	71.33
87	4190.55 Web	72.00	36.00	90.60	126.60	175.83%	6.00
88	4190.56 Document storage	50.00	-	-	-	0.00%	4.17
89	4190.57 Other software	1,000.00	827.97	-	2,721.96	272.20%	83.33
90	4190.58 HQS Software	720.00	-	-	-	0.00%	60.00
91	4190.60 Printing	500.00	-	998.95	3,080.06	616.01%	41.67
92	4190.70 Organization Dues	-					-
93	4190.71 ND NAHRO	225.00	-	-	250.00	111.11%	18.75
94	4190.72 ND ARS	300.00	-	-	231.90	77.30%	25.00
95	4190.73 HDLI	-	-	-	-	#DIV/0!	-
96	4190.74 PHADA		-	-	-		
97	4190.80 Board Expenses	-					-
98	4190.81 SCHA Board	750.00	-	-	-	0.00%	62.50
99	4190.82 FCHA Board	-	-	-	-	#DIV/0!	-
100	4190.83 DSHA Board	500.00	475.00	125.00	600.00	120.00%	41.67
101	4190.84 Board supplies	150.00	-	26.07	115.14	76.76%	12.50
102	4190.85 WCHA Board	-	-				-
103	4190.90 Paper Expenses	-	-		-	#DIV/0!	-
104	4191 - Current Liability set aside	-					-
105	4191.01 Accrued leave	-	-		-		-
106	4191.02 Auditor	-	-		-		-
107	4191.03 Accounting	-	-		-		-
108	4191.04 Memberships	-	-		-		-
109	4191.05 Bad debt expense	-	200.00	200.00	1,600.00		-
110	4191.06 Retirement liability	-	500.00	500.00	4,000.00		-
111	4196 Portable Adm Fees	14,000.00	2,363.28	2,404.33	13,212.91	94.38%	1,166.67
112	4310 Water	456.00	30.00	30.00	249.39	54.69%	38.00
113	4420 Maintenance	-			257.25	#DIV/0!	-
114	4510 Insurance	-					-
115	4510.01 - Property Ins.	1,697.35	69.42	69.42	704.51	41.51%	141.45
116	4510.02 - Liability Ins.	554.40	57.82	57.82	402.61	72.62%	46.20

	A	B	I	J	O	P	Q
117	4510.03 - Workers Comp.	1,574.62	27.01	27.01	244.07	15.50%	131.22
118	4510.04 - Other Ins.	315.00	16.67	16.67	133.36	42.34%	26.25
119	4510.05 - NDIRF	519.00	43.25	43.25			43.25
120	4540 Employee benefits	-					-
121	4540.1 Health Insurance	47,199.84	3,933.32	3,933.32	31,466.56	66.67%	3,933.32
122	4540.2 Retirement	21,147.12	1,853.82	1,853.82	14,669.91	69.37%	1,762.26
123	4540.3 Employer FICA	11,152.09	1,026.47	984.36	7,977.79	71.54%	929.34
124	4540.4 Cell phone stipend	-	-	-	-	#DIV/0!	-
125	4540.5 Liability retirement	3,000.00	-	-	-	0.00%	250.00
126	4540.6 BCBS Vision	986.40	82.20	82.20			82.20
127	4540.7 BCBS Dental	3,200.40	266.70	266.70			266.70
128	4570 Bad Debt Expense	-	-	-	-	#DIV/0!	-
129	4800 Depreciation Expense	-					-
130	4800.01 Security wall	718.17	59.85	59.85	478.80	66.67%	59.85
131	4800.02 Emphasys Elite	1,735.71	144.64	144.64	1,157.12	66.67%	144.64
132	1400.9 Capital Equipment	-			-	#DIV/0!	-
133	TOTAL ADMIN. EXPENSES	328,727.26	31,294.82	29,423.43	240,692.08	73.22%	27,393.94
134	P/L Admin		(3,941.82)	18,488.88	6,318.89		
135							
136							
137	HOME Admin covers						
138	4190.17 - Bank fees	51,386.64					
139	4150 - Local mileage						

ACCOUNT	JANUARY PAYMENTS	FEBRUARY PAYMENTS	MARCH PAYMENTS	APRIL PAYMENTS	MAY PAYMENTS	JUNE PAYMENTS	YTD	REMAINING BALANCE
							-	
1122150							-	716.90
1122151							-	3,074.00
1122152							193.00	108.00
1122153							-	728.00
1122264							48.00	-
1122270							-	-
1122271							-	-
1122278							-	1,391.92
1122279							-	1,076.00
1122281							-	57.00
1122283							-	1,190.00
1122285							-	119.00
1122297							-	455.00
1122300							-	1,462.00
1122302							-	729.00
1122312							-	108.00
1122313							-	-
1122314							-	632.00
1122315							-	939.00
1122316							-	1,084.00
1122320							-	98.00
1122321							-	2,244.00
1122324	25.00	25.00	30.00				155.00	1,013.00
1122326							50.00	-
1122327							-	-
1122328							-	-
1122329							-	-
1122330							-	600.00
1122331							-	-
1122332							-	317.00
1122334							-	-
1122335							-	1,869.00
1122336							-	-
1122337							-	-
1122338							-	-
1122339							-	1,084.00
1122340							-	-
1122341							-	758.00
1122342							-	-
1122343							-	285.00
1122344							-	220.00
1122345							5.00	322.00
1122346							-	-
1122347							-	-
1122348	200.00						800.00	-
1122349							-	454.00
1122350							50.00	309.00
1122351							-	-
1122352							-	317.00
1122353							-	1,682.00
1122354							-	-
1122355							-	1,348.00
1122356							100.00	-
1122357							-	-
1122358							-	2,712.00
1122359	100.00	50.00					175.00	125.00
1122360							-	-

	A	B	I	J	O
1	VMS Numbers	Totals	JANUARY	FEBRUARY	
2	Quickbooks		189831.05	189660.33	
3	Vouchers #	2722	384	382	
4	Vouchers \$	903481.34	129,239.77	130,460.00	
5	Voucher adj. \$	0	-	-	
6	Port Out #	390	64	65	
7	Port Out \$	237748	39401	38559	
8	Port Admin \$	13212.91	2,363.28	2,404.33	
9	TP Vouchers #	270	47	47	
10	TP Vouchers \$	113508	18678	18237	
11	After 1st	15007	149	0	
12	Total Voucher #	3382	495	494	
13	Total Voucher \$	1269744.34	187,467.77	187,256.00	
14	# Vouchers EOM	3422	496.00	493.00	
15	Outstanding V#	274	9	37	
16	Port In #	0	0	0	
17	Port In \$	0	0	0	
18	Port In Admin	0	0	0	
19	Fraud collected	3762	375.00	400.00	
20	Interest	0	0	0	
21	Admin Exp	240692.078	31,295	29,423	
22	Admin revenue	247010.97	27,353	47,912	
23	NRA	38,956.00	(21,752)	(2,876)	
24	UNA	64,153.00	51,983.01	70,471.89	
25	Cash		86,261	136,380	
26	HAP Budget +/-		(15,442.77)	18,876.00	
27	FYUnits leased #	3382	495	494	
28	FYUnits leased available	7152	596	596	
29	FYUnits leased %	47%	83%	83%	
30	HAP Budget \$	1,227,912	172,025	206,132	
31	Budget authority %	103%	109%	91%	
32	Per unit cost	375	379	379	
33	Local cost unit	345	344	347	
34	Port cost unit	610	616	593	
35	Port % of units	11.53%	12.93%	13.16%	
36	Port % of dollars	18.72%	21.02%	20.59%	
37	Pending port out	0	4	4	
38	HAP Advances	1227912	172025	206132	
39	ACC Budget	0			
40	HAP Budget Difference	1227912	172,025	206,132	
41	HUD Held Reserves				
42	Total NRP		-21,752	-2,876	
43	Total Voucher \$\$	1,227,912	172,025	206,132	
44	Vouchers funded	3,271	454	544	
45	Vouchers lost	(3,881)	(142)	(52)	
46	Utilization	103%	109%	91%	
47		Total			
48	Board Member	Attendance	March	April	Stipend
49	Beth Dewald	6			150
50	Tonya Perkins	6			150
51	Jessica Edland	6			150
52	Beth Martin	6			150
53	Amanda Bercier	5			125
54		0			0
55		29			
56					
57					
58	Admin calc	180,890	26,476	26,422	
59	Admin rev	175,834	25,381	26,004	
60	Difference	(5,056)	(1,095)	(418)	
61					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ND052 - Dickey Sargent Housing Authority															
2	Calendar year 2018															
3	Vouchers	January	February	March	April	May	June	July	August	September	October	November	December	Totals	Averages	
4	HAP	44	52	0	0	0	0	0	0	0	0	0	0	96	8	
5	TPV	10	10	0	0	0	0	0	0	0	0	0	0	20	3	
6	PORT OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	PORT IN	1	1	0	0	0	0	0	0	0	0	0	0	2	0	
8	Total	55	63	0	0	0	0	0	0	0	0	0	0	118	10	
9	Expenses															
10	HAP	13,922	16,437	0	0	0	0	0	0	0	0	0	0	30,359	2,530	
11	TPV	3,792	3,792	0	0	0	0	0	0	0	0	0	0	7,584	632	
12	PORT OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13	PORT IN	289	289	0	0	0	0	0	0	0	0	0	0	578	48	
14	Total	18,003	20,518	0	0	0	0	0	0	0	0	0	0	38,521	3,210	
15	Revenue															
16	ADMIN	1,972	1,972											3,944	1,972	
17	PORT IN ADMIN	1	1											2	1	
18	PORT IN HAP	289	289											578	289	
19	HAP	26,369	26,364											52,733	26,367	
20	OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
21	FRAUD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22	Total	28,631	28,626	0	0	0	0	0	0	0	0	0	0	57,257	4,771	
23	MISC															
24	PORT OUT ADMIN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
25	ADMIN EX	1,972	1,972											3,944	2,629	
26	SCHA	1,972	1,972	0	0	0	0	0	0	0	0	0	0	3,944	607	
27	UNA	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042		16,042	
28	NRA	24,765	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900		30,389	
29	CASH	38,127	46,426	0	0	0	0	0	0	0	0	17,861	0		8,535	
30																
31																
32	AR Clients	January	February	March	April	May	June	July	August	September	October	November	December	Fiscal Year	Remaining	
33	A/R - 1122100													0	2,669	
34	A/R - 1122101													0	0	
35	A/R - 1122102													0	6,199	
36	Total A/R	0	0	0	0	0	0	0	0	0	0	0	0	0	8,868	
37																
38																
39																
40																
41																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
42	ND052 DICKEY SARGENT HOUSING AUTHORITY															
43	VMS Numbers	January	February	March	April	May	June	July	August	September	October	November	December	Fiscal year	Average	
44	Quickbooks	18,003	20,518											38,521	19,261	
45	Vouchers #	44	52											96	48	
46	Vouchers \$	13,922	16,437	0	0	0	0	0	0	0	0	0	0	30,359	2,530	
47	Voucher Adj. \$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
48	Port Out #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
49	Port Out \$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
50	Port Admin \$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
51	TP Vouchers #	10	10											20	10	
52	TP Vouchers \$	3,792	3,792											7,584	3,792	
53	After 1st	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54	Total Voucher #	54	62	0	0	0	0	0	0	0	0	0	0	116	10	
55	Total Voucher \$	17,714	20,229	0	0	0	0	0	0	0	0	0	0	37,943	3,162	
56	# Vouchers EOM	53	62												58	
57	Outstanding V#	11	2											13	7	
58	Port In #	1	1											2	1	
59	Port In \$	289	289											578	289	
60	Port In Admin	1	1											2	1	
61	Fraud	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
62	Admin Exp	1,972	1,972	0	0	0	0	0	0	0	0	0	0	3,944	329	
63	NRA	24,765	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900		30,389	
64	UNA	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042		16,042	
65	Cash	38,127	46,426												42,277	
66	Vouchers Used	54	62	0	0	0	0	0	0	0	0	0	0	116	10	
67	Vouchers ACC	55	55	55	55	55	55	55	55	55	55	55	55	660	55	
68	Voucher %	98%	113%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		18%	
69	Cost per unit	328	326	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	327	#DIV/0!	
70	Port per unit	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
71	Port % unit	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	0	
72	Port % dollars	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	0	
73	HUD Held reserves														#DIV/0!	
74	Total NRP	24,765	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900	30,900		30,389	
75	Proposed budget													0	#DIV/0!	
76																
77	FY Voucher #	116		Budget Utilization		72%	Board Member		<i>Attendance</i>		January	April	July	October		
78	FY V ACC	660		NRP Limit		2,637	<i>Karen Anderson</i>		1		X					
79	FY Y utilize %	18%					<i>Diane Henningsen</i>		1		X					
80	Vouchers funded by HUI	161					<i>Jeanie Schmaltz</i>		0		0					
81	Vouchers lost by funding	(499)					<i>Laurie Wang</i>		1		X					
82	Utilization percentage	71.95%					<i>DeeAnn Olson</i>		1		x					
83																
84																
85																
86																
87																
88																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
89																
90	Line item explanations															
91	Housing authorities use accrual accounting measures and must follow GAAP Generab Acceptable Account Procedures and Federal Regulations and Requirements															
92	4 - Counts	HAP - Normal vouchers with housing assistance														
93	5 - Counts	TPV - Tenant protected vouchers, these are special vouchers from projects that transition to vouchers														
94	6 - Counts	PORT OUT - Vouchers that started here and went elsewhere that we pay per Federal requirement														
95	7 - Counts	PORT IN - Vouchers that started at another housing authority and they are paying to reside in our jurisdiction														
96	8 - Counts	TOTAL - The total number of vouchers being utilized in our jurisdiction														
97	10 - Expenses	HAP - The housing assistance paid to our local clients														
98	11 - Expenses	TPV - Housing assistance paid for tenant protected clients														
99	12 - Expenses	PORT OUT - housing assistance paid for clients living outside of our jurisdiction														
100	13 - Expenses	PORT IN - housing assistance paid by another housing authority to live in our area														
101	14 - Expenses	TOTAL - The total amount of housing assistance paid to clients under our umbrella														
102	16 - Revenue	ADMIN - The administrative fee paid to the housing authority by HUD, determined by the number of vouchers used and a Federal formula														
103	17 - Revenue	PORT IN ADMIN - Administrative fee paid by another housing authority to conduct the reviews on their client that lives here														
104	18 - Revenue	PORT IN HAP - Housing assistance paid by another housing authority for their client that lives here														
105	19 - Revenue	HAP - Housing assistance revenue paid by HUD to the housing authority to provide assistance in our area														
106	20 - Revenue	OTHER - Other revenue generated that is not HUD driven														
107	21 - Revenue	FRAUD - Collections from clients that owe housing assistance back to the housing authority														
108	22 - Revenue	TOTAL - The total revenue collected for the given month														
109	24 - Misc	PORT ADMIN - The administrative fee we pay for another housing authority to conduct reviews on our client that lives in their area														
110	25 - Misc	ADMIN EX - The total administrative expenses for that month														
111	26 - Misc	SCHA - The administrative fee paid to Stutsman County Housing Authority for administering the program and all HUD reviews														
112	27 - Misc	UNA - Unrestricted Net Asset - This is the office reserves and can be used for any general office expenses, it should not be used for housing assistance														
113	28 - Misc	NRA - Net Restricted Asset - Housing assistance reserve we hold. HUD does not want the housing authority to have any NRA														
114	29 - Misc	CASH - The amount of cash the housing authority has in the checking account at the end of the month														
115	32 - A/R Clients	Shows any collections for the various account receivables, which are clients who owe the housing authority money														

Brown Saenger
108 1st Ave S
Jamestown, ND 58401
701-252-2440

Stutsman Co Housing Authority
300 2nd Ave. NE.Ste.200
Jamestown, ND 58401
Attn: David Klein
701-252-1098
Acct. # 26604

3/13/2018

QTY.	ITEM #	DESCRIPTION	EACH PRICE	TOTAL
3	ALE SE217236ES	72" STRAIGHT FRONT DESK	320.99	962.97
3	ALE SE 234824ES	48" RETURN	174.99	524.97
3	ALE SE521620ES	MOBILE TWO DRAWER PEDESTAL	221.99	665.97
3	ALE SE531620ES	MOBILE THREE DRAWER PEDESTAL	221.99	665.97
1	ALE VA7142ES	42" DIAMETER ROUND TABLE	148.99	148.99
1	ALE PP6518	65" PRIVACY PANEL	119.99	119.99
GRAND TOTAL				3088.86

The color is Espresso
This includes delivery, setup, and disposal of existing desks.

Thank you,
Connie DeLair

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3/13/2018



Great Plains Housing Authority

greatplainsha.com

Dickey Sargent Housing Authority

Clear old accounts receivable for account 1122.8 HOME Funds

Balance of \$5,104 was an error when starting books in Quickbooks that did not get resolved.

ND Department of Commerce has paid up on any old balances and the A/R balance was this amount when GPHA did not use the program for months.

Journal entry would be

	Debit	Credit
4190.11 Misc Expenses	\$5,104	
1122.8 HOME Funds		\$5,104

This has to come from an expense account to correctly reflect the changes for our admin reserve account later when the books are closed.

Stutsman County	Logan County	Foster County	Wells County	Dickey Sargent HA
300 2nd Ave NE Ste.200	300 2nd Ave NE Ste.200	PO Box 37	PO Box 37	PO Box 624
Jamestown, ND 58401	Jamestown, ND 58401	Carrington, ND 58421	Carrington, ND 58421	Ellendale, ND 58436
701-252-1098	701-252-1098	701-652-3276	701-652-3276	701-349-2217
Fax: 701-252-7735	Fax: 701-252-7735	Fax:701-252-7735	Fax: 701-252-7735	Fax:701-252-7735





Conflicts of interest training for board members

HUD defines a conflict of interest as:

Conflict of Interest

1. "Covered individual" means a person or entity who is a member of any of the following classes:
 - a. Any present or former member or officer of the PHA (except a PHA commissioner who is a participant in the program);
 - b. Any employee of the PHA, or any contractor, sub-contractor or agent of the PHA, who formulates policy or who influences decisions with respect to the program;
 - c. Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the program; or
 - d. Any member of the Congress of the United States.
2. A covered individual may not have any direct or indirect interest in the HAP contract or in any benefits or payments under the contract (including the interest of an immediate family member of such covered individual) while such person is a covered individual or during one year thereafter.
3. "Immediate family member" means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother) of any covered individual.
4. The owner certifies and is responsible for assuring that no person or entity has or will have a prohibited interest, at execution of the HAP contract, or at any time during the HAP contract term.
5. If a prohibited interest occurs, the owner shall promptly and fully disclose such interest to the PHA and HUD.
6. The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.
7. No member of or delegate to the Congress of the United States or resident commissioner shall be admitted to any share or part of the HAP contract or to any benefits which may arise from it.

The housing authority prohibits any landlord or property manager from serving on the board as it presents a clear conflict of interest and may cause issues fulfilling a quorum.

Stutsman County	Logan County	Foster County	Wells County	Dickey Sargent HA
300 2nd Ave NE Ste.200 Jamestown, ND 58401 701-252-1098 Fax: 701-252-7735	300 2nd Ave NE Ste.200 Jamestown, ND 58401 701-252-1098 Fax: 701-252-7735	PO Box 37 Carrington, ND 58421 701-652-3276 Fax:701-252-7735	PO Box 37 Carrington, ND 58421 701-652-3276 Fax: 701-252-7735	PO Box 624 Ellendale, ND 58436 701-349-2217 Fax:701-252-7735





Apparent conflict of interest

An apparent conflict of interest happens when the public, HUD, news agencies, or others see a conflict that may or may not exist as an issue. It is best to avoid situations that may be a conflict by the public or news agencies.

Examples:

A local landlord elected as a state legislator. Under HUD’s definitions this is a conflict of interest because the legislators may change laws governing housing authorities, allocate funding, or have other influences on the housing authority.

- This is a conflict but was minimized by housing policy. HUD could have forced the housing authority to move clients from the units or terminate their assistance.

A housing authority board member works for a local company that owns and manages some properties. The board member does not sign any documents for the local company or housing authority.

- Although this looks like a conflict, the board member did not sign documents to issue any payments. The public would think differently since the board member can vote on actions that determine policy.

A housing board member assists a client with an application and explains the paperwork to the family. The family interprets this as having an “in” and tells friends. The friend tries to apply and told the list is several months. The friend complains to HUD.

- This looks like a conflict and can be depending on what was said or explained. This may become a fair housing situation because waiting lists are to be determined only by strict criteria.

A news agency reports that a specific racial demographic receives more assistance than others citing local “coffee shop talk” because the housing authority provides assistance to a landlord’s complex.

- This can be a fair housing and conflict of interest. Again, waiting list policies must be followed and no exceptions allowed. The personal privacy protection and fair housing laws may limit the housing authority’s response. It is best to eliminate conflicts by using only preferences allowed and approved and providing the same service to all clients.

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Great Plains Housing Authority

greatplainsha.com

Dickey Sargent Housing Authority

We want to take this time to remind landlords of some Voucher program rules, Fair Housing regulations, helpful tips.

- Voucher tenants need to provide proof that they have been approved for housing – a client should have an active voucher and request for tenancy packet.
- The housing authority does not pay any back rent, deposits, or utilities.
- Housing clients CANNOT sign a lease prior to inspection approval per federal regulations.
- Please give a 60-day notice to change the rent in accordance with your lease, the housing authority and tenant must receive the notice.
- Any household changes (people moving in or out) MUST be approved by the housing authority as well as the landlord in advance.
- Landlords must follow all state and local laws regarding evictions, notices must be promptly sent to the housing authority.
- Tenants may request a hearing to reinstate their housing.
- Landlords must screen voucher participants the same as all other clients.
- Landlords cannot deny a tenant because they receive housing assistance.
- HUD requires landlords to disclose any known lead-based paint issues, even if the unit was approved prior
- The HUD Tenancy Addendum are lease terms a landlord must abide by to receive housing assistance payments.
- Landlords/property managers cannot lease to a parent, grandparent, grandchild, sister, brother, girlfriend, boyfriend, spouse, or any other direct relative. unless the unit provides a reasonable accommodation not found elsewhere.
- A HAP contract is a three-party agreement. If any party ends the agreement, the housing assistance stops.
- HUD prohibits the housing authority from paying any assistance past the end of the month of when a client passes away or terminates assistance.
- We suggest landlords work with apartment associations and other groups to stay educated and use proper leases.
- Landlords must give proper notice prior to entering a unit and follow state law.
- All fair housing laws including laws governing service and companion animals must be followed.

Great Plains Housing Authority has some excellent landlord resources and HUD documents on its website under “Important Information.” We encourage landlords to view the GPHA guidebook and watch the Section 8 video.

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