



Great Plains Housing Authority

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Dickey Sargent Housing Authority

Dickey Sargent Housing Authority

Agenda

Wednesday July 18, 2018

4:00 PM

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. Approve the meeting minutes for May (vote)
3. Approve financial report (vote)
4. VMS audit
5. Ellendale apartments
6. UPCS-V implementation
7. HUD updates
8. Dave Klein - report
9. All other new business
10. Adjourn

Schedule of meetings for 2018

- May 16, 2018
- July 18, 2018 at 4:00 PM
- October 17, 2018 at 4:00 PM

Stutsman County

300 2nd Ave NE Ste.200
Jamestown, ND 58401
701-252-1098
Fax: 701-252-7735

Logan County

300 2nd Ave NE Ste.200
Jamestown, ND 58401
701-252-1098
Fax: 701-252-7735

Foster County

PO Box 37
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701-652-3276
Fax:701-252-7735

Wells County

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701-652-3276
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Dickey Sargent HA

PO Box 624
Ellendale, ND 58436
701-349-2217
Fax:701-252-7735

Great Plains Housing Cooperative | gphc.biz

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



Date

Person's name
Address
City, State Zip

Body

Stutsman County HA

300 2nd Ave NE Ste.200
Jamestown, ND 58401
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Foster County HA

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Dickey-Sargent County HA

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701-349-3249 ext. 9
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ND052 - Dickey Sargent Housing Authority

Calendar year 2018

<i>Vouchers</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>Totals</i>	<i>Averages</i>
HAP	44	52	53	51	52	52	0	0	0	0	0	0	304	25
TPV	10	10	10	9	9	9	0	0	0	0	0	0	57	9
PORT OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PORT IN	1	1	0	0	0	0	0	0	0	0	0	0	2	0
Total	55	63	63	60	61	61	0	0	0	0	0	0	363	30
Expenses														
HAP	14,081	16,885	16,045	16,059	16,348	17,664	0	0	0	0	0	0	97,082	8,090
TPV	3,633	3,633	3,633	3,633	3,289	3,289	0	0	0	0	0	0	21,110	1,759
PORT OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PORT IN	289	289	0	0	0	0	0	0	0	0	0	0	578	48
Total	18,003	20,807	19,678	19,692	19,637	20,953	0	0	0	0	0	0	118,770	9,898
Revenue														
ADMIN	1,972	1,972	3,888	2,231	2,392	8,035							20,490	3,415
PORT IN ADMIN	1	1	0	0	0	0							2	0
PORT IN HAP	289	289	0	0	0	0							578	96
HAP	26,369	26,364	25,957	25,050	21,632	9,615							134,987	22,498
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FRAUD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	28,631	28,626	29,845	27,281	24,024	17,650	0	0	0	0	0	0	156,057	13,005
MISC														
PORT OUT ADMIN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN EX	1,972	1,972	3,888	2,231	2,392	8,035							20,490	5,854
SCHA	1,972	1,972	3,888	2,231	2,392	8,035	0	0	0	0	0	0	20,490	3,152
UNA	16,407	16,407	16,407	16,407	16,407	16,407	14,571	14,571	14,571	14,571	14,571	14,571		15,489
NRA	26,910	32,756	39,035	44,393	46,388	35,050	32,931	32,931	32,931	32,931	32,931	32,931		35,177
CASH	38,127	46,426	51,048	55,908	58,209	48,744	0	0	0	0	17,861	0		26,360
AR Clients														
A/R - 1122100													0	2,669
A/R - 1122101													0	0
A/R - 1122102													0	6,199
Total A/R	0	0	0	0	0	0	0	0	0	0	0	0	0	8,868

ND052 DICKEY SARGENT HOUSING AUTHORITY														
VMS Numbers	January	February	March	April	May	June	July	August	September	October	November	December	Fiscal year	Average
Quickbooks	18,003	20,807	19,678	19,692	19,637	20,953							118,770	19,795
Vouchers #	44	52	53	51	52	52							304	51
Vouchers \$	14,081	16,885	15,825	15,981	15,724	17,664	0	0	0	0	0	0	96,160	8,013
Voucher Adj. \$	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Port Out #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Port Out \$	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Port Admin \$	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TP Vouchers #	10	10	10	9	9	9							57	10
TP Vouchers \$	3,633	3,633	3,633	3,633	3,289	3,289							21,110	3,518
After 1st	0	0	220	78	624	0	0	0	0	0	0	0	922	77
Total Voucher #	54	62	63	60	61	61	0	0	0	0	0	0	361	30
Total Voucher \$	17,714	20,518	19,678	19,692	19,637	20,953	0	0	0	0	0	0	118,192	9,849
# Vouchers EOM	53	62	63	60	62	61							361	60
Outstanding V#	11	2	3	5	3	3							27	5
Port In #	1	1	0	0	0	0							2	0
Port In \$	289	289	0	0	0	0							578	96
Port In Admin	1	1	0	0	0	0							2	0
Fraud	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Admin Exp	1,972	1,972	3,888	2,231	2,392	8,035	0	0	0	0	0	0	20,490	1,708
NRA	26,910	32,756	39,035	44,393	46,388	35,050	32,931	32,931	32,931	32,931	32,931	32,931		35,177
UNA	16,407	16,407	16,407	16,407	16,407	16,407	14,571	14,571	14,571	14,571	14,571	14,571		15,489
Cash	38,127	46,426	51,048	55,908	58,209	48,744								49,744
Vouchers Used	54	62	63	60	61	61	0	0	0	0	0	0	361	30
Vouchers ACC	55	55	55	55	55	55	55	55	55	55	55	55	660	55
Voucher %	98%	113%	115%	109%	111%	111%	0%	0%	0%	0%	0%	0%		55%
Cost per unit	328	331	312	328	322	343	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	327	#DIV/0!
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!
Port % unit	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	0
Port % dollars	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	0
HUD Held reserves														#DIV/0!
Total NRP	26,910	32,756	39,035	44,393	46,388	35,050	32,931	32,931	32,931	32,931	32,931	32,931		35,177
Proposed budget													0	#DIV/0!
FY Voucher #	361		Budget Utilization			88%	Board Member			Attendance	January	May	July	October
FY V ACC	660		NRP Limit			6,749	Karen Anderson			1	X	0		
FY Y utilize %	55%						Diane Henningsen			2	X	x		
Vouchers funded by HUD	412						Jeanie Schmaltz			1	0	x		
Vouchers lost by funding	(248)						Laurie Wang			2	X	x		
Utilization percentage	87.56%						DeeAnn Olson			2	x	x		

Line item explanations												
Housing authorities use accrual accounting measures and must follow GAAP General Acceptable Account Procedures and Federal Regulations and Requirements												
4 - Counts	HAP - Normal vouchers with housing assistance											
5 - Counts	TPV - Tenant protected vouchers, these are special vouchers from projects that transition to vouchers											
6 - Counts	PORT OUT - Vouchers that started here and went elsewhere that we pay per Federal requirement											
7 - Counts	PORT IN - Vouchers that started at another housing authority and they are paying to reside in our jurisdiction											
8 - Counts	TOTAL - The total number of vouchers being utilized in our jurisdiction											
10 - Expenses	HAP - The housing assistance paid to our local clients											
11 - Expenses	TPV - Housing assistance paid for tenant protected clients											
12 - Expenses	PORT OUT - housing assistance paid for clients living outside of our jurisdiction											
13 - Expenses	PORT IN - housing assistance paid by another housing authority to live in our area											
14 - Expenses	TOTAL - The total amount of housing assistance paid to clients under our umbrella											
16 - Revenue	ADMIN - The administrative fee paid to the housing authority by HUD, determined by the number of vouchers used and a Federal formula											
17 - Revenue	PORT IN ADMIN - Administrative fee paid by another housing authority to conduct the reviews on their client that lives here											
18 - Revenue	PORT IN HAP - Housing assistance paid by another housing authority for their client that lives here											
19 - Revenue	HAP - Housing assistance revenue paid by HUD to the housing authority to provide assistance in our area											
20 - Revenue	OTHER - Other revenue generated that is not HUD driven											
21 - Revenue	FRAUD - Collections from clients that owe housing assistance back to the housing authority											
22 - Revenue	TOTAL - The total revenue collected for the given month											
24 - Misc	PORT ADMIN - The administrative fee we pay for another housing authority to conduct reviews on our client that lives in their area											
25 - Misc	ADMIN EX - The total administrative expenses for that month											
26 - Misc	SCHA - The administrative fee paid to Stutsman County Housing Authority for administering the program and all HUD reviews											
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											
28 - Misc	NRA - Net Restricted Asset - Housing assistance reserve we hold. HUD does not want the housing authority to have any NRA											
29 - Misc	CASH - The amount of cash the housing authority has in the checking account at the end of the month											
32 - A/R Clients	Shows any collections for the various account receivables, which are clients who owe the housing authority money											