



# Great Plains Housing Authority

greatplainsha.com

Dickey Sargent Housing Authority

---

## Dickey Sargent Housing Authority

### Agenda

Wednesday January 16, 2019

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 October (vote)
3. Approve financial report (vote)
4. HUD updates
5. Housing software
6. Fiscal year end
7. Waiting list – adding clients
8. All other new business
9. Adjourn

#### Schedule of meetings for 2019

- January 16, 2019
- April 17, 2019
- July 17, 2019
- October 16, 2019

#### 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  
Carrington, ND 58421  
701-652-3276  
Fax:701-252-7735

#### Wells County

PO Box 37  
Carrington, ND 58421  
701-652-3276  
Fax: 701-252-7735

#### Dickey Sargent HA

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





# Great Plains Housing Authority

greatplainsha.com

Dickey Sargent Housing Authority

---

#### 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  
Carrington, ND 58421  
701-652-3276  
Fax:701-252-7735

#### Wells County

PO Box 37  
Carrington, ND 58421  
701-652-3276  
Fax: 701-252-7735

#### Dickey Sargent HA

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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>ND052 - Dickey Sargent Housing Authority</b>														
2	Calendar year 2018														
3	<b>Vouchers</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Totals</b>	<b>Averages</b>
4	HAP	44	53	53	51	52	52	49	48	47	49	52	51	601	50
5	TPV	10	10	10	9	9	9	9	9	6	7	5	5	98	15
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	<b>Total</b>	<b>55</b>	<b>64</b>	<b>63</b>	<b>60</b>	<b>61</b>	<b>61</b>	<b>58</b>	<b>57</b>	<b>53</b>	<b>56</b>	<b>57</b>	<b>56</b>	<b>701</b>	<b>58</b>
9	<b>Expenses</b>														
10	HAP	14,081	16,885	16,578	16,059	16,348	17,664	15,799	14,314	14,309	15,332	15,883	16,433	189,685	15,807
11	TPV	3,633	3,633	3,633	3,633	3,289	3,289	3,312	3,059	1,762	2,745	1,812	1,812	35,612	2,968
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	<b>Total</b>	<b>18,003</b>	<b>20,807</b>	<b>20,211</b>	<b>19,692</b>	<b>19,637</b>	<b>20,953</b>	<b>19,111</b>	<b>17,373</b>	<b>16,071</b>	<b>18,077</b>	<b>17,695</b>	<b>18,245</b>	<b>225,875</b>	<b>18,823</b>
15	<b>Revenue</b>														
16	ADMIN	1,972	1,972	3,888	2,231	2,392	8,035	4,031	4,595	2,392	2,392	9,687	3,505	47,092	3,924
17	PORT IN ADMIN	1	1	0	0	0	0	0	0	0	0	0	0	2	0
18	PORT IN HAP	289	289	0	0	0	0	0	0	0	0	0	0	578	48
19	HAP	26,369	26,364	25,957	25,050	21,632	9,615	17,697	20,006	20,006	20,006	0	7,633	220,335	18,361
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	<b>Total</b>	<b>28,631</b>	<b>28,626</b>	<b>29,845</b>	<b>27,281</b>	<b>24,024</b>	<b>17,650</b>	<b>21,728</b>	<b>24,601</b>	<b>22,398</b>	<b>22,398</b>	<b>9,687</b>	<b>11,138</b>	<b>268,007</b>	<b>22,334</b>
23	<b>MISC</b>														
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	3,888	2,231	2,392	8,035	2,392	4,664	2,392	2,392	9,687	3,505	45,522	7,003
26	SCHA	1,972	1,972	3,888	2,231	2,392	8,035	2,392	4,664	2,392	2,392	9,687	3,505	45,522	7,003
27	UNA	16,928	16,928	16,928	16,928	16,928	16,928	14,571	14,502	14,502	14,502	14,502	14,502	15,721	15,721
28	NRA	26,846	32,692	38,438	43,796	45,791	34,453	32,931	35,564	39,499	41,428	23,733	13,121	34,024	34,024
29	CASH	38,127	46,426	51,048	55,908	58,209	48,744	46,077	48,411	51,914	54,049	17,861	24,480	45,104	45,104
30															
31															
32	<b>AR Clients</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Fiscal Year</b>	<b>Remaining</b>
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
42	<b>ND052 DICKEY SARGENT HOUSING AUTHORITY</b>														
43	<b>VMS Numbers</b>	<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>Fiscal year</i>	<i>Average</i>
44	Quickbooks	18,003	20,807	19,678	19,692	19,637	20,953	19,111	17,373	16,071	18,077	17,695	18,245	225,342	18,779
45	Vouchers #	44	53	53	51	52	52	49	48	47	49	52	51	601	50
46	Vouchers \$	14,081	16,885	16,358	15,981	15,724	17,664	15,799	14,314	14,090	15,126	15,549	16,433	188,004	15,667
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	10	9	9	9	9	9	6	7	5	5	98	8
52	TP Vouchers \$	3,633	3,633	3,633	3,633	3,289	3,289	3,312	3,059	1,762	2,745	1,812	1,812	35,612	2,968
53	Enhanced	10	8	8	7	7	7	7	7	6	6	5	5	83	7
54	After 1st	0	0	220	78	624	0	0	0	219	206	334	0	1,681	140
55	Total Voucher #	54	63	63	60	61	61	58	57	53	56	57	56	699	58
56	Total Voucher \$	17,714	20,518	20,211	19,692	19,637	20,953	19,111	17,373	16,071	18,077	17,695	18,245	225,297	18,775
57	# Vouchers EOM	54	63	64	61	62	61	59	57	55	58	58	56	708	59
58	Outstanding V#	11	2	3	5	3	3	0	0	1	3	2	4	37	3
59	Port In #	1	1	0	0	0	0	0	0	0	0	0	0	2	0
60	Port In \$	289	289	0	0	0	0	0	0	0	0	0	0	578	48
61	Port In Admin	1	1	0	0	0	0	0	0	0	0	0	0	2	0
62	Fraud	0	0	0	0	0	0	0	0	0	0	0	0	0	0
63	Admin Exp	1,972	1,972	3,888	2,231	2,392	8,035	2,392	4,664	2,392	2,392	9,687	3,505	45,522	3,794
64	NRA	26,846	32,692	38,438	43,796	45,791	34,453	32,931	35,564	39,499	41,428	23,733	13,121		34,024
65	UNA	16,928	16,928	16,928	16,928	16,928	16,928	14,571	14,502	14,502	14,502	14,502	14,502		15,721
66	Cash	38,127	46,426	51,048	55,908	58,209	48,744	46,077	48,411	51,914	54,049	35,395	24,480		46,566
67	Vouchers Used	54	63	63	60	61	61	58	57	53	56	57	56	699	58
68	Vouchers ACC	84	84	84	84	84	84	84	84	84	84	84	84	1,008	84
69	Voucher %	64%	75%	75%	71%	73%	73%	69%	68%	63%	67%	68%	67%		69%
70	Cost per unit	328	326	321	328	322	343	330	305	303	323	310	326	322	322
71	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!
72	Port % unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
73	Port % dollars	0	0	0	0	0	0	0	0	0	0	0	0	0	0
74	HUD Held reserves														#DIV/0!
75	Total NRP	26,846	32,692	38,438	43,796	45,791	34,453	32,931	35,564	39,499	41,428	23,733	13,121		34,024
76	Proposed budget													0	#DIV/0!
77															
78	FY Voucher #	699		Budget Utilization		102%		<b>Board Member</b>	<i>Attendance</i>	<b>January</b>	<b>May</b>	<b>July</b>	<b>October</b>		
79	FY V ACC	1008		NRP Limit		11,017		<i>Karen Anderson</i>	2	X	0	x			
80	FY Y utilize %	69%						<i>Diane Henningsen</i>	3	X	x	x			
81	Vouchers funded by HUE	684						<i>Jeanie Schmaltz</i>	2	0	x	x			
82	Vouchers lost by funding	(324)						<i>Laurie Wang</i>	3	X	x	x			
83	Utilization percentage	102.25%						<i>DeeAnn Olson</i>	2	x	x	0			
84															
85															
86															
87															
88															
89															

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