

**NOTICE OF THE REGULAR MEETING OF THE
COMMISSIONERS OF THE BENNINGTON HOUSING AUTHORITY**

**MONDAY, AUGUST 27, 2018
*REVISED***

The Commissioners of the Bennington Housing Authority will meet in the regular meeting at the Bennington Housing Authority's **BROOKSIDE APARTMENTS** in the Community Room on Monday, August 27, 2018 at 5:00 P.M.

AGENDA

1. Approve the minutes of the regular meeting of July 16, 2018
2. Public questions, comments or concerns. Limit 20 minutes.
3. Executive Director Report
4. Staff Reports.
 - a. Section 8
 - b. Facilities
 - c. Administration
5. Resolution #465, Approve Updated Section 8 Administrative Plan.
6. Resolution #466, Approve Write Off of Uncollectible Debts.
7. Resolution #467, Approve SEMAP Certification.
8. Financial.
 - a. Approve Monthly Check Register
9. Set the date and time for the September meeting.
10. Other Business.

Bennington Housing Authority
Minutes of a Regular Meeting
Held on Monday, July 23, 2018
At the Community Room of the Walloomsac Apartments

Present: Sandy Bessette, Chair
Kristi Pepoon, Vice Chair
Nancy Messina
Jonathan Ryan, Executive Director
Dack Lauzon, Facilities Director
Lindsay Vajda, Manager of Administrative Services
Penny Taylor, HCV Program Manager
Louis Burdick, Walloomsac Resident
Edgar Sousis, Walloomsac Resident
Doreen Hurley, Walloomsac Resident
Susan Ayers, Walloomsac Resident
Theresa Sabia, Walloomsac Resident
Walter Sabia, Walloomsac Resident
Rose Darling, Walloomsac Resident
Daneen Darling, Walloomsac Resident
Bonnie Speed, Walloomsac Resident
Louise Mattison, Walloomsac Resident
Theresa Moore, Walloomsac Resident
Beatrice Brown, Walloomsac Resident

The meeting was called to order at 5:04 P.M. by the chair.

1. Minutes of the regular meeting of June 18, 2018 were discussed. Kristi Pepoon made the motion to approve the minutes, Nancy Messina seconded the motion and it was approved unanimously.
2. Public question, comments, or concerns. - Limit 20 minutes. Louis Burdick stated that he wanted two key fobs. Kristi Pepoon asked what the policy was. Jonathan stated that each tenant is allowed one fob and then additional fobs are assigned to family members or caregivers. It was suggested that Louis use only one set of keys instead of multiple sets.
3. Executive Directors Report. Jonathan Ryan reported that BHA has hired another Administrative Assistant. Laticia Gordon will be working part time with Penny Taylor and Lindsay Vajda. A public hearing is set for August regarding the ACOP. The S8 Administrative Plan has been finalized and will be on the August agenda for approval. The CSSR is being utilized through the Summer Lunch Program. File reorganization is ongoing. Jonathan Ryan stated that planning of the 2018 Capital Fund Grant will be taking place in the following weeks. Playground upgrades for Willowbrook and Beech Court is on the list as well as modernization of the Willowbrook Office and Community Building. Capital Funds 2013-2016 are successfully closed. The 2017 Capital Fund is almost fully expended with the exception of the bath fan replacement job in Willowbrook. Jonathan Ryan discussed the 2018-2019 budget. This included the Consolidated Budget, Public Housing Budget and Administrative Salaries.

4. Staff Reports.

a. Section 8 - Penny Taylor explained how many vouchers are currently leased and how many are available or in the process of being leased. She explained that utility reimbursement payments are now being paid directly to the utility company. SEMAP and HQS Inspections will be conducted by Burlington Housing Authority in the upcoming weeks. Penny Taylor reported a list of trainings that have been taken by BHA staff. She said that she is averaging around 90 breakfasts and lunches in Willowbrook and 45 breakfasts and lunches in Beech Court. Penny Taylor stated that she has set dates for the Oral Health Program and Family Fund Day is set for August 4, 2018.

b. Facilities - Dack Lauzon reported that the main focus has been on REAC. He then explained what REAC is and what the inspector actually does. Kristi Pepoon asked how people are reacting to having pictures being taken of their apartments. She has heard mixed feelings on the subject. Dack explained that the pictures are a form of security for BHA and accountability for the tenant. Beatrice Brown asked if cameras were going to be installed because she has had things stolen from her shelf outside of her apartment. Jonathan Ryan stated that camera installation is being considered.

c. Administration - Lindsay Vajda reported that she has been preparing for Walloomsac Rent Reviews. She reported that Laticia Gordon has been hired to work with Penny Taylor part time and in the front office part time. Lindsay Vajda stated that she, Paul and Jonathan worked on updating tenant handbooks, applications and a new lease. Lindsay Vajda discussed the Occupancy Report and the Delinquent Account Report.

5. Resolution #463, Approve Updated Procurement Policy. Nancy Messina made the motion to approve Resolution #463, Kristi Pepoon seconded and it was approved unanimously.

6. Resolution #464, Approve 2018 - 2019 Fiscal Year Budget. Kristi Pepoon made the motion to approve Resolution #464, Nancy Messina seconded and it was approved unanimously.

7. Financial. No reports to discuss due to year end.

8. The August meeting will be held on Monday, August 20, 2018 at 5:00 p.m. in the Brookside community Room.

9. Other Business. Nothing to discuss.

With no other business to address Kristi Pepoon made a motion to close the meeting, Nancy Messina seconded it was approved unanimously at 6:00 p.m.

Respectfully Submitted,

Lindsay Vajda
Administrative Clerk/Secretary

Executive Directors Report

27 AUG 2018

- Action Plan Progress
- REAC Public Housing Assessment System
- Vermont Railway Right of Way Lawsuit
- BHA vs Caron Lawsuit
- Office Redesign

**BENNINGTON HOUSING AUTHORITY
ACTION PLAN FOR RECOVERY AND SUSTAINABILITY
IMPLEMENTATION SCHEDULE 8/1/18 - 11/31/18**

Note: This Spreadsheet only shows deadlines for the upcoming four months. It will be updated monthly.

8/1/2018

ACTIVITY

8/31/2018 9/30/2018 10/31/2018 11/30/2018

GOVERNANCE - COMMISSIONERS

Commissioner's Handbook			X	
Additional Training for Commissioners			X	
Reconstitute the Resident Advisory Board			X	

GOVERNANCE - ORGANIZATIONAL STRUCTURE

Staffing & Structure Review		Ongoing Assessment		
Job Descriptions	X			
Performance Objectives	X			
Provide staff training - responsibilities & expectations			X	

GOVERNANCE - PLANS, POLICIES & PRACTICES

Review/research NextSun Net Metering Agreement		X		
Update Personnel Policy			X	
Update Financial Management Policy & Practices			X	
Compliance with Five Year and Annual Plan Submission	X			
Review FH, AFFH and ADA compliance				X

GOVERNANCE - SOFTWARE AND TECHNOLOGY

Update website		X		
Assess current financial management software		X		
Procure appropriate FM software, if applicable				X
Develop and Implement Computer and Internet Use Policy				X

PROGRAM - CAPITAL FUND

Develop Section 3 Plan				X
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PROGRAM - PUBLIC HOUSING OPERATIONS

Reduce Tenant Accounts Receivable		Ongoing Activity		
Complete CSSR for all affected households		X		
Update Admissions & Continued Occupancy Policy		X		
Complete comprehensive tenant file review		X		
Staffing Training on Updated ACOP, etc.			X	
Revise or develop a Maintenance Plan				X

PROGRAM - SECTION 8 ADMINISTRATION

Assess current voucher lease-ups		Ongoing Assessment		
Adopt new Section 8 Administrative Plan	X			
Complete comprehensive tenant file review		X		
SEMAP Certification	X			
Staff Training on updated Admin Plan, etc.			X	

HUD - COMMUNICATION AND COMPLIANCE

Monthly Report to HUD on progress & modifications	X	X	X	X
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Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 05/04/2018

PHA Code:	VT009
PHA Name:	Bennington Housing Authority
Fiscal Year End:	06/30/2017

PHAS Indicators	Score	Maximum Score
Physical	35	40
Financial	0	25
Management	21	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	66	100
Designation Status:	Small PHA Deregulation	

Published 05/04/2018

Initial published 12/28/2017

Financial Score Details	Score	Maximum Score
Audited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	-25.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	0.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	98.97	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

- The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
- Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
- "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 08/24/2018

PHA Code:	VT009
PHA Name:	Bennington Housing Authority
Fiscal Year End:	06/30/2018

PHAS Indicators	Score	Maximum Score
Physical	35	40
Financial	25	25
Management	21	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	91	100
Designation Status:	High Performer	

Published 08/24/2018

Initial published

08/24/2018

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	98.46	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name BENNINGTON HOUSING AUTHORITY	For PHA FY Ending (mm/dd/yyyy) 06/30/2018	Submission Date (mm/dd/yyyy)
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Check here if the PHA expends less than \$300,000 a year in Federal awards
Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No
- Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled
- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled
- Utility Allowance Schedule.** (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No
- HQS Quality Control Inspections.** (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No
- HQS Enforcement.** (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>850</u>	1-BR FMR <u>874</u>	2-BR FMR <u>1004</u>	3-BR FMR <u>1362</u>	4-BR FMR <u>1367</u>
PS <u>735</u>	PS <u>750</u>	PS <u>890</u>	PS <u>1241</u>	PS <u>1245</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

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)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

**Bennington Housing Authority
Consolidated Budget Comparative
Fiscal Year Ending June 30, 2018**

MONTH OF: 6/30/2018

MONTHS: 12

<u>CATEGORY</u>	<u>CONSOLIDATED BUDGET 2018</u>	<u>Prorated Budget 12 Months</u>	<u>Actual YTD as of 6/30/2018</u>	<u>Variance YTD as of 6/30/2018</u>	<u>Balance Remaining for Year</u>
REVENUES:					
Total Rental Income	870,900	870,900	894,828	23,928	(23,928)
Excess Utilities	7,800	7,800	7,699	(101)	101
Interest Income	400	400	550	150	(150)
Other Income	25,600	25,600	71,887	46,287	(46,287)
Capital Fund for Operations	60,000	60,000	107,383	47,383	(47,383)
HUD Subsidy Public Housing	561,500	561,500	608,400	46,900	(46,900)
HUD Subsidy Section Admin Fee	132,849	132,849	133,129	280	(280)
HUD Subsidy Section 8 HAP	1,044,000	1,044,000	1,110,944	66,944	(66,944)
TOTAL REVENUES	2,703,049	2,703,049	2,934,819	231,770	(231,770)
ROUTINE EXPENDITURES:					
Administration:					
Salaries	191,450	191,450	205,271	(13,821)	(13,821)
Legal Expense	30,000	30,000	28,818	1,182	1,182
Travel Expense	4,250	4,250	3,231	1,019	1,019
Accounting	23,520	23,520	22,800	720	720
Auditing	8,760	8,760	8,500	260	260
Other Admin. Expense	85,000	85,000	126,950	(41,950)	(41,950)
Total Administration	342,980	342,980	395,570	(52,590)	(52,590)
Tenant Services:					
Salaries		0	0	0	0
Other Services	2,500	2,500	0	2,500	2,500
Total Tenant Services	2,500	2,500	0	2,500	2,500
Utilities:					
Water	87,500	87,500	73,195	14,305	14,305
Electric	180,000	180,000	189,428	(9,428)	(9,428)
Fuel Oil and Gas	125,000	125,000	159,589	(34,589)	(34,589)
Labor	15,200	15,200	15,200	(0)	(0)
Total Utilities	407,700	407,700	437,412	(29,712)	(29,712)
Ordinary Maintenance:					
Salaries	226,090	226,090	178,672	47,418	47,418
Materials & Supplies	57,600	57,600	71,506	(13,906)	(13,906)
Contracted Costs	153,000	153,000	193,408	(40,408)	(40,408)
Total Ordinary Maintenance	436,690	436,690	443,586	(6,896)	(6,896)
General Expenses:					
Insurance	93,500	93,500	95,384	(1,884)	(1,884)
Payment in Lieu of Taxes	47,100	47,100	46,511	589	589
Employee Benefits	202,970	202,970	198,253	4,717	4,717
Collection Losses	5,000	5,000	22,035	(17,035)	(17,035)
Other General Expense	10,000	10,000	35,232	(25,232)	(25,232)
Housing Assistance Payments	1,044,000	1,044,000	1,108,264	(64,264)	(64,264)
Total General Expenses	1,402,570	1,402,570	1,505,679	(103,109)	(103,109)
TOTAL ROUTINE EXPENDITURES:	2,592,440	2,592,440	2,782,247	(189,807)	(189,807)
NET INCOME (DEFICIT) PRIOR TO NONROUTINE EXPENSES	110,609	110,609	152,572	41,963	(41,963)
NONROUTINE EXPENDITURES:					
Extraordinary Maintenance	35,000	35,000	0	35,000	35,000
Equipment Replacements	0	0	0	0	0
Betterments and Additions	65,000	65,000	61,649	3,351	3,351
Total Nonroutine Expenditures	100,000	100,000	61,649	38,351	38,351
NET (DRAW) FROM RESERVES	10,609	10,609	90,923	80,314	(80,314)

Bennington Housing Authority

VT 9-1/4 Public Housing

Statement of Operating Receipts and Expenditures

For the One Month and Year Ended

June 30, 2018

	Current	Current Budget	Variance	YTD	YTD Budget	Variance
OPERATING RECEIPTS						
3110 Dwelling Rental Income	\$ 75,995.50	\$ 72,575.00	\$ 3,420.50	\$ 894,828.17	\$ 870,900.00	\$ 23,928.17
3120 Utility Charges to Tenants	1,420.50	650.00	770.50	7,698.75	7,800.00	(101.25)
3610 Interest Income	93.10	33.00	60.10	550.10	396.00	154.10
3690 Misc. Income	944.55	2,083.00	(1,138.45)	21,644.40	24,996.00	(3,351.60)
3691 Operating Transfers	50,649.81	5,000.00	45,649.81	107,382.91	60,000.00	47,382.91
3692 Grant Efficiency Vermont	0.00	0.00	0.00	8,320.00	0.00	8,320.00
3695 Boiler Incentive Grant	0.00	0.00	0.00	35,649.00	0.00	35,649.00
8020 Contributions for Subsidy	53,783.00	46,792.00	6,991.00	608,400.00	561,504.00	46,896.00
TOTAL OPERATING RECEIPTS	182,886.46	127,133.00	55,753.46	1,684,473.33	1,525,596.00	158,877.33
OPERATING EXPENDITURES						
ROUTINE OPERATING EXPENSES						
ADMINISTRATIVE EXPENSE						
4110 Administrative Salaries	(6,795.54)	11,602.00	18,397.54	134,954.36	139,224.00	4,269.64
4120 Compensated Absences	20,753.47	0.00	(20,753.47)	20,753.47	0.00	(20,753.47)
4130 Legal Expense	3,086.31	2,458.00	(628.31)	28,817.89	29,496.00	678.11
4150 Travel	897.04	195.00	(702.04)	2,978.63	2,340.00	(638.63)
4170 Fee Accountant Expense	1,045.00	1,078.00	33.00	12,540.00	12,936.00	396.00
4171 Audit Expense	0.00	511.00	511.00	5,950.00	6,132.00	182.00
4190 Sundry Administration	10,444.11	4,008.00	(6,436.11)	72,367.51	48,096.00	(24,271.51)
TOTAL ADMINISTRATIVE EXPENSE	29,430.39	19,852.00	(9,578.39)	278,361.86	238,224.00	(40,137.86)

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS

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Prior to Close

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Bennington Housing Authority
VT 9-1/4 Public Housing
Statement of Operating Receipts and Expenditures
For the One Month and Year Ended
June 30, 2018

	Current	Current Budget	Variance	YTD	YTD Budget	Variance
TENANT SERVICES						
4230 Tenant Services- Contract Costs	\$ 0.00	\$ 208.00	\$ 208.00	\$ 0.00	\$ 2,496.00	\$ 2,496.00
TOTAL TENANT SERVICES	<u>0.00</u>	<u>208.00</u>	<u>208.00</u>	<u>0.00</u>	<u>2,496.00</u>	<u>2,496.00</u>
UTILITY EXPENSE						
4310 Water	19,016.94	7,292.00	(11,724.94)	73,195.27	87,504.00	14,308.73
4320 Electric	43,249.42	15,000.00	(28,249.42)	189,427.87	180,000.00	(9,427.87)
4330 Gas	0.00	0.00	0.00	2,364.67	0.00	(2,364.67)
4340 Fuel Oil	(2,068.49)	10,417.00	12,485.49	157,224.39	125,004.00	(32,220.39)
4350 Labor	1,266.67	1,267.00	0.33	15,200.04	15,204.00	3.96
TOTAL UTILITY EXPENSE	<u>61,464.54</u>	<u>33,976.00</u>	<u>(27,488.54)</u>	<u>437,412.24</u>	<u>407,712.00</u>	<u>(29,700.24)</u>
MAINTENANCE						
4410 Maintenance Labor	11,941.19	18,841.00	6,899.81	171,837.64	226,092.00	54,254.36
4420 Materials and Supplies	10,794.62	4,800.00	(5,994.62)	71,505.71	57,600.00	(13,905.71)
4430 Contract Costs	25,521.71	12,750.00	(12,771.71)	193,408.21	153,000.00	(40,408.21)
TOTAL MAINTENANCE	<u>48,257.52</u>	<u>36,391.00</u>	<u>(11,866.52)</u>	<u>436,751.56</u>	<u>436,692.00</u>	<u>(59.56)</u>
GENERAL EXPENSE						
4510 Insurance	46,871.50	7,545.00	(39,326.50)	92,652.66	90,540.00	(2,112.66)
4520 Payment in Lieu of Taxes	19,420.63	3,925.00	(15,495.63)	46,511.47	47,100.00	588.53
4540 Employee Benefits	18,350.35	14,873.00	(3,477.35)	179,266.12	178,476.00	(790.12)

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS

Bennington Housing Authority

VT 9-1/4 Public Housing

Statement of Operating Receipts and Expenditures

For the One Month and Year Ended

June 30, 2018

	Current	Current Budget	Variance	YTD	YTD Budget	Variance
4570 Collection Losses	\$ 22,293.12	\$ 417.00	\$ (21,876.12)	\$ 22,035.21	\$ 5,004.00	\$ (17,031.21)
4590 Other General Expense	9,493.01	833.00	(8,660.01)	28,148.69	9,996.00	(18,152.69)
TOTAL GENERAL EXPENSE	116,428.61	27,593.00	(88,835.61)	368,614.15	331,116.00	(37,498.15)
TOTAL ROUTINE OPERATING EXPENSES	255,581.06	118,020.00	(137,561.06)	1,521,139.81	1,416,240.00	(104,899.81)
NONROUTINE EXPENSES						
NONROUTINE MAINTENANCE						
4610 Extraordinary Maintenance	(66,619.00)	2,917.00	69,536.00	0.00	35,004.00	35,004.00
TOTAL NONROUTINE MAINTENANCE	(66,619.00)	2,917.00	69,536.00	0.00	35,004.00	35,004.00
HOUSING ASSISTANCE PAYMENTS						
4800 Depreciation Expense	381,732.65	0.00	(381,732.65)	381,732.65	0.00	(381,732.65)
TOTAL HOUSING ASSISTANCE PAYMENTS	381,732.65	0.00	(381,732.65)	381,732.65	0.00	(381,732.65)
CAPITAL EXPENSES						
7540 Property Betterments and Additions	23,382.56	5,417.00	(17,965.56)	61,648.56	65,004.00	3,355.44
7590 Property Purchases - Contra	(61,648.56)	0.00	61,648.56	(61,648.56)	0.00	61,648.56

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS

Bennington Housing Authority
 VT 9-1/4 Public Housing
Statement of Operating Receipts and Expenditures
 For the One Month and Year Ended
 June 30, 2018

	Current	Current Budget	Variance	YTD	YTD Budget	Variance
TOTAL CAPITAL EXPENSES	\$ (38,266.00)	\$ 5,417.00	\$ 43,683.00	\$ 0.00	\$ 65,004.00	\$ 65,004.00
TOTAL NONROUTINE EXPENSES	276,847.65	8,334.00	(268,513.65)	381,732.65	100,008.00	(281,724.65)
TOTAL OPERATING EXPENDITURES	532,428.71	126,354.00	(406,074.71)	1,902,872.46	1,516,248.00	(386,624.46)
Net Income	\$ (349,542.25)	\$ 779.00	\$ (350,321.25)	\$ (218,399.13)	\$ 9,348.00	\$ (227,747.13)

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS

Bennington Housing Authority - Section 8
STATEMENT OF REVENUES AND EXPENSES
For the Year Ended June 30, 2018

OPERATING RECEIPTS	
3301 Admin Fee Received	\$ 205.12
3302 Fraud Recovery	3,034.00
3303 Fraud Recovery - HAP	3,034.00
3694 Port In CR	2,669.00
8026 ACC Earned - HAP	1,110,944.00
8026 ACC Earned Admin FEE	<u>133,129.00</u>
TOTAL OPERATING RECEIPTS	<u>1,253,015.12</u>

OPERATING EXPENDITURES	
ROUTINE OPERATING EXPENSES	
ADMINISTRATIVE EXPENSE	
4110 Administrative Salaries	52,346.43
4120 Compensated Absences	4,050.49
4150 Travel	252.77
4170 Fee Accountant Expense	10,260.00
4171 Audit Expense	2,550.00
4190 Sundry Administration	<u>54,582.88</u>
TOTAL ADMINISTRATIVE EXPENSE	<u>124,042.57</u>

GENERAL EXPENSE	
4510 Insurance	2,731.20
4540 Employee Benefits	18,986.52
4590 Other General Expense	<u>7,083.30</u>
TOTAL GENERAL EXPENSE	<u>28,801.02</u>
TOTAL ROUTINE OPERATING EXPENSES	<u>152,843.59</u>

NONROUTINE EXPENSES	
HOUSING ASSISTANCE PAYMENTS	
4715 Housing Assistance Payments	1,108,264.00
4716 Port In HAP	<u>2,669.00</u>
TOTAL HOUSING ASSISTANCE PAYMENTS	<u>1,110,933.00</u>

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS

Bennington Housing Authority - Section 8
STATEMENT OF REVENUES AND EXPENSES
For the Year Ended June 30, 2018

TOTAL NONROUTINE EXPENSES	\$	<u>1,110,933.00</u>
TOTAL OPERATING EXPENDITURES		<u>1,263,776.59</u>
Net Income (Loss)	\$	<u><u>(10,761.47)</u></u>

NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS