

BOARD OF COMMISSIONERS MEETING

AUGUST 21, 2025

Board Packet

TABLE OF CONTENTS

Agenda 3

Financials

Monthly Actuals 4

Accounts Payable 39

Public Housing Authority (PHA) Reports

Key Management Indicators – All Programs 54

Resident Characteristics – All Programs 71

Housing Choice Voucher (HCV) Report

Voucher Utilization 83

Public Housing (PH) Reports

Unit Availability 84

Aged Receivables 85

Work Order Analysis 86

Demolition & Disposition 87

Capital Funds Grant 88

Program & Agency Reports

Family Self Sufficiency (FSS) & Special Programs 89

Resident Opportunity & Self Sufficiency (ROSS) 90

Housing Counseling 94

LCHA Human Resources 103

Resolutions

2025-21 104

2025-24 106

2025-25 192

2025-26 215

2025-27 216

Lake County Housing Authority
33928 North U.S. Highway 45, Grayslake, IL 60030

BOARD OF COMMISSIONRS REGULAR MEETING AGENDA
Lake County Housing Authority
August 21, 2025, 12:30 PM

I. ROLL CALL

II. PUBLIC COMMENT

Public comments may be submitted verbally, by email to publiccomment@lakecountyha.org or by leaving a message at **(847) 223-1170 ext. 2320**. Public Comments are limited to three minutes.

III. APPROVAL OF MINUTES

July 10, 2025, Regular Sessions Minutes

IV. FINANCE REPORT & ACCOUNTS PAYABLE

V. REPORTS

VI. NEW BUSINESS

A. **RESOLUTION 2025-21**: Approval and Authorization to Submit the Capital Fund Program (CFP) 5-Year Action Plan (new Exhibit A)

A. **RESOLUTION 2025-24**: Employee Handbook Personnel Policies & Procedures – Summary of Changes

B. **RESOLUTION 2025-25**: Approval of Budget Revision

C. **RESOLUTION 2025 -26** Audit Review – Presented by Allan C. Kitchen, CPA, Rubino & Company

D. **RESOLUTION 2025-27 – WAITING FOR DEREK TO SUBMIT -WILL UPDATE**

VII. COMMISSIONER ROUNDTABLE – Discussion of non-action items as initiated by members of the Board

VIII. ADJOURNMENT

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31010-0000	Rental Income								
31110-0000	Tenant Rent	172,296.58	139,666.66	32,629.92	23.36	1,605,400.16	1,396,666.60	208,733.56	14.95
31120-1000	Tenant Based Subsidy	6,787.00	0.00	6,787.00	N/A	66,698.00	0.00	66,698.00	N/A
31120-3000	Utility Reimbursement -59 & TC	5,346.00	0.00	-5,346.00	N/A	71,668.00	0.00	-71,668.00	N/A
31120-4000	Utility Reimbursement Recovery -PHA	0.00	0.00	0.00	N/A	-450.00	0.00	-450.00	N/A
31120-5000	Utility Reimbursement Recovery -59 &	0.00	0.00	0.00	N/A	630.32	0.00	630.32	N/A
31130-0000	Less: Vacancies	-12,656.33	0.00	-12,656.33	N/A	-58,476.59	0.00	-58,476.59	N/A
31190-0000	Total Rental Income	161,081.25	139,666.66	21,414.59	15.33	1,542,133.89	1,396,666.60	145,467.29	10.42
31200-0000	Other Tenant Income								
31200-1000	Laundry and Vending	0.00	661.97	-661.97	-100.00	234.70	6,619.70	-6,385.00	-96.45
31200-2000	Cleaning Fee	0.00	0.00	0.00	N/A	9,213.00	0.00	9,213.00	N/A
31200-3000	Damages	100.00	0.00	100.00	N/A	3,345.00	0.00	3,345.00	N/A
31200-4000	Late Charges	1,455.00	0.00	1,455.00	N/A	12,965.00	0.00	12,965.00	N/A
31200-5000	Legal Fees - Tenant	0.00	0.00	0.00	N/A	2,499.00	0.00	2,499.00	N/A
31200-6000	NSF Charges	-35.00	0.00	-35.00	N/A	490.00	0.00	490.00	N/A
31200-7000	Excess Utility	33.97	858.34	-824.37	-96.04	13,531.74	8,583.40	4,948.34	57.65
31200-8000	Wireless Leases	15,113.95	7,287.14	7,826.81	107.41	96,113.95	72,871.40	23,242.55	31.90
31200-9000	Misc.Tenant Income	679.00	3,913.29	-3,234.29	-82.65	5,138.35	37,764.90	-32,626.55	-86.39
31200-9100	Pet Fee - Non reimbursable	0.00	0.00	0.00	N/A	1,000.00	0.00	1,000.00	N/A
31201-0000	Developer Fee Income	0.00	0.00	0.00	N/A	13,871.85	0.00	13,871.85	N/A
31210-0000	Tenant Payment Agreement (TPA) Ren	7,112.75	0.00	7,112.75	N/A	-9,832.74	0.00	-9,832.74	N/A
31290-0000	Total Other Tenant Income	24,459.67	12,720.74	11,738.93	92.28	148,569.85	125,839.40	22,730.45	18.06
31990-0000	TOTAL TENANT INCOME	185,540.92	152,387.40	33,153.52	21.76	1,690,703.74	1,522,506.00	168,197.74	11.05
34000-0000	GRANT INCOME								
34010-0000	Subsidy Grants	178,938.00	163,271.22	15,666.78	9.60	1,678,951.50	1,632,712.20	46,239.30	2.83
34010-1000	CFP Operating Grants	13,580.56	47,533.03	-33,952.47	-71.43	380,865.52	475,330.30	-94,464.78	-19.87
34100-1000	Section 8 HAP Earned (VO)	3,599,267.00	3,258,434.00	340,833.00	10.46	33,992,813.00	32,584,340.00	1,408,473.00	4.32
34100-1050	Section 8 Mainstream HAP (DV)	80,085.00	64,785.25	15,299.75	23.62	724,489.00	647,852.50	76,636.50	11.83
34100-1060	Section 8 EHV HAP Earned (EH)	54,802.00	50,247.58	4,554.42	9.06	515,104.00	502,475.80	12,628.20	2.51
34100-2000	Section 8 Admin Fee Income (AF)	306,590.00	309,551.23	-2,961.23	-0.96	3,245,864.00	3,095,512.30	150,351.70	4.86
34100-2050	Section 8 Mainstream Admin Inc (8F)	7,142.00	9,583.33	-2,441.33	-25.47	54,394.00	95,833.30	-41,439.30	-43.24
34100-2060	Section 8 EHV Admin Fee Inc (EF)	5,711.00	5,000.00	711.00	14.22	107,371.00	50,000.00	57,371.00	114.74
34100-3000	FSS Grant Income	18,027.76	0.00	18,027.76	N/A	203,067.79	0.00	203,067.79	N/A
34100-3100	ROSS Grant Income	7,607.39	4,945.00	2,662.39	53.84	68,712.18	60,612.00	8,100.18	13.36
34100-4000	Port-In Admin Fees Earned	2,940.23	2,219.06	721.17	32.50	23,173.97	22,190.60	983.37	4.43
34100-5000	Section 8 EHV Issuance Fee	0.00	50.00	-50.00	-100.00	0.00	500.00	-500.00	-100.00
34100-5030	Section 8 EHV Service Fee	0.00	196.38	-196.38	-100.00	0.00	1,963.80	-1,963.80	-100.00
34100-6000	Port In HAP Earned	53,454.00	22,364.58	31,089.42	139.01	364,148.00	223,645.80	140,502.20	62.82
34150-0000	Other Government Grants	0.00	66,666.67	-66,666.67	-100.00	271,103.64	666,666.70	-395,563.06	-59.33
34150-1000	CHC Grant Revenue	29,477.00	0.00	29,477.00	N/A	616,992.00	0.00	616,992.00	N/A
34200-2000	Capital Fund Grants - Hard - Amp 2	0.00	0.00	0.00	N/A	442,038.36	0.00	442,038.36	N/A
34200-3000	Capital Fund Grants - Hard - Amp 3	0.00	0.00	0.00	N/A	491,506.97	0.00	491,506.97	N/A
34200-4000	Capital Fund Grants - Hard - Amp 4	0.00	0.00	0.00	N/A	631,156.00	0.00	631,156.00	N/A
34200-5000	Capital Fund Grants - Hard - Amp 5	0.00	0.00	0.00	N/A	5,620.00	0.00	5,620.00	N/A
34210-2000	Capital Fund Grants - Soft - Amp 2	0.00	0.00	0.00	N/A	29,920.67	0.00	29,920.67	N/A
34210-3000	Capital Fund Grants - Soft - Amp 3	0.00	0.00	0.00	N/A	194,337.67	0.00	194,337.67	N/A
34210-4000	Capital Fund Grants - Soft - Amp 4	0.00	0.00	0.00	N/A	22,056.36	0.00	22,056.36	N/A

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
34210-5000	Capital Fund Grants - Soft - Amp 5	0.00	0.00	0.00	N/A	18,623.30	0.00	18,623.30	N/A
34990-0000	TOTAL GRANT INCOME	4,357,621.94	4,004,847.33	352,774.61	8.81	44,082,308.93	40,059,635.30	4,022,673.63	10.04
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	34,017.10	39,925.01	-5,907.91	-14.80	300,000.95	264,250.10	35,750.85	13.53
36200-0000	Management Fee Income	33,111.61	32,833.33	278.28	0.85	345,717.46	335,433.30	10,284.16	3.07
36200-0001	Management Fee Earned - HCV	61,318.00	57,278.25	4,039.75	7.05	632,129.00	572,782.50	59,346.50	10.36
36200-0002	Management Fee Earned - HCV Mainstrear	1,428.40	2,314.60	-886.20	-38.29	10,878.80	19,719.40	-8,840.60	-44.83
36200-0003	Management Fee Earned - HCV EHV	352.50	875.00	-522.50	-59.71	4,208.40	8,750.00	-4,541.60	-51.90
36200-1000	Bookkeeping Fee Income	3,067.50	3,187.50	-120.00	-3.76	32,055.00	32,335.00	-280.00	-0.87
36200-1001	Bookkeeping Fee Earned - HCV	21,720.00	21,403.17	316.83	1.48	217,200.00	214,031.70	3,168.30	1.48
36200-1002	Bookkeeping Fee Earned - HCV Mainstrear	585.00	517.50	67.50	13.04	5,550.00	9,832.00	-4,282.00	-43.55
36200-1003	Bookkeeping Fee Earned - HCV EHV	1,142.20	600.00	542.20	90.37	10,892.30	6,000.00	4,892.30	81.54
36200-2000	Asset Management Fee Income	2,590.00	4,323.33	-1,733.33	-40.09	27,360.00	44,223.30	-16,863.30	-38.13
36200-3000	CHC- Admin Fee earned	9,510.00	0.00	9,510.00	N/A	100,917.00	0.00	100,917.00	N/A
36500-0000	Miscellaneous Other Income	579.12	13,903.55	-13,324.43	-95.83	119,174.85	139,035.50	-19,860.65	-14.28
36990-0000	TOTAL OTHER INCOME	169,421.43	177,161.24	-7,739.81	-4.37	1,806,083.76	1,646,392.80	159,690.96	9.70
39990-0000	TOTAL INCOME	4,712,584.29	4,334,395.97	378,188.32	8.73	47,579,096.43	43,228,534.10	4,350,562.33	10.06
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	200,444.19	244,819.70	44,375.51	18.13	2,182,770.81	2,498,975.46	316,204.65	12.65
41100-1000	Administrative Salaries - Mainstream	1,854.62	3,637.82	1,783.20	49.02	18,440.19	36,378.20	17,938.01	49.31
41100-1100	Administrative Salaries - EHV	1,483.02	1,666.67	183.65	11.02	19,288.34	16,666.70	-2,621.64	-15.73
41100-3000	Compensated Absences	0.00	1,154.32	1,154.32	100.00	0.00	11,543.20	11,543.20	100.00
41100-4000	Employee Benefit Contribution-Admin	109,103.50	97,342.77	-11,760.73	-12.08	1,196,220.35	1,007,703.76	-188,516.59	-18.71
41100-4001	Emp Benefit Cont-Admin Mainstream	386.74	1,083.33	696.59	64.30	4,161.12	10,833.30	6,672.18	61.59
41100-4002	Emp Benefit Cont-Admin EHV	309.25	641.67	332.42	51.81	4,239.71	6,416.70	2,176.99	33.93
41109-9000	Total Administrative Salaries	313,581.32	350,346.28	36,764.96	10.49	3,425,120.52	3,588,517.32	163,396.80	4.55
41300-0000	Legal Expense								
41300-1000	Pre 2004 Admin Fee Expense	0.00	0.00	0.00	N/A	-5,968.39	0.00	5,968.39	N/A
41300-2000	Court Costs	0.00	-65.80	-65.80	-100.00	1,514.30	-658.00	-2,172.30	-330.14
41300-3000	Tenant Screening	7,675.50	3,159.80	-4,515.70	-142.91	27,944.13	31,598.00	3,653.87	11.56
41300-4000	General Legal Expense	12,170.19	4,232.30	-7,937.89	-187.56	35,707.26	42,323.00	6,615.74	15.63
41310-0000	Total Legal Expense	19,845.69	7,326.30	-12,519.39	-170.88	59,197.30	73,263.00	14,065.70	19.20
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	3,998.00	4,717.01	719.01	15.24	16,661.95	47,170.10	30,508.15	64.68
41500-0000	Travel	1,492.20	3,523.88	2,031.68	57.65	44,173.48	35,238.80	-8,934.68	-25.35
41700-0000	Accounting Fees	9,818.22	13,221.25	3,403.03	25.74	103,946.33	132,212.50	28,266.17	21.38
41710-0000	Auditing Fees	0.00	1,270.82	1,270.82	100.00	10,440.00	22,308.20	11,868.20	53.20
41720-0000	Port Out Admin Fee Paid	3,467.40	4,833.33	1,365.93	28.26	36,458.09	48,333.30	11,875.21	24.57
41730-0000	Management Fee	31,611.61	90,703.24	59,091.63	65.15	330,337.46	907,032.40	576,694.94	63.58
41730-0100	Management Fee - HCV	61,318.00	0.00	-61,318.00	N/A	632,129.00	0.00	-632,129.00	N/A
41730-0150	Management Fee - HCV Mainstream	1,428.40	1,884.37	455.97	24.20	10,878.80	18,843.70	7,964.90	42.27
41730-0160	Management Fee - HCV EHV	1,142.20	875.00	-267.20	-30.54	11,658.20	8,750.00	-2,908.20	-33.24
41730-1000	Bookkeeping Fee	3,067.50	3,225.83	158.33	4.91	32,055.00	32,258.30	203.30	0.63
41730-1100	Bookkeeping Fee - HCV	21,720.00	21,403.17	-316.83	-1.48	217,200.00	214,031.70	-3,168.30	-1.48
41730-1150	Bookkeeping Fee - HCV Mainstream	585.00	911.73	326.73	35.84	5,550.00	9,117.30	3,567.30	39.13
41730-1160	Bookkeeping Fee - HCV EHV	352.50	600.00	247.50	41.25	3,442.50	6,000.00	2,557.50	42.62
41730-2000	Asset Management Fee	4,090.00	4,405.83	315.83	7.17	42,740.00	44,058.30	1,318.30	2.99

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41740-0000	Marketing	40.00	14.38	-25.62	-178.16	2,177.37	143.80	-2,033.57	-1,414.17
41800-0000	Office Rent	367.50	0.00	-367.50	N/A	4,053.36	0.00	-4,053.36	N/A
41820-0000	Consultants	0.00	5,042.48	5,042.48	100.00	0.00	50,424.80	50,424.80	100.00
41890-0000	Total Other Admin Expenses	144,498.53	156,632.32	12,133.79	7.75	1,503,901.54	1,575,923.20	72,021.66	4.57
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	2,607.88	2,546.81	-61.07	-2.40	30,802.16	25,468.10	-5,334.06	-20.94
41900-2000	Publications	0.00	213.22	213.22	100.00	216.00	2,132.20	1,916.20	89.87
41900-3000	Advertising	0.00	0.00	0.00	N/A	5,212.49	0.00	-5,212.49	N/A
41900-4000	Office Supplies	1,468.39	2,367.14	898.75	37.97	12,659.22	23,671.40	11,012.18	46.52
41900-5000	Inspection Expense	14,542.68	642.51	-13,900.17	-2,163.42	21,450.83	6,425.10	-15,025.73	-233.86
41900-6000	Computer Parts	0.00	0.00	0.00	N/A	114.38	0.00	-114.38	N/A
41900-7000	Telephone	8,630.40	4,866.62	-3,763.78	-77.34	58,561.16	48,666.20	-9,894.96	-20.33
41900-8000	Postage	3,579.00	3,145.35	-433.65	-13.79	25,635.03	31,453.50	5,818.47	18.50
41901-0000	Office Equipment Contracts	1,811.29	3,693.07	1,881.78	50.95	27,346.22	36,930.70	9,584.48	25.95
41901-1000	Printer Supplies	0.00	0.00	0.00	N/A	426.07	0.00	-426.07	N/A
41901-3000	Internet	2,863.89	2,048.38	-815.51	-39.81	15,709.10	20,483.80	4,774.70	23.31
41901-4000	Cable/Video	1,187.79	461.16	-726.63	-157.57	6,437.90	4,611.60	-1,826.30	-39.60
41901-5000	Special Events	2,687.37	1,281.62	-1,405.75	-109.69	20,737.56	12,816.20	-7,921.36	-61.81
41901-7000	Temporary Administrative Labor	14,644.64	4,416.67	-10,227.97	-231.58	106,633.24	44,166.70	-62,466.54	-141.43
41901-8000	Small Office Equipment	1,291.40	267.85	-1,023.55	-382.14	2,703.30	2,678.50	-24.80	-0.93
41902-0000	Bank Fees	5,331.47	0.00	-5,331.47	N/A	50,241.41	0.00	-50,241.41	N/A
41902-1000	Sponsorships	0.00	92.22	92.22	100.00	0.00	922.20	922.20	100.00
41902-2000	Other Misc Admin Expenses	3,779.60	6,132.39	2,352.79	38.37	29,621.75	61,323.90	31,702.15	51.70
41910-0000	Total Miscellaneous Admin Expenses	378,007.12	382,521.29	4,514.17	1.18	3,839,628.34	3,910,267.42	70,639.08	1.81
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	542,351.34	546,479.91	4,128.57	0.76	5,402,727.18	5,559,453.62	156,726.44	2.82
42000-0000	TENANT SERVICES								
42100-0000	Tenant Services Salaries	16,425.60	230.80	-16,194.80	-7,016.81	177,770.17	2,308.00	-175,462.17	-7,602.35
42100-1000	Employee Benefit Contributions-Tenant Sv	9,280.22	199.14	-9,081.08	-4,560.15	102,741.58	1,991.40	-100,750.18	-5,059.26
42300-0000	Tenant Services Expense - Other	0.00	181.17	181.17	100.00	10,386.93	1,811.70	-8,575.23	-473.33
42300-1000	Tenant Relocation	660.00	2,070.42	1,410.42	68.12	5,586.75	20,704.20	15,117.45	73.02
42990-0000	TOTAL TENANT SERVICES EXPENSES	26,365.82	2,681.53	-23,684.29	-883.24	296,485.43	26,815.30	-269,670.13	-1,005.66
43000-0000	UTILITY EXPENSES								
43100-0000	Water	13,708.03	9,139.25	-4,568.78	-49.99	80,086.00	91,392.50	11,306.50	12.37
43200-0000	Electricity	9,938.13	7,934.73	-2,003.40	-25.25	107,752.64	79,347.30	-28,405.34	-35.80
43200-1000	Electricity-Vacant Units	1,599.85	0.00	-1,599.85	N/A	5,768.85	0.00	-5,768.85	N/A
43300-0000	Gas	8,113.23	3,892.02	-4,221.21	-108.46	63,227.18	38,920.20	-24,306.98	-62.45
43300-1000	Gas-Vacant Units	107.37	0.00	-107.37	N/A	2,915.87	0.00	-2,915.87	N/A
43320-0000	Tenant-Owed Utilities	641.39	1,127.84	486.45	43.13	16,235.35	11,278.40	-4,956.95	-43.95
43400-0000	Garbage/Trash Removal	11,519.83	4,440.23	-7,079.60	-159.44	43,502.08	44,402.30	900.22	2.03
43900-0000	Sewer	10,111.39	5,061.25	-5,050.14	-99.78	59,891.66	50,612.50	-9,279.16	-18.33
43990-0000	TOTAL UTILITY EXPENSES	55,739.22	31,595.32	-24,143.90	-76.42	379,379.63	315,953.20	-63,426.43	-20.07
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44100-0000	Maintenance Salaries	57,044.62	54,499.16	-2,545.46	-4.67	564,357.82	553,018.40	-11,339.42	-2.05
44100-1000	Maintenance Labor-Grounds	720.00	0.00	-720.00	N/A	720.00	0.00	-720.00	N/A
44100-4000	Maint. Empl. Rent Free Unit	0.00	0.00	0.00	N/A	137.50	0.00	-137.50	N/A
44100-5000	Employee Benefit Contribution-Maint.	22,810.34	19,441.86	-3,368.48	-17.33	239,758.33	196,138.94	-43,619.39	-22.24
44110-0000	Maintenance Uniforms	0.00	0.00	0.00	N/A	514.59	0.00	-514.59	N/A
44120-0000	Vehicle Gas	0.00	0.00	0.00	N/A	4,523.11	0.00	-4,523.11	N/A
44130-0000	Misc Vehicle Expenses	3,055.07	3,193.93	138.86	4.35	10,712.19	31,939.30	21,227.11	66.46

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44190-0000	Total General Maint Expense	83,630.03	77,134.95	-6,495.08	-8.42	820,723.54	781,096.64	-39,626.90	-5.07
44200-0000	Materials								
44200-1000	Supplies-Grounds	0.00	1.17	1.17	100.00	319.95	11.70	-308.25	-2,634.62
44200-2000	Supplies-Appliance	8,041.90	2,121.64	-5,920.26	-279.04	57,703.46	21,216.40	-36,487.06	-171.98
44200-3000	Supplies-Decorating	149.12	1,469.32	1,320.20	89.85	5,073.02	14,693.20	9,620.18	65.47
44200-4000	Supplies-Electrical	533.01	843.23	310.22	36.79	11,702.45	8,432.30	-3,270.15	-38.78
44200-5000	Supplies-Exterminating	0.00	0.00	0.00	N/A	298.71	0.00	-298.71	N/A
44200-6000	Supplies-Janitorial/Cleaning	1,291.67	1,568.21	276.54	17.63	21,647.08	15,682.10	-5,964.98	-38.04
44200-7000	Supplies-Maint/Repairs	10,023.70	15,789.66	5,765.96	36.52	100,707.76	157,896.60	57,188.84	36.22
44200-8000	Supplies-Plumbing	2,835.11	2,384.85	-450.26	-18.88	14,228.43	23,848.50	9,620.07	40.34
44200-9000	Tools and Equipment	1,605.14	729.43	-875.71	-120.05	6,935.06	7,294.30	359.24	4.92
44201-0000	Supplies - HVAC	55.56	907.34	851.78	93.88	8,399.30	9,073.40	674.10	7.43
44290-0000	Total Materials	24,535.21	25,814.85	1,279.64	4.96	227,015.22	258,148.50	31,133.28	12.06
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	N/A	6,462.43	0.00	-6,462.43	N/A
44300-2000	Contract-Appliance	0.00	0.00	0.00	N/A	1,325.62	0.00	-1,325.62	N/A
44300-3000	Contract-Building Repairs	20,891.41	0.00	-20,891.41	N/A	51,531.53	0.00	-51,531.53	N/A
44300-5000	Contract-Decorating/Painting	0.00	0.00	0.00	N/A	1,806.01	0.00	-1,806.01	N/A
44300-6000	Contract-Electrical	13,932.50	1,735.83	-12,196.67	-702.64	42,173.26	17,358.30	-24,814.96	-142.96
44300-7000	Contract-Pest Control	5,700.00	1,210.55	-4,489.45	-370.86	24,105.00	12,105.50	-11,999.50	-99.12
44300-8000	Contract-Floor Covering	0.00	20.10	20.10	100.00	2,400.00	201.00	-2,199.00	-1,094.03
44300-9000	Contract-Grounds	18,095.68	10,281.64	-7,814.04	-76.00	80,217.77	102,816.40	22,598.63	21.98
44301-0000	Contract-Janitorial/Cleaning	0.00	3,751.94	3,751.94	100.00	58,796.59	37,519.40	-21,277.19	-56.71
44301-0001	Mold Remediation	800.00	337.50	-462.50	-137.04	8,630.00	3,375.00	-5,255.00	-155.70
44301-1000	Contract-Plumbing	16,382.71	8,712.09	-7,670.62	-88.05	150,400.57	87,120.90	-63,279.67	-72.63
44301-2000	Contract-Window Covering	0.00	4.77	4.77	100.00	6,152.50	47.70	-6,104.80	-12,798.32
44301-3000	Contract-HVAC	18,067.75	3,036.05	-15,031.70	-495.11	36,251.33	30,360.50	-5,890.83	-19.40
44301-4000	Contract-Vehicle Maintenance	0.00	734.63	734.63	100.00	12,325.70	7,346.30	-4,979.40	-67.78
44301-5000	Contract-Equipment Rental	0.00	0.00	0.00	N/A	1,107.00	0.00	-1,107.00	N/A
44301-7000	Contract-Elevator Monitoring	4,933.49	5,979.60	1,046.11	17.49	36,013.13	59,796.00	23,782.87	39.77
44301-8000	Contract-Alarm Monitoring	12,189.43	0.00	-12,189.43	N/A	34,164.87	0.00	-34,164.87	N/A
44301-9000	Contract-Sprinkler Monitoring	1,355.78	0.00	-1,355.78	N/A	25,591.14	0.00	-25,591.14	N/A
44302-2000	Contract-IT Contracts	33,910.19	29,726.38	-4,183.81	-14.07	291,215.38	297,263.80	6,048.42	2.03
44302-3000	Contract-Consultants	0.00	0.00	0.00	N/A	9,519.50	0.00	-9,519.50	N/A
44308-0000	Contract - Vehicle Lease	22,578.39	3,254.12	-19,324.27	-593.84	46,963.20	32,541.20	-14,422.00	-44.32
44309-0000	Contract-Security	2,710.60	5,733.78	3,023.18	52.73	8,201.88	57,337.80	49,135.92	85.70
44309-1000	Snow Removal Service	0.00	2,259.43	2,259.43	100.00	102,560.00	88,044.30	-14,515.70	-16.49
44309-9000	Contract Costs-Other	2,048.95	27,533.01	25,484.06	92.56	24,317.91	275,330.10	251,012.19	91.17
44390-0000	Total Contract Costs	173,596.88	104,311.42	-69,285.46	-66.42	1,062,232.32	1,108,564.20	46,331.88	4.18
44400-0000	Unit Repairs - Damages	0.00	0.00	0.00	N/A	2,390.15	0.00	-2,390.15	N/A
44500-0000	Vacancy Turnover	3,388.49	14,128.01	10,739.52	76.02	54,242.16	141,280.10	87,037.94	61.61
44842-1408	CFP - Mgmt Improve - Soft - Amp 2	0.00	0.00	0.00	N/A	7,874.93	0.00	-7,874.93	N/A
44842-1480	CFP - Gen Cap Acty - Soft - Amp 2	0.00	0.00	0.00	N/A	22,045.74	0.00	-22,045.74	N/A
44843-1408	CFP - Mgmt Improve - Soft - Amp 3	0.00	0.00	0.00	N/A	7,874.94	0.00	-7,874.94	N/A
44843-1480	CFP - Gen Cap Acty - Soft - Amp 3	0.00	0.00	0.00	N/A	186,462.73	0.00	-186,462.73	N/A
44844-1408	CFP - Mgmt Improve - Soft - Amp 4	0.00	0.00	0.00	N/A	7,874.94	0.00	-7,874.94	N/A
44844-1480	CFP - Gen Cap Acty - Soft - Amp 4	0.00	0.00	0.00	N/A	10,425.12	0.00	-10,425.12	N/A
44845-1408	CFP - Mgmt Improve - Soft - Amp 5	0.00	0.00	0.00	N/A	7,874.94	0.00	-7,874.94	N/A
44845-1480	CFP - Gen Cap Acty - Soft - Amp 5	-1,000.00	0.00	1,000.00	N/A	6,992.06	0.00	-6,992.06	N/A
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	284,150.61	221,389.23	-62,761.38	-28.35	2,424,028.79	2,289,089.44	-134,939.35	-5.89
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	14,138.51	13,461.95	-676.56	-5.03	118,521.46	134,619.50	16,098.04	11.96

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
45101-0000	Property Insurance	14,944.55	13,641.16	-1,303.39	-9.55	143,484.53	136,411.60	-7,072.93	-5.18
45102-0000	Liability Insurance	3,297.51	3,224.24	-73.27	-2.27	34,081.09	32,242.40	-1,838.69	-5.70
45200-0000	Payments in Lieu of Taxes	11,004.16	11,340.60	336.44	2.97	114,867.62	113,406.00	-1,461.62	-1.29
45210-0000	Misc. Taxes/Licenses/Insurance	1,207.80	1,658.62	450.82	27.18	13,787.85	16,586.20	2,798.35	16.87
45700-0000	Bad Debt-Tenant Rents	42,354.01	3,813.86	-38,540.15	-1,010.53	96,667.08	38,138.60	-58,528.48	-153.46
45800-0000	HCV nonHAP Admin Expense	0.00	0.00	0.00	N/A	23,761.00	0.00	-23,761.00	N/A
45850-0000	Port-In HAP Expense	52,942.00	22,364.58	-30,577.42	-136.72	360,349.00	223,645.80	-136,703.20	-61.12
45850-1000	LL Incentive - Bonus	0.00	0.00	0.00	N/A	89,916.00	0.00	-89,916.00	N/A
45850-2000	LL Incentive - Vacancy	0.00	0.00	0.00	N/A	29,683.00	0.00	-29,683.00	N/A
45900-0000	Other General Expense	0.00	1,113.90	1,113.90	100.00	26,361.33	11,139.00	-15,222.33	-136.66
45900-1000	Radon Grant Expense	0.00	1,710.00	1,710.00	100.00	22,348.00	17,100.00	-5,248.00	-30.69
45990-0000	TOTAL GENERAL EXPENSES	139,888.54	72,328.91	-67,559.63	-93.41	1,073,827.96	723,289.10	-350,538.86	-48.46
47000-0000	HOUSING ASSISTANCE PAYMENTS								
47150-0000	Housing Assistance Payments	2,368,314.00	3,258,434.00	890,120.00	27.32	23,786,572.00	32,584,340.00	8,797,768.00	27.00
47150-0001	HAP Expense - EHV	54,339.00	50,247.58	-4,091.42	-8.14	511,172.00	502,475.80	-8,696.20	-1.73
47150-0002	HAP Expense - Mainstream	80,306.00	64,785.25	-15,520.75	-23.96	770,991.00	647,852.50	-123,138.50	-19.01
47150-0003	HAP Expense - FUP	289,008.00	0.00	-289,008.00	N/A	2,952,903.86	0.00	-2,952,903.86	N/A
47150-0004	HAP Expense - FUPY	2,764.00	0.00	-2,764.00	N/A	27,709.00	0.00	-27,709.00	N/A
47150-0005	HAP Expense - FUP09	16,069.00	0.00	-16,069.00	N/A	191,664.00	0.00	-191,664.00	N/A
47150-0006	HAP Expense - NED	89,476.00	0.00	-89,476.00	N/A	921,902.00	0.00	-921,902.00	N/A
47150-0008	HAP Expense - VASH	5,554.00	0.00	-5,554.00	N/A	50,483.00	0.00	-50,483.00	N/A
47150-0010	HAP Expense - Tenant Protection	63,734.00	0.00	-63,734.00	N/A	484,416.00	0.00	-484,416.00	N/A
47150-0011	HAP Expense - PBV	458,426.00	0.00	-458,426.00	N/A	4,535,574.00	0.00	-4,535,574.00	N/A
47150-1000	URP Expense	41,935.00	0.00	-41,935.00	N/A	444,960.00	0.00	-444,960.00	N/A
47150-1001	URP Expense - EHV	1,207.00	0.00	-1,207.00	N/A	16,081.00	0.00	-16,081.00	N/A
47150-1002	URP Expense - Mainstream	1,131.00	0.00	-1,131.00	N/A	10,527.00	0.00	-10,527.00	N/A
47150-1003	URP Expense - FUP	7,896.00	0.00	-7,896.00	N/A	91,095.00	0.00	-91,095.00	N/A
47150-1004	URP Expense - FUPY	29.00	0.00	-29.00	N/A	320.00	0.00	-320.00	N/A
47150-1005	URP Expense - FUP09	101.00	0.00	-101.00	N/A	1,093.00	0.00	-1,093.00	N/A
47150-1006	URP Expense - NED	215.00	0.00	-215.00	N/A	5,056.00	0.00	-5,056.00	N/A
47150-1008	URP Expense - VASH	0.00	0.00	0.00	N/A	306.00	0.00	-306.00	N/A
47150-1010	URP Expense - Tenant Protection	1,899.00	0.00	-1,899.00	N/A	18,911.00	0.00	-18,911.00	N/A
47150-1011	URP Expense - PBV	8,021.00	0.00	-8,021.00	N/A	87,754.00	0.00	-87,754.00	N/A
47150-2000	Port Out HAP Payments	136,747.00	0.00	-136,747.00	N/A	970,220.00	0.00	-970,220.00	N/A
47150-2001	Port Out HAP Exp - PBV	1,265.00	0.00	-1,265.00	N/A	15,671.00	0.00	-15,671.00	N/A
47150-2003	Port Out HAP Exp - FUP	6,806.00	0.00	-6,806.00	N/A	60,406.00	0.00	-60,406.00	N/A
47150-2005	Port Out HAP Exp - FUP 09	1,437.00	0.00	-1,437.00	N/A	14,638.00	0.00	-14,638.00	N/A
47150-2006	Port Out HAP Exp - Mainstream	1,002.00	0.00	-1,002.00	N/A	4,008.00	0.00	-4,008.00	N/A
47150-2007	Port Out HAP Exp - NED	1,788.00	0.00	-1,788.00	N/A	20,649.00	0.00	-20,649.00	N/A
47150-2008	Port Out HAP Exp - TPV	1,948.00	0.00	-1,948.00	N/A	7,207.00	0.00	-7,207.00	N/A
47150-3000	Port-Out Admin Fee Expense	3,406.19	0.00	-3,406.19	N/A	14,530.89	0.00	-14,530.89	N/A
47150-3001	Port-Out Admin Fee Exp - PBV	80.54	0.00	-80.54	N/A	937.84	0.00	-937.84	N/A
47150-3002	Port-Out Admin Fee Exp - FUP	323.03	0.00	-323.03	N/A	2,341.45	0.00	-2,341.45	N/A
47150-3004	Port-Out Admin Fee Exp - FUP 09	136.97	0.00	-136.97	N/A	1,121.81	0.00	-1,121.81	N/A
47150-3005	Port-Out Admin Fee Exp - Mainstream	80.83	0.00	-80.83	N/A	319.75	0.00	-319.75	N/A
47150-3006	Port-Out Admin Fee Exp - NED	80.83	0.00	-80.83	N/A	880.73	0.00	-880.73	N/A
47150-3007	Port-Out Admin Fee Exp - TPV	80.83	0.00	-80.83	N/A	237.46	0.00	-237.46	N/A
47150-4000	Port-Out Other Expense	0.00	0.00	0.00	N/A	43.00	0.00	-43.00	N/A
47150-6000	FSS Escrow Payments	29,487.93	105.20	-29,382.73	-27,930.35	283,806.23	1,052.00	-282,754.23	-26,877.78
47150-6001	FSS Escrow Exp - PBV	652.00	0.00	-652.00	N/A	8,038.00	0.00	-8,038.00	N/A
47150-6003	FSS Escrow Exp - EHV	0.00	0.00	0.00	N/A	797.00	0.00	-797.00	N/A
47150-6004	FSS Escrow Exp - FUP	7,246.00	0.00	-7,246.00	N/A	76,724.00	0.00	-76,724.00	N/A

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
47150-6006	FSS Escrow Exp - FUP 09	2,467.00	0.00	-2,467.00	N/A	28,168.00	0.00	-28,168.00	N/A
47150-6009	FSS Escrow Exp - TPV	0.00	0.00	0.00	N/A	-361.27	0.00	361.27	N/A
47150-7000	Housing Counseling Program Expenses	29,558.36	3,356.19	-26,202.17	-780.71	619,971.65	33,561.90	-586,409.75	-1,747.25
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	3,715,017.51	3,376,928.22	-338,089.29	-10.01	37,039,845.40	33,769,282.20	-3,270,563.20	-9.68
48990-0000	TOTAL OPERATING EXPENSES	4,763,513.04	4,251,403.12	-512,109.92	-12.05	46,616,294.39	42,683,882.86	-3,932,411.53	-9.21
49990-0000	**NET OPERATING INCOME**	**-50,928.75**	**82,992.85**	**-133,921.60**	**-161.37**	**962,802.04**	**544,651.24**	**418,150.80**	**76.77**
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	0.00	0.00	0.00	N/A	616,892.04	0.00	-616,892.04	N/A
51000-2000	Depreciation -Furn,Equip,Machinery-Dwell	0.00	0.00	0.00	N/A	21,711.54	0.00	-21,711.54	N/A
51000-3000	Depreciation -Furn,Equip,Machinery-Admi	0.00	0.00	0.00	N/A	14,200.70	0.00	-14,200.70	N/A
51000-4000	Depreciation-Leashold Improvements	0.00	0.00	0.00	N/A	76,611.18	0.00	-76,611.18	N/A
51000-5000	Depreciation-Vehicles	0.00	0.00	0.00	N/A	5,875.80	0.00	-5,875.80	N/A
52100-0000	Operating Transfers OUT	0.10	0.00	-0.10	N/A	39,012.35	0.00	-39,012.35	N/A
52100-2000	Operating Transfer In from CFP	-0.10	0.00	0.10	N/A	-81,350.65	0.00	81,350.65	N/A
52200-0000	Prior Period Adjustments Affecting RR	0.00	0.00	0.00	N/A	105,982.85	0.00	-105,982.85	N/A
52300-0000	Gain/Loss on Sale of Fixed Assets	-684,464.00	-155,000.00	529,464.00	341.59	-3,206,678.91	-1,550,000.00	1,656,678.91	106.88
52310-0000	Pre 2004 Admin Fee Expense	180,659.63	31,906.02	-148,753.61	-466.22	569,375.81	319,060.20	-250,315.61	-78.45
52310-1000	Extraordinary Expense	0.00	0.00	0.00	N/A	429,248.60	0.00	-429,248.60	N/A
52320-0000	Gain/Loss from Sale Disposition of Real Pr	1,800.00	0.00	-1,800.00	N/A	1,800.00	0.00	-1,800.00	N/A
59990-0000	TOTAL NON-OPERATING ITEMS	-502,004.37	-123,093.98	378,910.39	307.82	-1,407,318.69	-1,230,939.80	176,378.89	14.33
90000-0000	NET INCOME	451,075.62	206,086.83	244,988.79	118.88	2,370,120.73	1,775,591.04	594,529.69	33.48

Aim North (aimnorth)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31200-0000	Other Tenant Income								
31201-0000	Developer Fee Income	0.00	0.00	0.00	N/A	13,871.85	0.00	13,871.85	N/A
31290-0000	Total Other Tenant Income	0.00	0.00	0.00	N/A	13,871.85	0.00	13,871.85	N/A
31990-0000	TOTAL TENANT INCOME	0.00	0.00	0.00	N/A	13,871.85	0.00	13,871.85	N/A
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	1.51	15,000.00	-14,998.49	-99.99	10.43	15,000.00	-14,989.57	-99.93
36500-0000	Miscellaneous Other Income	350.00	0.00	350.00	N/A	600.00	0.00	600.00	N/A
36990-0000	TOTAL OTHER INCOME	351.51	15,000.00	-14,648.49	-97.66	610.43	15,000.00	-14,389.57	-95.93
39990-0000	TOTAL INCOME	351.51	15,000.00	-14,648.49	-97.66	14,482.28	15,000.00	-517.72	-3.45
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41300-0000	Legal Expense								
41300-4000	General Legal Expense	0.00	83.33	83.33	100.00	1,560.07	833.30	-726.77	-87.22
41310-0000	Total Legal Expense	0.00	83.33	83.33	100.00	1,560.07	833.30	-726.77	-87.22
41390-0000	Other Admin Expenses								
41500-0000	Travel	0.00	0.00	0.00	N/A	4.20	0.00	-4.20	N/A
41700-0000	Accounting Fees	0.00	0.00	0.00	N/A	1,870.00	0.00	-1,870.00	N/A
41890-0000	Total Other Admin Expenses	0.00	0.00	0.00	N/A	1,874.20	0.00	-1,874.20	N/A
41900-0000	Miscellaneous Admin Expenses								
41901-5000	Special Events	975.00	0.00	-975.00	N/A	1,772.29	0.00	-1,772.29	N/A
41902-0000	Bank Fees	0.00	0.00	0.00	N/A	16.00	0.00	-16.00	N/A
41910-0000	Total Miscellaneous Admin Expenses	975.00	0.00	-975.00	N/A	1,788.29	0.00	-1,788.29	N/A
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	975.00	83.33	-891.67	-1,070.05	5,222.56	833.30	-4,389.26	-526.73
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44300-0000	Contract Costs								
44309-9000	Contract Costs-Other	0.00	8.33	8.33	100.00	0.00	83.30	83.30	100.00
44390-0000	Total Contract Costs	0.00	8.33	8.33	100.00	0.00	83.30	83.30	100.00
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	0.00	8.33	8.33	100.00	0.00	83.30	83.30	100.00
45000-0000	GENERAL EXPENSES								
45101-0000	Property Insurance	0.00	16.67	16.67	100.00	0.00	166.70	166.70	100.00
45102-0000	Liability Insurance	177.75	0.00	-177.75	N/A	2,194.50	0.00	-2,194.50	N/A
45990-0000	TOTAL GENERAL EXPENSES	177.75	16.67	-161.08	-966.29	2,194.50	166.70	-2,027.80	-1,216.44
48990-0000	TOTAL OPERATING EXPENSES	1,152.75	108.33	-1,044.42	-964.11	7,417.06	1,083.30	-6,333.76	-584.67
49990-0000	**NET OPERATING INCOME**	**-801.24**	**14,891.67**	**-15,692.91**	**-105.38**	**7,065.22**	**13,916.70**	**-6,851.48**	**-49.23**
90000-0000	NET INCOME	-801.24	14,891.67	-15,692.91	-105.38	7,065.22	13,916.70	-6,851.48	-49.23

Business Activities (.busact)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31010-0000	Rental Income								
31110-0000	Tenant Rent	8,973.00	14,583.33	-5,610.33	-38.47	80,102.00	145,833.30	-65,731.30	-45.07
31120-1000	Tenant Based Subsidy	6,787.00	0.00	6,787.00	N/A	66,698.00	0.00	66,698.00	N/A
31130-0000	Less: Vacancies	-1,200.00	0.00	-1,200.00	N/A	-1,200.00	0.00	-1,200.00	N/A
31190-0000	Total Rental Income	14,560.00	14,583.33	-23.33	-0.16	145,600.00	145,833.30	-233.30	-0.16
31200-0000	Other Tenant Income								
31200-7000	Excess Utility	0.00	0.00	0.00	N/A	57.31	0.00	57.31	N/A
31290-0000	Total Other Tenant Income	0.00	0.00	0.00	N/A	57.31	0.00	57.31	N/A
31990-0000	TOTAL TENANT INCOME	14,560.00	14,583.33	-23.33	-0.16	145,657.31	145,833.30	-175.99	-0.12
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	4,117.53	4,150.00	-32.47	-0.78	41,187.78	41,500.00	-312.22	-0.75
36500-0000	Miscellaneous Other Income	0.00	850.00	-850.00	-100.00	11,526.74	8,500.00	3,026.74	35.61
36990-0000	TOTAL OTHER INCOME	4,117.53	5,000.00	-882.47	-17.65	52,714.52	50,000.00	2,714.52	5.43
39990-0000	TOTAL INCOME	18,677.53	19,583.33	-905.80	-4.63	198,371.83	195,833.30	2,538.53	1.30
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	0.00	4,166.67	4,166.67	100.00	0.00	41,666.70	41,666.70	100.00
41100-4000	Employee Benefit Contribution-Admin	0.82	0.00	-0.82	N/A	0.82	0.00	-0.82	N/A
41109-9000	Total Administrative Salaries	0.82	4,166.67	4,165.85	99.98	0.82	41,666.70	41,665.88	100.00
41300-0000	Legal Expense								
41300-4000	General Legal Expense	0.00	0.00	0.00	N/A	809.75	0.00	-809.75	N/A
41310-0000	Total Legal Expense	0.00	0.00	0.00	N/A	809.75	0.00	-809.75	N/A
41390-0000	Other Admin Expenses								
41730-0000	Management Fee	850.19	750.00	-100.19	-13.36	8,501.90	7,500.00	-1,001.90	-13.36
41730-1000	Bookkeeping Fee	82.50	70.83	-11.67	-16.48	825.00	708.30	-116.70	-16.48
41730-2000	Asset Management Fee	110.00	0.00	-110.00	N/A	1,100.00	0.00	-1,100.00	N/A
41890-0000	Total Other Admin Expenses	1,042.69	820.83	-221.86	-27.03	10,426.90	8,208.30	-2,218.60	-27.03
41900-0000	Miscellaneous Admin Expenses								
41900-5000	Inspection Expense	0.00	0.00	0.00	N/A	600.00	0.00	-600.00	N/A
41901-5000	Special Events	0.00	1,166.67	1,166.67	100.00	54.21	11,666.70	11,612.49	99.54
41902-0000	Bank Fees	521.74	0.00	-521.74	N/A	5,083.98	0.00	-5,083.98	N/A
41902-2000	Other Misc Admin Expenses	0.00	366.66	366.66	100.00	4,042.76	3,666.60	-376.16	-10.26
41910-0000	Total Miscellaneous Admin Expenses	522.56	5,700.00	5,177.44	90.83	9,781.77	57,000.00	47,218.23	82.84
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	1,565.25	6,520.83	4,955.58	76.00	21,018.42	65,208.30	44,189.88	67.77
42000-0000	TENANT SERVICES								
42100-1000	Employee Benefit Contributions-Tenant Sv	10.00	0.00	-10.00	N/A	10.00	0.00	-10.00	N/A
42990-0000	TOTAL TENANT SERVICES EXPENSES	10.00	0.00	-10.00	N/A	10.00	0.00	-10.00	N/A
43000-0000	UTILITY EXPENSES								
43100-0000	Water	0.00	0.00	0.00	N/A	318.59	0.00	-318.59	N/A
43200-0000	Electricity	0.00	8.33	8.33	100.00	0.00	83.30	83.30	100.00
43300-0000	Gas	0.00	8.33	8.33	100.00	0.00	83.30	83.30	100.00

Business Activities (.busact)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
43320-0000	Tenant-Owed Utilities	327.31	125.00	-202.31	-161.85	327.31	1,250.00	922.69	73.82
43990-0000	TOTAL UTILITY EXPENSES	327.31	141.66	-185.65	-131.05	645.90	1,416.60	770.70	54.40
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44200-0000	Materials								
44200-2000	Supplies-Appliance	0.00	16.67	16.67	100.00	583.33	166.70	-416.63	-249.93
44200-4000	Supplies-Electrical	0.00	0.00	0.00	N/A	56.45	0.00	-56.45	N/A
44200-7000	Supplies-Maint/Repairs	164.57	333.33	168.76	50.63	2,364.12	3,333.30	969.18	29.08
44200-8000	Supplies-Plumbing	418.67	0.00	-418.67	N/A	534.23	0.00	-534.23	N/A
44201-0000	Supplies - HVAC	0.00	0.00	0.00	N/A	53.98	0.00	-53.98	N/A
44290-0000	Total Materials	583.24	350.00	-233.24	-66.64	3,592.11	3,500.00	-92.11	-2.63
44300-0000	Contract Costs								
44300-6000	Contract-Electrical	0.00	20.83	20.83	100.00	0.00	208.30	208.30	100.00
44300-9000	Contract-Grounds	0.00	12.50	12.50	100.00	0.00	125.00	125.00	100.00
44301-1000	Contract-Plumbing	1,995.00	300.00	-1,695.00	-565.00	3,150.00	3,000.00	-150.00	-5.00
44301-3000	Contract-HVAC	0.00	8.33	8.33	100.00	476.00	83.30	-392.70	-471.43
44302-2000	Contract-IT Contracts	0.00	0.00	0.00	N/A	23.50	0.00	-23.50	N/A
44309-9000	Contract Costs-Other	0.00	173.33	173.33	100.00	350.00	1,733.30	1,383.30	79.81
44390-0000	Total Contract Costs	1,995.00	514.99	-1,480.01	-287.39	3,999.50	5,149.90	1,150.40	22.34
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	2,578.24	864.99	-1,713.25	-198.07	7,591.61	8,649.90	1,058.29	12.23
45000-0000	GENERAL EXPENSES								
45101-0000	Property Insurance	507.30	500.00	-7.30	-1.46	4,984.74	5,000.00	15.26	0.31
45200-0000	Payments in Lieu of Taxes	744.57	1,166.67	422.10	36.18	7,825.45	11,666.70	3,841.25	32.92
45700-0000	Bad Debt-Tenant Rents	0.00	6.25	6.25	100.00	0.00	62.50	62.50	100.00
45990-0000	TOTAL GENERAL EXPENSES	1,251.87	1,672.92	421.05	25.17	12,810.19	16,729.20	3,919.01	23.43
48990-0000	TOTAL OPERATING EXPENSES	5,732.67	9,200.40	3,467.73	37.69	42,076.12	92,004.00	49,927.88	54.27
49990-0000	**NET OPERATING INCOME**	**12,944.86**	**10,382.93**	**2,561.93**	**24.67**	**156,295.71**	**103,829.30**	**52,466.41**	**50.53**
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	0.00	0.00	0.00	N/A	34,296.48	0.00	-34,296.48	N/A
59990-0000	TOTAL NON-OPERATING ITEMS	0.00	0.00	0.00	N/A	34,296.48	0.00	-34,296.48	N/A
90000-0000	NET INCOME	12,944.86	10,382.93	2,561.93	24.67	121,999.23	103,829.30	18,169.93	17.50

Central Office Cost Center (cocc)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31200-0000	Other Tenant Income								
31200-1000	Laundry and Vending	0.00	55.05	-55.05	-100.00	234.70	550.50	-315.80	-57.37
31290-0000	Total Other Tenant Income	0.00	55.05	-55.05	-100.00	234.70	550.50	-315.80	-57.37
31990-0000	TOTAL TENANT INCOME	0.00	55.05	-55.05	-100.00	234.70	550.50	-315.80	-57.37
34000-0000	GRANT INCOME								
34010-1000	CFP Operating Grants	13,580.56	13,580.87	-0.31	0.00	135,807.70	135,808.70	-1.00	0.00
34990-0000	TOTAL GRANT INCOME	13,580.56	13,580.87	-0.31	0.00	135,807.70	135,808.70	-1.00	0.00
36000-0000	OTHER INCOME								
36200-0000	Management Fee Income	33,111.61	32,833.33	278.28	0.85	345,717.46	335,433.30	10,284.16	3.07
36200-0001	Management Fee Earned - HCV	61,318.00	57,278.25	4,039.75	7.05	632,129.00	572,782.50	59,346.50	10.36
36200-0002	Management Fee Earned - HCV Mainstrear	1,428.40	2,314.60	-886.20	-38.29	10,878.80	19,719.40	-8,840.60	-44.83
36200-0003	Management Fee Earned - HCV EHV	352.50	875.00	-522.50	-59.71	4,208.40	8,750.00	-4,541.60	-51.90
36200-1000	Bookkeeping Fee Income	3,067.50	3,187.50	-120.00	-3.76	32,055.00	32,335.00	-280.00	-0.87
36200-1001	Bookkeeping Fee Earned - HCV	21,720.00	21,403.17	316.83	1.48	217,200.00	214,031.70	3,168.30	1.48
36200-1002	Bookkeeping Fee Earned - HCV Mainstrear	585.00	517.50	67.50	13.04	5,550.00	9,832.00	-4,282.00	-43.55
36200-1003	Bookkeeping Fee Earned - HCV EHV	1,142.20	600.00	542.20	90.37	10,892.30	6,000.00	4,892.30	81.54
36200-2000	Asset Management Fee Income	2,590.00	4,323.33	-1,733.33	-40.09	27,360.00	44,223.30	-16,863.30	-38.13
36500-0000	Miscellaneous Other Income	367.50	1,703.93	-1,336.43	-78.43	32,470.43	17,039.30	15,431.13	90.56
36990-0000	TOTAL OTHER INCOME	125,682.71	125,036.61	646.10	0.52	1,318,461.39	1,260,146.50	58,314.89	4.63
39990-0000	TOTAL INCOME	139,263.27	138,672.53	590.74	0.43	1,454,503.79	1,396,505.70	57,998.09	4.15
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	51,665.96	54,091.44	2,425.48	4.48	509,666.26	595,005.86	85,339.60	14.34
41100-4000	Employee Benefit Contribution-Admin	25,869.73	19,806.06	-6,063.67	-30.62	252,328.72	217,866.66	-34,462.06	-15.82
41109-9000	Total Administrative Salaries	77,535.69	73,897.50	-3,638.19	-4.92	761,994.98	812,872.52	50,877.54	6.26
41300-0000	Legal Expense								
41300-3000	Tenant Screening	12.00	7.29	-4.71	-64.61	352.65	72.90	-279.75	-383.74
41300-4000	General Legal Expense	6,487.94	1,459.85	-5,028.09	-344.43	14,376.69	14,598.50	221.81	1.52
41310-0000	Total Legal Expense	6,499.94	1,467.14	-5,032.80	-343.03	14,729.34	14,671.40	-57.94	-0.39
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	2,050.00	1,781.04	-268.96	-15.10	11,607.95	17,810.40	6,202.45	34.82
41500-0000	Travel	750.00	2,489.75	1,739.75	69.88	29,594.97	24,897.50	-4,697.47	-18.87
41700-0000	Accounting Fees	3,002.30	4,833.33	1,831.03	37.88	31,464.76	48,333.30	16,868.54	34.90
41710-0000	Auditing Fees	0.00	0.00	0.00	N/A	4,176.00	9,600.00	5,424.00	56.50
41740-0000	Marketing	40.00	14.38	-25.62	-178.16	846.83	143.80	-703.03	-488.89
41800-0000	Office Rent	0.00	0.00	0.00	N/A	10.86	0.00	-10.86	N/A
41890-0000	Total Other Admin Expenses	5,842.30	9,118.50	3,276.20	35.93	77,701.37	100,785.00	23,083.63	22.90
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	697.42	1,231.29	533.87	43.36	10,713.17	12,312.90	1,599.73	12.99
41900-2000	Publications	0.00	53.92	53.92	100.00	110.40	539.20	428.80	79.53
41900-3000	Advertising	0.00	0.00	0.00	N/A	337.99	0.00	-337.99	N/A
41900-4000	Office Supplies	544.98	1,066.77	521.79	48.91	5,906.15	10,667.70	4,761.55	44.64

Central Office Cost Center (cocc)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41900-5000	Inspection Expense	74.80	1.18	-73.62	-6,238.98	74.80	11.80	-63.00	-533.90
41900-6000	Computer Parts	0.00	0.00	0.00	N/A	45.75	0.00	-45.75	N/A
41900-7000	Telephone	2,324.81	1,256.58	-1,068.23	-85.01	16,955.68	12,565.80	-4,389.88	-34.94
41900-8000	Postage	1,431.60	1,119.59	-312.01	-27.87	8,869.69	11,195.90	2,326.21	20.78
41901-0000	Office Equipment Contracts	585.78	1,078.92	493.14	45.71	5,874.08	10,789.20	4,915.12	45.56
41901-1000	Printer Supplies	0.00	0.00	0.00	N/A	426.07	0.00	-426.07	N/A
41901-3000	Internet	231.20	408.13	176.93	43.35	733.66	4,081.30	3,347.64	82.02
41901-4000	Cable/Video	109.66	49.75	-59.91	-120.42	486.14	497.50	11.36	2.28
41901-5000	Special Events	1,389.09	114.95	-1,274.14	-1,108.43	12,345.72	1,149.50	-11,196.22	-974.01
41901-7000	Temporary Administrative Labor	0.00	416.67	416.67	100.00	19,270.00	4,166.70	-15,103.30	-362.48
41901-8000	Small Office Equipment	516.56	75.12	-441.44	-587.65	-720.13	751.20	1,471.33	195.86
41902-0000	Bank Fees	598.54	0.00	-598.54	N/A	5,009.85	0.00	-5,009.85	N/A
41902-1000	Sponsorships	0.00	92.22	92.22	100.00	0.00	922.20	922.20	100.00
41902-2000	Other Misc Admin Expenses	1,148.47	1,270.80	122.33	9.63	9,772.64	12,708.00	2,935.36	23.10
41910-0000	Total Miscellaneous Admin Expenses	87,188.60	82,133.39	-5,055.21	-6.15	858,206.64	895,231.42	37,024.78	4.14
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	99,530.84	92,719.03	-6,811.81	-7.35	950,637.35	1,010,687.82	60,050.47	5.94
42000-0000	TENANT SERVICES								
42100-1000	Employee Benefit Contributions-Tenant Sv	0.00	0.00	0.00	N/A	-92.07	0.00	92.07	N/A
42990-0000	TOTAL TENANT SERVICES EXPENSES	0.00	0.00	0.00	N/A	-92.07	0.00	92.07	N/A
43000-0000	UTILITY EXPENSES								
43100-0000	Water	20.00	34.74	14.74	42.43	311.71	347.40	35.69	10.27
43200-0000	Electricity	547.02	479.37	-67.65	-14.11	4,687.79	4,793.70	105.91	2.21
43300-0000	Gas	58.06	140.17	82.11	58.58	1,527.38	1,401.70	-125.68	-8.97
43400-0000	Garbage/Trash Removal	4,478.88	286.53	-4,192.35	-1,463.15	17,312.64	2,865.30	-14,447.34	-504.22
43900-0000	Sewer	30.00	37.99	7.99	21.03	421.45	379.90	-41.55	-10.94
43990-0000	TOTAL UTILITY EXPENSES	5,133.96	978.80	-4,155.16	-424.52	24,260.97	9,788.00	-14,472.97	-147.86
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44100-0000	Maintenance Salaries	0.00	8,026.81	8,026.81	100.00	26,027.30	88,294.90	62,267.60	70.52
44100-5000	Employee Benefit Contribution-Maint.	83.97	1,720.36	1,636.39	95.12	21,352.49	18,923.94	-2,428.55	-12.83
44120-0000	Vehicle Gas	0.00	0.00	0.00	N/A	24.79	0.00	-24.79	N/A
44130-0000	Misc Vehicle Expenses	389.80	122.59	-267.21	-217.97	641.18	1,225.90	584.72	47.70
44190-0000	Total General Maint Expense	473.77	9,869.76	9,395.99	95.20	48,045.76	108,444.74	60,398.98	55.70
44200-0000	Materials								
44200-1000	Supplies-Grounds	0.00	0.00	0.00	N/A	31.99	0.00	-31.99	N/A
44200-2000	Supplies-Appliance	0.00	0.00	0.00	N/A	1,144.00	0.00	-1,144.00	N/A
44200-3000	Supplies-Decorating	0.00	166.67	166.67	100.00	120.45	1,666.70	1,546.25	92.77
44200-4000	Supplies-Electrical	0.00	0.00	0.00	N/A	42.67	0.00	-42.67	N/A
44200-6000	Supplies-Janitorial/Cleaning	402.05	258.11	-143.94	-55.77	6,291.93	2,581.10	-3,710.83	-143.77
44200-7000	Supplies-Maint/Repairs	0.00	1,084.98	1,084.98	100.00	9,474.07	10,849.80	1,375.73	12.68
44200-9000	Tools and Equipment	55.83	0.00	-55.83	N/A	727.62	0.00	-727.62	N/A
44201-0000	Supplies - HVAC	0.00	0.00	0.00	N/A	215.94	0.00	-215.94	N/A
44290-0000	Total Materials	457.88	1,509.76	1,051.88	69.67	18,048.67	15,097.60	-2,951.07	-19.55
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	N/A	1,772.27	0.00	-1,772.27	N/A
44300-3000	Contract-Building Repairs	8,496.56	0.00	-8,496.56	N/A	15,173.00	0.00	-15,173.00	N/A
44300-6000	Contract-Electrical	0.00	40.09	40.09	100.00	397.20	400.90	3.70	0.92
44300-7000	Contract-Pest Control	26.00	39.75	13.75	34.59	234.00	397.50	163.50	41.13
44300-9000	Contract-Grounds	297.34	225.75	-71.59	-31.71	1,710.70	2,257.50	546.80	24.22
44301-0000	Contract-Janitorial/Cleaning	0.00	50.00	50.00	100.00	23,058.63	500.00	-22,558.63	-4,511.73

Central Office Cost Center (cocc)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44301-1000	Contract-Plumbing	0.00	481.27	481.27	100.00	31,213.37	4,812.70	-26,400.67	-548.56
44301-2000	Contract-Window Covering	0.00	0.00	0.00	N/A	802.40	0.00	-802.40	N/A
44301-3000	Contract-HVAC	0.00	13.47	13.47	100.00	195.60	134.70	-60.90	-45.21
44301-4000	Contract-Vehicle Maintenance	0.00	124.35	124.35	100.00	33.56	1,243.50	1,209.94	97.30
44301-7000	Contract-Elevator Monitoring	55.60	71.48	15.88	22.22	1,291.74	714.80	-576.94	-80.71
44301-8000	Contract-Alarm Monitoring	0.00	0.00	0.00	N/A	829.28	0.00	-829.28	N/A
44302-2000	Contract-IT Contracts	13,409.72	11,666.67	-1,743.05	-14.94	117,175.33	116,666.70	-508.63	-0.44
44302-3000	Contract-Consultants	0.00	0.00	0.00	N/A	3,622.00	0.00	-3,622.00	N/A
44308-0000	Contract - Vehicle Lease	3,703.00	443.88	-3,259.12	-734.23	5,959.07	4,438.80	-1,520.27	-34.25
44309-0000	Contract-Security	145.62	221.63	76.01	34.30	762.23	2,216.30	1,454.07	65.61
44309-1000	Snow Removal Service	0.00	282.07	282.07	100.00	3,586.40	2,820.70	-765.70	-27.15
44309-9000	Contract Costs-Other	0.00	2,482.83	2,482.83	100.00	1,130.70	24,828.30	23,697.60	95.45
44390-0000	Total Contract Costs	26,133.84	16,143.24	-9,990.60	-61.89	208,947.48	161,432.40	-47,515.08	-29.43
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	27,065.49	27,522.76	457.27	1.66	275,041.91	284,974.74	9,932.83	3.49
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	2,690.15	3,597.72	907.57	25.23	17,919.41	35,977.20	18,057.79	50.19
45101-0000	Property Insurance	873.79	807.09	-66.70	-8.26	5,267.83	8,070.90	2,803.07	34.73
45102-0000	Liability Insurance	593.60	885.23	291.63	32.94	6,055.49	8,852.30	2,796.81	31.59
45210-0000	Misc. Taxes/Licenses/Insurance	87.56	90.69	3.13	3.45	1,350.00	906.90	-443.10	-48.86
45900-0000	Other General Expense	0.00	1,041.67	1,041.67	100.00	26,915.66	10,416.70	-16,498.96	-158.39
45990-0000	TOTAL GENERAL EXPENSES	4,245.10	6,422.40	2,177.30	33.90	57,508.39	64,224.00	6,715.61	10.46
48990-0000	TOTAL OPERATING EXPENSES	135,975.39	127,642.99	-8,332.40	-6.53	1,307,356.55	1,369,674.56	62,318.01	4.55
49990-0000	**NET OPERATING INCOME**	**3,287.88**	**11,029.54**	**-7,741.66**	**-70.19**	**147,147.24**	**26,831.14**	**120,316.10**	**448.42**
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	0.00	0.00	0.00	N/A	45,581.76	0.00	-45,581.76	N/A
51000-3000	Depreciation -Furn,Equip,Machinery-Admi	0.00	0.00	0.00	N/A	2,631.00	0.00	-2,631.00	N/A
51000-4000	Depreciation-Leashold Improvements	0.00	0.00	0.00	N/A	9,718.62	0.00	-9,718.62	N/A
52300-0000	Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	N/A	-4,970.00	0.00	4,970.00	N/A
52310-0000	Pre 2004 Admin Fee Expense	-10,428.22	0.00	10,428.22	N/A	0.00	0.00	0.00	N/A
52310-1000	Extraordinary Expense	0.00	0.00	0.00	N/A	40,520.00	0.00	-40,520.00	N/A
59990-0000	TOTAL NON-OPERATING ITEMS	-10,428.22	0.00	10,428.22	N/A	93,481.38	0.00	-93,481.38	N/A
90000-0000	NET INCOME	13,716.10	11,029.54	2,686.56	24.36	53,665.86	26,831.14	26,834.72	100.01

Housing Counseling (.chc)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
34000-0000	GRANT INCOME								
34150-0000	Other Government Grants	0.00	66,666.67	-66,666.67	-100.00	248,755.64	666,666.70	-417,911.06	-62.69
34150-1000	CHC Grant Revenue	29,477.00	0.00	29,477.00	N/A	616,992.00	0.00	616,992.00	N/A
34990-0000	TOTAL GRANT INCOME	29,477.00	66,666.67	-37,189.67	-55.78	865,747.64	666,666.70	199,080.94	29.86
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	560.95	416.67	144.28	34.63	3,342.86	4,166.70	-823.84	-19.77
36200-3000	CHC- Admin Fee earned	9,510.00	0.00	9,510.00	N/A	100,917.00	0.00	100,917.00	N/A
36500-0000	Miscellaneous Other Income	0.00	0.00	0.00	N/A	26,068.10	0.00	26,068.10	N/A
36990-0000	TOTAL OTHER INCOME	10,070.95	416.67	9,654.28	2,317.01	130,327.96	4,166.70	126,161.26	3,027.85
39990-0000	TOTAL INCOME	39,547.95	67,083.34	-27,535.39	-41.05	996,075.60	670,833.40	325,242.20	48.48
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	18,219.48	19,999.22	1,779.74	8.90	208,491.49	199,992.20	-8,499.29	-4.25
41100-4000	Employee Benefit Contribution-Admin	9,451.58	7,861.11	-1,590.47	-20.23	118,457.93	78,611.10	-39,846.83	-50.69
41109-9000	Total Administrative Salaries	27,671.06	27,860.33	189.27	0.68	326,949.42	278,603.30	-48,346.12	-17.35
41300-0000	Legal Expense								
41300-3000	Tenant Screening	0.00	1,929.65	1,929.65	100.00	0.00	19,296.50	19,296.50	100.00
41300-4000	General Legal Expense	0.00	4.21	4.21	100.00	0.00	42.10	42.10	100.00
41310-0000	Total Legal Expense	0.00	1,933.86	1,933.86	100.00	0.00	19,338.60	19,338.60	100.00
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	0.00	272.91	272.91	100.00	665.00	2,729.10	2,064.10	75.63
41500-0000	Travel	0.00	459.56	459.56	100.00	234.67	4,595.60	4,360.93	94.89
41700-0000	Accounting Fees	1,906.83	2,161.67	254.84	11.79	19,477.57	21,616.70	2,139.13	9.90
41710-0000	Auditing Fees	0.00	266.01	266.01	100.00	1,044.00	2,660.10	1,616.10	60.75
41740-0000	Marketing	0.00	0.00	0.00	N/A	145.03	0.00	-145.03	N/A
41890-0000	Total Other Admin Expenses	1,906.83	3,160.15	1,253.32	39.66	21,566.27	31,601.50	10,035.23	31.76
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	538.72	589.13	50.41	8.56	9,375.74	5,891.30	-3,484.44	-59.15
41900-2000	Publications	0.00	0.00	0.00	N/A	27.60	0.00	-27.60	N/A
41900-3000	Advertising	0.00	0.00	0.00	N/A	2,425.00	0.00	-2,425.00	N/A
41900-4000	Office Supplies	0.00	88.53	88.53	100.00	143.59	885.30	741.71	83.78
41900-5000	Inspection Expense	0.00	8.33	8.33	100.00	0.00	83.30	83.30	100.00
41900-7000	Telephone	1,023.16	452.28	-570.88	-126.22	6,223.86	4,522.80	-1,701.06	-37.61
41900-8000	Postage	357.90	263.34	-94.56	-35.91	2,213.77	2,633.40	419.63	15.93
41901-0000	Office Equipment Contracts	367.68	521.74	154.06	29.53	2,714.32	5,217.40	2,503.08	47.98
41901-3000	Internet	369.90	137.30	-232.60	-169.41	1,854.45	1,373.00	-481.45	-35.07
41901-5000	Special Events	0.00	0.00	0.00	N/A	221.52	0.00	-221.52	N/A
41901-7000	Temporary Administrative Labor	0.00	1,250.00	1,250.00	100.00	0.00	12,500.00	12,500.00	100.00
41901-8000	Small Office Equipment	129.14	60.38	-68.76	-113.88	460.40	603.80	143.40	23.75
41902-0000	Bank Fees	404.11	0.00	-404.11	N/A	4,895.52	0.00	-4,895.52	N/A
41902-2000	Other Misc Admin Expenses	0.00	290.15	290.15	100.00	923.98	2,901.50	1,977.52	68.16
41910-0000	Total Miscellaneous Admin Expenses	30,861.67	31,521.51	659.84	2.09	358,429.17	315,215.10	-43,214.07	-13.71

Housing Counseling (.chc)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	32,768.50	36,615.52	3,847.02	10.51	379,995.44	366,155.20	-13,840.24	-3.78
43000-0000	UTILITY EXPENSES								
43100-0000	Water	52.85	0.00	-52.85	N/A	171.68	0.00	-171.68	N/A
43200-0000	Electricity	0.00	472.12	472.12	100.00	2,830.13	4,721.20	1,891.07	40.05
43300-0000	Gas	517.63	108.33	-409.30	-377.83	3,490.51	1,083.30	-2,407.21	-222.21
43400-0000	Garbage/Trash Removal	1,119.79	96.85	-1,022.94	-1,056.21	4,263.33	968.50	-3,294.83	-340.20
43990-0000	TOTAL UTILITY EXPENSES	1,690.27	677.30	-1,012.97	-149.56	10,755.65	6,773.00	-3,982.65	-58.80
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44130-0000	Misc Vehicle Expenses	0.00	5.98	5.98	100.00	0.00	59.80	59.80	100.00
44190-0000	Total General Maint Expense	0.00	5.98	5.98	100.00	0.00	59.80	59.80	100.00
44200-0000	Materials								
44200-6000	Supplies-Janitorial/Cleaning	0.00	4.17	4.17	100.00	853.26	41.70	-811.56	-1,946.19
44200-7000	Supplies-Maint/Repairs	0.00	41.61	41.61	100.00	-483.21	416.10	899.31	216.13
44200-9000	Tools and Equipment	13.95	0.00	-13.95	N/A	181.94	0.00	-181.94	N/A
44290-0000	Total Materials	13.95	45.78	31.83	69.53	551.99	457.80	-94.19	-20.57
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	N/A	548.03	0.00	-548.03	N/A
44300-6000	Contract-Electrical	0.00	0.00	0.00	N/A	34.34	0.00	-34.34	N/A
44300-9000	Contract-Grounds	2,280.00	808.13	-1,471.87	-182.13	12,880.00	8,081.30	-4,798.70	-59.38
44301-1000	Contract-Plumbing	0.00	33.33	33.33	100.00	0.00	333.30	333.30	100.00
44301-8000	Contract-Alarm Monitoring	0.00	0.00	0.00	N/A	1,867.09	0.00	-1,867.09	N/A
44302-2000	Contract-IT Contracts	3,896.67	2,844.99	-1,051.68	-36.97	31,599.51	28,449.90	-3,149.61	-11.07
44302-3000	Contract-Consultants	0.00	0.00	0.00	N/A	1,274.79	0.00	-1,274.79	N/A
44308-0000	Contract - Vehicle Lease	0.00	0.00	0.00	N/A	120.75	0.00	-120.75	N/A
44309-0000	Contract-Security	210.00	182.16	-27.84	-15.28	210.00	1,821.60	1,611.60	88.47
44309-1000	Snow Removal Service	0.00	1,232.67	1,232.67	100.00	9,120.00	12,326.70	3,206.70	26.01
44309-9000	Contract Costs-Other	0.00	9,122.37	9,122.37	100.00	120.00	91,223.70	91,103.70	99.87
44390-0000	Total Contract Costs	6,386.67	14,223.65	7,836.98	55.10	57,774.51	142,236.50	84,461.99	59.38
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	6,400.62	14,275.41	7,874.79	55.16	58,326.50	142,754.10	84,427.60	59.14
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	1,975.34	0.00	-1,975.34	N/A	17,714.34	0.00	-17,714.34	N/A
45101-0000	Property Insurance	342.51	795.81	453.30	56.96	3,306.96	7,958.10	4,651.14	58.45
45102-0000	Liability Insurance	435.87	0.00	-435.87	N/A	4,507.38	0.00	-4,507.38	N/A
45210-0000	Misc. Taxes/Licenses/Insurance	0.00	0.00	0.00	N/A	-338.67	0.00	338.67	N/A
45990-0000	TOTAL GENERAL EXPENSES	2,753.72	795.81	-1,957.91	-246.03	25,190.01	7,958.10	-17,231.91	-216.53
47000-0000	HOUSING ASSISTANCE PAYMENTS								
47150-0000	Housing Assistance Payments	0.00	0.00	0.00	N/A	-1,350.00	0.00	1,350.00	N/A
47150-7000	Housing Counseling Program Expenses	29,476.90	3,356.19	-26,120.71	-778.28	619,116.93	33,561.90	-585,555.03	-1,744.70
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	29,476.90	3,356.19	-26,120.71	-778.28	617,766.93	33,561.90	-584,205.03	-1,740.68
48990-0000	TOTAL OPERATING EXPENSES	73,090.01	55,720.23	-17,369.78	-31.17	1,092,034.53	557,202.30	-534,832.23	-95.99
49990-0000	**NET OPERATING INCOME**	**-33,542.06**	**11,363.11**	**-44,905.17**	**-395.18**	**-95,958.93**	**113,631.10**	**-209,590.03**	**-184.45**
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	0.00	0.00	0.00	N/A	1,455.84	0.00	-1,455.84	N/A

Housing Counseling (.chc)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
51000-3000	Depreciation -Furn,Equip,Machinery-Admi	0.00	0.00	0.00	N/A	73.38	0.00	-73.38	N/A
51000-4000	Depreciation-Leashold Improvements	0.00	0.00	0.00	N/A	13,838.04	0.00	-13,838.04	N/A
59990-0000	TOTAL NON-OPERATING ITEMS	0.00	0.00	0.00	N/A	15,367.26	0.00	-15,367.26	N/A
90000-0000	NET INCOME	-33,542.06	11,363.11	-44,905.17	-395.18	-111,326.19	113,631.10	-224,957.29	-197.97

All HCV - HAP, MS5, ADMIN, PBV (.allhcv)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31010-0000	Rental Income								
31110-0000	Tenant Rent	5,142.00	0.00	5,142.00	N/A	87,326.00	0.00	87,326.00	N/A
31120-4000	Utility Reimbursement Recovery -PHA	0.00	0.00	0.00	N/A	-450.00	0.00	-450.00	N/A
31190-0000	Total Rental Income	5,142.00	0.00	5,142.00	N/A	86,876.00	0.00	86,876.00	N/A
31200-0000	Other Tenant Income								
31210-0000	Tenant Payment Agreement (TPA) Ren	3,076.00	0.00	3,076.00	N/A	-18,980.49	0.00	-18,980.49	N/A
31290-0000	Total Other Tenant Income	3,076.00	0.00	3,076.00	N/A	-18,980.49	0.00	-18,980.49	N/A
31990-0000	TOTAL TENANT INCOME	8,218.00	0.00	8,218.00	N/A	67,895.51	0.00	67,895.51	N/A
34000-0000	GRANT INCOME								
34100-1000	Section 8 HAP Earned (VO)	3,599,267.00	3,258,434.00	340,833.00	10.46	33,992,813.00	32,584,340.00	1,408,473.00	4.32
34100-1050	Section 8 Mainstream HAP (DV)	80,085.00	64,785.25	15,299.75	23.62	724,489.00	647,852.50	76,636.50	11.83
34100-1060	Section 8 EHV HAP Earned (EH)	54,802.00	50,247.58	4,554.42	9.06	515,104.00	502,475.80	12,628.20	2.51
34100-2000	Section 8 Admin Fee Income (AF)	306,590.00	309,551.23	-2,961.23	-0.96	3,245,864.00	3,095,512.30	150,351.70	4.86
34100-2050	Section 8 Mainstream Admin Inc (8F)	7,142.00	9,583.33	-2,441.33	-25.47	54,394.00	95,833.30	-41,439.30	-43.24
34100-2060	Section 8 EHV Admin Fee Inc (EF)	5,711.00	5,000.00	711.00	14.22	107,371.00	50,000.00	57,371.00	114.74
34100-4000	Port-In Admin Fees Earned	2,940.23	2,219.06	721.17	32.50	23,173.97	22,190.60	983.37	4.43
34100-5000	Section 8 EHV Issuance Fee	0.00	50.00	-50.00	-100.00	0.00	500.00	-500.00	-100.00
34100-5030	Section 8 EHV Service Fee	0.00	196.38	-196.38	-100.00	0.00	1,963.80	-1,963.80	-100.00
34100-6000	Port In HAP Earned	53,454.00	22,364.58	31,089.42	139.01	364,148.00	223,645.80	140,502.20	62.82
34990-0000	TOTAL GRANT INCOME	4,109,991.23	3,722,431.41	387,559.82	10.41	39,027,356.97	37,224,314.10	1,803,042.87	4.84
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	119.60	191.67	-72.07	-37.60	1,185.17	1,916.70	-731.53	-38.17
36500-0000	Miscellaneous Other Income	-138.38	6,250.00	-6,388.38	-102.21	3,424.12	62,500.00	-59,075.88	-94.52
36990-0000	TOTAL OTHER INCOME	-18.78	6,441.67	-6,460.45	-100.29	4,609.29	64,416.70	-59,807.41	-92.84
39990-0000	TOTAL INCOME	4,118,190.45	3,728,873.08	389,317.37	10.44	39,099,861.77	37,288,730.80	1,811,130.97	4.86
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	79,614.51	110,487.95	30,873.44	27.94	971,190.41	1,104,879.50	133,689.09	12.10
41100-1000	Administrative Salaries - Mainstream	1,854.62	3,637.82	1,783.20	49.02	18,440.19	36,378.20	17,938.01	49.31
41100-1100	Administrative Salaries - EHV	1,483.02	1,666.67	183.65	11.02	19,288.34	16,666.70	-2,621.64	-15.73
41100-4000	Employee Benefit Contribution-Admin	48,886.72	46,364.89	-2,521.83	-5.44	548,142.16	463,648.90	-84,493.26	-18.22
41100-4001	Emp Benefit Cont-Admin Mainstream	386.74	1,083.33	696.59	64.30	4,161.12	10,833.30	6,672.18	61.59
41100-4002	Emp Benefit Cont-Admin EHV	309.25	641.67	332.42	51.81	4,239.71	6,416.70	2,176.99	33.93
41109-9000	Total Administrative Salaries	132,534.86	163,882.33	31,347.47	19.13	1,565,461.93	1,638,823.30	73,361.37	4.48
41300-0000	Legal Expense								
41300-1000	Pre 2004 Admin Fee Expense	0.00	0.00	0.00	N/A	-5,968.39	0.00	5,968.39	N/A
41300-2000	Court Costs	0.00	0.00	0.00	N/A	1,417.35	0.00	-1,417.35	N/A
41300-3000	Tenant Screening	7,327.00	1,083.33	-6,243.67	-576.34	25,533.88	10,833.30	-14,700.58	-135.70
41300-4000	General Legal Expense	0.00	144.08	144.08	100.00	0.00	1,440.80	1,440.80	100.00
41310-0000	Total Legal Expense	7,327.00	1,227.41	-6,099.59	-496.95	20,982.84	12,274.10	-8,708.74	-70.95
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	823.00	2,083.33	1,260.33	60.50	3,264.00	20,833.30	17,569.30	84.33

All HCV - HAP, MS5, ADMIN, PBV (.allhcv)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41500-0000	Travel	0.00	308.33	308.33	100.00	8,872.95	3,083.30	-5,789.65	-187.77
41700-0000	Accounting Fees	2,637.15	3,583.33	946.18	26.40	27,597.46	35,833.30	8,235.84	22.98
41710-0000	Auditing Fees	0.00	533.33	533.33	100.00	3,132.00	5,333.30	2,201.30	41.27
41720-0000	Port Out Admin Fee Paid	3,467.40	4,833.33	1,365.93	28.26	36,458.09	48,333.30	11,875.21	24.57
41730-0000	Management Fee	0.00	57,278.25	57,278.25	100.00	0.00	572,782.50	572,782.50	100.00
41730-0100	Management Fee - HCV	61,318.00	0.00	-61,318.00	N/A	632,129.00	0.00	-632,129.00	N/A
41730-0150	Management Fee - HCV Mainstream	1,428.40	1,884.37	455.97	24.20	10,878.80	18,843.70	7,964.90	42.27
41730-0160	Management Fee - HCV EHV	1,142.20	875.00	-267.20	-30.54	11,658.20	8,750.00	-2,908.20	-33.24
41730-1100	Bookkeeping Fee - HCV	21,720.00	21,403.17	-316.83	-1.48	217,200.00	214,031.70	-3,168.30	-1.48
41730-1150	Bookkeeping Fee - HCV Mainstream	585.00	911.73	326.73	35.84	5,550.00	9,117.30	3,567.30	39.13
41730-1160	Bookkeeping Fee - HCV EHV	352.50	600.00	247.50	41.25	3,442.50	6,000.00	2,557.50	42.62
41740-0000	Marketing	0.00	0.00	0.00	N/A	689.32	0.00	-689.32	N/A
41820-0000	Consultants	0.00	3,333.33	3,333.33	100.00	0.00	33,333.30	33,333.30	100.00
41890-0000	Total Other Admin Expenses	93,473.65	97,627.50	4,153.85	4.25	960,872.32	976,275.00	15,402.68	1.58
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	523.06	403.07	-119.99	-29.77	6,364.18	4,030.70	-2,333.48	-57.89
41900-2000	Publications	0.00	83.28	83.28	100.00	82.80	832.80	750.00	90.06
41900-4000	Office Supplies	524.88	847.16	322.28	38.04	2,683.81	8,471.60	5,787.79	68.32
41900-5000	Inspection Expense	9,377.75	0.00	-9,377.75	N/A	9,377.75	0.00	-9,377.75	N/A
41900-6000	Computer Parts	0.00	0.00	0.00	N/A	68.63	0.00	-68.63	N/A
41900-7000	Telephone	3,027.56	1,534.29	-1,493.27	-97.33	18,926.53	15,342.90	-3,583.63	-23.36
41900-8000	Postage	1,073.70	875.52	-198.18	-22.64	7,279.11	8,755.20	1,476.09	16.86
41901-0000	Office Equipment Contracts	399.49	814.77	415.28	50.97	6,280.27	8,147.70	1,867.43	22.92
41901-3000	Internet	346.80	469.11	122.31	26.07	1,100.27	4,691.10	3,590.83	76.55
41901-4000	Cable/Video	164.48	78.15	-86.33	-110.47	729.29	781.50	52.21	6.68
41901-5000	Special Events	323.28	0.00	-323.28	N/A	1,162.88	0.00	-1,162.88	N/A
41901-7000	Temporary Administrative Labor	14,644.64	2,750.00	-11,894.64	-432.53	79,376.24	27,500.00	-51,876.24	-188.64
41901-8000	Small Office Equipment	387.42	77.27	-310.15	-401.38	634.99	772.70	137.71	17.82
41902-0000	Bank Fees	2,238.11	0.00	-2,238.11	N/A	19,757.10	0.00	-19,757.10	N/A
41902-2000	Other Misc Admin Expenses	35.14	2,282.62	2,247.48	98.46	3,235.62	22,826.20	19,590.58	85.82
41910-0000	Total Miscellaneous Admin Expenses	165,601.17	174,097.57	8,496.40	4.88	1,722,521.40	1,740,975.70	18,454.30	1.06
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	266,401.82	272,952.48	6,550.66	2.40	2,704,376.56	2,729,524.80	25,148.24	0.92
42000-0000	TENANT SERVICES								
42100-0000	Tenant Services Salaries	0.00	0.00	0.00	N/A	2,045.72	0.00	-2,045.72	N/A
42100-1000	Employee Benefit Contributions-Tenant Sv	1,277.88	0.00	-1,277.88	N/A	5,947.77	0.00	-5,947.77	N/A
42300-0000	Tenant Services Expense - Other	0.00	0.00	0.00	N/A	10,386.93	0.00	-10,386.93	N/A
42990-0000	TOTAL TENANT SERVICES EXPENSES	1,277.88	0.00	-1,277.88	N/A	18,380.42	0.00	-18,380.42	N/A
43000-0000	UTILITY EXPENSES								
43100-0000	Water	200.00	55.70	-144.30	-259.07	637.60	557.00	-80.60	-14.47
43200-0000	Electricity	820.53	664.79	-155.74	-23.43	7,031.74	6,647.90	-383.84	-5.77
43300-0000	Gas	38.70	261.48	222.78	85.20	2,242.74	2,614.80	372.06	14.23
43400-0000	Garbage/Trash Removal	3,359.16	325.30	-3,033.86	-932.63	14,444.10	3,253.00	-11,191.10	-344.02
43900-0000	Sewer	40.00	47.83	7.83	16.37	582.23	478.30	-103.93	-21.73
43990-0000	TOTAL UTILITY EXPENSES	4,458.39	1,355.10	-3,103.29	-229.01	24,938.41	13,551.00	-11,387.41	-84.03
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44100-5000	Employee Benefit Contribution-Maint.	0.00	0.00	0.00	N/A	327.37	0.00	-327.37	N/A
44120-0000	Vehicle Gas	0.00	0.00	0.00	N/A	556.80	0.00	-556.80	N/A
44130-0000	Misc Vehicle Expenses	409.31	214.89	-194.42	-90.47	1,285.94	2,148.90	862.96	40.16
44190-0000	Total General Maint Expense	409.31	214.89	-194.42	-90.47	2,170.11	2,148.90	-21.21	-0.99

All HCV - HAP, MS5, ADMIN, PBV (.allhcv)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44200-0000	Materials								
44200-3000	Supplies-Decorating	0.00	0.00	0.00	N/A	15.99	0.00	-15.99	N/A
44200-4000	Supplies-Electrical	0.00	0.00	0.00	N/A	64.02	0.00	-64.02	N/A
44200-6000	Supplies-Janitorial/Cleaning	269.55	0.00	-269.55	N/A	879.03	0.00	-879.03	N/A
44200-7000	Supplies-Maint/Repairs	29.97	810.60	780.63	96.30	1,276.41	8,106.00	6,829.59	84.25
44200-9000	Tools and Equipment	41.87	0.00	-41.87	N/A	545.71	0.00	-545.71	N/A
44201-0000	Supplies - HVAC	0.00	0.00	0.00	N/A	323.95	0.00	-323.95	N/A
44290-0000	Total Materials	341.39	810.60	469.21	57.88	3,105.11	8,106.00	5,000.89	61.69
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	N/A	1,329.20	0.00	-1,329.20	N/A
44300-3000	Contract-Building Repairs	12,144.85	0.00	-12,144.85	N/A	22,159.53	0.00	-22,159.53	N/A
44300-6000	Contract-Electrical	0.00	53.07	53.07	100.00	492.90	530.70	37.80	7.12
44300-7000	Contract-Pest Control	39.00	29.16	-9.84	-33.74	801.00	291.60	-509.40	-174.69
44300-9000	Contract-Grounds	446.02	328.21	-117.81	-35.89	2,566.10	3,282.10	716.00	21.82
44301-0000	Contract-Janitorial/Cleaning	0.00	394.00	394.00	100.00	34,587.96	3,940.00	-30,647.96	-777.87
44301-1000	Contract-Plumbing	0.00	190.79	190.79	100.00	46,820.08	1,907.90	-44,912.18	-2,354.01
44301-2000	Contract-Window Covering	0.00	0.00	0.00	N/A	1,203.60	0.00	-1,203.60	N/A
44301-3000	Contract-HVAC	0.00	14.32	14.32	100.00	293.40	143.20	-150.20	-104.89
44301-4000	Contract-Vehicle Maintenance	0.00	610.28	610.28	100.00	4,310.12	6,102.80	1,792.68	29.37
44301-7000	Contract-Elevator Monitoring	83.40	131.88	48.48	36.76	1,937.62	1,318.80	-618.82	-46.92
44301-8000	Contract-Alarm Monitoring	0.00	0.00	0.00	N/A	1,243.96	0.00	-1,243.96	N/A
44302-2000	Contract-IT Contracts	9,962.30	9,605.75	-356.55	-3.71	95,961.55	96,057.50	95.95	0.10
44302-3000	Contract-Consultants	0.00	0.00	0.00	N/A	2,018.25	0.00	-2,018.25	N/A
44308-0000	Contract - Vehicle Lease	4,154.14	1,052.61	-3,101.53	-294.65	12,619.35	10,526.10	-2,093.25	-19.89
44309-0000	Contract-Security	218.43	252.92	34.49	13.64	1,143.34	2,529.20	1,385.86	54.79
44309-1000	Snow Removal Service	0.00	377.61	377.61	100.00	5,379.60	3,776.10	-1,603.50	-42.46
44309-9000	Contract Costs-Other	0.00	1,525.07	1,525.07	100.00	4,676.05	15,250.70	10,574.65	69.34
44390-0000	Total Contract Costs	27,048.14	14,565.67	-12,482.47	-85.70	239,543.61	145,656.70	-93,886.91	-64.46
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	27,798.84	15,591.16	-12,207.68	-78.30	244,818.83	155,911.60	-88,907.23	-57.02
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	5,068.34	5,838.68	770.34	13.19	43,637.35	58,386.80	14,749.45	25.26
45101-0000	Property Insurance	50.59	103.34	52.75	51.05	501.49	1,033.40	531.91	51.47
45102-0000	Liability Insurance	1,118.36	1,381.79	263.43	19.06	11,408.73	13,817.90	2,409.17	17.44
45210-0000	Misc. Taxes/Licenses/Insurance	183.58	749.55	565.97	75.51	2,265.13	7,495.50	5,230.37	69.78
45800-0000	HCV nonHAP Admin Expense	0.00	0.00	0.00	N/A	23,761.00	0.00	-23,761.00	N/A
45850-0000	Port-In HAP Expense	52,942.00	22,364.58	-30,577.42	-136.72	360,349.00	223,645.80	-136,703.20	-61.12
45850-1000	LL Incentive - Bonus	0.00	0.00	0.00	N/A	89,916.00	0.00	-89,916.00	N/A
45850-2000	LL Incentive - Vacancy	0.00	0.00	0.00	N/A	29,683.00	0.00	-29,683.00	N/A
45900-0000	Other General Expense	0.00	0.00	0.00	N/A	0.04	0.00	-0.04	N/A
45990-0000	TOTAL GENERAL EXPENSES	59,362.87	30,437.94	-28,924.93	-95.03	561,521.74	304,379.40	-257,142.34	-84.48
47000-0000	HOUSING ASSISTANCE PAYMENTS								
47150-0000	Housing Assistance Payments	2,368,314.00	3,258,434.00	890,120.00	27.32	23,787,922.00	32,584,340.00	8,796,418.00	27.00
47150-0001	HAP Expense - EHV	54,339.00	50,247.58	-4,091.42	-8.14	511,172.00	502,475.80	-8,696.20	-1.73
47150-0002	HAP Expense - Mainstream	80,306.00	64,785.25	-15,520.75	-23.96	770,991.00	647,852.50	-123,138.50	-19.01
47150-0003	HAP Expense - FUP	289,008.00	0.00	-289,008.00	N/A	2,952,903.86	0.00	-2,952,903.86	N/A
47150-0004	HAP Expense - FUPY	2,764.00	0.00	-2,764.00	N/A	27,709.00	0.00	-27,709.00	N/A
47150-0005	HAP Expense - FUP09	16,069.00	0.00	-16,069.00	N/A	191,664.00	0.00	-191,664.00	N/A
47150-0006	HAP Expense - NED	89,476.00	0.00	-89,476.00	N/A	921,902.00	0.00	-921,902.00	N/A
47150-0008	HAP Expense - VASH	5,554.00	0.00	-5,554.00	N/A	50,483.00	0.00	-50,483.00	N/A
47150-0010	HAP Expense - Tenant Protection	63,734.00	0.00	-63,734.00	N/A	484,416.00	0.00	-484,416.00	N/A
47150-0011	HAP Expense - PBV	458,426.00	0.00	-458,426.00	N/A	4,535,574.00	0.00	-4,535,574.00	N/A

All HCV - HAP, MS5, ADMIN, PBV (.allhcv)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
47150-1000	URP Expense	41,935.00	0.00	-41,935.00	N/A	444,960.00	0.00	-444,960.00	N/A
47150-1001	URP Expense - EHV	1,207.00	0.00	-1,207.00	N/A	16,081.00	0.00	-16,081.00	N/A
47150-1002	URP Expense - Mainstream	1,131.00	0.00	-1,131.00	N/A	10,527.00	0.00	-10,527.00	N/A
47150-1003	URP Expense - FUP	7,896.00	0.00	-7,896.00	N/A	91,095.00	0.00	-91,095.00	N/A
47150-1004	URP Expense - FUPY	29.00	0.00	-29.00	N/A	320.00	0.00	-320.00	N/A
47150-1005	URP Expense - FUP09	101.00	0.00	-101.00	N/A	1,093.00	0.00	-1,093.00	N/A
47150-1006	URP Expense - NED	215.00	0.00	-215.00	N/A	5,056.00	0.00	-5,056.00	N/A
47150-1008	URP Expense - VASH	0.00	0.00	0.00	N/A	306.00	0.00	-306.00	N/A
47150-1010	URP Expense - Tenant Protection	1,899.00	0.00	-1,899.00	N/A	18,911.00	0.00	-18,911.00	N/A
47150-1011	URP Expense - PBV	8,021.00	0.00	-8,021.00	N/A	87,754.00	0.00	-87,754.00	N/A
47150-2000	Port Out HAP Payments	136,747.00	0.00	-136,747.00	N/A	970,220.00	0.00	-970,220.00	N/A
47150-2001	Port Out HAP Exp - PBV	1,265.00	0.00	-1,265.00	N/A	15,671.00	0.00	-15,671.00	N/A
47150-2003	Port Out HAP Exp - FUP	6,806.00	0.00	-6,806.00	N/A	60,406.00	0.00	-60,406.00	N/A
47150-2005	Port Out HAP Exp - FUP 09	1,437.00	0.00	-1,437.00	N/A	14,638.00	0.00	-14,638.00	N/A
47150-2006	Port Out HAP Exp - Mainstream	1,002.00	0.00	-1,002.00	N/A	4,008.00	0.00	-4,008.00	N/A
47150-2007	Port Out HAP Exp - NED	1,788.00	0.00	-1,788.00	N/A	20,649.00	0.00	-20,649.00	N/A
47150-2008	Port Out HAP Exp - TPV	1,948.00	0.00	-1,948.00	N/A	7,207.00	0.00	-7,207.00	N/A
47150-3000	Port-Out Admin Fee Expense	3,406.19	0.00	-3,406.19	N/A	14,530.89	0.00	-14,530.89	N/A
47150-3001	Port-Out Admin Fee Exp - PBV	80.54	0.00	-80.54	N/A	937.84	0.00	-937.84	N/A
47150-3002	Port-Out Admin Fee Exp - FUP	323.03	0.00	-323.03	N/A	2,341.45	0.00	-2,341.45	N/A
47150-3004	Port-Out Admin Fee Exp - FUP 09	136.97	0.00	-136.97	N/A	1,121.81	0.00	-1,121.81	N/A
47150-3005	Port-Out Admin Fee Exp - Mainstream	80.83	0.00	-80.83	N/A	319.75	0.00	-319.75	N/A
47150-3006	Port-Out Admin Fee Exp - NED	80.83	0.00	-80.83	N/A	880.73	0.00	-880.73	N/A
47150-3007	Port-Out Admin Fee Exp - TPV	80.83	0.00	-80.83	N/A	237.46	0.00	-237.46	N/A
47150-4000	Port-Out Other Expense	0.00	0.00	0.00	N/A	43.00	0.00	-43.00	N/A
47150-6000	FSS Escrow Payments	29,487.93	0.00	-29,487.93	N/A	273,268.22	0.00	-273,268.22	N/A
47150-6001	FSS Escrow Exp - PBV	652.00	0.00	-652.00	N/A	8,038.00	0.00	-8,038.00	N/A
47150-6003	FSS Escrow Exp - EHV	0.00	0.00	0.00	N/A	797.00	0.00	-797.00	N/A
47150-6004	FSS Escrow Exp - FUP	7,246.00	0.00	-7,246.00	N/A	76,724.00	0.00	-76,724.00	N/A
47150-6006	FSS Escrow Exp - FUP 09	2,467.00	0.00	-2,467.00	N/A	28,168.00	0.00	-28,168.00	N/A
47150-6009	FSS Escrow Exp - TPV	0.00	0.00	0.00	N/A	-361.27	0.00	361.27	N/A
47150-7000	Housing Counseling Program Expenses	0.00	0.00	0.00	N/A	30.42	0.00	-30.42	N/A
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	3,685,459.15	3,373,466.83	-311,992.32	-9.25	36,410,716.16	33,734,668.30	-2,676,047.86	-7.93
48990-0000	TOTAL OPERATING EXPENSES	4,044,758.95	3,693,803.51	-350,955.44	-9.50	39,964,752.12	36,938,035.10	-3,026,717.02	-8.19
49990-0000	**NET OPERATING INCOME**	**73,431.50**	**35,069.57**	**38,361.93**	**109.39**	**-864,890.35**	**350,695.70**	**-1,215,586.05**	**-346.62**
50000-0000	NON-OPERATING ITEMS								
51000-3000	Depreciation -Furn,Equip,Machinery-Admi	0.00	0.00	0.00	N/A	241.20	0.00	-241.20	N/A
51000-4000	Depreciation-Leashold Improvements	0.00	0.00	0.00	N/A	8,316.96	0.00	-8,316.96	N/A
52310-0000	Pre 2004 Admin Fee Expense	191,087.85	31,906.02	-159,181.83	-498.91	569,375.81	319,060.20	-250,315.61	-78.45
52320-0000	Gain/Loss from Sale Disposition of Real Pr	1,800.00	0.00	-1,800.00	N/A	1,800.00	0.00	-1,800.00	N/A
59990-0000	TOTAL NON-OPERATING ITEMS	192,887.85	31,906.02	-160,981.83	-504.55	579,733.97	319,060.20	-260,673.77	-81.70
90000-0000	NET INCOME	-119,456.35	3,163.55	-122,619.90	-3,876.02	-1,444,624.32	31,635.50	-1,476,259.82	-4,666.47

PH - Scattered Sites West (ssw_amp5)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31010-0000	Rental Income								
31110-0000	Tenant Rent	6,638.25	6,666.67	-28.42	-0.43	72,899.81	66,666.70	6,233.11	9.35
31120-3000	Utility Reimbursement -59 & TC	1,447.00	0.00	-1,447.00	N/A	22,317.00	0.00	-22,317.00	N/A
31130-0000	Less: Vacancies	0.00	0.00	0.00	N/A	-2,200.56	0.00	-2,200.56	N/A
31190-0000	Total Rental Income	5,191.25	6,666.67	-1,475.42	-22.13	48,382.25	66,666.70	-18,284.45	-27.43
31200-0000	Other Tenant Income								
31200-3000	Damages	0.00	0.00	0.00	N/A	-45.00	0.00	-45.00	N/A
31200-4000	Late Charges	195.00	0.00	195.00	N/A	1,835.00	0.00	1,835.00	N/A
31200-7000	Excess Utility	0.00	166.67	-166.67	-100.00	7,793.18	1,666.70	6,126.48	367.58
31200-9000	Misc.Tenant Income	0.00	333.33	-333.33	-100.00	0.00	3,333.30	-3,333.30	-100.00
31210-0000	Tenant Payment Agreement (TPA) Ren	4,036.75	0.00	4,036.75	N/A	4,036.75	0.00	4,036.75	N/A
31290-0000	Total Other Tenant Income	4,231.75	500.00	3,731.75	746.35	13,619.93	5,000.00	8,619.93	172.40
31990-0000	TOTAL TENANT INCOME	9,423.00	7,166.67	2,256.33	31.48	62,002.18	71,666.70	-9,664.52	-13.49
34000-0000	GRANT INCOME								
34010-0000	Subsidy Grants	32,372.00	30,000.00	2,372.00	7.91	326,565.00	300,000.00	26,565.00	8.86
34010-1000	CFP Operating Grants	4,383.71	8,488.04	-4,104.33	-48.35	4,383.59	84,880.40	-80,496.81	-94.84
34150-0000	Other Government Grants	0.00	0.00	0.00	N/A	18,028.00	0.00	18,028.00	N/A
34990-0000	TOTAL GRANT INCOME	36,755.71	38,488.04	-1,732.33	-4.50	348,976.59	384,880.40	-35,903.81	-9.33
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	3,506.10	2,666.67	839.43	31.48	30,512.99	26,666.70	3,846.29	14.42
36500-0000	Miscellaneous Other Income	0.00	2,621.54	-2,621.54	-100.00	7,874.94	26,215.40	-18,340.46	-69.96
36990-0000	TOTAL OTHER INCOME	3,506.10	5,288.21	-1,782.11	-33.70	38,387.93	52,882.10	-14,494.17	-27.41
39990-0000	TOTAL INCOME	49,684.81	50,942.92	-1,258.11	-2.47	449,366.70	509,429.20	-60,062.50	-11.79
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	13,950.27	15,284.52	1,334.25	8.73	134,417.63	152,845.20	18,427.57	12.06
41100-3000	Compensated Absences	0.00	1,154.32	1,154.32	100.00	0.00	11,543.20	11,543.20	100.00
41100-4000	Employee Benefit Contribution-Admin	6,956.61	6,636.12	-320.49	-4.83	75,701.23	66,361.20	-9,340.03	-14.07
41109-9000	Total Administrative Salaries	20,906.88	23,074.96	2,168.08	9.40	210,118.86	230,749.60	20,630.74	8.94
41300-0000	Legal Expense								
41300-3000	Tenant Screening	0.00	12.10	12.10	100.00	682.25	121.00	-561.25	-463.84
41300-4000	General Legal Expense	620.00	250.00	-370.00	-148.00	2,294.00	2,500.00	206.00	8.24
41310-0000	Total Legal Expense	620.00	262.10	-357.90	-136.55	2,976.25	2,621.00	-355.25	-13.55
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	0.00	137.56	137.56	100.00	0.00	1,375.60	1,375.60	100.00
41500-0000	Travel	0.00	49.62	49.62	100.00	83.69	496.20	412.51	83.13
41700-0000	Accounting Fees	272.64	528.41	255.77	48.40	2,824.41	5,284.10	2,459.69	46.55
41710-0000	Auditing Fees	0.00	101.29	101.29	100.00	250.57	1,012.90	762.33	75.26
41730-0000	Management Fee	2,009.54	3,233.33	1,223.79	37.85	26,201.31	32,333.30	6,131.99	18.96
41730-1000	Bookkeeping Fee	195.00	317.50	122.50	38.58	2,542.50	3,175.00	632.50	19.92
41730-2000	Asset Management Fee	260.00	440.83	180.83	41.02	3,390.00	4,408.30	1,018.30	23.10
41740-0000	Marketing	0.00	0.00	0.00	N/A	59.54	0.00	-59.54	N/A

PH - Scattered Sites West (ssw_amp5)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41820-0000	Consultants	0.00	213.43	213.43	100.00	0.00	2,134.30	2,134.30	100.00
41890-0000	Total Other Admin Expenses	2,737.18	5,021.97	2,284.79	45.50	35,352.02	50,219.70	14,867.68	29.61
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	41.84	89.27	47.43	53.13	354.59	892.70	538.11	60.28
41900-2000	Publications	0.00	9.53	9.53	100.00	6.62	95.30	88.68	93.05
41900-3000	Advertising	0.00	0.00	0.00	N/A	272.16	0.00	-272.16	N/A
41900-4000	Office Supplies	0.00	33.39	33.39	100.00	34.44	333.90	299.46	89.69
41900-5000	Inspection Expense	0.00	462.04	462.04	100.00	0.00	4,620.40	4,620.40	100.00
41900-7000	Telephone	125.00	186.98	61.98	33.15	1,180.93	1,869.80	688.87	36.84
41900-8000	Postage	85.89	131.74	45.85	34.80	531.29	1,317.40	786.11	59.67
41901-0000	Office Equipment Contracts	31.96	79.48	47.52	59.79	272.18	794.80	522.62	65.75
41901-5000	Special Events	0.00	0.00	0.00	N/A	425.68	0.00	-425.68	N/A
41901-7000	Temporary Administrative Labor	0.00	0.00	0.00	N/A	42.84	0.00	-42.84	N/A
41901-8000	Small Office Equipment	30.99	0.23	-30.76	-13,373.91	33.07	2.30	-30.77	-1,337.83
41902-0000	Bank Fees	174.94	0.00	-174.94	N/A	1,396.69	0.00	-1,396.69	N/A
41902-2000	Other Misc Admin Expenses	0.00	145.95	145.95	100.00	-1,510.84	1,459.50	2,970.34	203.52
41910-0000	Total Miscellaneous Admin Expenses	21,397.50	24,213.57	2,816.07	11.63	213,158.51	242,135.70	28,977.19	11.97
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	24,754.68	29,497.64	4,742.96	16.08	251,486.78	294,976.40	43,489.62	14.74
42000-0000	TENANT SERVICES								
42100-0000	Tenant Services Salaries	0.00	103.63	103.63	100.00	-316.26	1,036.30	1,352.56	130.52
42100-1000	Employee Benefit Contributions-Tenant Sv	154.16	84.16	-70.00	-83.17	1,702.22	841.60	-860.62	-102.26
42300-1000	Tenant Relocation	0.00	1,070.42	1,070.42	100.00	0.00	10,704.20	10,704.20	100.00
42990-0000	TOTAL TENANT SERVICES EXPENSES	154.16	1,258.21	1,104.05	87.75	1,385.96	12,582.10	11,196.14	88.98
43000-0000	UTILITY EXPENSES								
43100-0000	Water	-1,986.33	22.00	2,008.33	9,128.77	-1,121.22	220.00	1,341.22	609.65
43200-0000	Electricity	0.00	49.25	49.25	100.00	91.76	492.50	400.74	81.37
43200-1000	Electricity-Vacant Units	58.34	0.00	-58.34	N/A	472.71	0.00	-472.71	N/A
43300-0000	Gas	703.31	165.33	-537.98	-325.40	630.17	1,653.30	1,023.13	61.88
43300-1000	Gas-Vacant Units	0.00	0.00	0.00	N/A	613.95	0.00	-613.95	N/A
43320-0000	Tenant-Owed Utilities	89.80	418.08	328.28	78.52	7,851.17	4,180.80	-3,670.37	-87.79
43400-0000	Garbage/Trash Removal	268.73	18.17	-250.56	-1,378.98	8,244.57	181.70	-8,062.87	-4,437.46
43900-0000	Sewer	205.10	86.08	-119.02	-138.27	1,027.73	860.80	-166.93	-19.39
43990-0000	TOTAL UTILITY EXPENSES	-661.05	758.91	1,419.96	187.11	17,810.84	7,589.10	-10,221.74	-134.69
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44100-0000	Maintenance Salaries	9,675.19	6,045.42	-3,629.77	-60.04	97,719.50	60,454.20	-37,265.30	-61.64
44100-1000	Maintenance Labor-Grounds	400.00	0.00	-400.00	N/A	400.00	0.00	-400.00	N/A
44100-4000	Maint. Empl. Rent Free Unit	0.00	0.00	0.00	N/A	137.50	0.00	-137.50	N/A
44100-5000	Employee Benefit Contribution-Maint.	3,247.98	2,293.58	-954.40	-41.61	32,327.75	22,935.80	-9,391.95	-40.95
44120-0000	Vehicle Gas	0.00	0.00	0.00	N/A	936.46	0.00	-936.46	N/A
44130-0000	Misc Vehicle Expenses	781.34	445.92	-335.42	-75.22	2,813.78	4,459.20	1,645.42	36.90
44190-0000	Total General Maint Expense	14,104.51	8,784.92	-5,319.59	-60.55	134,334.99	87,849.20	-46,485.79	-52.92
44200-0000	Materials								
44200-1000	Supplies-Grounds	0.00	1.17	1.17	100.00	0.00	11.70	11.70	100.00
44200-2000	Supplies-Appliance	548.00	73.58	-474.42	-644.77	4,156.72	735.80	-3,420.92	-464.93
44200-3000	Supplies-Decorating	0.00	145.67	145.67	100.00	296.96	1,456.70	1,159.74	79.61
44200-4000	Supplies-Electrical	201.92	45.92	-156.00	-339.72	1,142.36	459.20	-683.16	-148.77
44200-6000	Supplies-Janitorial/Cleaning	67.13	1.42	-65.71	-4,627.46	168.74	14.20	-154.54	-1,088.31
44200-7000	Supplies-Maint/Repairs	2,508.49	1,504.67	-1,003.82	-66.71	12,035.93	15,046.70	3,010.77	20.01
44200-8000	Supplies-Plumbing	1,770.09	152.67	-1,617.42	-1,059.42	3,847.50	1,526.70	-2,320.80	-152.01

PH - Scattered Sites West (ssw_amp5)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44200-9000	Tools and Equipment	178.47	93.42	-85.05	-91.04	475.88	934.20	458.32	49.06
44201-0000	Supplies - HVAC	55.56	0.00	-55.56	N/A	470.48	0.00	-470.48	N/A
44290-0000	Total Materials	5,329.66	2,018.52	-3,311.14	-164.04	22,594.57	20,185.20	-2,409.37	-11.94
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	N/A	106.33	0.00	-106.33	N/A
44300-3000	Contract-Building Repairs	250.00	0.00	-250.00	N/A	250.00	0.00	-250.00	N/A
44300-6000	Contract-Electrical	13,732.50	16.33	-13,716.17	-83,993.69	16,657.73	163.30	-16,494.43	-10,100.69
44300-7000	Contract-Pest Control	0.00	108.58	108.58	100.00	1,020.00	1,085.80	65.80	6.06
44300-9000	Contract-Grounds	1,550.00	1,127.67	-422.33	-37.45	6,518.25	11,276.70	4,758.45	42.20
44301-0000	Contract-Janitorial/Cleaning	0.00	105.75	105.75	100.00	0.00	1,057.50	1,057.50	100.00
44301-0001	Mold Remediation	800.00	29.17	-770.83	-2,642.54	4,730.00	291.70	-4,438.30	-1,521.53
44301-1000	Contract-Plumbing	960.00	1,718.42	758.42	44.13	25,430.00	17,184.20	-8,245.80	-47.98
44301-2000	Contract-Window Covering	0.00	0.00	0.00	N/A	599.51	0.00	-599.51	N/A
44301-3000	Contract-HVAC	0.00	641.25	641.25	100.00	5,320.28	6,412.50	1,092.22	17.03
44301-4000	Contract-Vehicle Maintenance	0.00	0.00	0.00	N/A	185.14	0.00	-185.14	N/A
44301-5000	Contract-Equipment Rental	0.00	0.00	0.00	N/A	675.00	0.00	-675.00	N/A
44302-2000	Contract-IT Contracts	796.97	583.33	-213.64	-36.62	6,958.02	5,833.30	-1,124.72	-19.28
44302-3000	Contract-Consultants	0.00	0.00	0.00	N/A	125.34	0.00	-125.34	N/A
44308-0000	Contract - Vehicle Lease	1,796.55	283.67	-1,512.88	-533.32	3,885.93	2,836.70	-1,049.23	-36.99
44309-0000	Contract-Security	0.00	1.50	1.50	100.00	0.00	15.00	15.00	100.00
44309-1000	Snow Removal Service	0.00	33.75	33.75	100.00	1,900.00	337.50	-1,562.50	-462.96
44309-9000	Contract Costs-Other	300.90	3,677.74	3,376.84	91.82	2,834.38	36,777.40	33,943.02	92.29
44390-0000	Total Contract Costs	20,186.92	8,327.16	-11,859.76	-142.42	77,195.91	83,271.60	6,075.69	7.30
44500-0000	Vacancy Turnover	0.00	833.33	833.33	100.00	17,425.00	8,333.30	-9,091.70	-109.10
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	39,621.09	19,963.93	-19,657.16	-98.46	251,550.47	199,639.30	-51,911.17	-26.00
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	1,123.34	511.69	-611.65	-119.54	10,601.91	5,116.90	-5,485.01	-107.19
45101-0000	Property Insurance	2,160.02	1,992.20	-167.82	-8.42	21,223.26	19,922.00	-1,301.26	-6.53
45102-0000	Liability Insurance	247.87	121.58	-126.29	-103.87	2,528.62	1,215.80	-1,312.82	-107.98
45200-0000	Payments in Lieu of Taxes	729.93	1,028.06	298.13	29.00	5,860.78	10,280.60	4,419.82	42.99
45210-0000	Misc. Taxes/Licenses/Insurance	0.00	37.78	37.78	100.00	300.91	377.80	76.89	20.35
45700-0000	Bad Debt-Tenant Rents	0.00	216.97	216.97	100.00	9,081.21	2,169.70	-6,911.51	-318.55
45900-0000	Other General Expense	0.00	40.78	40.78	100.00	-72.79	407.80	480.59	117.85
45900-1000	Radon Grant Expense	0.00	1,660.00	1,660.00	100.00	18,028.00	16,600.00	-1,428.00	-8.60
45990-0000	TOTAL GENERAL EXPENSES	4,261.16	5,609.06	1,347.90	24.03	67,551.90	56,090.60	-11,461.30	-20.43
47000-0000	HOUSING ASSISTANCE PAYMENTS								
47150-7000	Housing Counseling Program Expenses	81.46	0.00	-81.46	N/A	81.46	0.00	-81.46	N/A
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	81.46	0.00	-81.46	N/A	81.46	0.00	-81.46	N/A
48990-0000	TOTAL OPERATING EXPENSES	68,211.50	57,087.75	-11,123.75	-19.49	589,867.41	570,877.50	-18,989.91	-3.33
49990-0000	**NET OPERATING INCOME**	**-18,526.69**	**-6,144.83**	**-12,381.86**	**-201.50**	**-140,500.71**	**-61,448.30**	**-79,052.41**	**-128.65**
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	0.00	0.00	0.00	N/A	115,424.76	0.00	-115,424.76	N/A
51000-2000	Depreciation -Furn,Equip,Machinery-Dwell	0.00	0.00	0.00	N/A	1,621.62	0.00	-1,621.62	N/A
51000-3000	Depreciation -Furn,Equip,Machinery-Admi	0.00	0.00	0.00	N/A	1,131.84	0.00	-1,131.84	N/A
51000-4000	Depreciation-Leashold Improvements	0.00	0.00	0.00	N/A	5,707.62	0.00	-5,707.62	N/A
52100-2000	Operating Transfer In from CFP	0.00	0.00	0.00	N/A	-3,756.30	0.00	3,756.30	N/A

PH - Scattered Sites West (ssw_amp5)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
52300-0000	Gain/Loss on Sale of Fixed Assets	-406,858.86	-75,000.00	331,858.86	442.48	-2,496,350.27	-750,000.00	1,746,350.27	232.85
59990-0000	TOTAL NON-OPERATING ITEMS	-406,858.86	-75,000.00	331,858.86	442.48	-2,376,220.73	-750,000.00	1,626,220.73	216.83
90000-0000	NET INCOME	388,332.17	68,855.17	319,477.00	463.98	2,235,720.02	688,551.70	1,547,168.32	224.70

PH - Scattered Sites East (sse_amp4)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31010-0000	Rental Income								
31110-0000	Tenant Rent	30,724.00	16,000.00	14,724.00	92.02	221,355.39	160,000.00	61,355.39	38.35
31120-3000	Utility Reimbursement -59 & TC	3,847.00	0.00	-3,847.00	N/A	48,544.00	0.00	-48,544.00	N/A
31120-5000	Utility Reimbursement Recovery -59 &	0.00	0.00	0.00	N/A	630.32	0.00	630.32	N/A
31130-0000	Less: Vacancies	-5,515.00	0.00	-5,515.00	N/A	-21,379.39	0.00	-21,379.39	N/A
31190-0000	Total Rental Income	21,362.00	16,000.00	5,362.00	33.51	152,062.32	160,000.00	-7,937.68	-4.96
31200-0000	Other Tenant Income								
31200-2000	Cleaning Fee	0.00	0.00	0.00	N/A	1,070.00	0.00	1,070.00	N/A
31200-3000	Damages	0.00	0.00	0.00	N/A	2,290.00	0.00	2,290.00	N/A
31200-4000	Late Charges	345.00	0.00	345.00	N/A	2,835.00	0.00	2,835.00	N/A
31200-5000	Legal Fees - Tenant	0.00	0.00	0.00	N/A	455.00	0.00	455.00	N/A
31200-7000	Excess Utility	0.00	541.67	-541.67	-100.00	4,797.60	5,416.70	-619.10	-11.43
31200-9000	Misc.Tenant Income	200.00	640.09	-440.09	-68.75	200.00	6,400.90	-6,200.90	-96.88
31210-0000	Tenant Payment Agreement (TPA) Ren	0.00	0.00	0.00	N/A	2,586.00	0.00	2,586.00	N/A
31290-0000	Total Other Tenant Income	545.00	1,181.76	-636.76	-53.88	14,233.60	11,817.60	2,416.00	20.44
31990-0000	TOTAL TENANT INCOME	21,907.00	17,181.76	4,725.24	27.50	166,295.92	171,817.60	-5,521.68	-3.21
34000-0000	GRANT INCOME								
34010-0000	Subsidy Grants	46,817.00	35,000.00	11,817.00	33.76	442,352.00	350,000.00	92,352.00	26.39
34010-1000	CFP Operating Grants	1,039.95	8,488.04	-7,448.09	-87.75	1,039.83	84,880.40	-83,840.57	-98.77
34150-0000	Other Government Grants	0.00	0.00	0.00	N/A	4,320.00	0.00	4,320.00	N/A
34990-0000	TOTAL GRANT INCOME	47,856.95	43,488.04	4,368.91	10.05	447,711.83	434,880.40	12,831.43	2.95
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	4,966.98	3,750.00	1,216.98	32.45	43,226.66	37,500.00	5,726.66	15.27
36500-0000	Miscellaneous Other Income	0.00	1,231.54	-1,231.54	-100.00	9,966.30	12,315.40	-2,349.10	-19.07
36990-0000	TOTAL OTHER INCOME	4,966.98	4,981.54	-14.56	-0.29	53,192.96	49,815.40	3,377.56	6.78
39990-0000	TOTAL INCOME	74,730.93	65,651.34	9,079.59	13.83	667,200.71	656,513.40	10,687.31	1.63
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	14,791.20	12,783.74	-2,007.46	-15.70	143,188.21	127,837.40	-15,350.81	-12.01
41100-4000	Employee Benefit Contribution-Admin	7,244.64	5,940.46	-1,304.18	-21.95	77,998.77	59,404.60	-18,594.17	-31.30
41109-9000	Total Administrative Salaries	22,035.84	18,724.20	-3,311.64	-17.69	221,186.98	187,242.00	-33,944.98	-18.13
41300-0000	Legal Expense								
41300-2000	Court Costs	0.00	6.72	6.72	100.00	0.00	67.20	67.20	100.00
41300-3000	Tenant Screening	167.50	13.94	-153.56	-1,101.58	531.45	139.40	-392.05	-281.24
41300-4000	General Legal Expense	919.50	124.17	-795.33	-640.52	4,701.75	1,241.70	-3,460.05	-278.65
41310-0000	Total Legal Expense	1,087.00	144.83	-942.17	-650.54	5,233.20	1,448.30	-3,784.90	-261.33
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	0.00	139.92	139.92	100.00	0.00	1,399.20	1,399.20	100.00
41500-0000	Travel	0.00	46.63	46.63	100.00	112.52	466.30	353.78	75.87
41700-0000	Accounting Fees	386.24	579.91	193.67	33.40	4,001.24	5,799.10	1,797.86	31.00
41710-0000	Auditing Fees	0.00	64.64	64.64	100.00	354.97	646.40	291.43	45.09
41730-0000	Management Fee	4,173.66	4,358.33	184.67	4.24	44,132.59	43,583.30	-549.29	-1.26

PH - Scattered Sites East (sse_amp4)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41730-1000	Bookkeeping Fee	405.00	420.83	15.83	3.76	4,282.50	4,208.30	-74.20	-1.76
41730-2000	Asset Management Fee	540.00	641.67	101.67	15.84	5,710.00	6,416.70	706.70	11.01
41740-0000	Marketing	0.00	0.00	0.00	N/A	84.35	0.00	-84.35	N/A
41820-0000	Consultants	0.00	294.72	294.72	100.00	0.00	2,947.20	2,947.20	100.00
41890-0000	Total Other Admin Expenses	5,504.90	6,546.65	1,041.75	15.91	58,678.17	65,466.50	6,788.33	10.37
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	59.28	72.23	12.95	17.93	502.39	722.30	219.91	30.45
41900-2000	Publications	0.00	14.13	14.13	100.00	9.38	141.30	131.92	93.36
41900-3000	Advertising	0.00	0.00	0.00	N/A	272.16	0.00	-272.16	N/A
41900-4000	Office Supplies	0.00	42.81	42.81	100.00	48.80	428.10	379.30	88.60
41900-5000	Inspection Expense	0.00	58.40	58.40	100.00	0.00	584.00	584.00	100.00
41900-7000	Telephone	302.63	207.93	-94.70	-45.54	2,092.96	2,079.30	-13.66	-0.66
41900-8000	Postage	121.68	172.68	51.00	29.53	762.15	1,726.80	964.65	55.86
41901-0000	Office Equipment Contracts	45.28	111.22	65.94	59.29	385.53	1,112.20	726.67	65.34
41901-5000	Special Events	0.00	0.00	0.00	N/A	447.70	0.00	-447.70	N/A
41901-7000	Temporary Administrative Labor	0.00	0.00	0.00	N/A	42.77	0.00	-42.77	N/A
41901-8000	Small Office Equipment	43.90	37.10	-6.80	-18.33	46.85	371.00	324.15	87.37
41902-0000	Bank Fees	323.17	0.00	-323.17	N/A	3,209.89	0.00	-3,209.89	N/A
41902-2000	Other Misc Admin Expenses	1,855.99	365.45	-1,490.54	-407.86	1,688.07	3,654.50	1,966.43	53.81
41910-0000	Total Miscellaneous Admin Expenses	24,787.77	19,806.15	-4,981.62	-25.15	230,695.63	198,061.50	-32,634.13	-16.48
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	31,379.67	26,497.63	-4,882.04	-18.42	294,607.00	264,976.30	-29,630.70	-11.18
42000-0000	TENANT SERVICES								
42100-0000	Tenant Services Salaries	0.00	127.17	127.17	100.00	-438.50	1,271.70	1,710.20	134.48
42100-1000	Employee Benefit Contributions-Tenant Sv	217.92	114.98	-102.94	-89.53	2,395.78	1,149.80	-1,245.98	-108.36
42300-1000	Tenant Relocation	330.00	1,000.00	670.00	67.00	2,383.00	10,000.00	7,617.00	76.17
42990-0000	TOTAL TENANT SERVICES EXPENSES	547.92	1,242.15	694.23	55.89	4,340.28	12,421.50	8,081.22	65.06
43000-0000	UTILITY EXPENSES								
43100-0000	Water	58.99	26.81	-32.18	-120.03	593.35	268.10	-325.25	-121.32
43200-0000	Electricity	136.05	177.54	41.49	23.37	2,261.21	1,775.40	-485.81	-27.36
43200-1000	Electricity-Vacant Units	244.28	0.00	-244.28	N/A	1,899.05	0.00	-1,899.05	N/A
43300-0000	Gas	0.00	119.54	119.54	100.00	136.15	1,195.40	1,059.25	88.61
43300-1000	Gas-Vacant Units	107.37	0.00	-107.37	N/A	2,263.14	0.00	-2,263.14	N/A
43320-0000	Tenant-Owed Utilities	163.53	460.71	297.18	64.50	7,172.21	4,607.10	-2,565.11	-55.68
43400-0000	Garbage/Trash Removal	676.31	702.73	26.42	3.76	2,255.30	7,027.30	4,772.00	67.91
43900-0000	Sewer	406.74	139.35	-267.39	-191.88	2,201.15	1,393.50	-807.65	-57.96
43990-0000	TOTAL UTILITY EXPENSES	1,793.27	1,626.68	-166.59	-10.24	18,781.56	16,266.80	-2,514.76	-15.46
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44100-0000	Maintenance Salaries	8,443.30	5,526.09	-2,917.21	-52.79	74,361.50	55,260.90	-19,100.60	-34.56
44100-1000	Maintenance Labor-Grounds	320.00	0.00	-320.00	N/A	320.00	0.00	-320.00	N/A
44100-5000	Employee Benefit Contribution-Maint.	3,052.01	2,104.10	-947.91	-45.05	30,518.46	21,041.00	-9,477.46	-45.04
44120-0000	Vehicle Gas	0.00	0.00	0.00	N/A	935.13	0.00	-935.13	N/A
44130-0000	Misc Vehicle Expenses	792.92	407.86	-385.06	-94.41	2,822.28	4,078.60	1,256.32	30.80
44190-0000	Total General Maint Expense	12,608.23	8,038.05	-4,570.18	-56.86	108,957.37	80,380.50	-28,576.87	-35.55
44200-0000	Materials								
44200-2000	Supplies-Appliance	0.00	277.49	277.49	100.00	2,061.18	2,774.90	713.72	25.72
44200-3000	Supplies-Decorating	0.00	428.82	428.82	100.00	144.15	4,288.20	4,144.05	96.64
44200-4000	Supplies-Electrical	0.00	216.56	216.56	100.00	705.08	2,165.60	1,460.52	67.44
44200-6000	Supplies-Janitorial/Cleaning	0.00	8.91	8.91	100.00	100.82	89.10	-11.72	-13.15
44200-7000	Supplies-Maint/Repairs	437.90	3,879.33	3,441.43	88.71	12,873.14	38,793.30	25,920.16	66.82

PH - Scattered Sites East (sse_amp4)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44200-8000	Supplies-Plumbing	285.77	1,215.86	930.09	76.50	1,823.20	12,158.60	10,335.40	85.00
44200-9000	Tools and Equipment	466.36	257.34	-209.02	-81.22	576.19	2,573.40	1,997.21	77.61
44201-0000	Supplies - HVAC	0.00	1.16	1.16	100.00	121.94	11.60	-110.34	-951.21
44290-0000	Total Materials	1,190.03	6,285.47	5,095.44	81.07	18,405.70	62,854.70	44,449.00	70.72
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	N/A	150.64	0.00	-150.64	N/A
44300-3000	Contract-Building Repairs	0.00	0.00	0.00	N/A	1,850.00	0.00	-1,850.00	N/A
44300-5000	Contract-Decorating/Painting	0.00	0.00	0.00	N/A	25.98	0.00	-25.98	N/A
44300-6000	Contract-Electrical	0.00	59.02	59.02	100.00	1,111.66	590.20	-521.46	-88.35
44300-7000	Contract-Pest Control	0.00	174.19	174.19	100.00	815.00	1,741.90	926.90	53.21
44300-9000	Contract-Grounds	4,471.65	5,083.56	611.91	12.04	23,688.30	50,835.60	27,147.30	53.40
44301-0000	Contract-Janitorial/Cleaning	0.00	88.75	88.75	100.00	1,450.00	887.50	-562.50	-63.38
44301-0001	Mold Remediation	0.00	308.33	308.33	100.00	3,900.00	3,083.30	-816.70	-26.49
44301-1000	Contract-Plumbing	11,109.71	2,501.16	-8,608.55	-344.18	21,106.71	25,011.60	3,904.89	15.61
44301-2000	Contract-Window Covering	0.00	0.00	0.00	N/A	96.73	0.00	-96.73	N/A
44301-3000	Contract-HVAC	0.00	1,079.11	1,079.11	100.00	2,755.00	10,791.10	8,036.10	74.47
44301-4000	Contract-Vehicle Maintenance	0.00	0.00	0.00	N/A	211.59	0.00	-211.59	N/A
44301-7000	Contract-Elevator Monitoring	0.00	58.06	58.06	100.00	0.00	580.60	580.60	100.00
44302-2000	Contract-IT Contracts	1,129.04	833.33	-295.71	-35.49	9,846.90	8,333.30	-1,513.60	-18.16
44302-3000	Contract-Consultants	0.00	0.00	0.00	N/A	1,737.56	0.00	-1,737.56	N/A
44308-0000	Contract - Vehicle Lease	5,051.52	422.52	-4,629.00	-1,095.57	7,359.61	4,225.20	-3,134.41	-74.18
44309-0000	Contract-Security	0.00	60.76	60.76	100.00	0.00	607.60	607.60	100.00
44309-1000	Snow Removal Service	0.00	333.33	333.33	100.00	7,435.00	3,333.30	-4,101.70	-123.05
44309-9000	Contract Costs-Other	0.00	3,150.84	3,150.84	100.00	859.49	31,508.40	30,648.91	97.27
44390-0000	Total Contract Costs	21,761.92	14,152.96	-7,608.96	-53.76	84,400.17	141,529.60	57,129.43	40.37
44500-0000	Vacancy Turnover	0.00	2,500.00	2,500.00	100.00	1,475.00	25,000.00	23,525.00	94.10
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	35,560.18	30,976.48	-4,583.70	-14.80	213,238.24	309,764.80	96,526.56	31.16
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	1,150.17	591.64	-558.53	-94.40	10,644.74	5,916.40	-4,728.34	-79.92
45101-0000	Property Insurance	3,118.83	3,007.17	-111.66	-3.71	30,643.40	30,071.70	-571.70	-1.90
45102-0000	Liability Insurance	253.79	140.45	-113.34	-80.70	2,589.01	1,404.50	-1,184.51	-84.34
45200-0000	Payments in Lieu of Taxes	2,341.57	1,687.57	-654.00	-38.75	19,225.15	16,875.70	-2,349.45	-13.92
45210-0000	Misc. Taxes/Licenses/Insurance	420.88	237.82	-183.06	-76.97	4,143.26	2,378.20	-1,765.06	-74.22
45700-0000	Bad Debt-Tenant Rents	17,635.73	1,872.99	-15,762.74	-841.58	30,845.26	18,729.90	-12,115.36	-64.68
45900-0000	Other General Expense	0.00	31.45	31.45	100.00	27.96	314.50	286.54	91.11
45900-1000	Radon Grant Expense	0.00	50.00	50.00	100.00	4,320.00	500.00	-3,820.00	-764.00
45990-0000	TOTAL GENERAL EXPENSES	24,920.97	7,619.09	-17,301.88	-227.09	102,438.78	76,190.90	-26,247.88	-34.45
47000-0000	HOUSING ASSISTANCE PAYMENTS								
47150-6000	FSS Escrow Payments	0.00	105.20	105.20	100.00	10,538.01	1,052.00	-9,486.01	-901.71
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	0.00	105.20	105.20	100.00	10,538.01	1,052.00	-9,486.01	-901.71
48990-0000	TOTAL OPERATING EXPENSES	94,202.01	68,067.23	-26,134.78	-38.40	643,943.87	680,672.30	36,728.43	5.40
49990-0000	**NET OPERATING INCOME**	**-19,471.08**	**-2,415.89**	**-17,055.19**	**-705.96**	**23,256.84**	**-24,158.90**	**47,415.74**	**196.27**
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	0.00	0.00	0.00	N/A	174,155.52	0.00	-174,155.52	N/A
51000-2000	Depreciation -Furn,Equip,Machinery-Dwell	0.00	0.00	0.00	N/A	4,644.84	0.00	-4,644.84	N/A
51000-3000	Depreciation -Furn,Equip,Machinery-Admi	0.00	0.00	0.00	N/A	2,021.52	0.00	-2,021.52	N/A

PH - Scattered Sites East (sse_amp4)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
51000-4000	Depreciation-Leashold Improvements	0.00	0.00	0.00	N/A	8,087.94	0.00	-8,087.94	N/A
52100-2000	Operating Transfer In from CFP	-0.10	0.00	0.10	N/A	-3,756.30	0.00	3,756.30	N/A
52300-0000	Gain/Loss on Sale of Fixed Assets	-277,605.14	-80,000.00	197,605.14	247.01	-705,358.64	-800,000.00	-94,641.36	-11.83
59990-0000	TOTAL NON-OPERATING ITEMS	-277,605.24	-80,000.00	197,605.24	247.01	-520,205.12	-800,000.00	-279,794.88	-34.97
90000-0000	NET INCOME	258,134.16	77,584.11	180,550.05	232.72	543,461.96	775,841.10	-232,379.14	-29.95

BHT, JKM, Orchard, Millview (.amp3)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31010-0000	Rental Income								
31110-0000	Tenant Rent	57,362.10	50,583.33	6,778.77	13.40	563,015.01	505,833.30	57,181.71	11.30
31120-3000	Utility Reimbursement -59 & TC	52.00	0.00	-52.00	N/A	596.00	0.00	-596.00	N/A
31130-0000	Less: Vacancies	-3,147.10	0.00	-3,147.10	N/A	-16,359.01	0.00	-16,359.01	N/A
31190-0000	Total Rental Income	54,163.00	50,583.33	3,579.67	7.08	546,060.00	505,833.30	40,226.70	7.95
31200-0000	Other Tenant Income								
31200-1000	Laundry and Vending	0.00	264.00	-264.00	-100.00	0.00	2,640.00	-2,640.00	-100.00
31200-2000	Cleaning Fee	0.00	0.00	0.00	N/A	2,775.00	0.00	2,775.00	N/A
31200-3000	Damages	100.00	0.00	100.00	N/A	1,000.00	0.00	1,000.00	N/A
31200-4000	Late Charges	495.00	0.00	495.00	N/A	4,860.00	0.00	4,860.00	N/A
31200-5000	Legal Fees - Tenant	0.00	0.00	0.00	N/A	1,584.00	0.00	1,584.00	N/A
31200-6000	NSF Charges	35.00	0.00	35.00	N/A	385.00	0.00	385.00	N/A
31200-7000	Excess Utility	0.00	95.83	-95.83	-100.00	774.33	958.30	-183.97	-19.20
31200-8000	Wireless Leases	0.00	532.14	-532.14	-100.00	0.00	5,321.40	-5,321.40	-100.00
31200-9000	Misc.Tenant Income	100.00	2,204.87	-2,104.87	-95.46	2,486.13	22,048.70	-19,562.57	-88.72
31210-0000	Tenant Payment Agreement (TPA) Ren	0.00	0.00	0.00	N/A	2,525.00	0.00	2,525.00	N/A
31290-0000	Total Other Tenant Income	730.00	3,096.84	-2,366.84	-76.43	16,389.46	30,968.40	-14,578.94	-47.08
31990-0000	TOTAL TENANT INCOME	54,893.00	53,680.17	1,212.83	2.26	562,449.46	536,801.70	25,647.76	4.78
34000-0000	GRANT INCOME								
34010-0000	Subsidy Grants	50,647.00	50,354.55	292.45	0.58	463,664.00	503,545.50	-39,881.50	-7.92
34010-1000	CFP Operating Grants	-4,896.62	8,488.04	-13,384.66	-157.69	240,161.44	84,880.40	155,281.04	182.94
34990-0000	TOTAL GRANT INCOME	45,750.38	58,842.59	-13,092.21	-22.25	703,825.44	588,425.90	115,399.54	19.61
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	10,810.47	7,916.67	2,893.80	36.55	94,081.63	79,166.70	14,914.93	18.84
36500-0000	Miscellaneous Other Income	0.00	0.00	0.00	N/A	17,580.33	0.00	17,580.33	N/A
36990-0000	TOTAL OTHER INCOME	10,810.47	7,916.67	2,893.80	36.55	111,661.96	79,166.70	32,495.26	41.05
39990-0000	TOTAL INCOME	111,453.85	120,439.43	-8,985.58	-7.46	1,377,936.86	1,204,394.30	173,542.56	14.41
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	13,180.34	13,992.00	811.66	5.80	134,409.84	139,920.00	5,510.16	3.94
41100-4000	Employee Benefit Contribution-Admin	6,626.56	6,489.99	-136.57	-2.10	72,640.12	64,899.90	-7,740.22	-11.93
41109-9000	Total Administrative Salaries	19,806.90	20,481.99	675.09	3.30	207,049.96	204,819.90	-2,230.06	-1.09
41300-0000	Legal Expense								
41300-2000	Court Costs	0.00	0.00	0.00	N/A	96.95	0.00	-96.95	N/A
41300-3000	Tenant Screening	12.00	55.82	43.82	78.50	453.40	558.20	104.80	18.77
41300-4000	General Legal Expense	1,774.25	1,083.33	-690.92	-63.78	5,329.00	10,833.30	5,504.30	50.81
41310-0000	Total Legal Expense	1,786.25	1,139.15	-647.10	-56.81	5,879.35	11,391.50	5,512.15	48.39
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	0.00	77.25	77.25	100.00	0.00	772.50	772.50	100.00
41500-0000	Travel	117.60	66.67	-50.93	-76.39	743.62	666.70	-76.92	-11.54
41700-0000	Accounting Fees	840.62	779.28	-61.34	-7.87	8,708.56	7,792.80	-915.76	-11.75
41710-0000	Auditing Fees	0.00	125.00	125.00	100.00	772.56	1,250.00	477.44	38.20

BHT, JKM, Orchard, Millview (.amp3)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41730-0000	Management Fee	12,984.72	13,083.33	98.61	0.75	132,629.64	130,833.30	-1,796.34	-1.37
41730-1000	Bookkeeping Fee	1,260.00	1,250.00	-10.00	-0.80	12,870.00	12,500.00	-370.00	-2.96
41730-2000	Asset Management Fee	1,680.00	1,733.33	53.33	3.08	17,160.00	17,333.30	173.30	1.00
41740-0000	Marketing	0.00	0.00	0.00	N/A	183.71	0.00	-183.71	N/A
41820-0000	Consultants	0.00	628.22	628.22	100.00	0.00	6,282.20	6,282.20	100.00
41890-0000	Total Other Admin Expenses	16,882.94	17,743.08	860.14	4.85	173,068.09	177,430.80	4,362.71	2.46
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	129.00	82.87	-46.13	-55.67	1,987.27	828.70	-1,158.57	-139.81
41900-2000	Publications	0.00	25.72	25.72	100.00	-39.56	257.20	296.76	115.38
41900-3000	Advertising	0.00	0.00	0.00	N/A	1,088.67	0.00	-1,088.67	N/A
41900-4000	Office Supplies	0.00	111.57	111.57	100.00	801.56	1,115.70	314.14	28.16
41900-5000	Inspection Expense	4,392.13	96.76	-4,295.37	-4,439.20	6,459.08	967.60	-5,491.48	-567.54
41900-7000	Telephone	958.61	598.02	-360.59	-60.30	7,031.57	5,980.20	-1,051.37	-17.58
41900-8000	Postage	264.84	324.75	59.91	18.45	2,589.75	3,247.50	657.75	20.25
41901-0000	Office Equipment Contracts	98.56	589.92	491.36	83.29	6,005.97	5,899.20	-106.77	-1.81
41901-3000	Internet	903.01	467.46	-435.55	-93.17	6,171.56	4,674.60	-1,496.96	-32.02
41901-4000	Cable/Video	677.64	168.90	-508.74	-301.21	3,751.91	1,689.00	-2,062.91	-122.14
41901-5000	Special Events	0.00	0.00	0.00	N/A	2,177.90	0.00	-2,177.90	N/A
41901-7000	Temporary Administrative Labor	0.00	0.00	0.00	N/A	171.08	0.00	-171.08	N/A
41901-8000	Small Office Equipment	95.56	1.27	-94.29	-7,424.41	863.96	12.70	-851.26	-6,702.83
41902-0000	Bank Fees	406.80	0.00	-406.80	N/A	4,173.80	0.00	-4,173.80	N/A
41902-2000	Other Misc Admin Expenses	200.00	1,006.52	806.52	80.13	2,865.72	10,065.20	7,199.48	71.53
41910-0000	Total Miscellaneous Admin Expenses	27,933.05	23,955.75	-3,977.30	-16.60	253,150.20	239,557.50	-13,592.70	-5.67
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	46,602.24	42,837.98	-3,764.26	-8.79	432,097.64	428,379.80	-3,717.84	-0.87
42000-0000	TENANT SERVICES								
42100-0000	Tenant Services Salaries	0.00	0.00	0.00	N/A	-974.08	0.00	974.08	N/A
42100-1000	Employee Benefit Contributions-Tenant Sv	515.99	0.00	-515.99	N/A	5,415.88	0.00	-5,415.88	N/A
42300-0000	Tenant Services Expense - Other	0.00	68.23	68.23	100.00	0.00	682.30	682.30	100.00
42300-1000	Tenant Relocation	0.00	0.00	0.00	N/A	2,643.75	0.00	-2,643.75	N/A
42990-0000	TOTAL TENANT SERVICES EXPENSES	515.99	68.23	-447.76	-656.25	7,085.55	682.30	-6,403.25	-938.48
43000-0000	UTILITY EXPENSES								
43100-0000	Water	4,296.00	1,333.33	-2,962.67	-222.20	41,263.14	13,333.30	-27,929.84	-209.47
43200-0000	Electricity	3,615.11	2,583.33	-1,031.78	-39.94	41,525.78	25,833.30	-15,692.48	-60.75
43200-1000	Electricity-Vacant Units	655.80	0.00	-655.80	N/A	1,481.10	0.00	-1,481.10	N/A
43300-0000	Gas	3,090.97	1,416.67	-1,674.30	-118.19	26,977.81	14,166.70	-12,811.11	-90.43
43320-0000	Tenant-Owed Utilities	37.77	77.21	39.44	51.08	803.73	772.10	-31.63	-4.10
43400-0000	Garbage/Trash Removal	828.56	1,570.08	741.52	47.23	-851.80	15,700.80	16,552.60	105.43
43900-0000	Sewer	3,262.00	1,833.33	-1,428.67	-77.93	30,958.48	18,333.30	-12,625.18	-68.86
43990-0000	TOTAL UTILITY EXPENSES	15,786.21	8,813.95	-6,972.26	-79.10	142,158.24	88,139.50	-54,018.74	-61.29
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44100-0000	Maintenance Salaries	19,057.76	13,992.00	-5,065.76	-36.20	174,581.15	139,920.00	-34,661.15	-24.77
44100-5000	Employee Benefit Contribution-Maint.	8,034.75	6,290.23	-1,744.52	-27.73	72,011.44	62,902.30	-9,109.14	-14.48
44110-0000	Maintenance Uniforms	0.00	0.00	0.00	N/A	147.94	0.00	-147.94	N/A
44120-0000	Vehicle Gas	0.00	0.00	0.00	N/A	1,306.06	0.00	-1,306.06	N/A
44130-0000	Misc Vehicle Expenses	280.66	1,183.90	903.24	76.29	1,852.41	11,839.00	9,986.59	84.35
44190-0000	Total General Maint Expense	27,373.17	21,466.13	-5,907.04	-27.52	249,899.00	214,661.30	-35,237.70	-16.42
44200-0000	Materials								
44200-1000	Supplies-Grounds	0.00	0.00	0.00	N/A	196.40	0.00	-196.40	N/A
44200-2000	Supplies-Appliance	1,692.98	878.72	-814.26	-92.66	28,109.97	8,787.20	-19,322.77	-219.90

BHT, JKM, Orchard, Millview (.amp3)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44200-3000	Supplies-Decorating	0.00	353.10	353.10	100.00	2,049.42	3,531.00	1,481.58	41.96
44200-4000	Supplies-Electrical	26.99	234.69	207.70	88.50	4,471.28	2,346.90	-2,124.38	-90.52
44200-6000	Supplies-Janitorial/Cleaning	264.17	428.74	164.57	38.38	8,018.04	4,287.40	-3,730.64	-87.01
44200-7000	Supplies-Maint/Repairs	2,925.59	3,971.76	1,046.17	26.34	29,652.28	39,717.60	10,065.32	25.34
44200-8000	Supplies-Plumbing	149.07	294.14	145.07	49.32	3,165.11	2,941.40	-223.71	-7.61
44200-9000	Tools and Equipment	591.21	138.88	-452.33	-325.70	2,210.81	1,388.80	-822.01	-59.19
44201-0000	Supplies - HVAC	0.00	604.47	604.47	100.00	3,432.56	6,044.70	2,612.14	43.21
44290-0000	Total Materials	5,650.01	6,904.50	1,254.49	18.17	81,305.87	69,045.00	-12,260.87	-17.76
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	N/A	1,390.23	0.00	-1,390.23	N/A
44300-2000	Contract-Appliance	0.00	0.00	0.00	N/A	678.29	0.00	-678.29	N/A
44300-3000	Contract-Building Repairs	0.00	0.00	0.00	N/A	6,973.00	0.00	-6,973.00	N/A
44300-5000	Contract-Decorating/Painting	0.00	0.00	0.00	N/A	1,780.03	0.00	-1,780.03	N/A
44300-6000	Contract-Electrical	200.00	1,306.73	1,106.73	84.69	9,117.86	13,067.30	3,949.44	30.22
44300-7000	Contract-Pest Control	4,800.00	442.69	-4,357.31	-984.28	12,470.00	4,426.90	-8,043.10	-181.69
44300-8000	Contract-Floor Covering	0.00	7.52	7.52	100.00	0.00	75.20	75.20	100.00
44300-9000	Contract-Grounds	2,107.00	1,175.00	-932.00	-79.32	13,074.25	11,750.00	-1,324.25	-11.27
44301-0000	Contract-Janitorial/Cleaning	0.00	1,465.13	1,465.13	100.00	-300.00	14,651.30	14,951.30	102.05
44301-1000	Contract-Plumbing	2,318.00	1,515.92	-802.08	-52.91	5,949.66	15,159.20	9,209.54	60.75
44301-2000	Contract-Window Covering	0.00	4.77	4.77	100.00	3,427.26	47.70	-3,379.56	-7,085.03
44301-3000	Contract-HVAC	0.00	235.10	235.10	100.00	5,221.30	2,351.00	-2,870.30	-122.09
44301-4000	Contract-Vehicle Maintenance	0.00	0.00	0.00	N/A	2,679.68	0.00	-2,679.68	N/A
44301-5000	Contract-Equipment Rental	0.00	0.00	0.00	N/A	120.00	0.00	-120.00	N/A
44301-7000	Contract-Elevator Monitoring	1,733.25	2,889.32	1,156.07	40.01	15,535.53	28,893.20	13,357.67	46.23
44301-8000	Contract-Alarm Monitoring	12,107.68	0.00	-12,107.68	N/A	23,868.70	0.00	-23,868.70	N/A
44301-9000	Contract-Sprinkler Monitoring	0.00	0.00	0.00	N/A	3,437.98	0.00	-3,437.98	N/A
44302-2000	Contract-IT Contracts	2,457.36	2,161.92	-295.44	-13.67	16,588.05	21,619.20	5,031.15	23.27
44302-3000	Contract-Consultants	0.00	0.00	0.00	N/A	386.44	0.00	-386.44	N/A
44308-0000	Contract - Vehicle Lease	4,766.50	567.65	-4,198.85	-739.69	9,502.63	5,676.50	-3,826.13	-67.40
44309-0000	Contract-Security	928.00	2,474.37	1,546.37	62.50	4,622.76	24,743.70	20,120.94	81.32
44309-1000	Snow Removal Service	0.00	0.00	0.00	N/A	47,480.00	39,000.00	-8,480.00	-21.74
44309-9000	Contract Costs-Other	1,394.05	4,832.30	3,438.25	71.15	8,631.04	48,323.00	39,691.96	82.14
44390-0000	Total Contract Costs	32,811.84	19,078.42	-13,733.42	-71.98	192,634.69	229,784.20	37,149.51	16.17
44400-0000	Unit Repairs - Damages	0.00	0.00	0.00	N/A	2,320.63	0.00	-2,320.63	N/A
44500-0000	Vacancy Turnover	1,975.00	4,961.35	2,986.35	60.19	12,844.10	49,613.50	36,769.40	74.11
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	67,810.02	52,410.40	-15,399.62	-29.38	539,004.29	563,104.00	24,099.71	4.28
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	1,058.64	1,585.62	526.98	33.23	8,867.74	15,856.20	6,988.46	44.07
45101-0000	Property Insurance	3,879.88	3,178.75	-701.13	-22.06	38,127.52	31,787.50	-6,340.02	-19.94
45102-0000	Liability Insurance	233.60	377.62	144.02	38.14	2,383.04	3,776.20	1,393.16	36.89
45200-0000	Payments in Lieu of Taxes	3,842.88	4,076.46	233.58	5.73	41,217.90	40,764.60	-453.30	-1.11
45210-0000	Misc. Taxes/Licenses/Insurance	327.44	279.58	-47.86	-17.12	3,746.39	2,795.80	-950.59	-34.00
45700-0000	Bad Debt-Tenant Rents	15,395.61	661.04	-14,734.57	-2,229.00	26,343.85	6,610.40	-19,733.45	-298.52
45900-0000	Other General Expense	0.00	0.00	0.00	N/A	-291.15	0.00	291.15	N/A
45990-0000	TOTAL GENERAL EXPENSES	24,738.05	10,159.07	-14,578.98	-143.51	120,395.29	101,590.70	-18,804.59	-18.51
48990-0000	TOTAL OPERATING EXPENSES	155,452.51	114,289.63	-41,162.88	-36.02	1,240,741.01	1,181,896.30	-58,844.71	-4.98
49990-0000	**NET OPERATING INCOME**	**-43,998.66**	**6,149.80**	**-50,148.46**	**-815.45**	**137,195.85**	**22,498.00**	**114,697.85**	**509.81**

BHT, JKM, Orchard, Millview (.amp3)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	0.00	0.00	0.00	N/A	99,601.68	0.00	-99,601.68	N/A
51000-2000	Depreciation -Furn,Equip,Machinery-Dwell	0.00	0.00	0.00	N/A	4,006.08	0.00	-4,006.08	N/A
51000-3000	Depreciation -Furn,Equip,Machinery-Admi	0.00	0.00	0.00	N/A	6,526.76	0.00	-6,526.76	N/A
51000-4000	Depreciation-Leashold Improvements	0.00	0.00	0.00	N/A	15,480.00	0.00	-15,480.00	N/A
51000-5000	Depreciation-Vehicles	0.00	0.00	0.00	N/A	5,244.72	0.00	-5,244.72	N/A
52100-2000	Operating Transfer In from CFP	0.00	0.00	0.00	N/A	-42,338.30	0.00	42,338.30	N/A
52200-0000	Prior Period Adjustments Affecting RR	0.00	0.00	0.00	N/A	105,982.85	0.00	-105,982.85	N/A
52310-1000	Extraordinary Expense	0.00	0.00	0.00	N/A	388,728.60	0.00	-388,728.60	N/A
59990-0000	TOTAL NON-OPERATING ITEMS	0.00	0.00	0.00	N/A	583,232.39	0.00	-583,232.39	N/A
90000-0000	NET INCOME	-43,998.66	6,149.80	-50,148.46	-815.45	-446,036.54	22,498.00	-468,534.54	-2,082.56

Hawley, Shiloh, Warren (.amp2)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
29999-9999	Revenue & Expenses								
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31010-0000	Rental Income								
31110-0000	Tenant Rent	63,457.23	51,833.33	11,623.90	22.43	580,701.95	518,333.30	62,368.65	12.03
31120-3000	Utility Reimbursement -59 & TC	0.00	0.00	0.00	N/A	211.00	0.00	-211.00	N/A
31130-0000	Less: Vacancies	-2,794.23	0.00	-2,794.23	N/A	-17,337.63	0.00	-17,337.63	N/A
31190-0000	Total Rental Income	60,663.00	51,833.33	8,829.67	17.03	563,153.32	518,333.30	44,820.02	8.65
31200-0000	Other Tenant Income								
31200-1000	Laundry and Vending	0.00	342.92	-342.92	-100.00	0.00	3,429.20	-3,429.20	-100.00
31200-2000	Cleaning Fee	0.00	0.00	0.00	N/A	5,368.00	0.00	5,368.00	N/A
31200-3000	Damages	0.00	0.00	0.00	N/A	100.00	0.00	100.00	N/A
31200-4000	Late Charges	420.00	0.00	420.00	N/A	3,435.00	0.00	3,435.00	N/A
31200-5000	Legal Fees - Tenant	0.00	0.00	0.00	N/A	460.00	0.00	460.00	N/A
31200-6000	NSF Charges	-70.00	0.00	-70.00	N/A	105.00	0.00	105.00	N/A
31200-7000	Excess Utility	33.97	54.17	-20.20	-37.29	109.32	541.70	-432.38	-79.82
31200-8000	Wireless Leases	15,113.95	6,755.00	8,358.95	123.74	96,113.95	67,550.00	28,563.95	42.29
31200-9000	Misc.Tenant Income	379.00	735.00	-356.00	-48.44	2,452.22	5,982.00	-3,529.78	-59.01
31200-9100	Pet Fee - Non reimbursable	0.00	0.00	0.00	N/A	1,000.00	0.00	1,000.00	N/A
31290-0000	Total Other Tenant Income	15,876.92	7,887.09	7,989.83	101.30	109,143.49	77,502.90	31,640.59	40.83
31990-0000	TOTAL TENANT INCOME	76,539.92	59,720.42	16,819.50	28.16	672,296.81	595,836.20	76,460.61	12.83
34000-0000	GRANT INCOME								
34010-0000	Subsidy Grants	49,102.00	47,916.67	1,185.33	2.47	446,370.50	479,166.70	-32,796.20	-6.84
34010-1000	CFP Operating Grants	-527.04	8,488.04	-9,015.08	-106.21	-527.04	84,880.40	-85,407.44	-100.62
34990-0000	TOTAL GRANT INCOME	48,574.96	56,404.71	-7,829.75	-13.88	445,843.46	564,047.10	-118,203.64	-20.96
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	9,933.96	5,833.33	4,100.63	70.30	86,453.43	58,333.30	28,120.13	48.21
36500-0000	Miscellaneous Other Income	0.00	1,246.54	-1,246.54	-100.00	9,663.89	12,465.40	-2,801.51	-22.47
36990-0000	TOTAL OTHER INCOME	9,933.96	7,079.87	2,854.09	40.31	96,117.32	70,798.70	25,318.62	35.76
39990-0000	TOTAL INCOME	135,048.84	123,205.00	11,843.84	9.61	1,214,257.59	1,230,682.00	-16,424.41	-1.33
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	9,022.43	9,436.16	413.73	4.38	81,406.98	94,361.60	12,954.62	13.73
41100-4000	Employee Benefit Contribution-Admin	4,066.84	3,876.14	-190.70	-4.92	50,950.60	38,761.40	-12,189.20	-31.45
41109-9000	Total Administrative Salaries	13,089.27	13,312.30	223.03	1.68	132,357.58	133,123.00	765.42	0.57
41300-0000	Legal Expense								
41300-2000	Court Costs	0.00	-72.52	-72.52	-100.00	0.00	-725.20	-725.20	-100.00
41300-3000	Tenant Screening	157.00	57.67	-99.33	-172.24	390.50	576.70	186.20	32.29
41300-4000	General Legal Expense	2,368.50	1,083.33	-1,285.17	-118.63	6,636.00	10,833.30	4,197.30	38.74
41310-0000	Total Legal Expense	2,525.50	1,068.48	-1,457.02	-136.36	7,026.50	10,684.80	3,658.30	34.24
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	0.00	225.00	225.00	100.00	0.00	2,250.00	2,250.00	100.00
41500-0000	Travel	74.90	103.32	28.42	27.51	230.21	1,033.20	802.99	77.72
41700-0000	Accounting Fees	772.44	755.32	-17.12	-2.27	8,002.33	7,553.20	-449.13	-5.95
41710-0000	Auditing Fees	0.00	180.55	180.55	100.00	709.90	1,805.50	1,095.60	60.68

Hawley, Shiloh, Warren (.amp2)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41730-0000	Management Fee	11,593.50	12,000.00	406.50	3.39	118,872.02	120,000.00	1,127.98	0.94
41730-1000	Bookkeeping Fee	1,125.00	1,166.67	41.67	3.57	11,535.00	11,666.70	131.70	1.13
41730-2000	Asset Management Fee	1,500.00	1,590.00	90.00	5.66	15,380.00	15,900.00	520.00	3.27
41740-0000	Marketing	0.00	0.00	0.00	N/A	168.59	0.00	-168.59	N/A
41800-0000	Office Rent	0.00	0.00	0.00	N/A	367.50	0.00	-367.50	N/A
41820-0000	Consultants	0.00	572.78	572.78	100.00	0.00	5,727.80	5,727.80	100.00
41890-0000	Total Other Admin Expenses	15,065.84	16,593.64	1,527.80	9.21	155,265.55	165,936.40	10,670.85	6.43
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	118.56	78.95	-39.61	-50.17	1,004.82	789.50	-215.32	-27.27
41900-2000	Publications	0.00	26.64	26.64	100.00	18.76	266.40	247.64	92.96
41900-3000	Advertising	0.00	0.00	0.00	N/A	816.51	0.00	-816.51	N/A
41900-4000	Office Supplies	398.53	176.91	-221.62	-125.27	3,010.01	1,769.10	-1,240.91	-70.14
41900-5000	Inspection Expense	698.00	15.80	-682.20	-4,317.72	4,939.20	158.00	-4,781.20	-3,026.08
41900-7000	Telephone	868.63	630.54	-238.09	-37.76	6,149.63	6,305.40	155.77	2.47
41900-8000	Postage	243.39	257.73	14.34	5.56	3,389.27	2,577.30	-811.97	-31.50
41901-0000	Office Equipment Contracts	282.54	497.02	214.48	43.15	5,813.87	4,970.20	-843.67	-16.97
41901-3000	Internet	1,012.98	566.38	-446.60	-78.85	5,849.16	5,663.80	-185.36	-3.27
41901-4000	Cable/Video	236.01	164.36	-71.65	-43.59	1,470.56	1,643.60	173.04	10.53
41901-5000	Special Events	0.00	0.00	0.00	N/A	2,129.66	0.00	-2,129.66	N/A
41901-7000	Temporary Administrative Labor	0.00	0.00	0.00	N/A	7,730.31	0.00	-7,730.31	N/A
41901-8000	Small Office Equipment	87.83	16.48	-71.35	-432.95	1,264.17	164.80	-1,099.37	-667.09
41902-0000	Bank Fees	1,635.93	0.00	-1,635.93	N/A	6,698.58	0.00	-6,698.58	N/A
41902-2000	Other Misc Admin Expenses	540.00	404.24	-135.76	-33.58	7,936.92	4,042.40	-3,894.52	-96.34
41910-0000	Total Miscellaneous Admin Expenses	19,211.67	16,147.35	-3,064.32	-18.98	190,579.01	161,473.50	-29,105.51	-18.02
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	36,803.01	33,809.47	-2,993.54	-8.85	352,871.06	338,094.70	-14,776.36	-4.37
42000-0000	TENANT SERVICES								
42100-0000	Tenant Services Salaries	0.00	0.00	0.00	N/A	-870.64	0.00	870.64	N/A
42100-1000	Employee Benefit Contributions-Tenant Sv	436.92	0.00	-436.92	N/A	4,320.33	0.00	-4,320.33	N/A
42300-0000	Tenant Services Expense - Other	0.00	112.94	112.94	100.00	0.00	1,129.40	1,129.40	100.00
42300-1000	Tenant Relocation	330.00	0.00	-330.00	N/A	560.00	0.00	-560.00	N/A
42990-0000	TOTAL TENANT SERVICES EXPENSES	766.92	112.94	-653.98	-579.05	4,009.69	1,129.40	-2,880.29	-255.03
43000-0000	UTILITY EXPENSES								
43100-0000	Water	11,066.52	7,666.67	-3,399.85	-44.35	37,911.15	76,666.70	38,755.55	50.55
43200-0000	Electricity	4,819.42	3,500.00	-1,319.42	-37.70	49,324.23	35,000.00	-14,324.23	-40.93
43200-1000	Electricity-Vacant Units	641.43	0.00	-641.43	N/A	1,915.99	0.00	-1,915.99	N/A
43300-0000	Gas	3,704.56	1,672.17	-2,032.39	-121.54	28,222.42	16,721.70	-11,500.72	-68.78
43300-1000	Gas-Vacant Units	0.00	0.00	0.00	N/A	38.78	0.00	-38.78	N/A
43320-0000	Tenant-Owed Utilities	22.98	46.84	23.86	50.94	80.93	468.40	387.47	82.72
43400-0000	Garbage/Trash Removal	788.40	1,440.57	652.17	45.27	-2,166.06	14,405.70	16,571.76	115.04
43900-0000	Sewer	6,167.55	2,916.67	-3,250.88	-111.46	24,700.62	29,166.70	4,466.08	15.31
43990-0000	TOTAL UTILITY EXPENSES	27,210.86	17,242.92	-9,967.94	-57.81	140,028.06	172,429.20	32,401.14	18.79
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44100-0000	Maintenance Salaries	19,868.37	20,908.84	1,040.47	4.98	191,668.37	209,088.40	17,420.03	8.33
44100-5000	Employee Benefit Contribution-Maint.	8,391.63	7,033.59	-1,358.04	-19.31	83,220.82	70,335.90	-12,884.92	-18.32
44110-0000	Maintenance Uniforms	0.00	0.00	0.00	N/A	366.65	0.00	-366.65	N/A
44120-0000	Vehicle Gas	0.00	0.00	0.00	N/A	763.87	0.00	-763.87	N/A
44130-0000	Misc Vehicle Expenses	401.04	812.79	411.75	50.66	1,296.60	8,127.90	6,831.30	84.05
44190-0000	Total General Maint Expense	28,661.04	28,755.22	94.18	0.33	277,316.31	287,552.20	10,235.89	3.56
44200-0000	Materials								

Hawley, Shiloh, Warren (.amp2)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44200-1000	Supplies-Grounds	0.00	0.00	0.00	N/A	91.56	0.00	-91.56	N/A
44200-2000	Supplies-Appliance	5,800.92	875.18	-4,925.74	-562.83	21,648.26	8,751.80	-12,896.46	-147.36
44200-3000	Supplies-Decorating	149.12	375.06	225.94	60.24	2,446.05	3,750.60	1,304.55	34.78
44200-4000	Supplies-Electrical	304.10	346.06	41.96	12.13	5,220.59	3,460.60	-1,759.99	-50.86
44200-5000	Supplies-Exterminating	0.00	0.00	0.00	N/A	298.71	0.00	-298.71	N/A
44200-6000	Supplies-Janitorial/Cleaning	288.77	866.86	578.09	66.69	5,335.26	8,668.60	3,333.34	38.45
44200-7000	Supplies-Maint/Repairs	3,957.18	4,163.38	206.20	4.95	33,515.02	41,633.80	8,118.78	19.50
44200-8000	Supplies-Plumbing	211.51	722.18	510.67	70.71	4,858.39	7,221.80	2,363.41	32.73
44200-9000	Tools and Equipment	257.45	239.79	-17.66	-7.36	2,216.91	2,397.90	180.99	7.55
44201-0000	Supplies - HVAC	0.00	301.71	301.71	100.00	3,780.45	3,017.10	-763.35	-25.30
44290-0000	Total Materials	10,969.05	7,890.22	-3,078.83	-39.02	79,411.20	78,902.20	-509.00	-0.65
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	N/A	1,165.73	0.00	-1,165.73	N/A
44300-2000	Contract-Appliance	0.00	0.00	0.00	N/A	647.33	0.00	-647.33	N/A
44300-3000	Contract-Building Repairs	0.00	0.00	0.00	N/A	5,126.00	0.00	-5,126.00	N/A
44300-6000	Contract-Electrical	0.00	239.76	239.76	100.00	14,361.57	2,397.60	-11,963.97	-499.00
44300-7000	Contract-Pest Control	835.00	416.18	-418.82	-100.63	8,765.00	4,161.80	-4,603.20	-110.61
44300-8000	Contract-Floor Covering	0.00	12.58	12.58	100.00	2,400.00	125.80	-2,274.20	-1,807.79
44300-9000	Contract-Grounds	6,943.67	1,520.82	-5,422.85	-356.57	19,780.17	15,208.20	-4,571.97	-30.06
44301-0000	Contract-Janitorial/Cleaning	0.00	1,648.31	1,648.31	100.00	0.00	16,483.10	16,483.10	100.00
44301-1000	Contract-Plumbing	0.00	1,971.20	1,971.20	100.00	16,730.75	19,712.00	2,981.25	15.12
44301-2000	Contract-Window Covering	0.00	0.00	0.00	N/A	23.00	0.00	-23.00	N/A
44301-3000	Contract-HVAC	18,067.75	1,044.47	-17,023.28	-1,629.85	21,989.75	10,444.70	-11,545.05	-110.54
44301-4000	Contract-Vehicle Maintenance	0.00	0.00	0.00	N/A	4,905.61	0.00	-4,905.61	N/A
44301-5000	Contract-Equipment Rental	0.00	0.00	0.00	N/A	312.00	0.00	-312.00	N/A
44301-7000	Contract-Elevator Monitoring	3,061.24	2,828.86	-232.38	-8.21	17,248.24	28,288.60	11,040.36	39.03
44301-8000	Contract-Alarm Monitoring	81.75	0.00	-81.75	N/A	6,355.84	0.00	-6,355.84	N/A
44301-9000	Contract-Sprinkler Monitoring	1,355.78	0.00	-1,355.78	N/A	22,153.16	0.00	-22,153.16	N/A
44302-2000	Contract-IT Contracts	2,258.13	2,030.39	-227.74	-11.22	13,062.52	20,303.90	7,241.38	35.66
44302-3000	Contract-Consultants	0.00	0.00	0.00	N/A	355.12	0.00	-355.12	N/A
44308-0000	Contract - Vehicle Lease	3,106.68	483.79	-2,622.89	-542.15	7,515.86	4,837.90	-2,677.96	-55.35
44309-0000	Contract-Security	1,208.55	2,540.44	1,331.89	52.43	1,463.55	25,404.40	23,940.85	94.24
44309-1000	Snow Removal Service	0.00	0.00	0.00	N/A	27,659.00	26,450.00	-1,209.00	-4.57
44309-9000	Contract Costs-Other	354.00	2,560.20	2,206.20	86.17	5,716.25	25,602.00	19,885.75	77.67
44390-0000	Total Contract Costs	37,272.55	17,297.00	-19,975.55	-115.49	197,736.45	199,420.00	1,683.55	0.84
44400-0000	Unit Repairs - Damages	0.00	0.00	0.00	N/A	69.52	0.00	-69.52	N/A
44500-0000	Vacancy Turnover	1,413.49	5,833.33	4,419.84	75.77	22,498.06	58,333.30	35,835.24	61.43
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	78,316.13	59,775.77	-18,540.36	-31.02	577,031.54	624,207.70	47,176.16	7.56
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	1,072.53	1,336.60	264.07	19.76	9,135.97	13,366.00	4,230.03	31.65
45101-0000	Property Insurance	4,011.63	3,240.13	-771.50	-23.81	39,429.33	32,401.30	-7,028.03	-21.69
45102-0000	Liability Insurance	236.67	317.57	80.90	25.47	2,414.32	3,175.70	761.38	23.98
45200-0000	Payments in Lieu of Taxes	3,345.21	3,381.84	36.63	1.08	40,738.34	33,818.40	-6,919.94	-20.46
45210-0000	Misc. Taxes/Licenses/Insurance	188.34	263.20	74.86	28.44	2,320.83	2,632.00	311.17	11.82
45700-0000	Bad Debt-Tenant Rents	9,322.67	1,056.61	-8,266.06	-782.32	30,396.76	10,566.10	-19,830.66	-187.68
45900-0000	Other General Expense	0.00	0.00	0.00	N/A	-218.39	0.00	218.39	N/A
45990-0000	TOTAL GENERAL EXPENSES	18,177.05	9,595.95	-8,581.10	-89.42	124,217.16	95,959.50	-28,257.66	-29.45
47000-0000	HOUSING ASSISTANCE PAYMENTS								
47150-7000	Housing Counseling Program Expenses	0.00	0.00	0.00	N/A	742.84	0.00	-742.84	N/A
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	0.00	0.00	0.00	N/A	742.84	0.00	-742.84	N/A

Hawley, Shiloh, Warren (.amp2)

Budget Comparison (with PTD)

Period = Oct 2024-Jul 2025

Book = Accrual

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
48990-0000	TOTAL OPERATING EXPENSES	161,273.97	120,537.05	-40,736.92	-33.80	1,198,900.35	1,231,820.50	32,920.15	2.67
49990-0000	**NET OPERATING INCOME**	**-26,225.13**	**2,667.95**	**-28,893.08**	**-1,082.97**	**15,357.24**	**-1,138.50**	**16,495.74**	**1,448.90**
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	0.00	0.00	0.00	N/A	146,376.00	0.00	-146,376.00	N/A
51000-2000	Depreciation -Furn,Equip,Machinery-Dwell	0.00	0.00	0.00	N/A	11,439.00	0.00	-11,439.00	N/A
51000-3000	Depreciation -Furn,Equip,Machinery-Admi	0.00	0.00	0.00	N/A	1,575.00	0.00	-1,575.00	N/A
51000-4000	Depreciation-Leashold Improvements	0.00	0.00	0.00	N/A	15,462.00	0.00	-15,462.00	N/A
51000-5000	Depreciation-Vehicles	0.00	0.00	0.00	N/A	631.08	0.00	-631.08	N/A
59990-0000	TOTAL NON-OPERATING ITEMS	0.00	0.00	0.00	N/A	175,483.08	0.00	-175,483.08	N/A
90000-0000	NET INCOME	-26,225.13	2,667.95	-28,893.08	-1,082.97	-160,125.84	-1,138.50	-158,987.34	-13,964.63

Lake County Housing Authority
33928 North U.S. Highway 45, Grayslake, IL 60030

LIST OF BILLS FOR JULY 2025

AIM NORTH

.all

Period: From 07/2025 to 07/2025

Check #	Bank Code	Payee Code	Check Date	Payment Method	Property	Amount
1399	aimnorth	v0000416	7/22/2025	Check	aimnorth	540.00
1400	aimnorth	w32	7/22/2025	Check	aimnorth	200.00
1401	aimnorth	v0000417	7/25/2025	Check	aimnorth	235.00
Grand Total						**975.00**

BUSINESS ACTIVITIES

.all

Period: From 07/2025 to 07/2025

Check #	Bank Code	Payee Code	Check Date	Payment Method	Property	Amount
13	busactiv	m28	7/9/2025	EFT	lcha	118.90
1475	busactiv	f88	7/16/2025	Check	lcha	18.74
1476	busactiv	v0000256	7/16/2025	Check	lcha	250.00
14	busactiv	a7	7/16/2025	EFT	lcha	411.92
1477	busactiv	a6	7/18/2025	Check	lcha	1,695.00
1478	busactiv	l39	7/18/2025	Check	lcha	300.00
15	busactiv	m28	7/18/2025	EFT	lcha	33.68
Grand Total						**2,828.24**

CAPITAL FUND

.all

Period: From 07/2025 to 07/2025

Check #	Bank Code	Payee Code	Check Date	Payment Method	Property	Amount
27	capfund	h145	7/1/2025	EFT	*	169,946.31
Grand Total						**169,946.31**

COUNSELING (CHC)

.all

Period: From 07/2025 to 07/2025

Check #	Bank Code	Payee Code	Check Date	Payment Method	Property	Amount
172	chcadmin	c234	7/8/2025	EFT	chc	575.91
173	chcadmin	v0000403	7/8/2025	EFT	chc	4,200.00
19048	chcadmin	k110	7/9/2025	Check	chc	133.16
174	chcadmin	v0000404	7/9/2025	EFT	chc	3,000.00
175	chcadmin	y11	7/9/2025	EFT	chc	16.30
176	chcadmin	10841	7/10/2025	EFT	chc	2,148.00
177	chcadmin	11884	7/10/2025	EFT	chc	3,800.00
178	chcadmin	m180	7/10/2025	EFT	chc	364.33
179	chcadmin	s221	7/10/2025	EFT	chc	242.34
180	chcadmin	v0000409	7/14/2025	EFT	chc	6,835.00
19050	chcadmin	c47	7/14/2025	Check	*	220.97
181	chcadmin	b172	7/16/2025	EFT	chc	15.00
19051	chcadmin	d124	7/18/2025	Check	*	164.69
19052	chcadmin	n31	7/18/2025	Check	*	272.47
182	chcadmin	12759	7/23/2025	EFT	chc	2,689.90
183	chcadmin	k110	7/23/2025	EFT	chc	129.14
19053	chcadmin	a271	7/23/2025	Check	chc	365.16
184	chcadmin	11737	7/23/2025	EFT	chc	1,854.00
19054	chcadmin	w154	7/24/2025	Check	chc	528.73
185	chcadmin	v0000418	7/25/2025	EFT	chc	4,200.00
19055	chcadmin	v0000419	7/30/2025	Check	chc	750.00
186	chcadmin	a265	7/30/2025	EFT	*	2,280.00
187	chcadmin	a7	7/30/2025	EFT	chc	13.95
Grand Total						**34,799.05**

CENTRAL OFFICE (COCC)

.all

Period: From 07/2025 to 07/2025

Check #	Bank Code	Payee Code	Check Date	Payment Method	Property	Amount
1604	cocc	a4	7/1/2025	Check	*	1,559.57
1605	cocc	d83	7/1/2025	Check	*	4,481.54
1609	cocc	b1	7/1/2025	Check	*	78,663.86
177	cocc	p231	7/1/2025	EFT	cocc	72.33
1610	cocc	a293	7/1/2025	Check	cocc	36.99
1611	cocc	s58	7/1/2025	Check	cocc	12.00
1612	cocc	w154	7/1/2025	Check	*	15,192.70
1613	cocc	c47	7/1/2025	Check	*	338.46
1614	cocc	c158	7/8/2025	Check	*	2,101.40
1615	cocc	c158	7/8/2025	Check	*	819.15
1616	cocc	e99	7/8/2025	Check	*	69.00
1617	cocc	e99	7/8/2025	Check	*	975.39
178	cocc	g200	7/8/2025	EFT	*	377.20
179	cocc	k26	7/8/2025	EFT	cocc	55.60
180	cocc	l181	7/8/2025	EFT	*	20,241.41
181	cocc	s46	7/8/2025	EFT	cocc	321.34
1618	cocc	a293	7/9/2025	Check	*	462.80
1620	cocc	g103	7/9/2025	Check	*	743.36
1621	cocc	i112	7/9/2025	Check	*	69.83
1622	cocc	k110	7/9/2025	Check	cocc	532.65
1623	cocc	s72	7/9/2025	Check	cocc	1,093.60
182	cocc	l9	7/9/2025	EFT	cocc	471.55
183	cocc	y11	7/9/2025	EFT	cocc	65.20
1624	cocc	v75	7/9/2025	Check	*	995.52
1625	cocc	v75	7/9/2025	Check	*	682.42
1626	cocc	v75	7/9/2025	Check	*	608.74
1627	cocc	s15	7/10/2025	Check	cocc	258.46
184	cocc	s221	7/10/2025	EFT	cocc	969.20
185	cocc	h103	7/11/2025	EFT	cocc	310.00
1628	cocc	c230	7/14/2025	Check	cocc	6,188.75
1629	cocc	v0000410	7/14/2025	Check	cocc	40.00
186	cocc	a52	7/14/2025	EFT	cocc	26.00
187	cocc	p231	7/14/2025	EFT	cocc	366.97
1630	cocc	m72	7/15/2025	Check	*	489.00
1631	cocc	v0000370	7/16/2025	Check	*	76.74
188	cocc	b172	7/16/2025	EFT	*	210.00
189	cocc	l9	7/16/2025	EFT	cocc	446.61
190	cocc	v0000335	7/16/2025	EFT	*	479.75
191	cocc	y11	7/16/2025	EFT	cocc	1.65
1632	cocc	g7	7/16/2025	Check	cocc	60.79
1633	cocc	l03	7/16/2025	Check	*	187.00
1634	cocc	m171	7/16/2025	Check	cocc	299.19
1636	cocc	a4	7/18/2025	Check	hcvadmin	58.89
1637	cocc	e101	7/18/2025	Check	*	7,093.62
1638	cocc	l160	7/18/2025	Check	*	24.00
1639	cocc	n21	7/18/2025	Check	*	3,579.00
1640	cocc	v0000052	7/18/2025	Check	*	487.00
1641	cocc	f126	7/18/2025	Check	*	480.00
1642	cocc	r96	7/22/2025	Check	cocc	728.43
1643	cocc	a271	7/23/2025	Check	cocc	1,460.63
1644	cocc	a4	7/23/2025	Check	*	1,361.32
1645	cocc	c33	7/23/2025	Check	*	1,367.55
1646	cocc	d83	7/23/2025	Check	*	4,462.72
1647	cocc	e101	7/23/2025	Check	*	8,410.08
1648	cocc	e101a	7/23/2025	Check	*	1,368.38
1649	cocc	e99	7/23/2025	Check	*	975.39
1650	cocc	p84	7/23/2025	Check	cocc	2,343.69
1651	cocc	v0000052	7/23/2025	Check	*	487.00
1652	cocc	g7	7/23/2025	Check	cocc	80.54
1653	cocc	t21	7/23/2025	Check	cocc	400.00

192	cocc	k110	7/23/2025	EFT	cocc	516.56
193	cocc	v0000414	7/23/2025	EFT	cocc	440.00
1654	cocc	g7	7/23/2025	Check	cocc	60.79
1655	cocc	w154	7/24/2025	Check	cocc	2,114.92
195	cocc	h213	7/30/2025	EFT	*	18,500.00
196	cocc	a7	7/30/2025	EFT	cocc	55.83
1659	cocc	e101	7/30/2025	Check	*	7,074.69
5	cocc	g7	7/30/2025	Check	*	0.00
1660	cocc	d124	7/31/2025	Check	cocc	53.13
Grand Total						**205,437.88**

HCV FSS ESCROW

.all

Period: From 07/2025 to 07/2025

Check #	Bank Code	Payee Code	Check Date	Payment Method	Property	Amount
120	hcvfsse	t0002114	7/29/2025	Check	voufup	27,750.68
Grand Total						**27,750.68**

LOW RENT PUBLIC HOUSING

.all

Period: From 07/2025 to 07/2025

Check #	Bank Code	Payee Code	Check Date	Payment Method	Property	Amount
798	lrph	104473	7/1/2025	EFT	orchard	30.00
799	lrph	b0003721	7/1/2025	EFT	sse_amp4	340.00
800	lrph	t0000248	7/1/2025	EFT	sse_amp4	302.00
801	lrph	t0000263	7/1/2025	EFT	sse_amp4	57.00
802	lrph	b0000698	7/1/2025	EFT	sse_amp4	291.00
803	lrph	t0000998	7/1/2025	EFT	sse_amp4	13.00
804	lrph	t0001023	7/1/2025	EFT	sse_amp4	313.00
805	lrph	t0001531	7/1/2025	EFT	sse_amp4	387.00
806	lrph	t0001536	7/1/2025	EFT	sse_amp4	296.00
807	lrph	t0002399	7/1/2025	EFT	sse_amp4	168.00
808	lrph	t0002418	7/1/2025	EFT	sse_amp4	125.00
809	lrph	t0002798	7/1/2025	EFT	sse_amp4	131.00
810	lrph	t0002801	7/1/2025	EFT	ssw_amp5	227.00
811	lrph	t0003207	7/1/2025	EFT	sse_amp4	70.00
812	lrph	t0003732	7/1/2025	EFT	ssw_amp5	93.00
813	lrph	t0003734	7/1/2025	EFT	ssw_amp5	291.00
814	lrph	t0003901	7/1/2025	EFT	sse_amp4	152.00
815	lrph	t0003924	7/1/2025	EFT	ssw_amp5	264.00
816	lrph	t0004110	7/1/2025	EFT	sse_amp4	209.00
817	lrph	t0004204	7/1/2025	EFT	sse_amp4	67.00
818	lrph	t0004363	7/1/2025	EFT	sse_amp4	149.00
819	lrph	t0004371	7/1/2025	EFT	sse_amp4	302.00
820	lrph	t0004374	7/1/2025	EFT	sse_amp4	209.00
821	lrph	t0004580	7/1/2025	EFT	ssw_amp5	309.00
822	lrph	t0005018	7/1/2025	EFT	sse_amp4	263.00
823	lrph	t0005019	7/1/2025	EFT	ssw_amp5	263.00
824	lrph	t0005532	7/1/2025	EFT	sse_amp4	3.00
41349	lrph	105578	7/1/2025	Check	millview	22.00
41350	lrph	p233	7/1/2025	Check	hawley	3,640.00
41369	lrph	a260	7/1/2025	Check	bht	665.00

41370	lrph	a293	7/1/2025	Check	shiloh	294.96
41371	lrph	s58	7/1/2025	Check	*	12.00
41372	lrph	t111	7/1/2025	Check	ssw_amp5	1,406.45
41373	lrph	t225	7/1/2025	Check	*	660.00
831	lrph	a265	7/1/2025	EFT	ssw_amp5	400.00
832	lrph	k26	7/1/2025	EFT	hawley	1,061.24
833	lrph	m86	7/1/2025	EFT	ssw_amp5	153.51
41374	lrph	v6	7/1/2025	Check	hawley	1,019.75
41375	lrph	v6	7/1/2025	Check	hawley	1,019.75
41377	lrph	t0005087	7/2/2025	Check	bht	636.00
1	lrph	b0001978	7/2/2025	Check	sse_amp4	900.38
1	lrph	b0002388	7/2/2025	Check	sse_amp4	1,101.62
41378	lrph	c33	7/8/2025	Check	bht	89.18
41379	lrph	c33	7/8/2025	Check	hawley	40.95
41380	lrph	c33	7/8/2025	Check	sse_amp4	10.14
41381	lrph	c47	7/8/2025	Check	jkm	345.20
41382	lrph	c47	7/8/2025	Check	bht	418.40
41383	lrph	c47	7/8/2025	Check	warren	328.10
41384	lrph	c47	7/8/2025	Check	hawley	196.65
41385	lrph	n28	7/8/2025	Check	sse_amp4	29.79
41386	lrph	n31	7/8/2025	Check	jkm	166.62
41387	lrph	v13	7/8/2025	Check	jkm	1,029.00
834	lrph	a7	7/8/2025	EFT	hawley	28.95
835	lrph	a7	7/8/2025	EFT	*	249.93
836	lrph	m28	7/8/2025	EFT	*	329.45
837	lrph	k26	7/8/2025	EFT	*	1,864.00
838	lrph	m28	7/8/2025	EFT	*	196.36
839	lrph	s46	7/8/2025	EFT	*	374.00
840	lrph	a7	7/8/2025	EFT	bht	35.12
841	lrph	l25	7/8/2025	EFT	shiloh	289.85
842	lrph	m28	7/8/2025	EFT	*	162.66
843	lrph	s46	7/8/2025	EFT	*	63.77
41388	lrph	a01	7/9/2025	Check	*	596.00
41389	lrph	a20	7/9/2025	Check	shiloh	121.96
41391	lrph	v0000130	7/9/2025	Check	shiloh	157.00
41392	lrph	w13	7/9/2025	Check	*	245.00

41393	lrph	a260	7/9/2025	Check	bht	550.00
41394	lrph	b185	7/9/2025	Check	bht	800.00
41395	lrph	f103	7/9/2025	Check	*	3,335.63
41396	lrph	g103	7/9/2025	Check	*	5,182.32
41397	lrph	k110	7/9/2025	Check	*	266.34
41398	lrph	m12	7/9/2025	Check	jkm	13.00
41399	lrph	m178	7/9/2025	Check	shiloh	818.25
41400	lrph	v0000038	7/9/2025	Check	ross	147.70
844	lrph	y11	7/9/2025	EFT	*	32.60
41401	lrph	t0004088	7/10/2025	Check	orchard	311.12
1	lrph	b0004337	7/8/2025	Check	shiloh	895.02
41402	lrph	f115	7/10/2025	Check	shiloh	192.00
845	lrph	m2	7/10/2025	EFT	shiloh	9.44
846	lrph	m28	7/10/2025	EFT	millview	63.70
41403	lrph	t0004361	7/10/2025	Check	millview	188.26
41404	lrph	t111	7/14/2025	Check	sse_amp4	4,139.71
847	lrph	a7	7/14/2025	EFT	sse_amp4	56.98
848	lrph	m28	7/14/2025	EFT	sse_amp4	159.00
41405	lrph	a20	7/14/2025	Check	shiloh	163.52
41406	lrph	v0000130	7/14/2025	Check	sse_amp4	167.50
41407	lrph	v0000319	7/14/2025	Check	shiloh	149.00
849	lrph	a7	7/14/2025	EFT	*	644.49
850	lrph	g274	7/14/2025	EFT	*	120.00
851	lrph	m28	7/14/2025	EFT	*	175.43
852	lrph	m89	7/14/2025	EFT	sse_amp4	220.64
853	lrph	u33	7/14/2025	EFT	*	126.98
41408	lrph	t0005894	7/15/2025	Check	ssw_amp5	1,400.00
41409	lrph	v0000081	7/15/2025	Check	ross	500.00
41410	lrph	l03	7/16/2025	Check	warren	648.00
41411	lrph	o5	7/16/2025	Check	ssw_amp5	300.90
854	lrph	g274	7/16/2025	EFT	sse_amp4	60.00
855	lrph	v0000378	7/16/2025	EFT	*	117.60
41412	lrph	a20	7/16/2025	Check	shiloh	48.96
856	lrph	a7	7/16/2025	EFT	*	124.08
857	lrph	g274	7/16/2025	EFT	*	577.50
41413	lrph	c10	7/16/2025	Check	hawley	81.75

41414	lrph	g7	7/16/2025	Check	shiloh	55.82
41415	lrph	u39	7/16/2025	Check	*	4,392.13
41416	lrph	w13	7/16/2025	Check	hawley	205.00
858	lrph	m28	7/16/2025	EFT	*	299.51
41417	lrph	l87	7/16/2025	Check	orchard	197.00
41418	lrph	m12	7/16/2025	Check	millview	411.50
859	lrph	b172	7/16/2025	EFT	*	30.00
860	lrph	g274	7/16/2025	EFT	shiloh	337.50
861	lrph	m28	7/16/2025	EFT	shiloh	67.18
862	lrph	m47	7/16/2025	EFT	ssw_amp5	145.18
863	lrph	m85	7/16/2025	EFT	ssw_amp5	101.42
41439	lrph	m178	7/16/2025	Check	shiloh	1,342.05
864	lrph	m85	7/16/2025	EFT	ssw_amp5	34.99
865	lrph	m86	7/16/2025	EFT	sse_amp4	203.99
41442	lrph	v0000104	7/18/2025	Check	sse_amp4	783.00
41443	lrph	c33	7/18/2025	Check	jkm	53.34
41444	lrph	c33	7/18/2025	Check	bht	7.46
41445	lrph	c33	7/18/2025	Check	millview	47.63
41446	lrph	c33	7/18/2025	Check	sse_amp4	220.99
41447	lrph	c33	7/18/2025	Check	hawley	21.96
41448	lrph	c33	7/18/2025	Check	sse_amp4	23.29
41449	lrph	c33	7/18/2025	Check	shiloh	14.76
41450	lrph	c33	7/18/2025	Check	sse_amp4	71.44
41451	lrph	c47	7/18/2025	Check	shiloh	327.76
41452	lrph	g23	7/18/2025	Check	sse_amp4	95.60
41453	lrph	n28	7/18/2025	Check	hawley	183.03
41454	lrph	a20	7/18/2025	Check	shiloh	3.58
41455	lrph	m178	7/18/2025	Check	hawley	2,421.82
866	lrph	a7	7/18/2025	EFT	*	233.55
867	lrph	b205sd	7/18/2025	EFT	ssw_amp5	2,000.00
868	lrph	g274	7/18/2025	EFT	sse_amp4	337.50
41456	lrph	c33	7/18/2025	Check	shiloh	57.30
41457	lrph	l60	7/18/2025	Check	sse_amp4	129.34
41458	lrph	n28	7/18/2025	Check	shiloh	3,247.42
41459	lrph	n28	7/18/2025	Check	hawley	274.11
41460	lrph	n31	7/18/2025	Check	bht	2,432.84

869	lrph	w6	7/18/2025	EFT	*	7,544.87
41461	lrph	k75	7/22/2025	Check	*	1,246.00
41462	lrph	l237	7/22/2025	Check	bht	1,175.00
41463	lrph	g7	7/23/2025	Check	bht	48.94
41464	lrph	m178	7/23/2025	Check	hawley	886.48
870	lrph	a7	7/23/2025	EFT	ssw_amp5	136.97
871	lrph	k110	7/23/2025	EFT	*	258.28
872	lrph	m47	7/23/2025	EFT	ssw_amp5	143.80
873	lrph	m85	7/23/2025	EFT	ssw_amp5	705.22
874	lrph	m86	7/23/2025	EFT	*	103.18
41465	lrph	j116	7/23/2025	Check	sse_amp4	4,280.00
41466	lrph	k75	7/23/2025	Check	*	623.25
41467	lrph	m178	7/23/2025	Check	shiloh	281.57
41468	lrph	m72	7/23/2025	Check	hawley	18,067.75
875	lrph	a7	7/23/2025	EFT	*	672.88
876	lrph	a98	7/23/2025	EFT	millview	279.50
877	lrph	g274	7/23/2025	EFT	*	1,374.00
878	lrph	m86	7/23/2025	EFT	shiloh	39.00
879	lrph	t223	7/23/2025	EFT	ssw_amp5	13,732.50
41469	lrph	a271	7/23/2025	Check	*	730.30
41470	lrph	c33	7/23/2025	Check	shiloh	1,447.03
41471	lrph	c33	7/23/2025	Check	warren	339.06
41472	lrph	c33	7/23/2025	Check	warren	872.90
41473	lrph	c33	7/23/2025	Check	orchard	922.69
41474	lrph	l60	7/23/2025	Check	sse_amp4	12.41
41475	lrph	p84	7/23/2025	Check	ross	1,125.00
41476	lrph	c33	7/23/2025	Check	sse_amp4	33.29
41477	lrph	c33	7/23/2025	Check	millview	735.30
41478	lrph	w154	7/24/2025	Check	*	1,057.46
41479	lrph	t0002703	7/24/2025	Check	hawley	200.05
41480	lrph	m12	7/25/2025	Check	bht	114.25
41481	lrph	s259	7/25/2025	Check	*	2,318.00
880	lrph	u33	7/25/2025	EFT	*	213.98
41482	lrph	b0003211	7/25/2025	Check	ssw_amp5	593.49
41483	lrph	b0005083	7/25/2025	Check	sse_amp4	370.00
41484	lrph	t0002830	7/25/2025	Check	warren	1,454.26

41486	lrph	a01	7/30/2025	Check	*	11,232.18
41487	lrph	a260	7/30/2025	Check	*	4,555.00
41488	lrph	v0000038	7/30/2025	Check	ross	402.00
881	lrph	g274	7/30/2025	EFT	shiloh	417.00
882	lrph	m28	7/30/2025	EFT	*	287.83
883	lrph	m85	7/30/2025	EFT	*	164.86
884	lrph	m86	7/30/2025	EFT	shiloh	129.99
41489	lrph	a260	7/30/2025	Check	bht	530.00
41490	lrph	l237	7/30/2025	Check	ssw_amp5	250.00
41491	lrph	m12	7/30/2025	Check	bht	755.00
41492	lrph	m178	7/30/2025	Check	shiloh	1,131.92
41493	lrph	s259	7/30/2025	Check	*	3,650.00
41494	lrph	w13	7/30/2025	Check	shiloh	137.60
885	lrph	a265	7/30/2025	EFT	*	4,140.00
886	lrph	a7	7/30/2025	EFT	*	491.07
887	lrph	g274	7/30/2025	EFT	shiloh	652.50
888	lrph	k78	7/30/2025	EFT	ssw_amp5	800.00
889	lrph	m86	7/30/2025	EFT	ssw_amp5	50.57
890	lrph	v0000398	7/30/2025	EFT	ssw_amp5	500.00
41495	lrph	m178	7/30/2025	Check	hawley	666.67
41496	lrph	t21	7/30/2025	Check	bht	200.00
891	lrph	a7	7/30/2025	EFT	*	27.93
892	lrph	g274	7/30/2025	EFT	*	1,109.25
893	lrph	m86	7/30/2025	EFT	ssw_amp5	341.51
41497	lrph	a20	7/30/2025	Check	shiloh	80.97
41498	lrph	g7	7/30/2025	Check	jkm	55.82
41499	lrph	l80	7/30/2025	Check	millview	2,613.11
41500	lrph	m178	7/30/2025	Check	shiloh	693.62
41501	lrph	s72	7/30/2025	Check	shiloh	149.12
894	lrph	a7	7/30/2025	EFT	*	259.27
895	lrph	m28	7/30/2025	EFT	*	1,146.00
41502	lrph	m178	7/30/2025	Check	shiloh	16.26
896	lrph	a7	7/30/2025	EFT	bht	33.88
897	lrph	m28	7/30/2025	EFT	warren	1,027.98
41515	lrph	d134	7/30/2025	Check	bht	200.00
898	lrph	m28	7/30/2025	EFT	bht	1,094.98

899	lrph	v0000314	7/30/2025	EFT	shiloh	200.00
900	lrph	v0000056	7/30/2025	EFT	warren	200.00
41537	lrph	t0005894	7/31/2025	Check	ssw_amp5	881.00
Grand Total						**174,696.70**

VOUCHER (HCV)

.all

Period: From 07/2025 to 07/2025

Check #	Check Control	Payee Code	Check Date	Payment Method	Property	Amount
5533	K-23813	a293	7/1/2025	Check	hcvadmin	94.89
5534	K-23814	s58	7/1/2025	Check	hcvadmin	15.50
16147	K-23818	s46	7/1/2025	EFT	hcvadmin	368.00
16151	K-23849	v0000347	7/8/2025	EFT	hcvadmin	1,344.00
16152	K-23850	v0000347	7/8/2025	EFT	hcvadmin	1,680.00
16153	K-23851	v0000388	7/8/2025	EFT	hcvadmin	290.00
16154	K-23852	v0000394	7/8/2025	EFT	hcvadmin	547.38
16156	K-23866	s46	7/8/2025	EFT	hcvadmin	65.98
5536	K-23879	k110	7/9/2025	Check	hcvadmin	399.49
5537	K-23892	t0004756	7/9/2025	Check	vouehv	31.15
5538	K-23893	v0000130	7/9/2025	Check	hcvadmin	777.00
5539	K-23972	u64	7/14/2025	Check	hcvadmin	295.00
5541	K-23974	v0000130	7/14/2025	Check	hcvadmin	6,534.50
16205	K-23977	a52	7/14/2025	EFT	hcvadmin	39.00
16206	K-23978	v0000265	7/14/2025	EFT	hcvadmin	370.00
16207	K-23979	v0000265	7/14/2025	EFT	hcvadmin	816.00
16208	K-23980	a7	7/14/2025	EFT	hcvadmin	29.97
16209	K-23993	u33	7/14/2025	EFT	hcvadmin	170.00
16210	K-23994	v0000265	7/14/2025	EFT	hcvadmin	8,079.55
16211	K-24018	v0000347	7/16/2025	EFT	hcvadmin	1,494.00
16212	K-24019	v0000347	7/16/2025	EFT	hcvadmin	1,344.00
5543	K-24022	g7	7/16/2025	Check	hcvadmin	91.19
5551	K-24131	a271	7/23/2025	Check	hcvadmin	1,095.48
5552	K-24136	g7	7/23/2025	Check	hcvadmin	120.83
16218	K-24155	k110	7/23/2025	EFT	hcvadmin	387.42
5553	K-24164	p84	7/23/2025	Check	hcvadmin	3,528.00
5554	K-24166	g7	7/23/2025	Check	hcvadmin	91.19
16219	K-24168	v0000347	7/23/2025	EFT	hcvadmin	1,680.00
16220	K-24169	v0000347	7/23/2025	EFT	hcvadmin	1,680.00
16221	K-24170	v0000388	7/23/2025	EFT	hcvadmin	612.63
16222	K-24171	v0000394	7/23/2025	EFT	hcvadmin	612.63
16224	K-24218	v0000347	7/30/2025	EFT	hcvadmin	1,680.00
16225	K-24219	v0000373	7/30/2025	EFT	hcvadmin	323.28
16227	K-24241	a7	7/30/2025	EFT	hcvadmin	41.87
16228	K-24242	v0000347	7/30/2025	EFT	hcvadmin	1,680.00
Grand Total						**38,409.93**

Key Management Indicators (KMI)

Program Type: All Relevant Programs
Effective Dates Included: 04/01/2024 through 07/31/2025

Property: Waitlist Property, , RCPHA Default, , Conventional Property Template, Affordable Housing Template, PH - Shiloh Towers, PH - Hawley Manor, PH - Warren Manor, PH - Beach Haven Towers, PH - Millview Manor, PH - John Kuester Manor, PH - Orchard Manor, PH - Scattered Sites East, PH - Scattered Sites West, LCHA Rentals, Marion Jones Relocation, OIG Witness Protection, Olmstead Class - SRN - (leaving program), Voucher - Tenant Protected Voucher, Voucher - VASH, voufup - Family Unification Program, Voucher - FUP 2009, Voucher - FUPY, Voucher - EHV, Voucher - NED, Voucher - Housing Choice Voucher, Voucher - Project Based, Voucher - Mainstream, Voucher - Enhanced, PBV - A Safe Place I, PBV - A Safe Place II, PBV - Brookstone Coles Park, PBV - Colonial Park, PBV - Fairhaven Crossing, PBV - Library Lane, PBV - Regency Coles Park, PBV - Woodstone Apts., PBV - Lake Front Sr. Res, PBV - Tiffany Apts., PBV - Lake Zurich, PBV - Mundelein Sr. Apts, PBV - Beech Street Sr. Lofts, PBV - Rosewood, Central Office Cost Center, Midlothian, All programs, HCV Administrative Fees - NON HAP, Port Outs, Housing Counseling, Business Activities, Aim North, IL01P056501-20 Cap Fund, IL01P056501-21 Cap Fund, IL01P056501-22 Cap Fund, IL01P056501-23 Cap Fund, Capital Funds, All Public Housing Units, Voucher - Fair Share, , FSS Grant Program

Families Reported

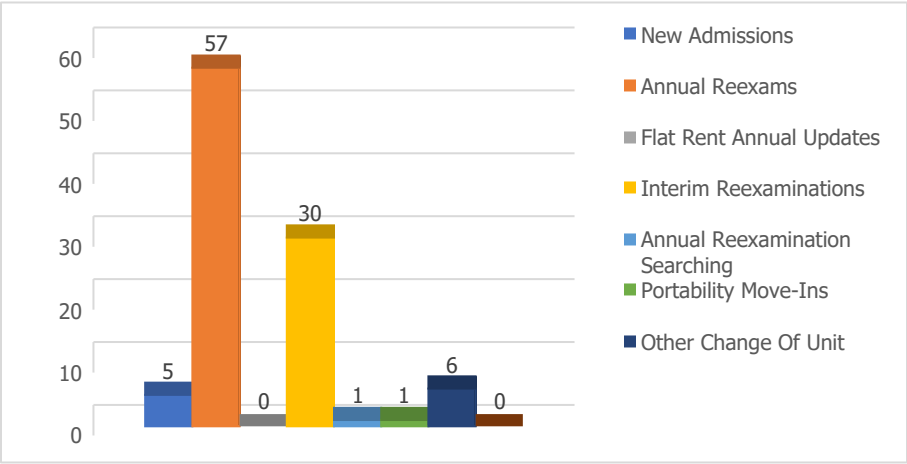
Families Reported

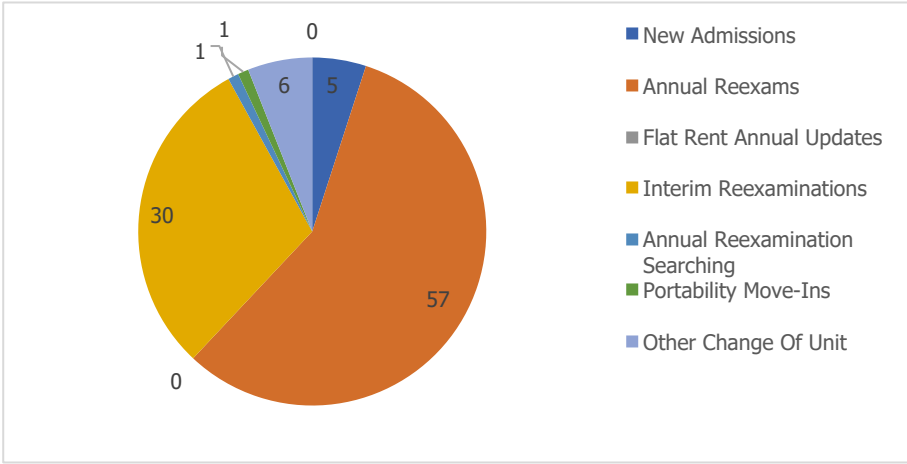
50058s Received (#)	End Of Participation (#)	Portability Move-Outs (#) (Vouchers Only)
3,112	301	102

Distribution by Families Reported *** Some families may be included in multiple categories ***

New Admissions (%)	Annual Reexams (%)	Flat Rent Annual Updates (%) (Public Housing Only)	Interim Reexaminations (%)	Annual Reexamination Searching (%) (Vouchers Only)	Portability Move-Ins (%) (Vouchers only)	Other Change Of Unit (%)
5	57	0	30	1	1	6

Historical Adjustments (%)
0





Discrepancies

Families Reported

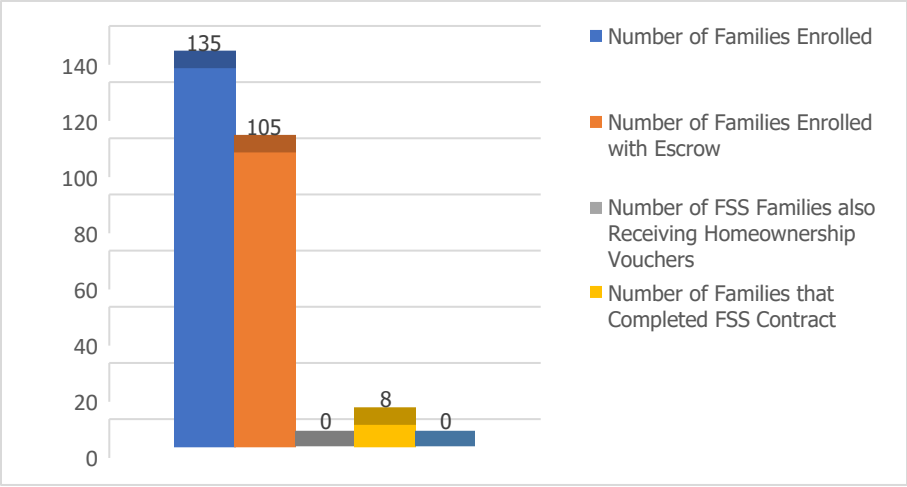
Percent of Admissions of Over Income Families (%)
0

Units where the Number of Bedrooms exceeds the Number of Family Members			
Number of Families (#)	Percent of Units with Elderly Families (%)	Percent of Units with Non-Elderly, Disabled Families (%)	Percent of Units with 2 or more Bedrooms more than the Number of Family Members (%)
554	9	22	9

FSS/Special Programs

Family Self-Sufficiency

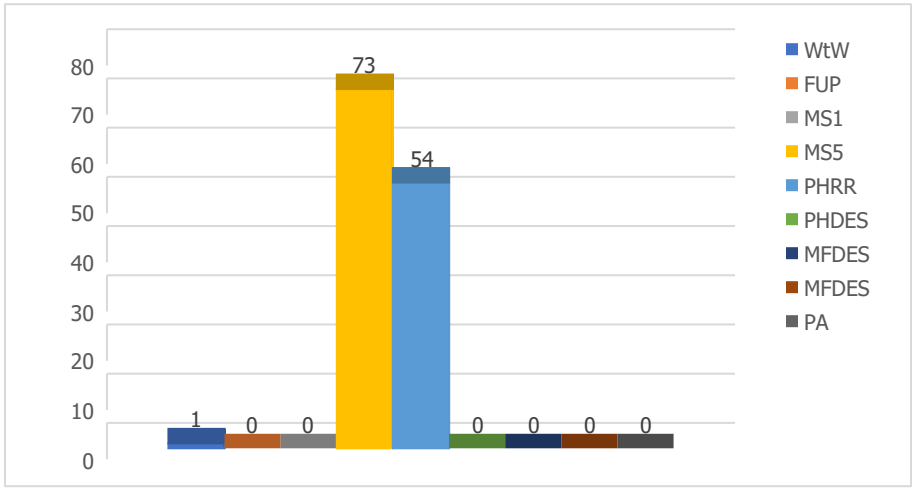
Number of Families Enrolled (#)	Number of Families Enrolled with Escrow (#)	Number of FSS Families also Receiving Homeownership Vouchers (#)	Number of Families that Completed FSS Contract (#)	Number of Families that Completed FSS Contract and Moved to Homeownership (#)
135	105	0	8	0



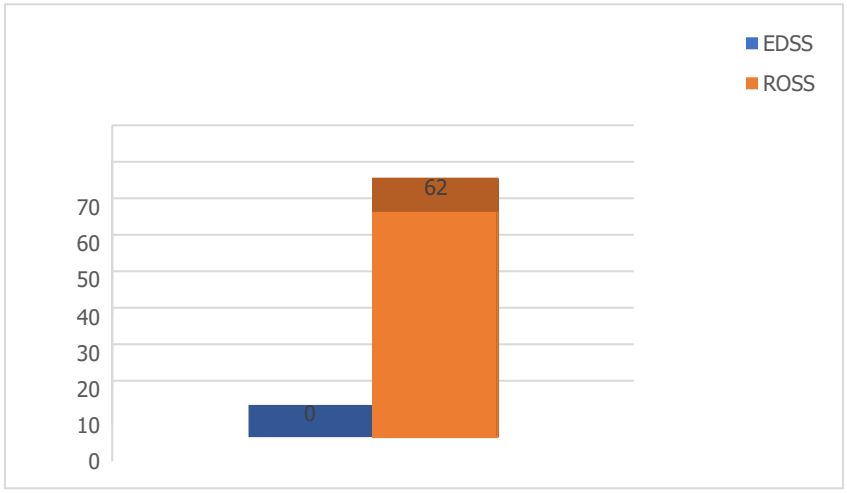
Special Programs

Number of Families Participating

WtW (Vouchers Only)	FUP (Vouchers Only)	MS1 (Vouchers Only)	MS5 (Vouchers Only)	PHRR (Vouchers Only)	PHDES (Vouchers Only)	MFDES (Vouchers Only)	MFDES (Vouchers Only)	PA (Vouchers Only)
1	0	0	73	54	0	0	0	0



EDSS (Public Housing Only))	ROSS (Public Housing Only)
0	62



Utility Arrangements

Utility Arrangements

Families with Utility Allowance		Families with Utility Reimbursement		Avarage Utility Allowance ($)
Count	Percent	Count	Percent	
3,018	97	546	18	148

Gross Rent as % of Fair Market Rent (FMR) (Tenant-Based Vouchers Only)

0 - 1 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of FMR or Under	91-100%	101-110%	111-120%	121% +
0	0	0	0	0

2 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

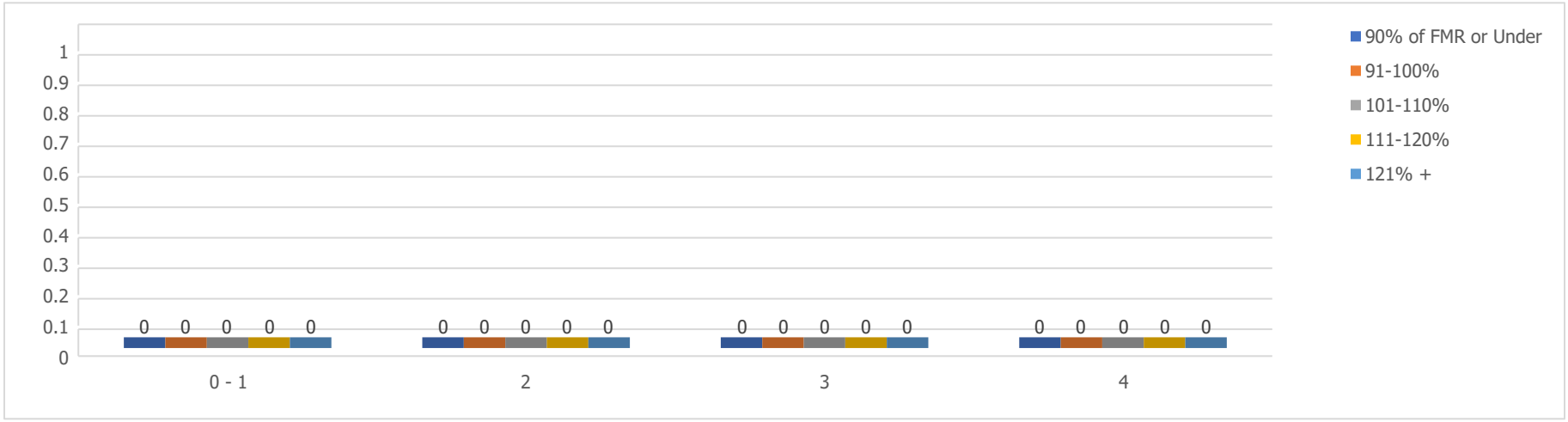
90% of FMR or Under	91-100%	101-110%	111-120%	121% +
0	0	0	0	0

3 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

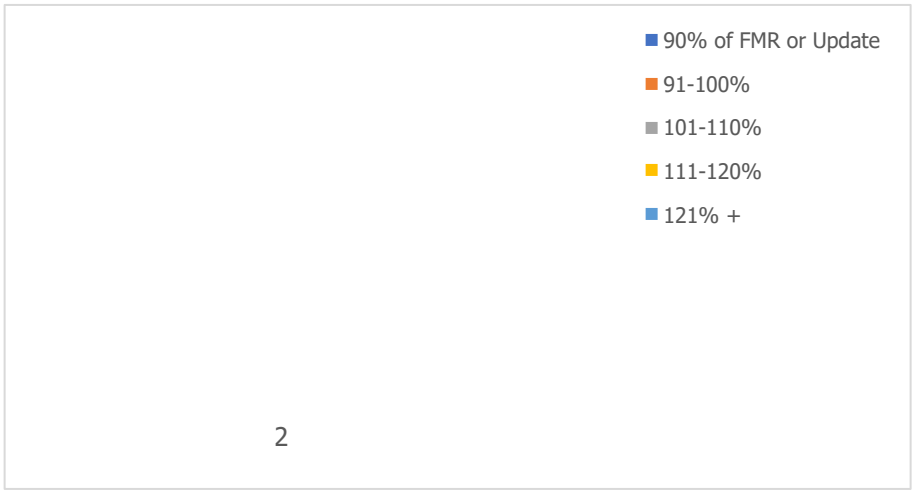
90% of FMR or Under	91-100%	101-110%	111-120%	121% +
0	0	0	0	0

4 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of FMR or Under	91-100%	101-110%	111-120%	121% +
0	0	0	0	0




0 - 1


90% of FMR or Update
91-100%
101-110%
111-120%
121% +
2

3

4

Gross Rent as % of Payment Standard (Tenant-Based Vouchers Only)

0 - 1 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of PS or Under	91-100%	101-110%	111-120%	121% +
82	13	5	0	0

2 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

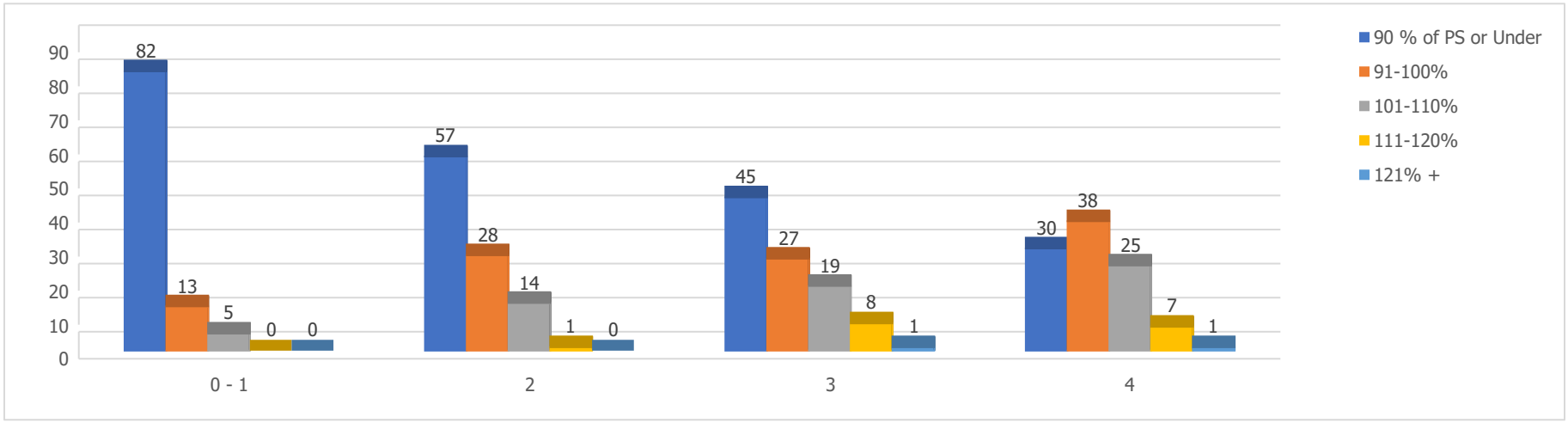
90% of PS or Under	91-100%	101-110%	111-120%	121% +
57	28	14	1	0

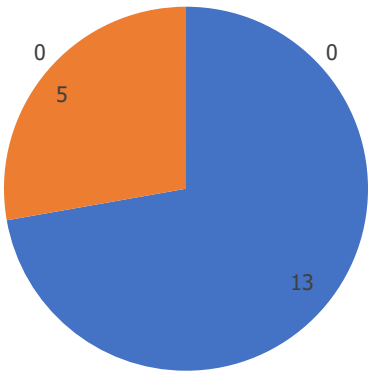
3 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of PS or Under	91-100%	101-110%	111-120%	121% +
45	27	19	8	1

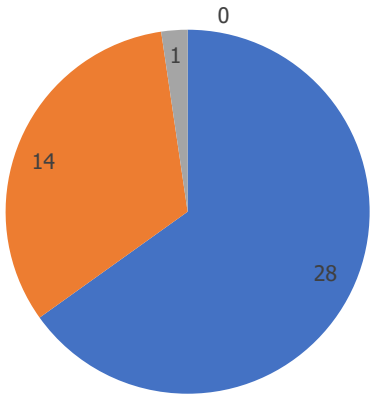
4 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of PS or Under	91-100%	101-110%	111-120%	121% +
30	38	25	7	1

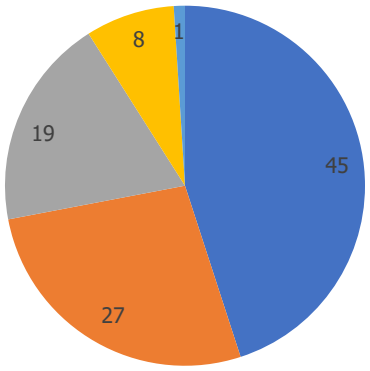




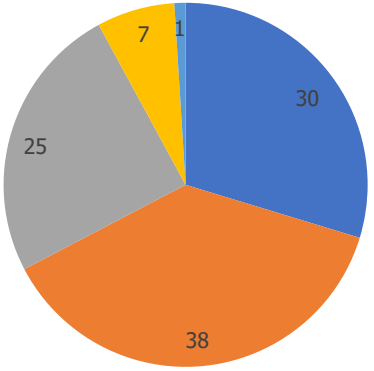
0 - 1



2



3

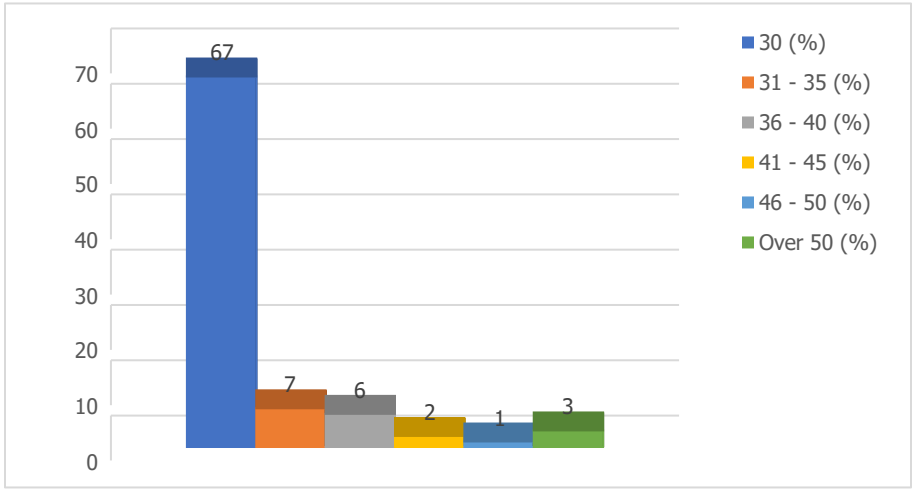


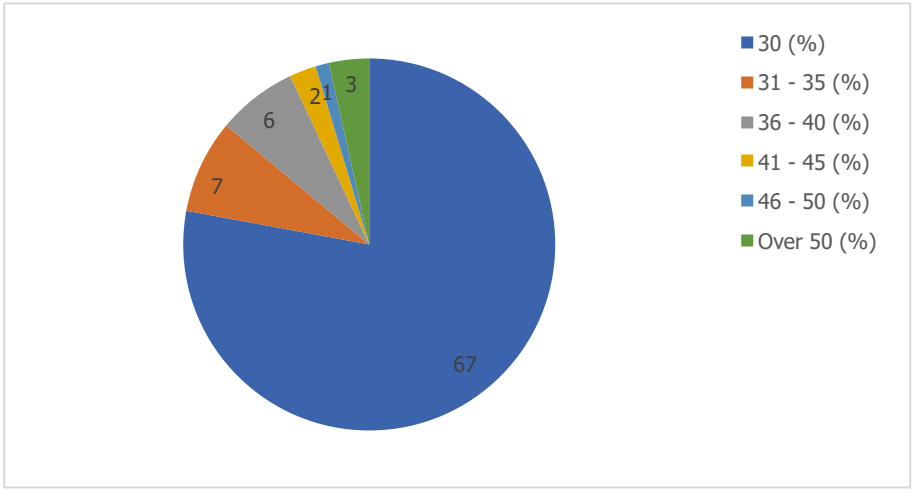
4

Rent Burden as % of Family Adjusted Income (Tenant-Based Vouchers Only and Excluding Mixed Families)

Rent Burden

30 (%)	31 - 35 (%)	36 - 40 (%)	41 - 45 (%)	46 - 50 (%)	Over 50 (%)
67	7	6	2	1	3



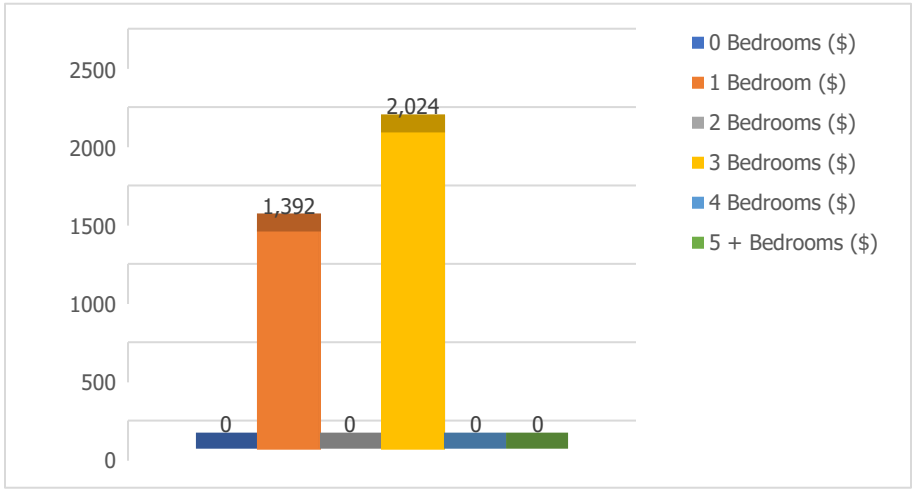


Average Rent Burden For PH Families Choosing Flat Rent (%) (Public Housing Only)	Average Rent Burden For PH Families Subject to Ceiling Rent (%) (Public Housing Only)
0	0

Flat Rent (Public Housing Only)

Average Flat Rent by Bedroom Size

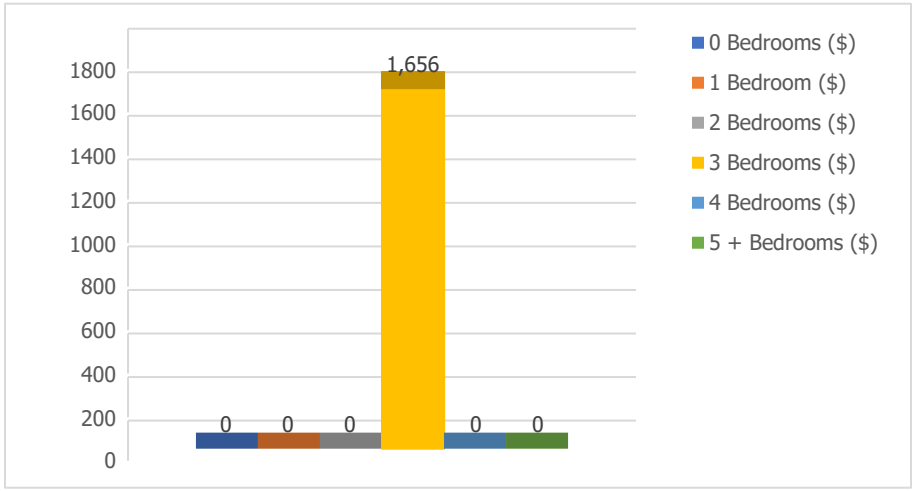
0 Bedrooms ($)	1 Bedroom ($)	2 Bedrooms ($)	3 Bedrooms ($)	4 Bedrooms ($)	5 + Bedrooms ($)	Units with Flat Rent	
						Count	Percent
0	1,392	0	2,024	0	0	2	0



Ceiling Rent (Public Housing Only)

Average Ceiling Rent by Bedroom Size

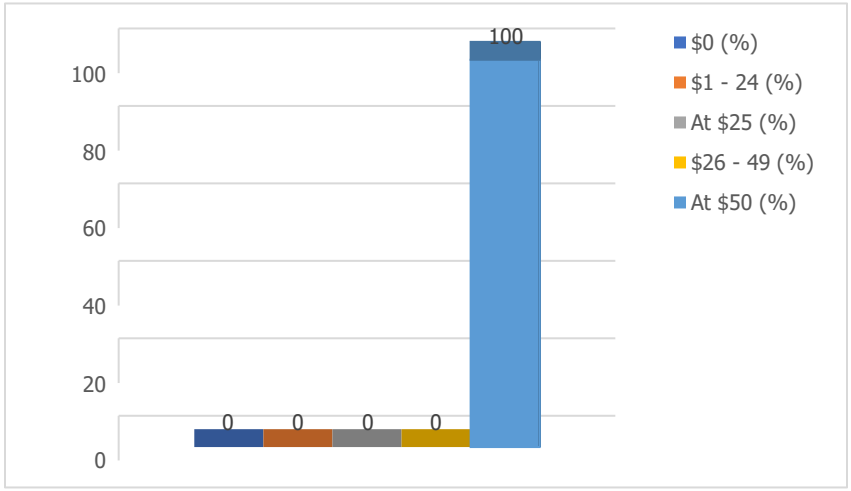
0 Bedrooms ($)	1 Bedroom ($)	2 Bedrooms ($)	3 Bedrooms ($)	4 Bedrooms ($)	5 + Bedrooms ($)	Units with Flat Rent	
						Count	Percent
0	0	0	1,656	0	0	1	0.201207243

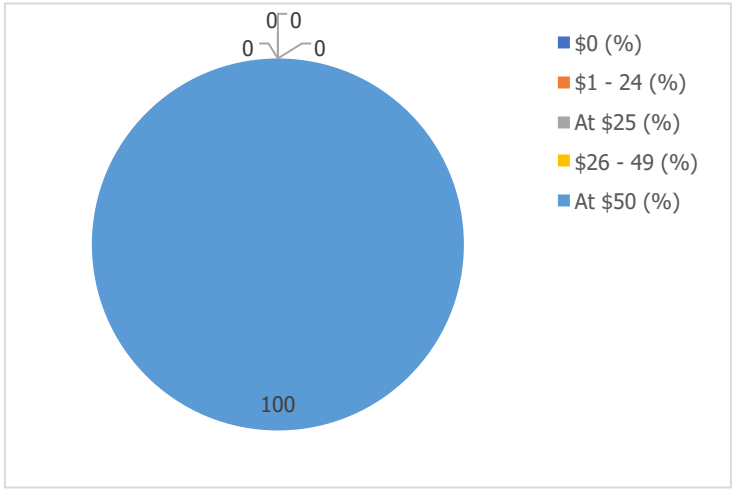


Minimum Rent

Distribution of Families Subject to Minimum Rent

$0 (%)	$1 - 24 (%)	At $25 (%)	$26 - 49 (%)	At $50 (%)
0	0	0	0	100

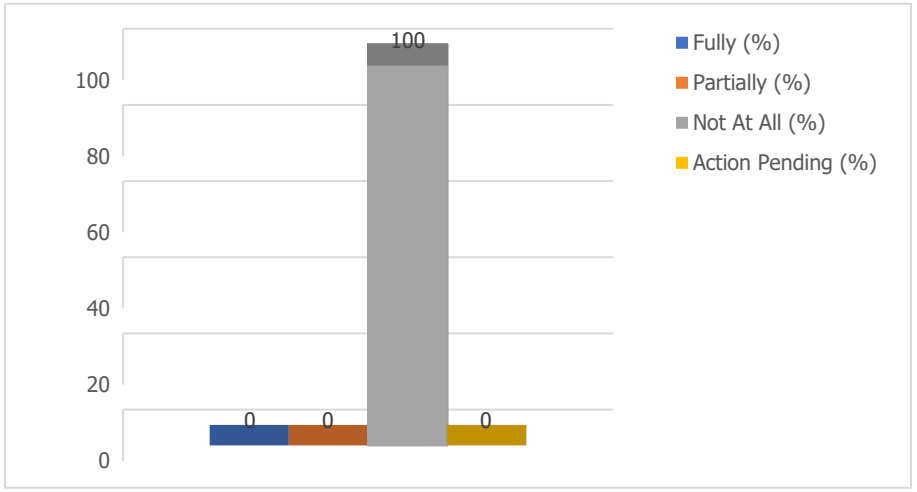


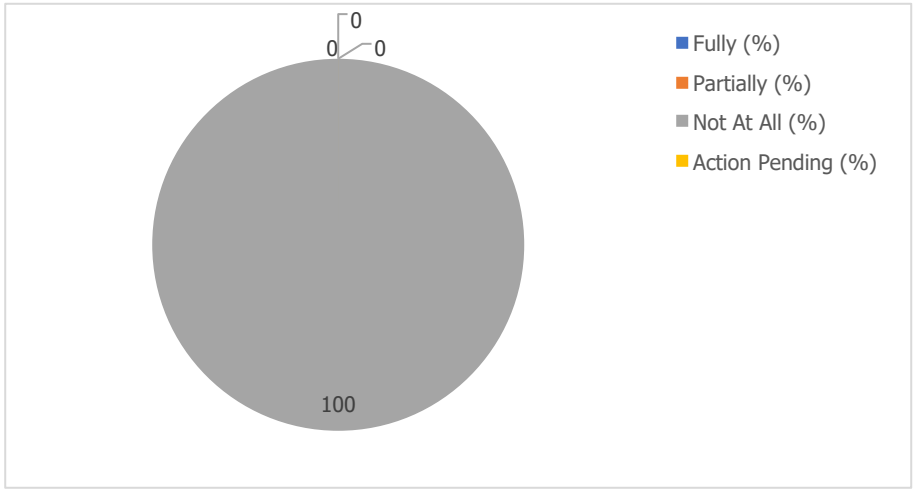


Accessibility Needs (Public Housing Only)

Distribution of Families Who Received Accessibility Features

Number of Families Requesting Accessibility Features (#)	Received Requested Accessibility Features *			
	Fully (%)	Partially (%)	Not At All (%)	Action Pending (%)
3	0	0	100	0





Homeownership (Homeownership Vouchers Only)

Homeownership

Number of Families with Homeownership Voucher (#)	Average Gross Homeownership Expense ($)	Average HAP for Non-Prorated Families ($)	Number of Mixed Families with a Homeownership Voucher (#)	Average HAP for Mixed Families ($)
0	0	0	0	0

Community Service (Public Housing Only)

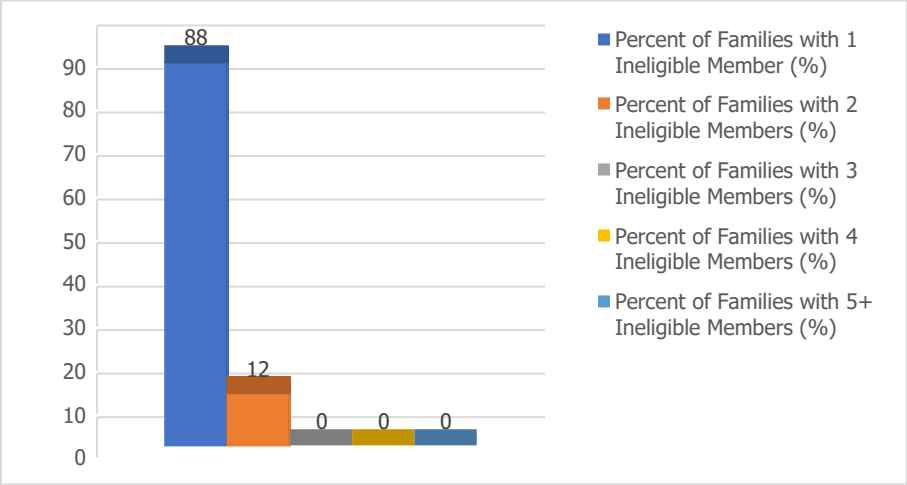
Community Service

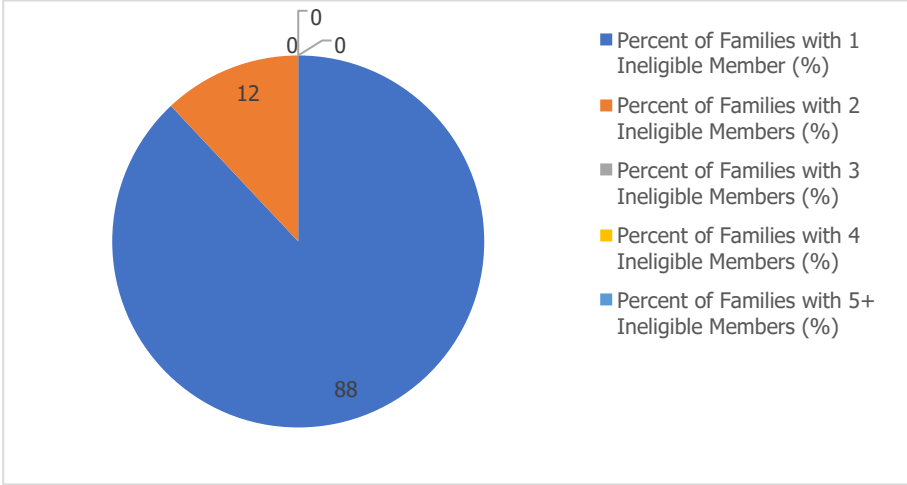
Total Number of Individuals in Public Housing (#)	Total Number of Individuals Exempt from Community Service Req. (#)	Total Number of Individuals Required to Perform Community Service (#)	Percent of Individuals Meeting Community Service Req. (%)	Percent of Individuals Not Meeting Community Service Req. (%)	Percent of Individuals for whom Meeting of Community Service Req. is Pending (%)
538	509	26	69	31	0

Proration

Families with Prorated Subsidy

Number of Mixed Families		Total Number of Ineligible Family Members (#)	Percent of Families with 1 Ineligible Member (%)	Percent of Families with 2 Ineligible Members (%)	Percent of Families with 3 Ineligible Members (%)	Percent of Families with 4 Ineligible Members (%)	Percent of Families with 5+ Ineligible Members (%)
Count	Percent						
26	1	29	88	12	0	0	0





Project-Based (PB) Vouchers, Project-Based (PB) Certificates and Enhanced Vouchers

PB Vouchers, PB Certificates and Enhanced Vouchers

Total Number of Voucher Assisted Units (ACC Units)	Total Number of Project-Based Vouchers		Total Number of Project-Based Certificates		Total Number of Enhanced Vouchers (#)
	Count	Percent	Count	Percent	
3726	583	100	0	0	9

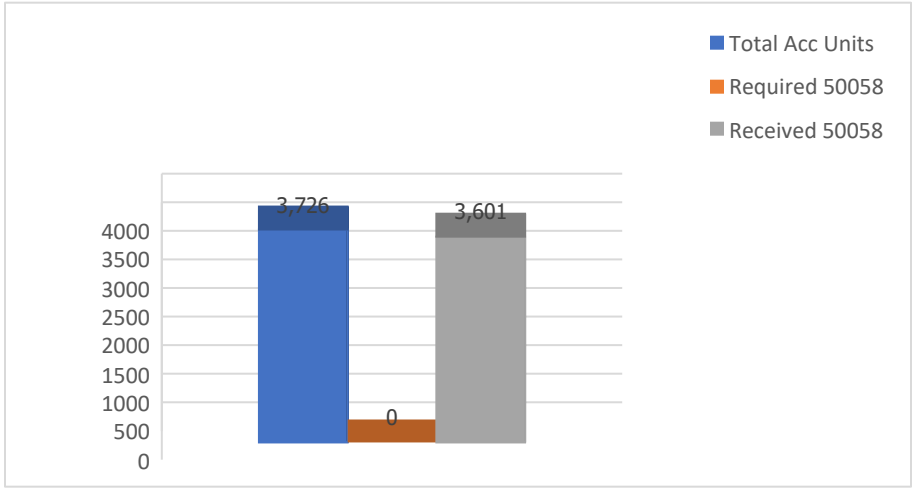
Resident Characteristics Report

Program Type: All Relevant Programs
Effective Dates Included: 04/01/2024 through 07/31/2025

Property: Waitlist Property, , RCPHA Default, , Conventional Property Template, Affordable Housing Template, PH - Shiloh Towers, PH - Hawley Manor, PH - Warren Manor, PH - Beach Haven Towers, PH - Millview Manor, PH - John Kuester Manor, PH - Orchard Manor, PH - Scattered Sites East, PH - Scattered Sites West, LCHA Rentals, Marion Jones Relocation, OIG Witness Protection, Olmstead Class - SRN - (leaving program), Voucher - Tenant Protected Voucher, Voucher - VASH, voufup - Family Unification Program, Voucher - FUP 2009, Voucher - FUPY, Voucher - EHV, Voucher - NED, Voucher - Housing Choice Voucher, Voucher - Project Based, Voucher - Mainstream, Voucher - Enhanced, PBV - A Safe Place I, PBV - A Safe Place II, PBV - Brookstone Coles Park, PBV - Colonial Park, PBV - Fairhaven Crossing, PBV - Library Lane, PBV - Regency Coles Park, PBV - Woodstone Apts., PBV - Lake Front Sr. Res, PBV - Tiffany Apts., PBV - Lake Zurich, PBV - Mundelein Sr. Apts, PBV - Beech Street Sr. Lofts, PBV - Rosewood, Central Office Cost Center, Midlothian, All programs, HCV Administrative Fees - NON HAP, Port Outs, Housing Counseling, Business Activities, Aim North, IL01P056501-20 Cap Fund, IL01P056501-21 Cap Fund, IL01P056501-22 Cap Fund, IL01P056501-23 Cap Fund, Capital Funds, All Public Housing Units, Voucher - Fair Share, , FSS Grant Program

Units Information

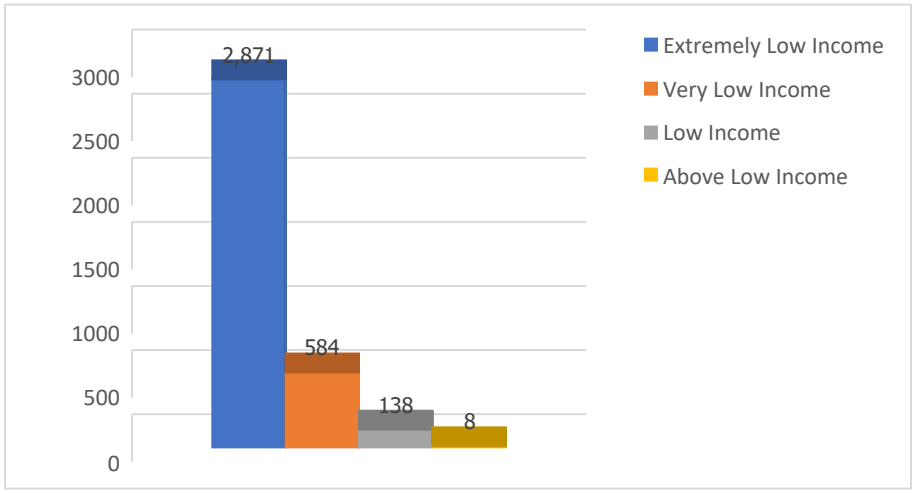
ACC Units	Family Report (50058) Required	Family Report (50058) Received
3,726	0	3,601

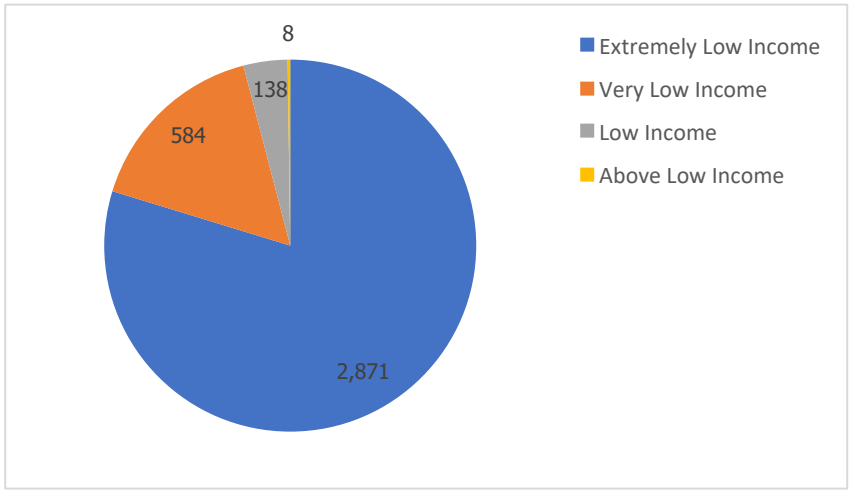


Income Information

Distribution by Income. Average Annual as a % of 50058

Extremely Low Income, 0% - 30% of Median		Very Low Income, 31% - 50% of Median		Low Income, 51% - 80% of Median		Above Low Income 81% + of Median	
Count	Percent	Count	Percent	Count	Percent	Count	Percent
2,871	80	584	16	138	4	8	0



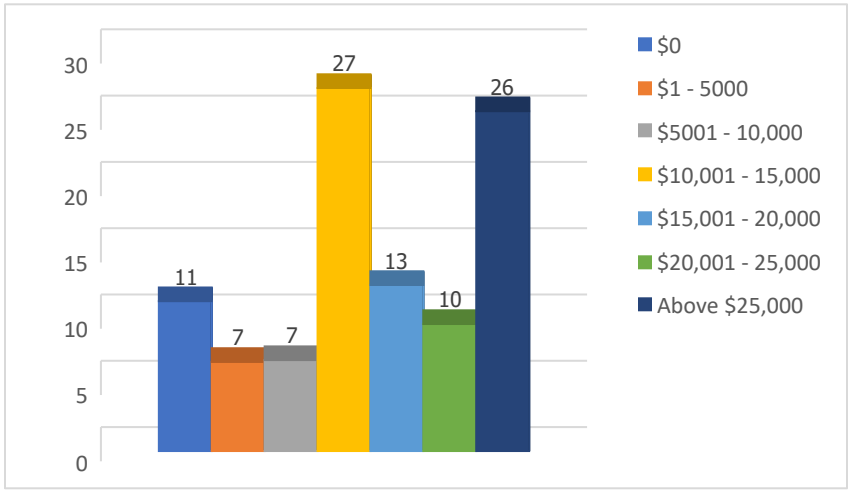


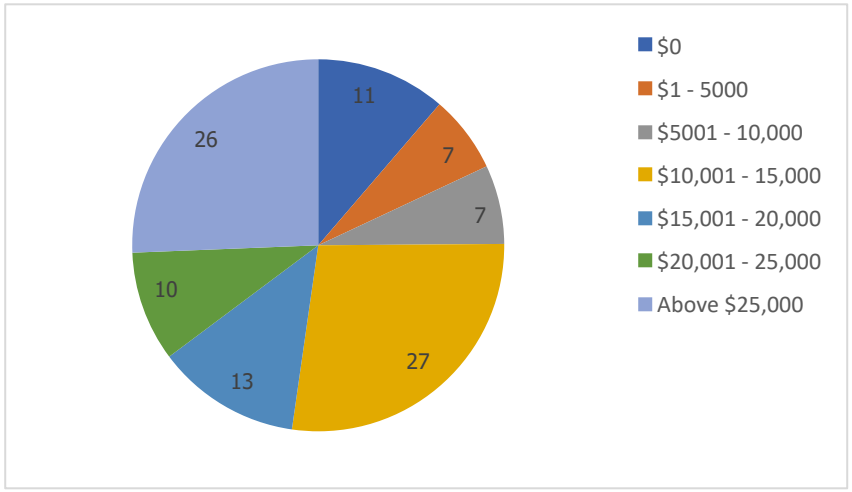
Average Annual Income ($)

Average Annual Income
18,314

Distribution by Income as a % of 50058

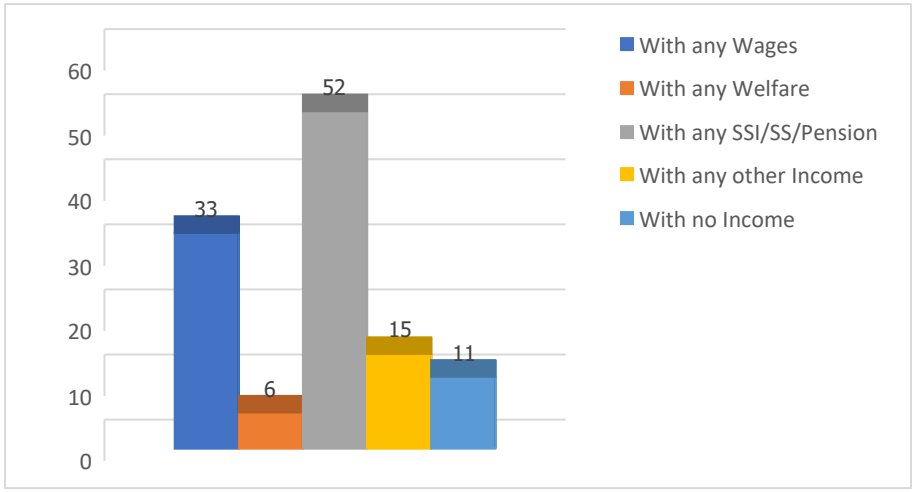
$0	$1 - $5000	$5001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	Above $25,000
11	7	7	27	13	10	26

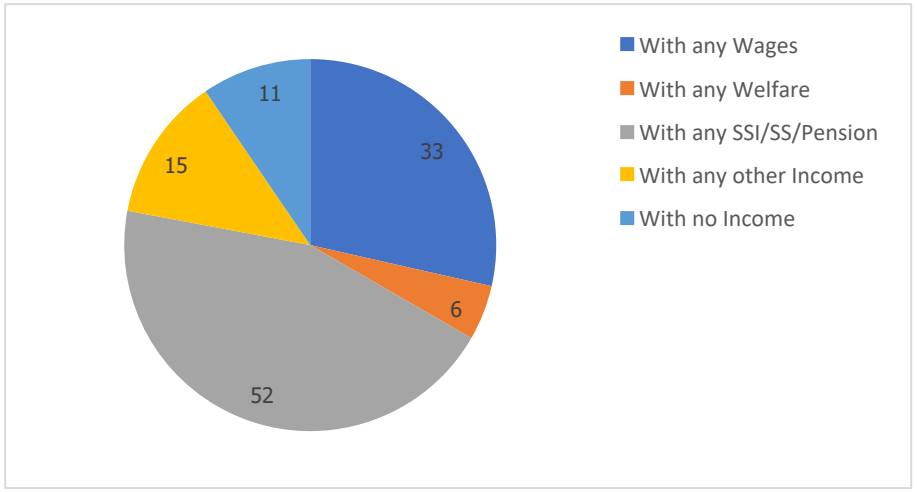




Distribution by Source of Income as a % of 50058 ** Some families have multiple sources of income **

With any Wages	With any Welfare	With any SSI/SS/Pension	With any other Income	With no Income
33	6	52	15	11

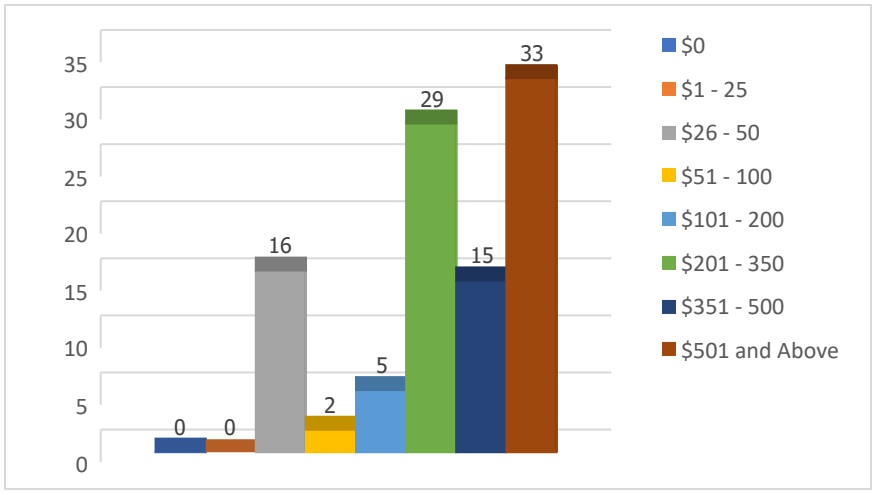


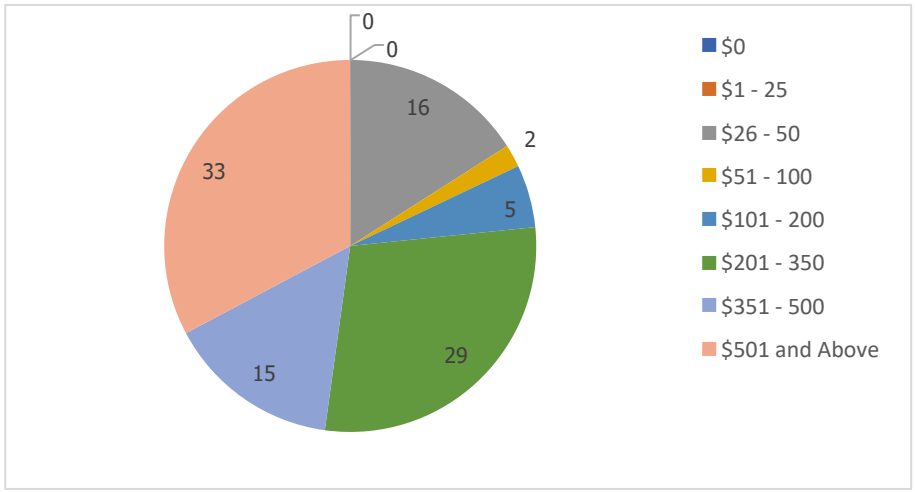


TTP/Family Type Information

Distribution by Total Tenant Payment as a % of 50058

$0	$1 - $25	$26 - $50	$51 - $100	$101 - $200	$201 - $350	$351 - $500	$501 and Above
0	0	16	2	5	29	15	33





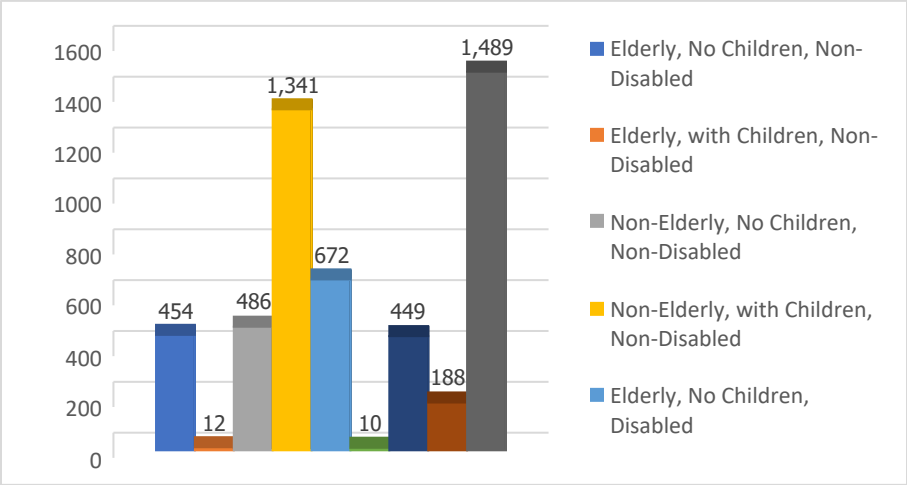
Average Monthly TTP ($)

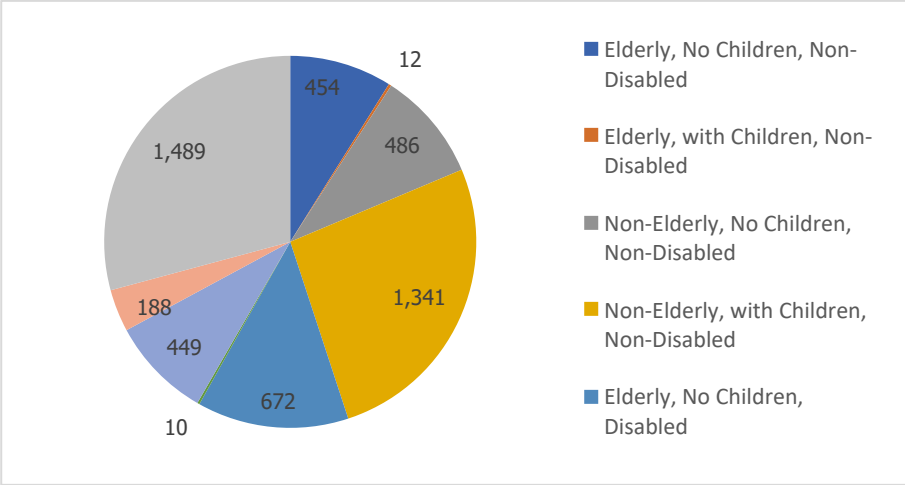
Average Monthly TTP
442

Distribution of Family Type as a % of 50058

Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-Elderly, No Children, Non-Disabled		Non-Elderly, with Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-Elderly, No Children, Disabled	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
454	13	12	0	486	13	1,341	37	672	19	10	0	449	12

Non-Elderly, with Children, Disabled		Female Head of Household, with Children	
Count	Percent	Count	Percent
188	5	1,489	41





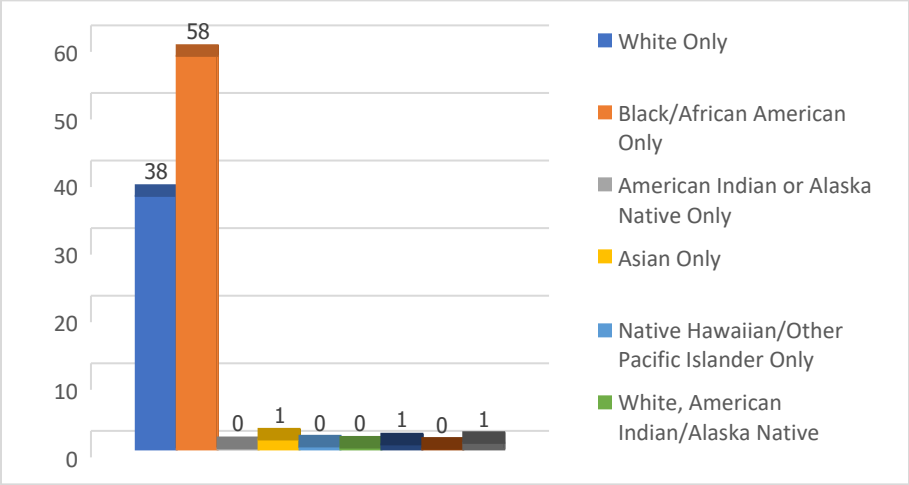
Average TTP by Family Type ($)

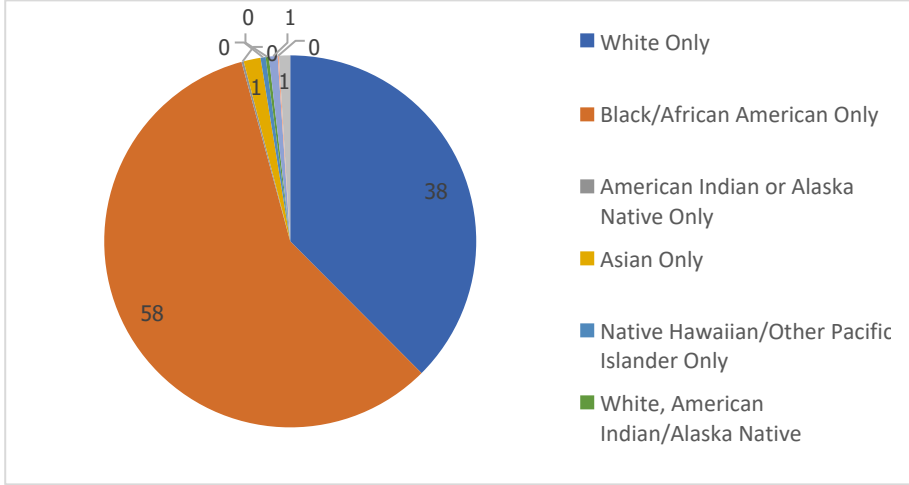
Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-Elderly, No Children, Non-Disabled	Non-Elderly, with Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, with Children, Disabled	Non-Elderly, No Children, Disabled	Non-Elderly, with Children, Disabled	Female Head of Household, with Children
427	418	428	478	411	646	387	523	482

Family Race/Ethnicity

Distribution by Head of Household's Race as a % of 50058

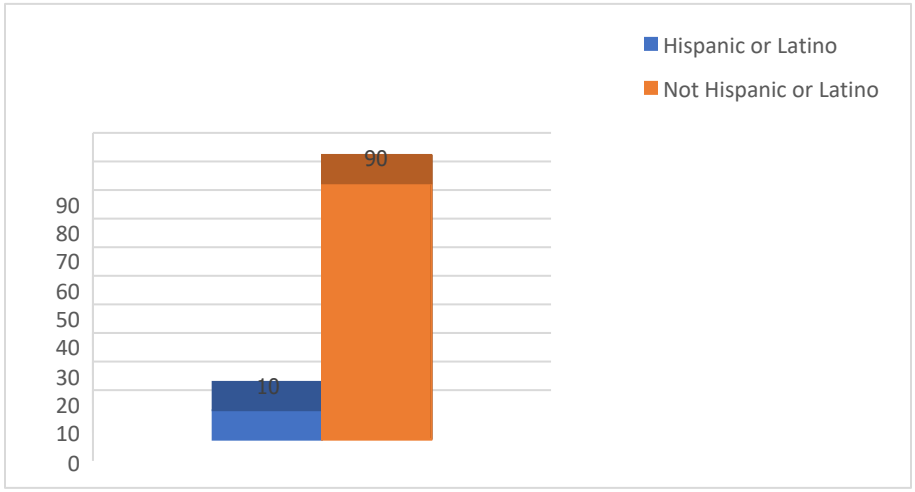
White Only	Black/African American Only	American Indian or Alaska Native Only	Asian Only	Native Hawaiian/ Other Pacific Islander Only	White, American Indian/ Alaska Native	White, Black/ African American	White, Asian	All Other Combina-tions
38	58	0	1	0	0	1	0	1

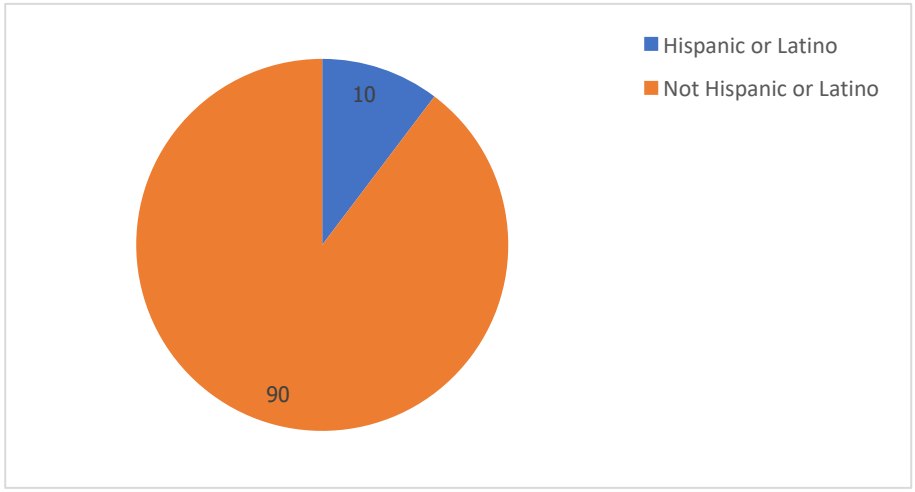




Distribution by Head of Household's Ethnicity as a % of 50058

Hispanic or Latino	Not Hispanic or Latino
10	90

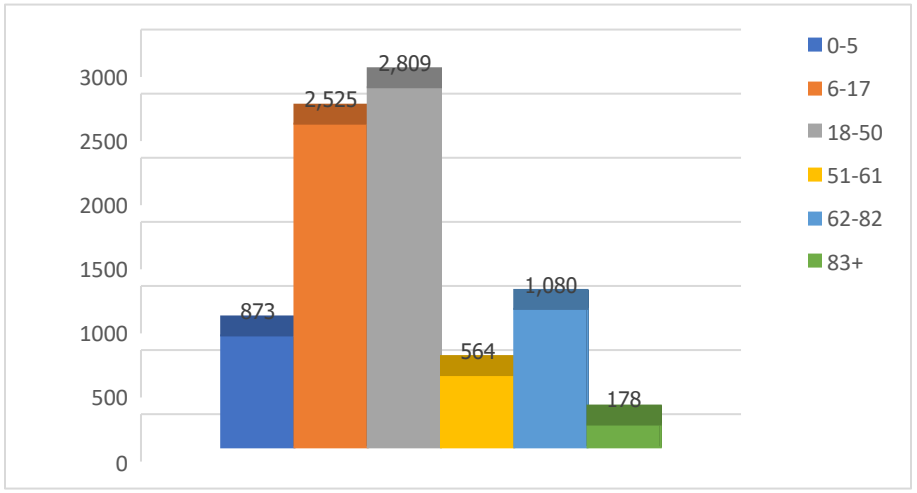


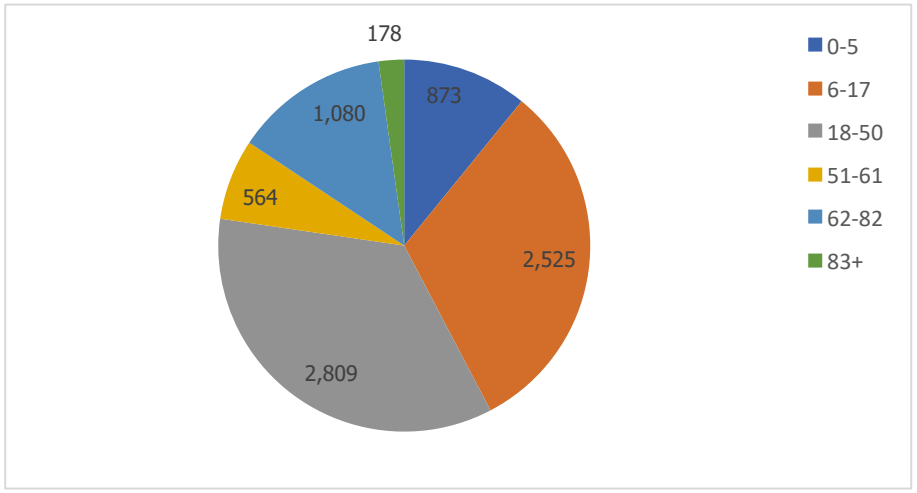


Household Information

Distribution by Household Member's Age as a % of Total Household Members

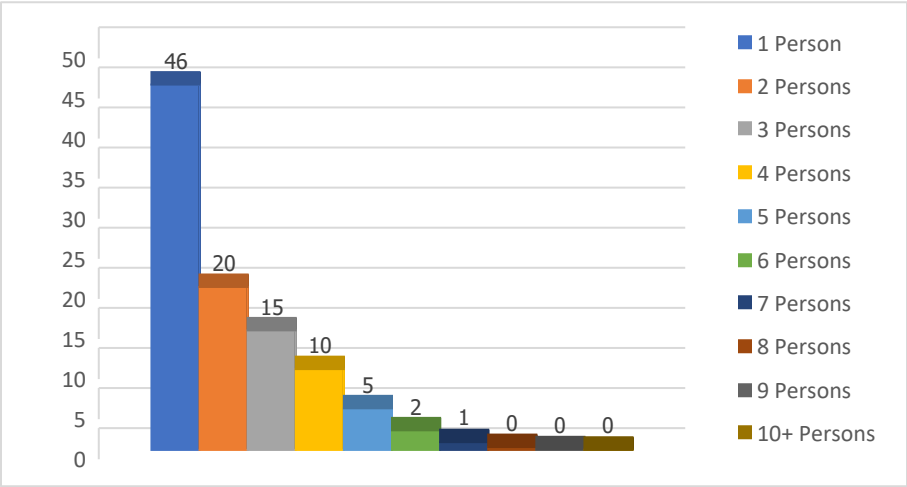
0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
873	11	2,525	31	2,809	35	564	7	1,080	13	178	2

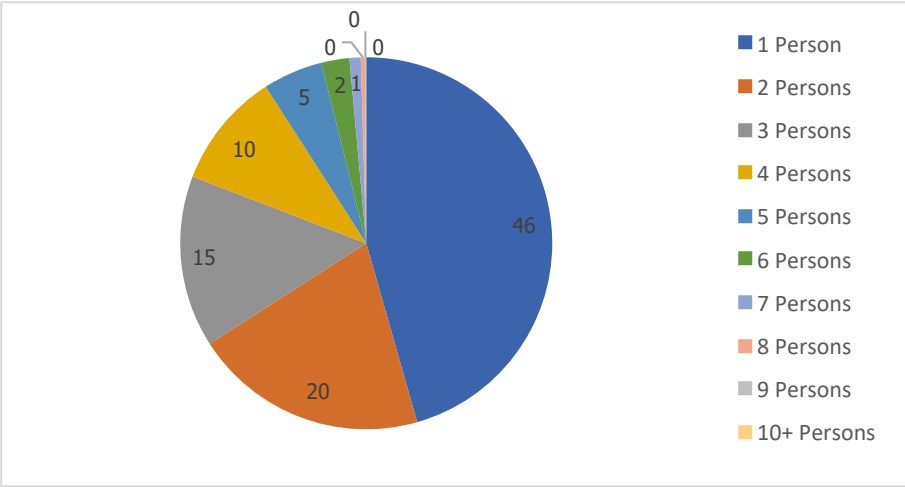




Distribution by Household Size as a % of 50058

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10+ Persons
46	20	15	10	5	2	1	0	0	0



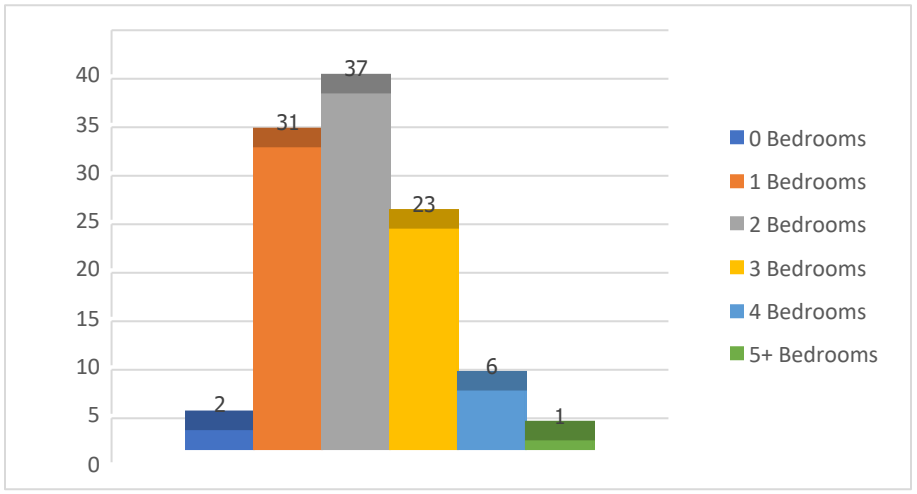


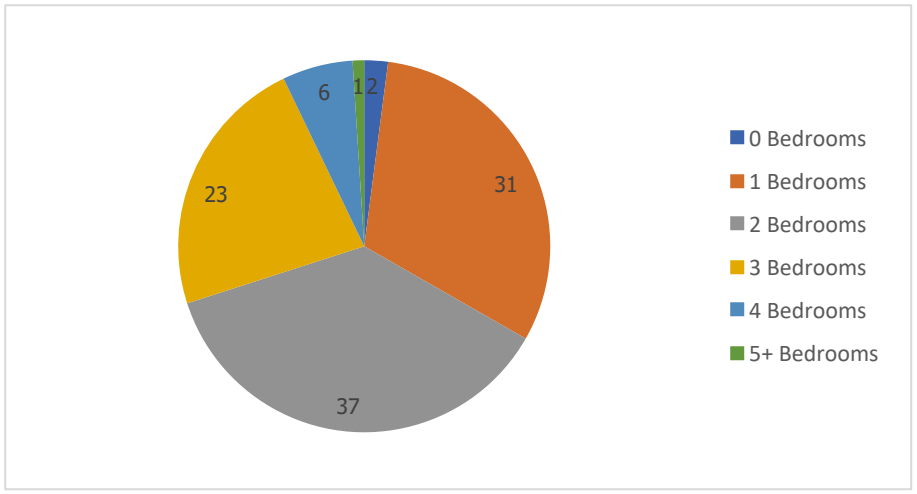
Total Household Members and Average Size

Total Number of Household Members	Average Household Size	Number of Households
8,029	2	3,601

Distribution by Number of Bedrooms as a % of 50058

0 Bedrooms	1 Bedrooms	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
2	31	37	23	6	1

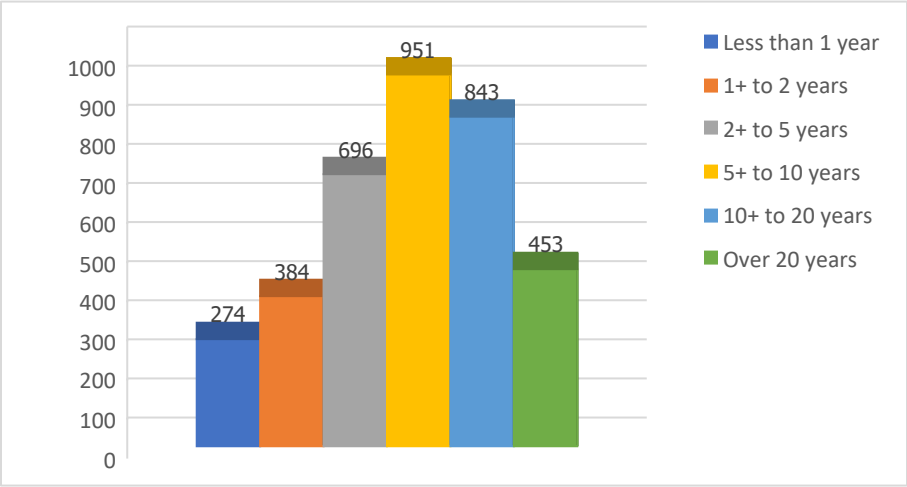


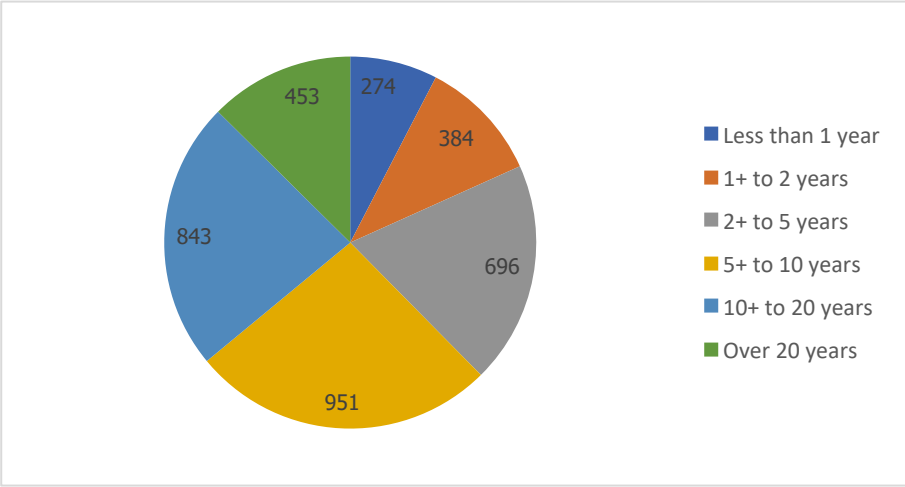


Length of Stay Information

Distribution by Length of Stay as a % of 50058 (currently assisted families)

Less than 1 year		1+ to 2 years		2+ to 5 years		5+ to 10 years		10+ to 20 years		Over 20 years	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
274	8	384	11	696	19	951	26	843	23	453	13

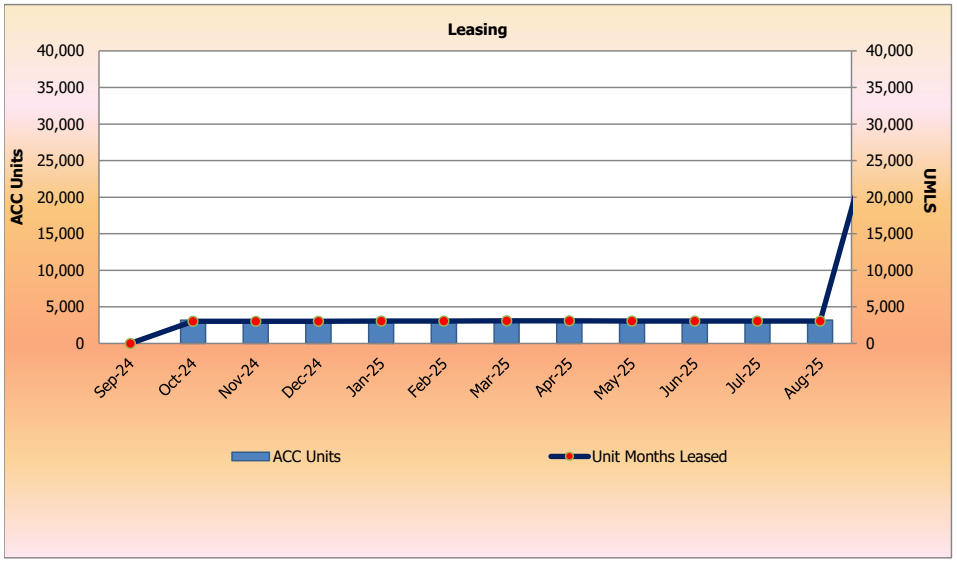


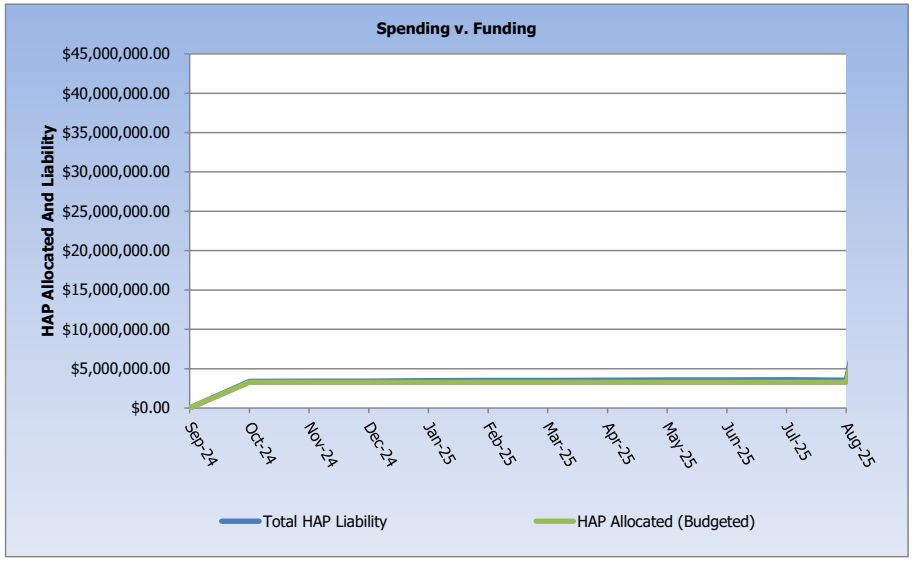


Voucher Utilization Report

Property: .brdrpts
As of Month: 08/2025
Book: Accrual
Indicates VMS not generated

2025	HAP Allocated (Budgeted)	HAP Posted	HAP Unposted	Total HAP Liability	Variance	% Variance	ACC Units	Unit Months Leased	Percent Leased (monthly)	(Over)/Under Leased by Unit	HUD-Funded PUC	Actual PUC	Max ACC Total Units at Actual PUC	Available Units at Actual PUC
Sep-24	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	0	0	0.00%	0	$0.00	$0.00	0	0
Oct-24	$3,280,798.58	$3,391,151.00	$0.00	$3,391,151.00	($110,352.42)	-3.36%	3,192	3,036	95.11%	156	$1,027.82	$1,116.98	2937	0
Nov-24	$3,280,798.58	$3,421,600.00	$0.00	$3,421,600.00	($140,801.42)	-4.29%	3,192	3,033	95.02%	159	$1,027.82	$1,128.12	2908	0
Dec-24	$3,280,798.58	$3,429,435.00	$0.00	$3,429,435.00	($148,636.42)	-4.53%	3,192	3,043	95.33%	149	$1,027.82	$1,126.99	2911	0
Jan-25	$3,280,798.58	$3,477,742.00	$0.00	$3,477,742.00	($196,943.42)	-6.00%	3,192	3,064	95.99%	128	$1,027.82	$1,135.03	2890	0
Feb-25	$3,280,798.58	$3,498,959.00	$0.00	$3,498,959.00	($218,160.42)	-6.65%	3,192	3,071	96.21%	121	$1,027.82	$1,139.35	2880	0
Mar-25	$3,280,798.58	$3,517,539.00	$1,328.00	$3,518,867.00	($238,068.42)	-7.26%	3,192	3,078	96.43%	114	$1,027.82	$1,143.23	2870	0
Apr-25	$3,280,798.58	$3,537,971.00	$1,448.00	$3,539,419.00	($258,620.42)	-7.88%	3,192	3,082	96.55%	110	$1,027.82	$1,148.42	2857	0
May-25	$3,280,798.58	$3,553,422.00	$2,491.00	$3,555,913.00	($275,114.42)	-8.39%	3,192	3,077	96.40%	115	$1,027.82	$1,155.64	2839	0
Jun-25	$3,280,798.58	$3,570,153.00	$4,218.00	$3,574,371.00	($293,572.42)	-8.95%	3,192	3,077	96.40%	115	$1,027.82	$1,161.64	2824	0
Jul-25	$3,280,798.58	$3,573,084.00	$10,795.00	$3,583,879.00	($303,080.42)	-9.24%	3,192	3,077	96.40%	115	$1,027.82	$1,164.73	2817	0
Aug-25	$3,280,798.58	$3,506,193.00	$16,394.00	$3,522,587.00	($241,788.42)	-7.37%	3,192	3,049	95.52%	143	$1,027.82	$1,155.33	2840	0
Total	*$36,088,784*	*$38,477,249*	*$36,674*	*$38,513,923*	*($2,425,139)*	*-6.72%*	*35,112*	*33,687*	*95.94%*	*1,425*	*$1,028*	*$1,143*	*31,573*	*0*





Unit Availability

For Selected Properties

As Of = 08/13/2025

Property	Name	Avg. Sq Ft	Avg. Rent	Units	Occupied No Notice	Vacant Rented	Vacant Unrented	Notice Rented	Notice Unrented	Avail	Model	Down	Admin	% Occ	% Occ w/NonRev	% Leased	% Trend
bht	PH - Beach Haven Towers	0	0	99	93	0	4	0	2	6	0	0	0	95.96	95.96	95.96	93.94
hawley	PH - Hawley Manor	0	0	50	48	0	2	0	0	2	0	0	0	96.00	96.00	96.00	96.00
jkm	PH - John Kuester Manor	0	0	25	23	0	1	0	1	2	0	0	0	96.00	96.00	96.00	92.00
millview	PH - Millview Manor	0	0	25	24	0	1	0	0	1	0	0	0	96.00	96.00	96.00	96.00
orchard	PH - Orchard Manor	0	0	25	22	0	3	0	0	3	0	0	0	88.00	88.00	88.00	88.00
shiloh	PH - Shiloh Towers	0	0	58	56	0	2	0	0	2	0	0	0	96.55	96.55	96.55	96.55
sse_amp4	PH - Scattered Sites Ea...	0	0	57	49	0	7	0	1	8	0	0	0	87.72	87.72	87.72	85.96
ssw_amp5	PH - Scattered Sites We...	0	0	21	21	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
warren	PH - Warren Manor	0	0	50	47	0	3	0	0	3	0	0	0	94.00	94.00	94.00	94.00
	Total	**0**	**0**	**410**	**383**	**0**	**23**	**0**	**4**	**27**	**0**	**0**	**0**	**94.39**	**94.39**	**94.39**	**93.41**

Aged Receivables

Account: 11220-0000 Age As Of: 07/31/2025 Post To: 07/2025

Property	Property Name	Total Unpaid Charges	0-30 days	31-60 days	61-90 days	Over 90 days	Prepays	Balance
bht	PH - Beach Haven Towers	2,944.22	1,896.22	713.00	30.00	305.00	0.00	2,944.22
hawley	PH - Hawley Manor	2,301.00	1,783.00	470.00	0.00	48.00	0.00	2,301.00
jkm	PH - John Kuester Manor	1,182.95	533.00	77.00	30.00	542.95	0.00	1,182.95
millview	PH - Millview Manor	5,079.05	419.00	389.00	275.00	3,996.05	0.00	5,079.05
orchard	PH - Orchard Manor	5,997.00	1,489.00	727.00	30.00	3,751.00	0.00	5,997.00
shiloh	PH - Shiloh Towers	11,445.25	2,297.85	1,728.32	94.00	7,325.08	0.00	11,445.25
sse_amp4	PH - Scattered Sites East	30,863.94	8,829.00	4,197.15	1,408.81	16,428.98	0.00	30,863.94
ssw_amp5	PH - Scattered Sites West	17,462.67	1,582.00	2,718.04	150.00	13,012.63	0.00	17,462.67
warren	PH - Warren Manor	8,143.41	3,085.13	514.05	45.00	4,499.23	0.00	8,143.41
Total		**85,419.49**	**21,914.20**	**11,533.56**	**2,062.81**	**49,908.92**	**0.00**	**85,419.49**

Work Order Analysis

Grouped by: Property

Property=.allamps AND Completion Dates=10/01/2024-07/31/2025

Name	Count	Inventory Qty	Material Qty	Labor Hrs	Inventory $	Material $	Labor $	Total $	Average $	Avg. Days If WO Completed
bht PH - Beach Haven Towers	288	0.00	0.00	815.49	0.00	0.00	0.00	0.00	0.00	65.00
hawley PH - Hawley Manor	178	0.00	0.00	906.76	0.00	0.00	0.00	0.00	0.00	21.00
jkm PH - John Kuester Manor	80	0.00	0.00	135.94	0.00	0.00	0.00	0.00	0.00	29.00
millview PH - Millview Manor	108	0.00	0.00	373.58	0.00	0.00	0.00	0.00	0.00	29.00
orchard PH - Orchard Manor	83	0.00	0.00	128.58	0.00	0.00	0.00	0.00	0.00	24.00
shiloh PH - Shiloh Towers	265	0.00	0.00	657.79	0.00	0.00	0.00	0.00	0.00	21.00
sse_amp4 PH - Scattered Sites East	207	0.00	0.00	1,530.35	0.00	0.00	0.00	0.00	0.00	38.00
ssw_amp5 PH - Scattered Sites West	146	0.00	0.00	726.21	0.00	0.00	0.00	0.00	0.00	37.00
warren PH - Warren Manor	171	0.00	0.00	1,564.70	0.00	0.00	0.00	0.00	0.00	19.00
	1,526	**0.00**	**0.00**	**6,839.39**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**283.00**

Lake County Housing Authority
33928 North U.S. Highway 45, Grayslake, IL 60030

July 2025
Demo and Disposition Report
by Derek Eovaldi, Demo and Disposition Coordinator
Submitted 8/11/25

BATCH # 9

Thirteen (13) Homes for Disposition SAC APPLICATION – DDA # 0013095 (submitted on 7/12/24)

- LCHA received approval from HUD/SAC on 12.9.24
- Received offers, and successfully completed sales contracts for two (2) homes
- Worked with LCHA Maintenance and vendors to complete various home repair items
- Successfully completed closing on Two (2) homes:
  - 10959 Edgewood. Beach Park
  - 100 Oakwood, Antioch, IL

BATCH # 10

Thirteen (13) Homes for Disposition SAC APPLICATION – DDA # 0013258 (submitted on 11/28/24)

- LCHA received approval from HUD/SAC on 2.12.25
- Received offers, and successfully completed sales contracts for Five (5) homes
- Worked with LCHA Maintenance and vendors to complete various home repair items
- Successfully complete closing on Three (3) homes:
  - 38253 De Woody, Beach Park
  - 30 Hennings, Antioch, IL
  - 282 Lakewood, Antioch, IL

BATCH # 11 – Eminent Domain

Homes for Disposition SAC APPLICATION – DDA # DDA0013386

- Continued reviewing list of homes to submit
- Continue reviewing homes in Mundelein for eminent domain acquisition
  - Obtained specific information from IL DOT about property they need to purchase.
  - Continued conversation with IL DOT
  - Obtained information from HUD/SAC, on how to proceed with submitting the (two) homes for Eminent Domain
  - Sent out request for letters of support to Village of Mundelein
  - Sent out Letters to tenants and sent out RAB meeting Invite

BATCH # 12

Homes for Disposition SAC APPLICATION Continued reviewing list of homes to submit

- Finalized reviewing homes to be included
- Sent out a request for letters of support to required municipalities
- Sent out Letters to tenants and sent out RAB meeting Invite

Lake County Housing Authority
33928 North U.S. Highway 45, Grayslake, IL 60030

Capital Fund Grant Report

Submitted by Tamara Harrington, Assistant Finance Manager

The Capital Fund Program (CFP) provides financial assistance in the form of grants to public housing agencies (PHAs) to carry out capital and management activities for the development, financing, and modernization of public housing developments and for management improvements. It is a formula-based grant and is a critical component of the Low-Rent Public Housing Program.

Regulations on Capital Funds are at 24 Code of Federal Regulation (CFR) part 905. Congress provides Capital Funds through annual appropriations. In order to receive a CFP grant, a PHA must ensure project-level information is validated in HUD's data systems; have an approved 5-Year Action Plan and enter into a Capital Fund Annual Contributions Contract Amendment with HUD.

Current Grant Status

Grant	Grant Amt	Disbursed	Balance	OB Start/End	Disburse End
IL01P056501-23	$1,583,084	$1,578,115.00	$4,969	2.17.23/2.16.25	2.16.27
IL01P056501-24	$1,633,718	$490,115.40	$696,475.24	5.6.24/5.5.26	5.5.28
IL01P056501-25	$1,634,299	$0	$1,634,299	5.13.25/5.12.27	5.12.29

Pending or Current Projects by Grant

IL01P056501-23

- Shiloh Tower – Elevator $655,000
- Beach Haven Tower Gazebo $24,801
- Beach Haven Lighting $3,051
- Shiloh Tower Plumbing $3M

IL01P056501-24

- Shiloh Tower Exterior Plumbing $84,438

Lake County Housing Authority
33928 North U.S. Highway 45, Grayslake, IL 60030

Family Self-Sufficiency (FSS) & Special Programs

FSS Participants Escrow Report
Current Tenants with an Escrow Balance as of: 7/31/2025

	Current Amount Disbursed	Current Escrow Balance
Total:	(89,283.36)	(984,074.60)

Average:

Addendum Type	Count	Increase in Earned Income	Monthly Escrow	Amount Disbursed	Current Escrow Balance
Enrollment	5	0.00	0.00	0.00	0.00
Progress	133	11,843.76	266.38	0.00	6,316.42
Exit	8	10,574.40	0.00	(3,052.34)	16,855.19
N/A	7			(9,266.38)	1,307.09
	153	11,950.71	242.66	(583.55)	6,431.86

FSS Program Report July 2025

	HCV	PH	TOTAL
FSS GRADUATES	1	0	1
FSS PORT-OUT	0	0	0
% of TOTAL CURRENTLY EMPLOYED	94/64%	1/33%	95/64%
HIGHEST ESCROW CREDIT (July 2025)	$1694.00	$1002.00	N/A
HIGHEST ESCROW BALANCE (July 2025)	$45,860.47	$13,362.76	N/A
REVISED FSS PROGRAM MIN	58	N/A	N/A
FSS HOMEOWNER (to date)	23	0	23

Completed by: Yanitza Montemayor
Date: 8/8/25

Family Self-Sufficiency (FSS) Program Report

Submitted by Heidi Semenek, Director of FSS & Special Programs

July was a busy and productive month for the FSS Department. In addition to continuing to help families achieve economic independence through education, empowerment, and resources, FSS staff participated in an agency-wide training from **July 14–18**. The majority of LCHA staff attended the updated **Nan McKay Housing Choice Voucher Specialist Training** (HOTMA revisions), which covered eligibility, occupancy, and rent calculation. The class concluded with a test which took place on July 18, and we are currently awaiting results. A passing score is 70 or higher.

The FSS team also contributed to planning the **4th Annual LCHA Back to School Resource Fair**, meeting weekly with staff across departments to coordinate the event.

Lead FSS Specialist Jelena conducted **two individual FSS Information Sessions** in July, both resulting in enrollments effective **August 1, 2025**. Preparations also began for the **August Program Coordinating Committee (PCC) Meeting** in August

Additionally, we celebrated **one program graduate** at the end of the month of July. Her inspiring success story will be shared soon. We wish her continued success as she moves forward with her goals.

Resident Opportunities and Self-Sufficiency (ROSS) Program Report – July 2025

Submitted by Janet Lennemann, MS, ROSS Coordinator

Throughout July, we bid farewell to several valued tenants whose lives touched our community deeply. Their presence will be missed, and we will cherish fond memories of each.

Health and Well-Being

- **Millview Manor** residents continue to participate in **Wits Workout**, an evidence-based program that strengthens memory and slows the progression of dementia. The class fosters not only mental engagement but also meaningful social connections.
- Many seniors are enjoying summer weather with outdoor walks and bicycle rides, while taking precautions on hot days.
- **Board Support Request:** The Beach Haven Towers exercise group is still in need of **hand weights and resistance bands**. Any donations or recommendations from the Board would greatly support this wellness initiative.

Digital Literacy / Computer Skills

I have continued to prepare for implementation of the **Northstar Digital Literacy license** by attending online training and networking with the **Lake County Broadband and Digital Equity Action Plan** team. This group also teaches the Northstar curriculum and offers **free laptops** to individuals who complete the coursework. I have a meeting with them scheduled for **August 11, 2025,** to gather more details.

Financial Literacy

More tenants are becoming interested in using **RentCafe** for automatic rent payments and to submit their own work orders. I have been providing step-by-step guidance on setting up and navigating the tenant portal, which is improving both accuracy and timeliness in work order requests. These skills also build tenants' confidence with technology.

We also celebrated more tenant success stories in resolving **non-payment of rent notices** by connecting residents to financial assistance resources.

Aging in Place

This area of focus covers socialization, resource connection, eviction prevention, and more. In recent tenant meetings, **Sr. Property Manager Renee Grider** and I led discussions on **scam prevention**, including examples of common frauds such as catfishing and financial exploitation. Seniors are especially vulnerable, and the dialogue was rich with tenants also sharing tips to protect one another.

We also reviewed **Tenant Obligations** in the lease—often overlooked but critical for preventing violations. Attendance was the highest we've seen, thanks in part to flyers delivered to **every tenant's door**, and the discussions were some of the most productive to date. Our goal remains helping tenants remain in compliance so they can successfully age in place.

ROSS Enrollments – July 2025

Site	Participants
Millview Manor	9
Orchard Manor	9
Beach Haven	9
John Kuester	1
Hawley Manor	9
Shiloh Towers	11
Warren Manor	4

Total Participants: 52
New in July: 1
Deactivated: 4 (due to lack of need)

Program Updates

Special thanks to **Beverly, Board of Commissioners**, for visiting **Shiloh Towers** in July. Tenants expressed excitement and appreciation after hearing her say, "You are important." Knowing a Board member takes time to visit their home means a great deal to residents and reinforces the value we place on their voices.

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	BHT! JOIN CHELIA'S EXERCISE GROUP THROUGHOUT THE WEEKS! BHT GAME NIGHT EVERY WEEK!	1	2	3	HAPPY JULY 4TH! 4 LCHA IS CLOSED	5
6	7 JANET IS OUT OF THE OFFICE	8 1:00 PM MILLVIEW MANOR WITS WORKOUT!	9	10 TENANT MEETINGS! JKM: 9:00 AM BHT: 11:00 AM ORCHARD MANOR: 1:00 PM MILLVIEW MANOR: 2:00 PM	11	12
13	14	15 10:00 - NOON MILLVIEW: VERIZON BREAKFAST/NAME THAT TUNE 1:00 - 3:00 ORCHARD: VERIZON PIZZA PARTY	16 10:00 - NOON SHILOH: VERIZON BREAKFAST & NAME THAT TUNE 1:00 - 3:00 WARREN: PIZZA AND BINGO	17 10:00 AM SHILOH; PAINT AND SIP WITH OAK STREET HEALTH	18	19
20	21	22 1:00 PM SHILOH TOWERS BINGO!	23 1:00 PM BOX LUNCH PICNIC AT MILLVIEW! 2:00 PM SING A LONG WITH TONY AT MILLVIEW MANOR!	24 1:00 PM WARREN MANOR ICE CREAM SOCIAL WITH OAK STREET HEALTH	25	26
27	28	29 1:00 PM MILLVIEW MANOR BINGO OR BUNCO!	30 2:00 PM JKM LIVE MUSIC/ENTERTAINMENT BY MIKE!	31		

August 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		LIHEAP IS COMING IN SEPTEMBER!	DIGITAL LITERACY/COMPUTER CLASSES ARE COMING!	THANKSGIVING GATHERING SIGN UP IS AROUND THE CORNER!	1	2
3	4	5	6 BACK TO SCHOOL RESOURCE FAIR! 2:00 PM - 4:00 PM MAIN OFFICE GRAYSLAKE	7 SHILOH TOWERS 10:00 AM - 11:30 AM CAR REGISTATION 1:00 BINGO!	8 CAR REGISTRATION ORCHARD MANOR 9:00 AM - 10:30 AM MILLVIEW MANOR 11:00 AM - 12:30 PM 2:00 PM BINGO/BUNCO	9
10	11	12 WARREN MANOR 2:00 PM BINGO!	13 MILLVIEW MANOR 2:00 PM MUSIC AND SING A LONG WITH TONY!	14 CAR REGISTRATION BHT 9:00 AM - 11:00 AM	15 JKM CAR REGISTRATION 11:00 AM - 12:00 PM 1:30 PM - 3:30 PM JKM LIVE MUSIC AND SING A LONG WITH MIKE	16
17	18	19 MILLVIEW MANOR 2:00 PM WITS WORKOUT!	20	21	22 CAR REGISTRATION WARREN MANOR 9:00 AM - 10:30 AM HAWLEY MANOR 11:30 AM - 1:00 PM	23
24	25	26	27	28	29	30
31						

Lake County Housing Authority
33928 North U.S. Highway 45, Grayslake, IL 60030

Housing Counseling Program

Impact Report – July 2025

Submitted by Elizabeth Werning, Int Dir of Housing Counseling Programs

New Program Participants	JULY '25
First Time Home Buyers	11
Families That Rent	199
Homeowners Facing Foreclosure	7
Families Facing Eviction	33

Housing Counseling Impacts	JULY '25
Households for Whom Counselor Developed a Customized Budget	213
Families That Received Information on Fair Housing	250
Households Who Received Info on Affordable Housing Options	206
Families That Were Referred for Legal Representation	13
Families Who Closed on Their New Homes	3
Households Saved from Foreclosure	6

Tenants Assistance Program (TAP)	JULY '25
Amount of assistance issued between 7/1/25 – 7/31/25	$29,477
# of Unique Households Applied to the TAP Program in July 2025	174
REMAINING AMOUNT OF TAP GRANT 2025-2026 AS OF 7-31-25	**$427,003**

Upcoming Workshops

Under both our HUD and FHLBC grants, Housing Counselors provide free community workshops on a variety of topics. Attached you will find the flyers for the upcoming Pre Purchase Mini Workshops and the upcoming TAP workshop.

Why Mini Workshops?

Sometimes, we only have a half hour lunchbreak to learn a new skill or subject.

LCHA's mini workshops provide expert guidance on Home Purchase in 30 minute sessions followed up by 15 minutes of Q&A with LCHA's Certified Pre-Purchase Housing Counselor.

Scan this QR code to register for any of LCHA's free mini workshops.

Contact the Pre-Purchase Team:

Phone

847-223-1170 x 2404

Email

dmadrigal@lakecountyha.org

Address

22843 N Lakewood Lane
Lake Zurich, IL 60047

LCHA is HUD Approved Housing Counseling Agency # 80113

LCHA HOUSING COUNSELING PRESENTS:

LAKE COUNTY HOUSING AUTHORITY

HOME PURCHASE MINI WORKSHOPS





The Workshops:

All workshops are held over Zoom from 12noon to 12:45pm.

Zoom Meeting ID:
839 2581 9635

Zoom Meeting Password:
403484

8-11-2025
The Different Types of Mortgage Loans

8-22-25
Protect Yourself from Predatory Lending

9-8-2025
Renting vs Owning: Which is Better for ME?

9-26-2025
What DOES a Real Estate Agent Do?

10-6-2025
Fair Housing & Discrimination in Home Lending

10-24-2025
How Do I Determine How Much House I Can Afford?

11-10-2025
Condo, Mobile, Single Family: How to Decide What to Buy

11-21-2025
What IS Escrow? - Taxes, Insurances, & HOA Explained

12-8-2025
The Pros and Cons of Renting to Own

12-19-2025
How Does Credit Impact Home Purchasing?

1-12-2026
Down Payment Assistance Programs and Grants

1-23-2026
Seller's Credits & Concessions: Negotiating Costs

2-9-2026
What IS the Purpose of a Home Inspection?

2-27-2026
The Closing Documents De-Mystified

3-9-2026
How to Prove Non-Typical Income or Savings

3-27-2026
Choosing Homeowner's Insurance

4-13-2026
Calculating & Reducing Closing / Downpayment Costs

4-24-2026
Amortization: Planning on Paying Your Home Off Early



LCHA is HUD-Approved Housing Counseling Agency # 80113



HOUSING COUNSELING INTAKE

CONTACT US

847-223-1170

22843 N LAKEWOOD LN
LAKE ZURICH, IL 60047

LAKECOUNTYHA.ORG



LAKE COUNTY HOUSING AUTHORITY

HOUSING COUNSELING



WHAT IS HOUSING COUNSELING?

Free, expert guidance provided by a HUD-Certified Housing Counselor whose credentials are established by the US Department of Housing and Urban Development.

Counselors work with individuals to understand their unique circumstances and provide tailored plans to achieve goals and overcome obstacles.

Whether you are unhoused, rent, own a home, are looking to purchase, or facing financial challenges - LCHA's Housing Counselors can help.

HOUSING COUNSELING SERVICES

FINANCIAL EDUCATION:.
Helping clients establish budgets, save for the future, pay down debt, repair/grow credit, and manage their finances effectively.

RENTAL COUNSELING:
Support to tenants on topics like lease agreements, fair housing, tenants rights, establishing affordability, & finding subsidized housing.

PRE-PURCHASE:
Helping potential homebuyers understand the full home buying process, calculate home affordability, avoid discrimination or predatory lending, identify downpayment assistance, assemble a team of professionals, understand the closing process, and prepare for homeownership.
PrePurchase Classes Available Online & InPerson.

FINANCIAL ASSISTANCE:.
Rent/Security Deposit funded by the IDHS HP program through LCHA's Tenants Assistance Program (TAP).

POST PURCHASE:
Guidance for homeowners interested in refinancing, securing an equity loan, negotiating their homeowners insurance, appealing property taxes, or accessing grants for home repairs.

FORECLOSURE PREVENTION:
Individualized assistance for homeowners facing foreclosure, customized to the loan type. Services include advocating for forbearance, modification, deferment, partial claim, or short sale and deed in lieu for clients who do not wish to keep their home.

WORKSHOPS:
Topics above + many others available in group format over zoom or in person for your organization or agency.

FAIR HOUSING

WHAT IS COVERED?

YOUR HOUSING CHOICES CAN'T BE LIMITED BASED ON:

- sex
- age
- race
- color
- religion
- disability
- ancestry
- citizenship
- pregnancy
- arret record
- familial status
- marital status
- military status
- national origin
- gender identity
- source of income
- sexual orientation
- immigration status
- reproductive health

WHO HAS TO OBEY THESE LAWS?

MOST PARTIES INVOLVED IN HOUSING MUST ADHERE

- landlords
- sellers
- neighbors
- real estate agents
- housing authorities
- insurance companies
- housing employees
- lenders / banks
- and more!

DISCRIMINATION CAN BE OBVIOUS

- steering
- retaliation
- harrassment
- discriminatory policies
- statements / advertising
- interference, threats, or coercion

DISCRIMINATION CAN ALSO BE SUBTLE

- creating a hostile environment
- different rents/fees for certain groups
- “universal rules” that only impact certain groups
- refusal of reasonable accomodation or modification

WHO CAN I GO TO FOR HELP?

- HUD - FAIR HOUSING: 800-765-9372
- IL DEPT HUMAN RIGHTS: 312-814-6229
- PRAIRIE STATE SERVICES: 855-347-7757

Lake County Housing Authority

847-223-1170 - www.lakecountyha.org

LCHA is HUD Certified Housing Counseling Agency # 80113

VIVIENDA JUSTA

¿QUÉ CUBRE ESTA LEY?

LAS OPCIONES DE VIVIENDA NO PUEDEN LIMITARSE EN FUNCIÓN DE:

- sexo
- edad
- raza o color
- religión
- estado civil
- embarazo
- discapacidad
- ascendencia
- ciudadanía
- estado militar
- origen nacional
- estado familiar
- antecedentes penales
- identidad de género
- fuente de ingresos
- situación migratoria
- salud reproductiva
- orientación sexual

¿QUIÉN TIENE QUE OBEDECER ESTAS LEYES?

LA MAYORÍA DE LAS PARTES INVOLUCRADA EN LA VIVIENDA DEBEN OBEDECER

- propietario
- vendedor
- vecinos
- prestamistas
- agente inmobiliario
- authoridad de vivienda
- empleados del propietario
- ¡y más!

LA DISCRIMINACIÓN PUEDE SER OBVIA

- acoso
- represalias
- segregación
- políticas discriminatorias
- declaraciones o publicidad
- interferencia, amenazas o coerción

LA DISCRIMINACIÓN PUEDE SER SUTIL

- creando un ambiente hostil
- diferentes alquileres/tarifas para ciertos grupos
- “reglas universales” que sólo afectan a ciertos grupos
- denegación de adaptación o modificación razonable

¿QUIÉN PUEDE AYUDAR?

- HUD - FAIR HOUSING: 800-765-9372
- IL DEPT HUMAN RIGHTS: 312-814-6229
- PRAIRIE STATE SERVICES: 855-347-7757

Lake County Housing Authority

847-223-1170 - www.lakecountyha.org

LCHA es la agencia de asesoría de vivienda certificada por HUD # 80113

LAKE COUNTY HOUSING AUTHORITY

APPLYING FOR THE TENANTS ASSISTANCE PROGRAM

Rent or Security Deposit Assistance with TAP

TUES

8-12-25

12 - 1:30 PM

VIA ZOOM

Join TAP Staff to Discover:

- Who Qualifies?
- What Does TAP Cover?
- What Documents Are Required?
- What is the Timeline?

To Register:
Scan this QR Code

Or visit
tinyurl.com/y3mx5dt4

EQUAL HOUSING OPPORTUNITY

LCHA is HUD Approved Housing Counseling Agency # 80113

LAKE COUNTY HOUSING AUTHORITY

SOLICITUD PARA EL PROGRAMA DE ASISTENCIA PARA INQUILINOS (TAP)

MARTES

Aug 12th 2025

12 – 1:30 PM

POR ZOOM

Asistencia para el Alquiler o el Depósito de Seguridad con TAP

Únase al personal de TAP para descubrir:

- ¿Quién califica?
- ¿Qué cubre TAP?
- ¿Qué documentos se requieren?
- ¿Cuál es el plazo?

Para registrarse:
Escanee este código QR

O visite
tinyurl.com/y3mx5dt4

EQUAL HOUSING OPPORTUNITY

LCHA es una Agencia de Asesoramiento de Vivienda aprobada por HUD # 80113

Lake County Housing Authority
33928 North U.S. Highway 45, Grayslake, IL 60030

Human Resources

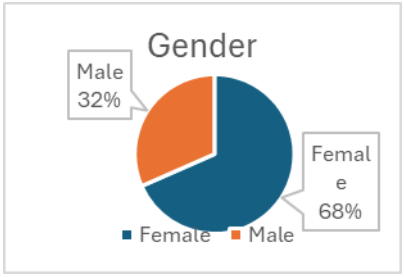
Written By: Christine N. Pryor – Sr. HR Generalist

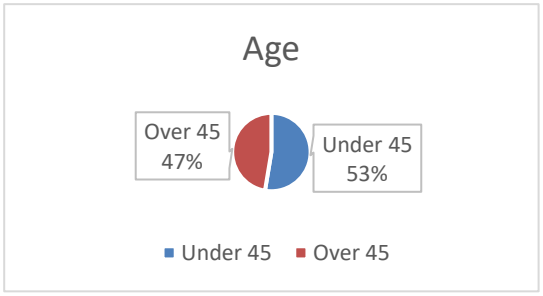
Demographics

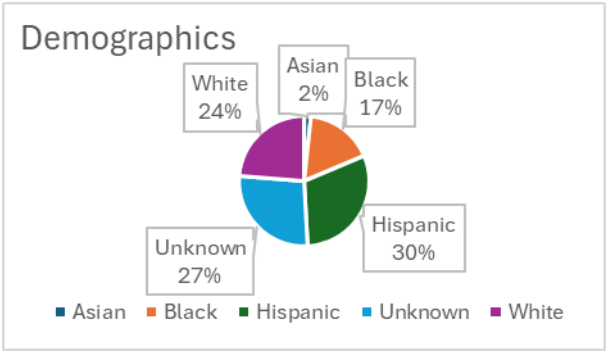
Employees Hired:	0
Internal Promotions:	0
Employees Terminated:	1
Employees Retired:	0
Temporary Staff:	3
Open Positions:	0

Population Data

Current Full-time Employees:	57
Current Part-time Employees:	1
Gender Ratios: Females	68% (39 headcount)
Gender Ratios: Male	32% (18 headcount)
Age Ratios: Under 45	53% (30 head count)
Age Ratios: Over 45	47% (27 headcount)
African American	17%
Hispanic	30%
White	24%
Asian Pacific	2%
Unknown	27%







Payroll

Gross Payroll June: $287,270.22 (July included 2 payrolls)

RESOLUTION 2025-21

APPROVAL OF AND AUTHORIZATION TO SUBMIT THE CAPITAL FUND PROGRAM (CFP) 5-YEAR ACTION PLAN (2025-2030) AND THE CAPITAL FUND PROGRAM (CFP) FY 2025 BUDGET

WHEREAS, the Capital Fund Annual Submission was decoupled from the PHA Plan submission in 24 CFR part 905 which was published on October 24, 2013, and became effective on November 25, 2013; and

WHEREAS, pursuant to 24 CFR 905, the Housing Authority of the County of Lake (LCHA) is required to submit a Capital Fund Program 5-Year Action Plan and a Capital Fund Program FY 2025 Budget; and

WHEREAS, the Housing Authority of the County of Lake has prepared its Capital Fund Program 5-Year Action Plan for Federal Fiscal Years (FFs) 2025-2030 describing capital improvements needed to ensure long-term viability of the Agency's public housing developments; and

WHEREAS, in FY 2025, all PHAs are required to submit their Capital Fund Program (CFP) 5-Year Action Plans and Budgets within HUD's Energy and Performance Information Center (EPIC) system; the electronic CFP submission process replaced the paper submission process that was retired at the end of 2017; and

WHEREAS, PHAs are required to have on file a copy of a Board Resolution approving the PHA's CFP 5-Year Action Plan, including ones submitted in the EPIC system; and

WHEREAS, the requisite public notices have been given; and

WHEREAS, the Director of Asset Management in conjunction with the Executive Director/Chief Executive Officer has prepared said plans as attached in **Exhibit A**, and requests that the Board of Commissioners of the Housing Authority of the County of Lake approve and authorize submission to the US Department of Housing and Urban Development.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake Approves and Authorizes the Submission of The Capital Fund Program 5-Year Action Plan (2025-2030) and the Capital Fund Program FY 2025 Budget to the U.S. Department of Housing and Urban Development as presented.

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 10th day of July 2025.

_____

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

_____

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer

2025 Capital Fund

OMB Approval No. 2577-0303
(exp. 10/31/2026)

Capital Fund Program (CFP) Amendment
to Consolidated Annual Contributions Contract Terms and Conditions (HUD-53012)

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

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0303. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Whereas, (Public Housing Authority) Housing Authority of the County of Lake, IL. IL056 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract ACC(s) Numbers(s) (On File) dated (On File)

Whereas, in accordance with Public Law No: 119-4;

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

$ $1,634,299.00 for Fiscal Year 2025 to be referred to under the Capital Fund Grant Number IL01P05650125
PHA Tax Identification Number (TIN): On File UEI Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number On File

Now Therefore, the ACC is amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.

2. The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates lessthan 250 public housing dwelling units, such PHA may continue to use the fullflexibility in accordance with section 9(g)(2) of the Act.

3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.

4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHAfor obligation). Any additional CFP assistance this FY will start with the same effective date.

6. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

7. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law.HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

8. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one) : Yes ☐ No ☒

9. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

10. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program,the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-incomehousing in accordance with paragraph 7.

11. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure timeperiod. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall bethe date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all property funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funding.

12. Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:
1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

13. This grant may be subject to the requirements of the Build America Buy, America Act (BABA) which was enacted on November 15, 2021, as part of the Infrastructure Investment and Jobs Act (Public Law 117–58), unless waived by the Department: refer to HUD's BABA webpage for further information (https://www.hud.gov/program_offices/general_counsel/build_america_buy_america)

14. This grant is subject to Executive Order 14218, Ending Taxpayer Subsidization of Open Borders and applicable law. HUD will take steps to ensure that Federal resources are not used to support "sanctuary" policies of State and local jurisdictions that actively prevent federal authorities from deporting illegal aliens.

The parties have executed this CFP Amendment, and it will be effective on the date HUD signs below.

U.S. Dept of HUD		**PHA (Executive Director or authorized agent)**	
By /s/	Date: 05/13/2025	By	Date: 5/27/2025
Marianne Nazzaro		Lorraine Hocker	
Title: Deputy Assistant Secretary Office Public Housing Invest.		Title Lorraine Hocker, Executive Director/CEO	

RESOLUTION 2025 – 24
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LAKE COUNTY HOUSING AUTHORITY APPROVING THE UPDATED EMPLOYEE HANDBOOK

WHEREAS, the Lake County Housing Authority ("Authority") has completed a comprehensive review and reorganization of its Employee Handbook to ensure alignment with current federal and state employment laws, operational best practices, and internal policy updates; and

WHEREAS, the revised Employee Handbook includes structural improvements, clarification of existing procedures, and the addition of new policies driven by legislative changes and agency needs; and

WHEREAS, the updated handbook reflects compliance with significant employment law changes, including the Illinois Paid Leave for All Workers Act, the Pregnant Workers Fairness Act (PWFA), and updates to Social Security withholding; and

WHEREAS, new and revised sections promote policy clarity, operational consistency, employee accountability, and transparency; and

WHEREAS, the handbook now includes enhanced language relating to vehicle maintenance, remote work expectations, uniform and apparel ordering, and prohibited political activity in the Gift Ban section; and

WHEREAS, a summary of material changes to the handbook, as proposed for Board approval, includes but is not limited to:

Title	Update Description
Equal Employment Opportunity	Added compliance language for the Pregnant Workers Fairness Act (PWFA), ensuring reasonable accommodations for pregnancy, childbirth, or related conditions.
Remote and Hybrid Work Policy	New standalone policy outlining expectations, approval process, and responsibilities for remote/hybrid work arrangements.
Absence and Tardiness	Added language addressing patterns of absenteeism or call-offs, even when individually excused, to support accountability and performance expectations.
Paid Time Off (PTO)	Updated to reflect the Illinois Paid Leave for All Workers Act (2024), entitling all employees to 40 hours of paid leave annually.

Title	Update Description
Other Leave (VESSA)	Confirmed compliance with expanded VESSA provisions. Optional enhancements reviewed but not required.
Retirement Benefits	Revised to reflect Social Security contributions withheld from employee paychecks effective October 1, 2024.
Uniform and Logo Apparel Ordering	Added statement that uniforms and logo apparel will be ordered annually, with requests due by January 1 and purchases scheduled for February 1.
Maintenance and Inspection of Authority Vehicles	Revised to include quarterly and random inspections, cleanliness expectations, and reporting procedures.
Political Activities (Gift Ban Section)	Added clarifying language prohibiting political activity during work hours or while using Authority resources.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Lake County Housing Authority as follows:

1. The Board hereby approves the updated Employee Handbook, including all revisions and new policies as summarized above.
2. The Executive Director is authorized and directed to implement the updated Employee Handbook and ensure its dissemination to all employees.
3. This Resolution shall take effect immediately upon its adoption.

ADOPTED this 21st day of, 2025, by the Board of Commissioners of the Lake County Housing Authority.

BOARD OF COMMISSIONERS
Lake County Housing Authority

By: _____
Kevin Considine
Chairperson
Lake county Housing Authority

Attest: _____
Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary



EMPLOYEE HANDBOOK

Personnel Policies and Procedures

Effective 08/01/2025

TABLE OF CONTENTS

SECTION	SUBJECT	PAGE
1	History, Mission, and Guiding Principles of LCHA	4
2	At-Will Status of Employment	5
3	Management Rights	5
4	Employee Expectations	6
5	Open Door Policy	7
6	Employee Honesty and Integrity	7
7	Qualifications and Certifications	7
8	Required Forms	8
9	Criminal Background Policy	8
10	Personnel Files and Records	9
11	Position Descriptions	11
12	Titles and Headings	11
13	Classification of Employment	11
14	Administration of Timesheets/Timecards	12
15	Promotions	13
16	Performance Evaluations	13
17	Professional Development and Training	13
18	Dress Code	15
19	Work Schedules	17
20	Remote and Hybrid Work Policy	18
21	Absence and Tardiness	19
22	Inclement Weather	20
23	Employment of Relatives and Personal Relationships Among Co-Workers	21
24	Paid Time Off	21
25	Paid Holidays	24
26	Bereavement Time Off	24
27	Court Leave	25
28	Leave of Absence	25
29	Military Leave	36
30	Other Leave	36
31	Outside Employment While on Leave	41
32	EEO Policy	41
33	Reasonable Accommodations	41
34	Anti-Discrimination, Harassment and Retaliation	41
35	Prohibition on Retaliation Against Whistleblowers	45
36	Anti-Bullying Policy	47
37	Lactation Breaks	49
38	Smoke Free Workplace	49
39	Workplace Violence	50
40	Health and Safety	50
41	Drug Free Workplace and Substance Screening	55
42	Medical Evaluations	59
43	Benefit Plans	59

44	Workers Compensation	59
45	Travel and Associated Expenses	60
46	Visitors	63
47	No Solicitation	64
48	Other Employment	64
49	Confidentiality of Employer Information	64
50	No Gossip Policy	65
51	Driving on Company Time	66
52	Technology and Communication	70
53	Telephones	71
54	Media Releases	71
55	Inspection of Containers and Packages	73
56	Ethics, Acceptance of Gifts and Loans	73
57	Discipline Policy	74
58	Complaint Resolution Procedure	78
59	Retirement Benefits	79
60	Reduction in Force	80
61	Separations	81
Appendix A	Driving Form	83
Appendix B	Handbook Receipt Form	84

1. HISTORY, MISSION & GUIDING PRINCIPLES OF THE HOUSING AUTHORITY

Welcome to the Lake County Housing Authority. The Housing Authority was established under Illinois State Law in 1946 and is governed by a Board of Commissioners that are appointed by the locally elected officials of Lake County. The Housing Authority Board is comprised of seven Commissioners including one resident Commissioner: each serving a five-year term. An Executive Director/Chief Executive Officer is appointed by the Board of Commissioners and is responsible for the day-to-day operations of the Authority.

The Lake County Housing Authority's operational jurisdiction is all areas within the geographical boundaries of the County of Lake (Illinois) apart from the cities of Waukegan and North Chicago which have their own local city-specific housing authorities.

The Housing Authority receives federal funding from the U.S. Department of Housing and Urban Development (HUD) under an Annual Contributions Contract (ACC) to administer a Low Rent Public Housing Program and a Housing Choice Voucher Program (formerly Section 8) program. The Authority also administers various state and local services that support its primary mission.

Mission: The mission of the Lake County Housing Authority is to be the one-stop focus of housing opportunities and information for low- and moderate-income households in its area of jurisdiction.

Guiding Principles – The Housing Authority operates under the following guiding principles in carrying out its core mission.

- *The Lake County Housing Authority shall develop programs to serve all segments of the low- and moderate-income population within its jurisdiction.*
- *The Lake County Housing Authority shall develop programs which provide safe, decent, sanitary, and appropriate housing.*
- *The Lake County Housing Authority shall develop programs which foster maximum feasible involvement of its clients in program development and operation.*
- *The Lake County Housing Authority shall develop programs which permit clients to move along a housing continuum toward maximum feasible independence and self-sufficiency.*
- *The Lake County Housing Authority shall develop programs which make cost effective use of all available resources.*
- *The Lake County Housing Authority shall promote among its staff maximum feasible opportunities for the development of housing expertise.*
- *The Lake County Housing Authority shall develop programs and operations which foster equal opportunity for both clients and staff.*
- *The Lake County Housing Authority shall develop programs which integrate clients to the maximum extent feasible into the fabric of the community in which they reside.*
- *The Lake County Housing Authority shall consult and coordinate to the maximum extent feasible with other public and private agencies in any matters relating to housing or the Authority's clientele.*

2. AT-WILL STATUS OF EMPLOYMENT

I understand that the nature of the employment relationship is "at-will." This means that at the sole discretion of either the Lake County Housing Authority (LCHA) or me, the working relationship may be terminated with or without cause, *and* with or without notice.

I acknowledge that the personnel practices, including the right to hire, transfer, suspend, discharge, relieve Employees from duty and/or take measures to maintain discipline and efficiency of Employees, rest exclusively in the sole discretion of the LCHA. I agree that the LCHA may introduce new policies, procedures, and job requirements as the LCHA priorities, interests and needs dictate.

I have been advised that nothing in these manual changes alter the status of the employment relationship from at-will to any other status. I understand that all disciplinary provisions in this manual are advisory, and I have no right to exhaust any single or progressive disciplinary procedure prior to termination.

I know that any changes to the Employee status from an at-will employment status to any other status must be in writing and signed by the Executive Director/Chief Executive Officer. I acknowledge and certify that no oral statements or promises of employment beyond the "at-will" nature of employment with the LCHA were made prior to or relied upon by myself before hire.

3. MANAGEMENT RIGHTS

The Lake County Housing Authority (LCHA) expressly retains and reserves, including but without limiting the generality of the foregoing, the right to:

- Hire, fire, suspend and otherwise discipline its Employees, in its sole discretion, as it deems advisable.
- To determine the work hours of the Employee, to assign tasks to the Employee and to lay off the Employee as the Employer, in its sole discretion, deems fit. Management reserves the right to reduce work hours and transfer Employees as organizational needs dictate.
- To determine the job classifications and duties of each Employee, subject to change with or without written notice to the Employee.
- To manage its affairs efficiently and economically, including the determination of quantity and quality of services rendered; the control of equipment to be used and discontinuance of any services or methods of operation.
- To produce new equipment, methods, or processes, change or eliminate existing equipment, and institute technological changes, and decide on what supplies and equipment to purchase.
- To sub-contract or purchase the construction of new facilities, or improvement of existing facilities, as the Employer, in its sole discretion, deems advisable and/or necessary.
- To determine the number, location, and type of facilities, to direct the work force, to assign the type and location of work assignments, and determine the number of Employees assigned to certain and/or specific operations.
- To close or otherwise reduce the scope of operation of any or all facilities.
- To determine starting and quitting times, and the number of hours to be worked by Employees.
- To establish and change work schedules, work standards and the methods of processes and

procedures by which such work is to be performed by Employees.

- To select Employees for promotion or transfer to other supervisory positions and to determine the qualifications and competencies of the Employees to perform the available work.

4. EMPLOYEE EXPECTATIONS

1. **Follow Policies and Procedures.** You must follow all the policies and procedures set forth by LCHA.

2. **Provide Excellence in Customer Service.** We expect you to always be professional, courteous, and kind [fair, firm, friendly]. Whether you are delivering good news, bad news, or general communication it is expected that LCHA employees will always present with kindness and respect.

3. **Be Dependable and Punctual.** We expect you to be on the job every day and on time. If you will be absent or late, you must call both extension 2100 and your supervisor. If you have an appointment let your supervisor know in advance.

4. **Be Honest and Have Integrity**. We expect you to be truthful and choose ethical courses of action.

5. **Maintain Confidentiality.** You may be exposed to confidential participant, tenant, landlord, or vendor information. You are expected not to breach this confidentiality.

6. **Show Initiative.** We expect you to complete your job. If you find yourself with downtime, ask your supervisor for direction and/or assist your coworkers.

7. **Be Willing to Learn and Show Enthusiasm.** We expect you to be enthusiastic about learning the functions of your job and how it relates to LCHA's complete function.

8. **Ask for Further Instructions if the task is unclear.** Request clarification if you are unsure how to complete an assignment.

9. **Accept Criticism.** Constructive criticism is given to improve job performance. Listen and learn from the constructive criticisms your supervisor will share with you.

10. **Produce Quality Work.** You are expected to produce a high quality of work and to always do your best.

11. **Participate as a Member of a Team.** You are expected to respect and work well with coworkers and contribute to your team, as well as to, LCHA as a whole.

12. **Be Flexible** and accept assignments that may not fall under your specified job duties.

13. **Observe and Respect Chain of Command.** Learn what position each of your coworkers holds in the Authority and how their position relates to yours.

14. **Work with Diversity.** You are expected to respect and work well with coworkers, participants, tenants, landlords and vendors from diverse backgrounds.

15. **Professional Conduct.** Always maintain professional conduct.

5. OPEN DOOR POLICY

If a work-related matter is troubling an Employee or if he/she feels they are not being treated fairly, they should express their feelings to their supervisor. When a group of people are working together closely, some misunderstandings are bound to occur.

The Employer welcomes and encourages suggestions. Employees may have suggestions, problems, or complaints which, when expressed, can offer an improved workplace for everyone. It may be a method to improve productivity, a solution to reduce waste or a clarification of a policy. The Employer hopes that each Employee feels free to offer ideas that could help improve the quality and efficiency of operations.

6. EMPLOYEE HONESTY AND INTEGRITY

Employees are selected by the Employer with the fact in mind that the Employee's honesty and integrity are of the highest level. In the event an Employee is observed by another Employee taking any property of the Employer without authorization or misusing it, it becomes the witness's responsibility to advise the Employer of this observation.

Property, equipment, or supplies belonging to the Employer are not to be removed from the Employer's premises by any Employee without express permission to do so.

Those Employees who are exposed to confidential information about the Employer's business are expected to keep such information confidential.

7. QUALIFICATIONS AND CERTIFICATION

Qualifications - Offers of employment will be extended to only those applicants that can demonstrate that they meet all the employment requirements and qualifications. Applicants will be evaluated based on the position for which the applicant has applied. LCHA reserves the sole discretion to define the required qualifications for each category of staff positions. Said qualifications shall be described in the corresponding position descriptions.

Qualifications for a position may change from time to time based on the needs of the organization and/or the requirements of federal regulations. Employees will be notified of any changes in qualifications for their assigned position within thirty **(30)** days of such change and will be permitted a maximum of ***six*** **(6)** months to demonstrate that they possess or have obtained the newly required

qualifications.

Core Competencies - The Authority requires that each employee possess specific core competencies (i.e., customer service skills) as a basic condition of employment. In addition, each position may require additional core competencies unique to the position (i.e., basic math skills for rent calculation). Employees may be tested to determine if they possess the required core competencies required by the Authority for their specific position. The Authority may, at its sole discretion, review and/or redefine core competencies and may require existing employees to retest for such competencies on a regular basis.

Industry Certifications - Advanced and continuing education shall be a goal for all positions within the organization and many positions will be required to obtain and maintain industry certifications on a regular basis. Employees shall be advised of required certifications and will be permitted a maximum of *six* (6) months to obtain such certifications.

8. REQUIRED FORMS

The Housing Authority must have the following documents on file prior to the commencement of the employment relationship *or* by the time otherwise designated:

- Completed and signed Job Application
- Federal and State Withholding Tax Forms
- Employment Immigration Eligibility Form (I-9) - must be completed within ***three (3)*** days of hire
- Signed Acknowledgements a) At-Will Statement b) Receipt of Personnel Handbook c) Handbook Changes and Waiver Clause d) Statement of Driver Responsibility e) Substance Screen Policy
- Certificate of Vehicle Insurance (if an Employee uses a company and/or his/her automobile for Employer business when on duty)
- Copy of Driver's License
- Health, Dental and Vision insurance forms with plan choice elections indicated
- Life, AD&D, Voluntary Life, AD&D, Additional Coverage enrollment and Beneficiary forms
- AXA Equitable Pension Plan and Beneficiary election enrollment form within fourteen (14) days of hire
- Flexible Spending Account enrollment form

All information must be turned in to the Human Resources Manager's office within **three (3)** weeks of the Employee's start date unless a shorter time is noted.

9. CRIMINAL BACKGROUND POLICY

General Policy - The Employer is committed to protecting the safety and welfare of employees and the public, preserving LCHA property and upholding the reputation and integrity of LCHA for the citizens of Illinois. To this end, the Authority has adopted the following policies regarding criminal screening and screening of driving records.

The Authority may at any time, obtain criminal history record information on any applicant for

employment or existing Employee. Criminal history information will be used to make decisions affecting the applicant or employee as provided by this policy.

Individuals with criminal history will not be automatically disqualified for employment with the Authority except as specifically provided for by this policy.

Pre-employment – Every offer of employment shall be conditioned on receipt of an acceptable criminal history record information check. Failure of an applicant to consent to a criminal background check is grounds for the rejection of an applicant.

Generally, applicants shall be ineligible for employment if he/she has a criminal history indicating a conviction for:

- Any second-degree, first-degree, or capital felony as defined by state law or equivalent offenses under the law of another jurisdiction; *or*
- Any offense requiring registration as a sex-offender.

Any applicant who has a criminal history record that indicates a conviction of a felony may be hired only after approval by the Executive Director/Chief Executive Officer.
If it is determined prior to employment that an applicant has falsified ***or*** failed to disclose his/her criminal history on his/ her application for employment, the applicant will not be eligible for employment. If it is determined any time after offer of employment that the Employee falsified or failed to disclose his/her criminal history on his/her application, the Employee may be subject to disciplinary action, including dismissal.

Post-Employment – The Employer may at any time as permitted by law, secure an updated criminal history of employees. Random and periodic criminal history checks shall be conducted at the discretion of the Executive Director/Chief Executive Officer.

Employees must report to their supervisor, within **twenty-four** (24) hours or as soon as possible thereafter, of any criminal convictions. Should the Authority learn that an employee has been arrested, the Authority may place the employee on leave pending an investigation into the matter to determine if any violation of Authority policies or other misconduct has occurred. The Employee shall cooperate fully during the review process.

If an Employee is unable to work because of an arrest, he/she may be subject to discharge for violation of the LCHA absenteeism policy or other similar grounds.

10. PERSONNEL FILES AND RECORDS

Contents of File - A personnel file will be kept for each Employee. The personnel file of each Employee shall contain:

- His/her application for employment
- Pre-screening application notes, security clearance status
- Employment interview report form
- Education verification(s)/ Employment verification(s)/ Other background verification(s)
- Résumé

- Employment offer letter
- Employment agency agreement (if hired through another agency)
- Job description form
- Training history records, program applications/requests, other training related documentation and certificates of training completion
- Records of prior experience, prior and/or current job assignments, work schedules, salary, job performance evaluations, correspondence relating to the Employee, reprimands, and other discipline.
- Performance Appraisal reports
- Requests for non-medical leaves of absence
- Performance improvement program records, report(s) of coaching/counseling sessions, commendations, Employee written warning notices and Employee responses (if applicable)
- Exit Interview form

Employee personnel files may also contain any other information that is *not* prohibited by law.

Employee medical records will be maintained in a separate file. These will contain Emergency contact forms, Medical/Dental/Vision coverage forms, Payroll deduction authorizations, COBRA notification(s)/election(s), Hazardous substance notification and/or payment records, Annual Benefits statement acknowledgment, Safety training/meeting attendance/summary form(s).

Similarly, Employee Federal and State tax forms will be maintained in a separate Payroll file. Also included will be Payroll authorization form(s), compensation history record, compensation recommendations, Notifications of wage and/or salary increase/decrease, Vacation accrual/taken form(s), Retirement application, Tuition reimbursement application and/or payment records, Training expense reimbursement records, records of documents given with final paycheck.

Personnel Files - For maintaining complete and accurate personnel files, Employees are required to report any changes in their personal status to the Employer as soon as possible. The information needed is:

- Change of address and/or telephone number.
- Any change affecting your tax withholding status.
- Legal change of name.
- Change of person(s) designated to call in case of emergency and
- Changes that would affect your insurance benefits.

Employee Access to File - Pursuant to Illinois law, Employees may review and request a copy of their personnel file. They may also file a response regarding the content of his/her personnel file. If an Employee would like to review his/her personnel file, a written request must be submitted to their Supervisor and the Human Resources Manager.

The request for review should include the Employee's name, social security number, dates of employment and the specific location at which the Employee works or worked, if the employee is requesting all records or specific records, if the employee is requesting medical records, and whether the request is to review or receive a copy of the records. The examination of the personnel file will be supervised and will be scheduled during regular office hours unless other arrangements are necessary.

If an employee requests a photocopy of the contents of his/her personnel file, the Employer requires reimbursement for the Employer's actual incremental cost of making the photocopies.

If there is a disagreement between the Employer and the Employee regarding the contents of the file, the Employee may submit a written response.

Employees or representatives shall *not* have the right to inspect or copy any letters of reference.

The Authority shall not divulge information contained in a personnel record to a third party without the written consent of the employee unless otherwise required by law.

11. POSITION DESCRIPTIONS

Upon application, each Employee will receive a written job description which describes the following:

- Core competencies of the Authority and the specific position
- Qualifications necessary for the position
- Essential functions of the position
- Job classification
- Brief description of responsibilities and duties
- Title of immediate supervisor
- Statement of Acknowledgement that that Employee can meet the requirements of the position, with or without a reasonable accommodation

Any job description distributed by LCHA is not inclusive of all duties that the Employee will be required to perform. The LCHA expressly reserves the right to change the responsibilities and duties at its sole discretion.

Upon hire, the job description shall be signed by the Employee to indicate acceptance and knowledge of the responsibilities of the position.

The signed job description shall be placed in the Employee's personnel file at the office with a copy provided to the Employee.

12. TITLES AND HEADINGS

The position titles referenced in this handbook and its appendices are for illustrative purposes only and do not reflect a fixed or exhaustive list of all roles within the organization. Titles, job classifications, and reporting relationships may change over time and will follow the current approved Lake County Housing Authority organizational chart. Updates to the organizational chart shall serve as the official reference for position titles and structure. All employees are expected to comply with applicable policies and procedures regardless of changes in title or departmental assignment.

13. CLASSIFICATION OF EMPLOYMENT

For the purposes of administration and eligibility for overtime compensation, the Employer has classified its employees as follows:

Full-Time Employees - Employees hired to work the Employer's normal, full-time work week of at least thirty (30) hours on a regular basis. Such Employees may be "exempt" or "nonexempt' for overtime purposes, as defined below. Full time employees assigned to work less than forty (40) hours per week shall be entitled to all benefits on a prorated basis pursuant to the number of actual hours worked.

Part-Time Employees- Employees hired to work fewer than thirty (30) hours per week on a regular basis. Part-time employees assigned to work less than thirty (30) hours per week shall not be entitled to benefits.

Hourly Nonexempt Employees - Employees who are required by law to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a work week.

Salaried Exempt Employees - Employees who are not required by law to be paid overtime for work performed beyond forty (40) hours in a work week. Executives, professional Employees, and certain Employees in administrative positions are typically exempt. Job descriptions will identify the exemption status for each position within the organization.

Temporary Employees - A temporary employee shall be defined as an employee hired for a specific length of time and/or a finite project or whose service is acquired under contract from an employment agency. All temporary employees shall be eligible to compete for a regular position including those vacancies announced only by internal posting.

The listing of Exempt and Non-Exempt job titles is listed in Appendix A.

14. ADMINISTRATION OF TIMESHEETS/ TIMECARDS

The purpose of the timesheets/cards is to ensure an accurate record of all hours that an Employee works. It is the Employer's policy that all work performed by Employees is to be performed while the Employee is "on the clock."

Employees **must** log in their task hours **each day,** so time records are properly maintained for payroll purposes. Employees are strictly prohibited from asking co-workers to sign in or out on their behalf.

All Employees are expected to be at their work areas ready and able to start work at the scheduled time and are expected to remain in their work areas until their scheduled quitting time.

Employees will be paid for the time they worked. Any time worked beyond the work schedule must be authorized and approved by the assigned Supervisor in writing.

All Non-Exempt Employees are expected to enter, save and/or submit their timesheet/card. This process indicates that he/she has worked all the scheduled time; including overtime and that all hours worked by the Employee are represented on the timesheet/card.

Note: Tardy sign in after the top of the hour will be rounded up to increments of 15 minutes. i.e., a punch of 8:07 will be rounded to 8:00 and 8:08 will be rounded to 8:15.

15. PROMOTIONS

It is the policy of the Lake County Housing Authority (LCHA) that, as the organization continues to expand and grow, it will endeavor to fill new job opportunities from among existing Employees, provided, in the Employer's judgment, a fully qualified person is available. Should an employee wish to be considered for a promotion, he/she should notify his/her supervisor in writing. The Employee should also submit a letter of interest with his/her résumé to the Human Resources Manager.

The following characteristics will be evaluated for purposes of considering eligibility for promotion or reassignment: experience, qualifications, skills, abilities, education, seniority, attendance, willingness to accept assignments, dependability, quantity, and quality of work accomplished, initiative and other characteristics of importance to the LCHA.

The LCHA reserves the right to hire outside its current staff if, in the sole judgment of the Authority, persons from outside the present Employees are more suitable or qualified.

16. PERFORMANCE EVALUATIONS

Performance evaluations should take place on a regular and informal basis between supervisors and employees. Employees will be formally evaluated annually by their immediate Supervisor in the first quarter of the calendar year. Formal Employee evaluations, regardless of the Employee's start date will be conducted at such a time as to allow the Authority to budget accordingly for cost-of-living adjustments and/or merit salary increases, if applicable.

Employees receiving disciplinary action (i.e., written warnings) since the last annual evaluation may be formally evaluated on a more frequent basis in accordance with his/her performance improvement plan as determined by his/her Supervisor, the Deputy Director, or the Executive Officer/Chief Executive Officer.

The HR Manager will be informed in such situations as all evaluation and performance improvement plan documents will be filed in the Employee Personnel file. Employees may respond in writing to the evaluation and his/her response shall also be filed in his/her Employee Personnel file.

Raises/Salary Increases —Staff members that receive written warnings or suspensions with or without pay during the period between Annual Performance Reviews may not qualify for an individual bonus.

17. PROFESSIONAL DEVELOPMENT AND TRAINING

Mandatory Training - All necessary training required by the Employer or any state, federal or local agency must be completed by all Employees; the Executive Director/Chief Executive Officer must approve ALL staff requests for excusal. Costs of training and related travel shall be payable by the

Authority and documentation of attendance at training will be kept in each employee's personnel file. Staff will complete a request to attend training(s).

In-Service Training - All Employees will be required to attend all regular and special staff meetings and special in-service training sessions that may be held by the Employer. Documentation of in-service attendance will be kept on file.

Mandatory Meetings – If a meeting is classified as mandatory, all staff members are expected to be in attendance and arrive punctually at the meeting location. Should there be a conflict and/or an Employee is absent for health reasons; appropriate documentation is required to be provided to the Human Resource Manager within **three** (3) days of the meeting date. The Executive Director/Chief Executive must approve ALL staff requests for excusal from attendance at such meetings. If the Employee is away on pre-approved Paid Time Off (PTO), a reminder must be provided to both his/her Supervisor, the Human Resources Manager, and the Executive Director/Chief Executive Officer.

If a meeting is mandatory, it will be held during regular business hours. In the rare chance that a mandatory meeting is held outside of normal business hours, it will be treated as paid work time and would add to an Employee's normal worked hours. In such a case, additional time to an Employee's regular hours would be treated as overtime *if* the time exceeded ~~42.5~~ 40 hours for the week for those Employees that receive paid lunch breaks. For Employees that do *not* have paid lunch periods, such meetings would be counted as overtime and thus be paid at one-and-a-half times his/her regular wages. Non-exempt Employees would be allowed to use such additional time as "flex" time if he/she chooses to do so.

If an Employee does not attend a mandatory meeting and fails to provide supporting medical documentation or has a pre-approved absence (i.e., PTO), LCHA has the sole discretion to reprimand him/her by methods such as verbal warning, written warning, suspension and up to and including termination.

Voluntary Training - Employees may request to attend seminars, training sessions and specialized meetings sponsored by trade associations in which the Authority may hold membership. The Executive Director/Chief Executive Officer at his/her/their sole discretion may approve additional training as requested by the Employee. If approved, the costs of attendance and related travel shall be payable by the Authority and documentation of attendance at training will be kept in each employee's personnel file.

Professional Development – Refers to skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in practice.

Employees are encouraged to enroll in classes or specialized courses of study sponsored by *public* institutions. When such courses of study are directly applicable to the employee in carrying out his/her current duties or those duties, which will be assigned to the employee upon completion of such studies and the course(s) have been approved by the Executive Director/Chief Executive Officer, the Authority shall pay 100% of the costs or tuition, fees, and books. Employees may request that this provision be applied to courses of study at *private* institutions and if approved, the Authority will pay 50% of the costs of tuition, fees, and books.

The LCHA will pay for specific Housing Authority related training in advance of training attendance, however, if an Employee fails to successfully complete the course and/or program, it is expected that the Employee re-take the course/exam at their own expense or repay the LCHA within one (1) year of course completion.

The LCHA will pay collegiate level courses via a reimbursement method to the individual employee upon successful completion of the course and/or program (See Reimbursement details below.)

Reimbursement - Employees must demonstrate successful completion of such courses with a minimum grade of "C" (or equivalent satisfactory grade as defined by the institution) to be reimbursed by the Housing Authority. Reimbursement will ***not*** be made if the Employee fails to complete the course(s) ***or*** if the grade achieved is less than satisfactory.

If an Employee has received benefits under the Professional Development provisions stated above and successfully completes the course(s) paid by the Authority, repayment forgiveness shall occur at the rate of twenty-five percent (25%) per year for each year of continued employment with the Authority. If the Employee separates from the Authority for any reason, the balance of the amount shall immediately become due and payable to the Authority.

> E.g., The Housing Authority advanced an Employee $20,000 for educational expenses, after one (1) year from the date of course completion, the Employee would be forgiven $5,000 and be responsible to repay $15,000. After two (2) years from course completion, the amount owed would be $10,000 et cetera until the fourth (4^{th}) anniversary of coursework completion when the full sum would be fully forgiven. The Authority may collect any balance due from the last payment due to the Employee or from any accumulated paid time off due to Employee upon separation.

Agreement – Prior to payment of any benefit(s) for Professional Development expenses, the Employee shall agree in writing that the Authority shall be fully repaid for all payments if they separate from the Authority prior to the repayment forgiveness schedule described above. The employee shall further agree that such repayment may be withheld from any sums due the employee upon separation from the Authority. Additionally, Employees must agree to the reimbursement of any legal fees that the LCHA incurs should such agreement for educational advance payments not be received as stipulated in this requirement.

18. DRESS CODE

Employees are expected to maintain high standards of neatness, cleanliness, and personal hygiene. All Employees should arrive for work in modest, neat, and clean clothing appropriate for the work at hand. All Employees should be constantly aware they always reflect the organization. Work attire varies based on job classification.

If required, Employee uniforms, name tags and identification badges must be always worn.

Professional staff members are expected to wear appropriate attire during business hours of 8:00AM until 4:00PM, including times when they are onsite and/or offsite at business meetings and other business-related events (i.e., trainings, community events, etc.)

Non-mandatory uniform staff will receive an allowance for LCHA-branded apparel, as Authority business may occasionally require staff to wear easily recognizable clothing such as a logo shirt, polo, or sweater while in the community. Office and administrative staff will receive a $75 annual allowance, while supervisors and leadership staff with occasional field presence will receive a $125 annual allowance.

Uniformed staff should consist of: Maintenance, Custodians, Property Managers, Assistant Property Managers, and Resident Services staff. These employees are eligible for an annual uniform allowance of up to $230, which may be used for the replacement and/or addition of LCHA-approved uniform apparel items. Uniforms and logo apparel will be ordered annually. All requests must be submitted by January 1st for a scheduled purchase date of February 1st.

Maintenance and custodial staff will be provided LCHA-issued uniform shirts for each day of the week and are permitted to wear casual work pants such as jeans or khakis, provided they are clean and in good condition. Reinforced safety toe boots are required for maintenance staff. LCHA will contribute up to $95 annually toward the purchase of safety boots; if boots are purchased independently, LCHA will reimburse up to $95 with valid proof of purchase. These employees will also be issued appropriate safety gear, such as gloves and protective equipment, based on the nature of their work duties. Staff in this department are expected to utilize proper LCHA-approved tools and are entitled to request replacement items from the approved uniform list on an annual basis.

Housing Choice Voucher/Section 8 staff members are expected to wear business attire that is appropriate to the nature of their work.

As clients continue to visit the office on Fridays, employees must continue to maintain a professional appearance. The following guidelines apply:

Jeans are acceptable on Fridays, but must be neat—not wrinkled, torn, dirty, or frayed.

Leggings or form-fitting pants must be worn with tops that appropriately cover the body.

T-shirts with offensive language or graphics are strictly prohibited.

Footwear must be appropriate for the nature of each employee's role. All staff are expected to wear shoes that are suitable for their work environment. For example, maintenance and inspection staff may be required to wear steel-toed boots or closed-toe shoes with rubber soles during fieldwork or unit turns.

If an Employee has special medical requirements for different footwear, supporting documentation should be provided to the Human Resources Manager. Flip flops and athletic sandals are not permitted on any day of the work week. Dress sandals may be acceptable ***if*** they have ankle and/or back straps.

Cosmetics, colognes, and fragrances **must** be kept to a minimum to prevent discomfort and/or allergic reactions from co-workers. Jewelry must be conservative in nature and should not compromise health, sanitation, and safety.

Requests for modification to the dress code are available for persons observing seriously held religious beliefs.

The Authority, at its sole discretion may advise an employee that they are not appropriately dressed and dismiss employees from duty for the remainder of the workday. Employees dismissed due to notification of inappropriate dress will **not** be compensated for time not worked.

19. WORK SCHEDULES

Regular Work Week - The regular work week is Monday through Friday and consists of forty (40) hours. Normal business hours are 8:00AM until 4:00PM. An employee whose workday is five (5) hours or more shall be permitted one-hour meal period. Employees may ***not*** work through a meal period to shorten the normal workday.

Flexible Working Hours – Employees are encouraged to work flexible working hours. If an employee is required to work more than eight (8) hours in one (1) day, every effort should be made to work less than eight (8) hours another day **within the same work week** to avoid overtime.

Employees with written authorization from their supervisor may establish a firm fixed schedule of flexible working hours outside of the Authority's normal business hours.
Flex schedules are not permissible during a holiday week ex: Thanksgiving and Christmas.
Overtime - To comply with wage and hour regulations, the following definitions have been adopted:

The work period for overtime calculations is based upon a seven (7)-day work period beginning Sunday and ending Saturday. All hours worked by non-exempt personnel over forty (40) in this work period will be compensated at one and one-half times (1½) his/her regular rate of pay.

***Non*-Exempt staff will be eligible for overtime *if* the needs of the LCHA require an Employee to work more than forty (40) hours in a work week. Employees may only work overtime if approved by their supervisor.**

Employees may opt to utilize flexible ("flex") time for working longer hours one (1) day as needed to complete work on the Authority's behalf. Flexible time may not be accumulated ***beyond a single work week***.

E.g., John Doe in Housing Choice Voucher/Section 8 works from 7:30AM through 5:30PM (i.e., 2 hours beyond the normal daily hours) on Tuesday to complete required reports for his Supervisor. Consequently, he would be eligible to elect an earlier departure on Friday to apply this "flex" time to keep his working hours for the week right at 40 hours.

Overtime shall be avoided as far as possible, but Employees are expected to work overtime when scheduled or requested by the Employer. This is a condition of employment. The Employer will endeavor to give at least twenty-four (24) hours' notice whenever possible.

Exempt Employees – Employees who are classified as exempt employees (generally supervisory and management employees) are encouraged to also utilize "flex" time to avoid working excessive hours. Flex time can include working alternate hours on a regularly scheduled basis

(i.e., 7:30AM till 3:30 PM) or scheduling a shorter workday after having worked longer hours required to meet the needs of the Authority. All other flex time should be reported to the Executive Director/Chief Executive Officer in advance as soon as possible. See Appendix A for a listing of Exempt and Non- Exempt position titles.

Flexible Schedules: We understand the complexities of balancing work and family life. We respect the need for flexible work schedules and will accommodate when possible. Some positions require unique demands and don't always allow for flexibility. Utilizing flexibility in your schedule requires teamwork and is only permitted with a supervisor's approval. Abuse of flexible schedule is grounds for disciplinary action.

Time Off of Work

Everyone deserves time from work and is encouraged to utilize the benefits provided to you. That time from work must be 1) approved and 2) properly communicated.

If you are unexpectedly going to be absent and will not be coming to work, you must notify your supervisor and extension 2100. If you are unable to reach your supervisor, contact Human Resources. The goal is to make sure someone is aware that you are out.

To use PTO the PTO time must already be accrued. You must have supervisor approval before taking time off. It is best practice to send your PTO request via an Outlook invitation to your supervisor.
This will put the request on your calendar and your supervisor's calendar and allow all others to see you are out of the office. The PTO time off must also be requested in the payroll system.

Employees are responsible for properly reporting time away from the office on their timecards. Timecards are audited for accuracy. Timecards must reflect the actual time worked, PTO time, holiday time, overtime, and any other pertinent time-related information for review. Annually, either your supervisor or the Human Resource Director will be provided with an accounting of employee's time.

20. REMOTE AND HYBRID WORK POLICY

Lake County Housing Authority (LCHA) may authorize remote or hybrid work arrangements on a case-by-case basis depending on job responsibilities, department needs, employee performance, and the nature of the work. Approval for such arrangements must be granted by the Department Head and the Executive Director.

Employees approved for remote work are expected to:
- Maintain regularly scheduled hours and remain accessible during working hours.
- Use only LCHA-authorized devices and systems.
- Adhere to all data security, confidentiality, and records management procedures.
- Report any technical or connectivity issues to IT immediately.

LCHA reserves the right to revoke remote work privileges at any time based on performance, operational needs, or failure to comply with this policy.

All work performed remotely remains subject to LCHA standards, including timekeeping, performance expectations, and professional conduct. Employees must be available to attend meetings in person when requested.

This policy does not create a guarantee or entitlement to work from home.

21. ABSENCE AND TARDINESS

Attendance and punctuality are very important responsibilities

Responsibility - Upon accepting employment with the Employer, each Employee assumes the personal responsibility of being on the job each scheduled day. Employees should strive for perfect attendance. Absenteeism is defined as a failure to meet a scheduled shift exclusive of approved leaves. Tardiness is defined as the failure to report to work at the time scheduled.

Tardiness - The Employer recognizes that occasional absences and lateness are unavoidable. However, absenteeism and tardiness always create morale problems and unnecessary overtime expense. The same challenges exist when dealing with absences.

Employees are expected to inform their supervisor and LCHA Extension 2100 (847-223-1170 ext. 2100) that they will be late or absent as soon as it becomes evident. **A call is required on each day the Employee is late.** Failure to do so will result in the Employee being recorded as "late, no-call." Asking a friend, another Employee or a relative to give notification is not considered acceptable, unless extenuating circumstances preclude the Employee from operating or accessing a phone (i.e., medical emergency).

Excessive tardiness will result in disciplinary action and termination. Excessive tardiness is defined as being late more than **three** (3) times within a period of one hundred and twenty (120) consecutive days. Failure to notify the Authority of tardiness or absence will result in loss of compensation during the absence or delay.

Absenteeism

Excessive absenteeism will result in disciplinary action, up to and including termination. Excessive absenteeism is defined as being absent more than one (1) unexcused day per month. Approved and scheduled all-purpose leave days will not count toward this total.

Any employee who is absent for two (2) consecutive scheduled workdays without notifying their supervisor will be considered a "voluntary resignation," and separation procedures will automatically ensue.

The employee must call in each day they will be absent. It is unacceptable to have a third party call on the employee's behalf unless extenuating circumstances exist (e.g., medical emergency).

Absences lasting more than three (3) consecutive workdays due to illness require a doctor's note confirming the reason for the absence and a release to return to work.

Patters Of Absenteeism or Call-Offs

While individual absences may be excused, a repeated pattern of absenteeism, late call-offs, or unreliable attendance may be treated as a performance or conduct issue. Examples of patterns

include frequent absences:

- Before or after weekends
- Around holidays
- On or near paydays
- Immediately following scheduled time off

Patterns such as these—regardless of whether absences are reported or approved—negatively impact team operations and may result in progressive discipline, up to and including termination. Supervisors will consider the frequency, timing, and operational impact of such absences when reviewing attendance records.

22. INCLEMENT WEATHER

The Housing Authority is to be open for business despite snow or other inclement weather conditions unless otherwise determined by the Executive Director. Employees are not expected to endanger themselves by driving to work during adverse weather conditions. Attendance during bad weather should be a matter of individual judgment based on safety and availability of alternative modes of transportation. Common sense must be exercised. During inclement weather, some travel delays are to be expected.

Any decision to delay opening of the office or to close for the day will be conveyed by email/text/or phone and if possible, posted on the website. Generally, if no announcement is made by 7:00 a.m. the office will be open at the usual time. Regarding opening and closing the authority due to inclement weather:

- If there is a delayed opening and an employee arrives by the Housing Authority revised opening time: All employees who report at that time will be paid for the entire day;
- If an employee arrives after the specified delayed opening time: Employees will be paid from the arrival time through the remainder of the day, and the employee may use PTO to be paid for the work hours prior to the time of arrival.
- If the employee is unable to come in at all: Employees may use PTO to be paid for the day, or the employee may choose to be unpaid for the day.
- If inclement weather begins during the day and there is early dismissal: All employees present and working at the time of dismissal will be paid for the remainder of the day as scheduled.
- If inclement weather begins and the Housing Authority does not close but the employee chooses to leave early: Employees will be paid only through the period that was worked. The employee may take PTO for the remainder of the day.
- If the office is closed all day: All employees scheduled to work will be paid for the day as scheduled.

23. EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS AMONG CO-WORKERS

Employment of Relatives - The employment of relatives of Employees is permitted by the Employer if qualifications for the position are met and, in the opinion of the Employer, employing the relative will not create an actual or perceived conflict of interest. Employees will not be permitted to work in positions where relatives will influence, or be influenced by, decisions affecting work assignments, responsibilities, salary, promotion, or other career matters. Under no circumstance can a relative supervise another relative.

Relative Defined - Relatives include a spouse, parent, parent-in-law, child, grandparent, grandchild, sister/brother, sister-/brother-in-law, aunt/uncle, niece/nephew, and any individual with whom an Employee has a personal relationship.

Personal Relationships - Personal relationships may create an actual or perceived conflict of interest, and/or create the risk of sexual harassment/hostile work environment related claims. Thus, supervisors may not hire, promote, or directly supervise any person with whom they have a personal relationship, nor may they engage in any personal relationships with their subordinates.

Personal Relationship: Defined - A personal relationship includes but is not limited to the following activities: dating, sharing the same household or other activities that may give rise to an inherent subjectivity or conflict of interest.

Notice - An Employee must notify the Employer if his or her relationship to another Employee changes to fit the definition of "relative" above. If a personal relationship develops between a supervisor and subordinate, both Employees are required to inform the appropriate manager.

Authority Discretion - The Employer reserves the right to use its sole discretion in hiring, assigning and transferring relatives in a manner calculated to eliminate potential conflicts of interest or other employment complaints. To do this, the Employer will take action that is fair and equitable and that will remove any direct reporting or management relationship between employees who are defined as "relatives."

Similarly, the Employer reserves the right to use its sole discretion in hiring, assigning or transferring Employees who have personal relationships with co-workers. The Employer will take action that is fair and equitable to eliminate any direct reporting or management relationship between Employees who are involved in a personal relationship. Finally, the Employer may change the placement of relatives and individuals involved in a personal relationship regardless of whether there is a direct reporting or management relationship if the Employer determines that the personal relationship actually or potentially interferes with the Employees' job performance.

24. PAID TIME OFF (PTO)

Definition of Paid Time Off

As a part of each full-time Employee's benefits package, an Employee earns paid time off based on the Employee's time of service. For purposes of this policy, paid time off (PTO) may be used for vacations,

sick days, extended bereavement leave, religious holiday or any other personal reason which requires time off.

Each Employee is granted a specific number of generic paid days off per year and is not limited to categorical limitations such as vacation days, sick days, or personal days. Rather, the Authority stipulates a maximum number of paid days off that the Employee may use for absence from work. The intent of this policy is to offer the Employee maximum flexibility in utilizing paid time off.

Earning and Accrual of Paid Time Off

For purposes of monitoring the earnings and use of all paid time off, date of hire/anniversary date will be used.

All regular full-time employees will accrue PTO bi-weekly in hourly increments based on their length of service as defined below. PTO is added to the employee's ledger or "bank" at the conclusion of the pay period. PTO taken will be subtracted from the employee's accrued time bank in one-hour increments.

Temporary employees, contract employees, and interns are not eligible to accrue PTO.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave, short- or long-term disability leave, or workers' compensation leave are taken.

PTO is earned on the following schedule based on a 40-hour work week. Full time employees working less than 40 hours per week will earn PTO pro-rated based on the number of hours worked.

Employees may request the use of accrued Paid Time Off upon the completion of the ninety-day Introductory Period.

All-purpose leave will be earned as follows based on a 40-hour work week:

Years of Service	Bi-Weekly Accrual Rate	Annualized Projection
Less Than 5 Years of Service	6.5 Hours	169 Hours
At Least 5 but Less Than 10 Years of Service	8.0 Hours	208 Hours
At Least 10 Years of Service	10.0 Hours	260 Hours

Paid Time Off Exceptions

Employees who encounter a personal or family illness or an emergency may charge the time off to PTO. The employee must notify the supervisor and Human Resources department as soon as possible as to the reason for the time off and the expected date/time of return. Employees who miss more than three consecutive days may be required to provide documentation regarding the nature of circumstances of the absence. Approval of PTO as described is at the sole discretion of the Executive Director/CEO.

Under LCHA's Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.

Use of Paid Time Off
Requests for paid time off must be submitted through the current management system and are subject to the approval of their supervisor. Employees who take unexcused PTO before or after holiday will or may lose holiday pay.

The Employee must schedule and utilize paid time off in increments of ***no less than one hour*** (i.e., PTO must be in whole hour increments and not ¼, ½ or ¾ hrs.)

When the need for PTO is foreseeable, the Employee must give at least **ten** (10) days' notice. In the event of schedule conflicts between one (1) or more Employees seeking time off for the same period, the Employer may approve or disapprove either request (at its sole discretion.) Similarly, if the Employee is requesting time off during a period in which the Employer would be left unfairly understaffed, the Employer may deny the request for time off.

Because PTO is also available for sick time and other unforeseeable uses, the Employer requests that the Employee notify the Employer of his/her absence as soon as the need is known. All Employees are expected to make a good faith effort to notify their immediate supervisor and Human Resources Manager by calling extension 210 of their intended absence and the anticipated length of absence.

PTO will not be considered hours worked for purposes of calculating overtime. Thus, if the Employee schedules and uses eight (8) hours of PTO on a Monday and continues to work eight (8) hours on Tuesday, Wednesday, Thursday, Friday and Saturday, the Employee will **not** be considered to have worked any overtime hours. All the hours will be paid at the Employee's regular rate of pay.

Regardless of the number of days earned and accrued by the Employee, the Employee may not schedule or use paid time off in increments larger than **fifteen** (15) consecutive business days unless otherwise approved by the Employer.

Limited Accrual of Unused Paid Time Off
Unused paid time off may accumulate to a maximum of 80 hours of earned time. Paid time off of 80 hours or less at the end of the calendar year shall rollover to the next calendar year. Paid time off in excess of 80 hours at the end of the calendar year will be forfeited.

Tracking of PTO
The Authority will maintain an accurate record of paid time off days. Employees can view this data in real time via the current management system.

All Employees must utilize and exhaust all earned and accrued PTO and flexible time (within the same pay week Sunday through Saturday) before making requests for personal time off without pay. Such requests must be in writing and submitted to an Employee's immediate Supervisor, Human Resources Manager, and the Executive Director/Chief Executive Officer.

Unused and Earned All Purpose Leave Time at Termination
Unused earned and accrued PTO will be paid in full upon voluntary or involuntary termination of employment.

25. PAID HOLIDAYS

Full time Employees are eligible to receive holiday pay.

The following holidays shall be observed by the

Authority:

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Columbus Day
Veterans Day	Thanksgiving
Day after Thanksgiving	Christmas Eve
Christmas Day	

If scheduling necessitates a non-exempt Employee to work on a holiday, he/she will receive one and one-half (1½) times his/her regular rate of pay for each hour worked. Despite the performance of overtime hours, the maximum holiday pay rate is one and one-half (1½) times the Employee's regular rate of pay (not one and one-half times the Employee's overtime rate of pay).

26. BEREAVEMENT TIME OFF

In the event of a death in the immediate family of any full-time Employee (spouse, child, father, mother, brother, sister, grandparents, father-in-law/mother-in-law, or any relative living in the same household), the Employee will be entitled to three (3) days paid bereavement time and up to an additional maximum of three (3) days off without pay.

This benefit is to provide time off in the event the Employee has no earned or accrued paid time off. The Employee may elect to use earned and accrued PTO for the additional **three** (3) unpaid bereavement days. Extended bereavement leave is subject to Employer approval.

In addition to this paid time off, employees may also be entitled to leave pursuant to the Illinois Family Bereavement Leave Act ("FBLA") . LCHA will grant two weeks (10 work days) of unpaid leave in the event of:

- The death of a family member
- a miscarriage or still birth;
- an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
- a failed adoption match or an adoption that is not finalized because it is contested by another party;
- a failed surrogacy agreement; or
- a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

For purposes of the FBLA, family member is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother or father-in-law, grandchild, grandparent, or stepparent.

FBLA may be used for grieving, attending a funeral or alternative to a funeral service, or to make necessary arrangements following the death of a family member. Such leave may be taken within 60 days after the date which the LCHA receives notice of the death of the family member or of other qualifying circumstances. Employees may elect to use available accrued paid leave during FBLA leave. The LCHA recognizes that the loss of a family member or other FBLA circumstances may be sudden and unforeseen. In order to ensure that an employee's leave is appropriately scheduled, employees should notify the LCHA of their intent to use FBLA leave at least 48 hours in advance, if reasonable or practical. Employees will not be denied the use of FBLA leave if advanced notice of the need for such leave is not requested in advance. In the event of more than one FBLA event in a 12-month period, an employee is entitled to up to a total of six weeks of FBLA during the 12-month period. If the FBLA event also qualifies for FMLA, FMLA will be utilized concurrently with FBLA.

27. COURT LEAVE

Jury Duty – The Employer encourages all Employees, whenever they are requested to do so, to participate as an active member of a jury. Any full time Employee who is called to and reports for jury duty shall be paid by the Employer at full pay.

However, compensation shall be payable only if the Employee: (1) gives the Employer prior notice of such jury duty call; and (2) presents the proper evidence of performance of jury duty.

Employees who are excused from jury duty are expected to report to work on the day they are excused provided a minimum of two (2) work hours remain prior to the end of the assigned workd a y . Time thus paid under this benefit for performance of jury duty will not be calculated as hours worked for the purpose of paying overtime wages.

Private Litigation - Private litigation absence shall be permitted up to a maximum of five (5) days without pay or employees may choose to use PTO, when an employee appears in litigation of which the Housing Authority of the County of Lake, Illinois, is not a part, express or implied.

Work Related Subpoena – If an Employee receives a subpoena on any Housing Authority related court action, the Employee must appear in court on behalf of the Housing Authority.

28. LEAVE OF ABSENCE

Leave without Pay - Leave without pay may, where necessary, be granted by the Executive Director/Chief Executive Officer for a period not to exceed thirty (30) days when and only when all paid non-working leave has been used in anyone (1) calendar year for one or more periods of thirty (30) days but in no event shall such periods aggregate to more than sixty (60) days in any one calendar year.

FAMILY MEDICAL LEAVE (FMLA)

Eligibility Requirements: An employee who has been employed for a total of twelve (12) months (which need not be consecutive), and has worked for LCHA for at least 1,250 hours during the preceding 12-month period, is eligible for up to twelve weeks of FMLA leave per twelve month period if the employee is unable to work due to a serious health condition or if the employee needs leave for any of the following reasons:

a) For the birth of the employee's child and in order to care for the newborn child;
b) For the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
c) To provide care for an immediate family member (spouse, child, or parent
d) but not "parent in-law") who has a serious health condition. (Note: the term "child" means a son or daughter under the age of 18. Adult children are not included unless the adult child is incapable of self-care due to a physical or mental disability.) (The terms "parent", "son" and "daughter" will be as defined by federal regulations at 29 CFR 825.122)
e) For qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. (The term "Covered active duty" will be as defined in 29 USC §2611 and the term "qualifying exigency" will be as defined in federal regulation 29 CFR 825.126). To provide care for a covered service member, including veterans, with a serious injury or illness by an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 weeks of leave during a 12-month period to care for the service member. (The term "Covered Service member" will be as defined in 29 USC §2611 and the term "next of kin" will be as defined in federal regulation 29 CFR 825.122).

The entitlement to leave for a birth or placement of a child for adoption or foster care expires twelve (12) months from the date of the child's birth or placement. Any such FMLA leave must be concluded within this one-year period. Such leave may not be taken in segments or intermittently. The 1,250 hours required for eligibility includes only those hours actually worked for LCHA and does not include time spent on paid leave, unpaid leave, IMRF disability leave, or FMLA leave.

Eligibility for FMLA leave will be determined in accordance with the definitions set forth in the FMLA and the applicable FMLA regulations in effect at the time the employee's eligibility for leave is being determined. For purposes of the FMLA, a "**serious health condition**" means an illness, injury, impairment, or physical or mental condition that involves:

a) Inpatient care (i.e. overnight stay) in a hospital, hospice, or residential medical facility or any period of incapacity or subsequent treatment in connection with such inpatient care; or Any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities due to the condition, treatment for the condition, or recovery from treatment), that:
b) Lasts more than three consecutive calendar days and involves one in-person treatment by a health care provider, a nurse under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, a physical therapist) under orders of, or on referral by a health care provider that occurs (absent extenuating circumstances) within seven days of the first day of incapacity, ***and*** either:
    i. involves a second in-person treatment that occurs (absent extenuating circumstances) within 30 days of the first day of incapacity; or
    ii. Results in a continuing regimen of continuing treatment under the supervision of a

health care provider; or

c) Any period of incapacity due to pregnancy or prenatal care that involves continuing treatment by a health care provider; or
d) Any period of incapacity or treatment for incapacity due to a "chronic serious health condition" that continues over an extended period of time (including recurring episodes of a single underlying condition), requires periodic visits (as defined as at least twice a year) for treatment by a health care provider and may cause episodic rather than continuing periods of incapacity; or
e) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
f) Any period of absence to receive multiple treatments (including any period of recovery) by, or on referral by, a health care provider either for restorative surgery after accident or injury or for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

For purposes of this policy, the determination of whether an employee qualifies for FMLA leave will be based on the definition of "serious health condition" contained in federal regulations at 29 CFR 825.113. Pursuant to those regulations, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease do not meet the definition of a serious health condition and do not qualify for FMLA leave.

With regard to substance abuse (including alcohol abuse), FMLA leave may be taken only for treatment of substance abuse by or on referral from a health care provider. Absences caused by the employee’s use of the substance, rather than for treatment, do not qualify for FMLA leave.

Placement of Employees on Family Medical Leave: An employee who is eligible or who appears to be eligible for FMLA leave may be placed on FMLA leave by Human Resources if it appears that the employee has a serious health condition even if the employee has not applied for such leave. Examples of situations where an employee may be placed on FMLA leave include, but are not limited to, the following:

a) The employee appears to have a serious health condition involving inpatient care at a hospital, hospice, or residential medical facility.
b) The employee has missed more than three (3) consecutive calendar days from work due to an illness or injury (including a workplace injury) that appears to qualify as a serious health condition as defined above.
c) The employee appears to have a serious health condition that makes the employee unable to work at all or unable to perform any one of the essential functions of the employee's position.
d) The employee has been approved for IMRF disability leave, worker's compensation payments or has requested a leave of absence for medical reasons, and the absence otherwise qualifies under the FMLA.

Employees who are placed on FMLA leave will have their time off counted against the twelve weeks of leave entitlement even if they are using paid benefit time or are receiving worker's compensation payments or IMRF disability payments during their absence from work. The start date of the employee's FMLA leave may be retroactive to the first workday missed due to the serious health condition. If the employee is on an IMRF disability leave, a medical leave of absence or on leave due

to an occupational injury, that leave will run concurrently with the employee's FMLA leave until the FMLA leave is exhausted.

If Human Resources determines that an absence may qualify as FMLA leave, the employee will be required to submit documentation and a completed medical certification within a specified time period as defined in Section 5(b) (Application for Leave and Medical Certification). If an employee fails to submit the documentation and/or certification within that designated time period or submits incomplete documentation and/or certification and does not cure this deficiency, the employee may be subjected to discipline and/or denied the use of paid benefit time.

Length of Family Medical Leave: An employee who is eligible for FMLA leave may receive up to a total of twelve weeks of FMLA leave per a 12-month rolling time period. The 12-month rolling time period is determined by measuring backwards from the date the employee is placed on FMLA leave. In determining eligibility and how much FMLA leave an employee may be entitled to, Human Resources will subtract any FMLA time that the employee used during that preceding twelve-month time period. For employees who are placed on FMLA leave, the start date of their FMLA leave may be retroactive to the first workday that the employee missed due to their serious health condition.

An employee who is eligible for FMLA Military Caregiver Leave may receive up to a total of 26 weeks in a single12-month period. The single 12-month period is determined by the first day the employee takes leave and ends 12 months after that date regardless of the method used to determine leave for other FMLA-qualifying reasons. If the entire 26 weeks are not used in that 12-month period, it is forfeited.

As provided under federal regulation 29 CFR 825.205, an employee's normal "workweek" prior to the start of FMLA leave is the controlling factor for determining how much FMLA time an employee uses when on leave. Employees will be able to use their FMLA time in no less than fifteen (15) minute increments and in fifteen (15) minute increments based on the employees' scheduled hours. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks prior to the beginning of the leave will be used for calculating the employee's normal workweek.

Where both spouses work for LCHA, they may, at Human Resources discretion, be limited to a combined total of 12 weeks of FMLA leave if they are seeking leave for: (1) the birth and care of a child; or (2) for the placement of a child for adoption or foster care, and to care for the newly placed child; and (3) a combined total of 26 weeks of FMLA leave if both spouses are requesting to take Military Caregiver Leave.

Use of Paid Benefit Time While on Family Medical Leave: Time off under the Family Medical Leave Act is unpaid unless the employee has benefit time available or is receiving worker's compensation or IMRF benefits. However, if the employee has any accrued, unused sick leave, floating/holiday hours, general leave time, compensation time and personal time, this paid time off must be used concurrently with the employee's FMLA leave, and must be exhausted before the unpaid portion of the employee's FMLA leave commences. If an employee has benefit time available, the employee will be required to use their accrued sick leave, floating/holiday hours, general leave time, compensation time and personal time, in that order. However, if an employee qualifies for IMRF disability payments, the employee will not be required to use their paid benefit time once they satisfy IMRF's waiting period. If the employee stops receiving IMRF disability payments or worker's compensation payments while the employee is still on FMLA leave, the

employee will then be required to use any available paid benefit time for the remainder of the leave.

Employees on FMLA leave will not accrue benefit time or seniority during the time the employee is on unpaid status or is receiving IMRF disability payments.

Applying for FMLA Leave: If an employee needs to take time off for reasons that the employee believes may qualify for FMLA leave, the employee must comply with LCHAs usual and customary policies and procedures for reporting absences, including submitting a completed and signed application for leave. If necessary, the third-party designee (i.e., immediate supervisor or Executive Director) may contact the employee to request additional information or documentation regarding the absence. Failure to comply with LCHAs absence reporting policies and procedures or to provide documentation or information requested by a third-party designee may result in delay or denial of requested time off, and/or disciplinary action.

Notice of Leave: An employee intending to take FMLA leave because of an expected birth or placement of a child, or because of a planned medical treatment, must submit an application for leave at least thirty (30) calendar days before the leave is to begin. If the employee provides less than 30 days' notice of the time off, the employee may be required to explain, in writing, why it was not practicable for the employee to provide 30 days' notice.

If the need for leave was not foreseeable and the leave is to begin less than thirty (30) calendar days from the date of application for such leave, the employee must give notice to their immediate supervisor and third party designee as soon as the employee learns of the need to take FMLA leave.

Failure to give timely notice may delay the start of leave and it may result in the denial of paid benefit time and/or disciplinary action.

When scheduling time off, the employee will be expected to consult with the employee's supervisor to work out a schedule for leave that, to the extent possible, meets the employee's needs without unduly disrupting LCHAs operations.

The employee must follow the above procedure *each day they are absent* unless the absence for that day has been scheduled and approved in advance. Note that this procedure applies to **all unscheduled absences**, not merely absences for which the employee seeks FMLA leave.

Application for Leave and Medical Certification: An employee requesting leave must complete the necessary family medical leave paperwork and submit a completed medical certification, by the employee's (or family member's) health care provider confirming the existence of a serious health condition and the duration of the expected leave. All paperwork should be submitted within 15 days, directly to the third-party designee. Employees taking Military Exigency Leave must provide written documentation confirming a covered military member's active duty or call to active duty in support of a contingency operation. The FMLA application must be approved by the third-party designee and the department will be notified of the status.

Medical Certification
It is the employee's responsibility to provide the third-party designee with any information needed as contained in the medical certification form, at the employee's expense, to determine whether the requested leave qualifies as FMLA leave. The FMLA requires the employee to respond to reasonable requests for information regarding the leave request, and the employee's failure to do so may result

in delay or denial of the requested leave.

When the leave is foreseeable and 30-day notice has been provided, the employee is expected to submit the medical certification to the third-party designee before their leave begins. For all other cases, the employee must submit a completed copy of the medical certification form to the third-party designee within fifteen (15) calendar days of receiving the medical certification form. If it is not practicable for the employee to provide a completed, sufficient certification form within 15 days despite a diligent, good faith effort to do so, the third-party designee must be contacted to explain the situation.

If the application and certification forms are mailed to the employee's address on file, they will be presumed to have been received by the employee within three days of being mailed.

If the employee returns a certification form but it is incomplete (i.e., one or more items are left blank) or insufficient (i.e., responses are vague, illegible, ambiguous, or non-responsive), the third-party designee will notify the employee of the deficiency. The employee will then have seven (7) calendar days to provide a complete, sufficient certification. If it is not practicable for the employee to provide a completed, sufficient certification form within seven days despite their diligent, good-faith efforts to do so, the employee must contact the third-party designee to explain the situation.

Authentication and Clarification
A third-party designee may contact the health care provider to authenticate a completed certification form by providing the health care provider a copy of the form and requesting verification that the information contained on the form was written or authorized by the health care provider who signed the document.

Additionally, if the employee does not cure any discrepancy as outlined above, the third-party designee may request clarification of information on the certification form, and may ask the employee to sign, or have the employee's family member sign, a release form authorizing the health care provider to communicate with the third party designee for the purpose of clarifying the certification. If the certification is unclear and the employee fails to provide a signed authorization or otherwise clarify the certification, the third-party designee may deny the request for FMLA leave.

Second and Third Opinions
Human Resources may require an employee to obtain a second certification at LCHAs expense from a health care provider designated by Human Resources. If the second health care provider's certification differs from the employee's health care provider's certification, Human Resources may require the employee to obtain certification from a third health care provider, again at LCHAs expense. The third health care provider will be designated or approved jointly by the employee and Human Resources. The employee and Human Resources are required to act in good faith to attempt to reach agreement on a third health care provider. The third opinion will be final and binding.

Recertification
If the employee takes leave due to the employee's own or a family member's serious health condition, the employee may be required to submit a complete and sufficient recertification from a health care provider as often as every 30 days in conjunction with an absence. If the employee's health care provider's initial certification specifies that the minimum duration of the condition for which the employee is taking leave is longer than 30 days, the employee may be required to submit a recertification in conjunction with an absence when the minimum duration expires, or every six

months, whichever is less. The employee also may be required to provide a recertification if they request an extension of leave, the circumstances described in the original certification have changed significantly, or the County receives information raising doubt as to the stated reason for the leave or the continuing validity of the previously provided certification. A third-party designee will provide the employee the required recertification form when a recertification is required.

This entire section ("applying for FMLA leave") also applies to those employees who are placed on a designated FMLA leave by Human Resources.

Intermittent Leave: FMLA permits employees to take leave on an intermittent basis (not all at one time) or on a reduced schedule basis when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or due to the serious health condition of a covered service member or because of a qualifying exigency.

For an employee to be eligible for intermittent FMLA leave, there must be a medical need for leave (as distinguished from voluntary treatments and procedures), and it must be that such medical need can be best accommodated through an intermittent leave schedule. The treatment regimen and the information contained in the medical certification of serious health condition must meet the requirements for certification of the medical necessity of intermittent FMLA leave. For an on-going serious health condition, employees will be required to provide periodic recertification of the medical necessity of intermittent FMLA leave. Requests for intermittent FMLA leave must be approved by the third-party designee.

Employees needing intermittent leave have an obligation to make a reasonable effort to schedule such treatment to not disrupt unduly LCHAs operations. If the employee has foreseeable planned medical treatment, Human Resources may temporarily assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent schedule. If the employee has accrued benefit time available, they will be required to use their sick leave, floating/holiday hours, general leave time, compensation time and personal time, in that order, to cover their absences. After their accrued benefit time is exhausted, the remainder of their FMLA leave will be unpaid.

Intermittent leave will only reduce the amount of allotted Family Medical Leave time by the amount of time actually taken. See “Length of Family Medical Leave” for further information regarding how the use of time will be calculated when the employee is on intermittent leave. Intermittent leave may not be taken to care for a newborn or newly adopted or foster care child.

Benefits Coverage During Leave: While on FMLA leave, the employee will remain on the LCHA health plan, under the same conditions that applied before the employee went on FMLA leave. To continue health coverage, the employee must continue to make any contributions that they made to the plan before taking leave. Failure of the employee to pay their share of the health insurance premium may result in loss of coverage.

LCHAs obligation to maintain health benefits under FMLA stops if and when an employee informs the LCHA that they do not intend to return to work at the end of leave period, or if the employee fails to return to work at the end of their approved leave.

LCHA reserves the right to require the employee to reimburse LCHA for health insurance premiums that the LACHA paid during the employee's leave if LCHA finds evidence that the employee

misrepresented the need for leave or otherwise obtained the leave through fraud. Employees on FMLA leave will not accrue benefit time or seniority once the employee exhausts their accrued benefit time or starts receiving payments from IMRF or the worker's compensation program. However, employees on FMLA leave will not lose any length of service benefits that accrued before the employee went on unpaid status.

Notice of Return From Leave:

Early Return from Leave: If the circumstances of the leave change and the employee is able to return to work earlier than the date indicated on the employee's FMLA application and medical certification, the employee must notify the third-party designee at least two (2) working days prior to the date the employee intends to report to work.

Confirmation of Return to Work Date: With the exception of employees who return to work prior to their expected return to work date, employees must notify the third party designee at least seven (7) working days prior to their originally scheduled return to work date and confirm their return to work status. If this is not possible due to an unforeseen change in circumstances, you must notify the third-party designee of the change as soon as practicable under the circumstances. If an employee's own medical condition prevents them from returning to work at the end of their FMLA leave, the employee must notify the third party designee at least seven (7) working days before their return to work date and either request additional FMLA leave time (if the employee has not exhausted their annual entitlement and is still eligible for FMLA leave) or apply for an extended medical leave by submitting an "Application for Extended Medical Leave" and a medical certification, completed by the employee's treating physician. (See section on Extended Medical Leave for further details.) If the employee is requesting additional FMLA leave, the employee will be required to submit a recertification from their health care provider. If the employee is not approved for additional FMLA leave or an extended medical leave and the employee fails to return to work on their originally scheduled return to work date, the employee may be discharged from employment.
If an employee is unable to return from FMLA leave for a reason other than their own serious health condition, the employee must notify the third party designee and their Department Head at least seven (7) working days before their original return to work date and either request additional FMLA leave time (if the employee has not exhausted their annual entitlement and is still eligible for FMLA leave) or apply for a personal leave of absence. If either request is denied or if no request is made, the employee will be expected to return to work on their originally scheduled return to work date. If the employee does not return to work on their original return to work date, the employee may be discharged from employment.

Fitness for Duty Certification: If an employee is returning from a FMLA leave that was due to their own serious health condition, they must submit the following documentation to the third-party designee at least seven (7) working days before their return-to-work date:

1. A statement from their treating physician certifying that they are fit to return to duty and that they can perform the essential functions of their job with or without a reasonable accommodation (or to the position restored to, if different);
2. If the employee's physician has given the employee work restrictions, the employee must provide a statement from their physician detailing those restrictions, the reason for those restrictions and whether the restrictions are permanent or temporary; and
3. If the employee is requesting a reasonable accommodation for an ADA qualifying disability, the employee must provide documentation detailing the accommodation being requested and how the request will enable the employee to perform the essential functions of their position.

An employee may also be required to provide medical documentation to substantiate that they have an ADA disability and needs the reasonable accommodation being requested.

The employee must submit the fitness for duty certification before they will be permitted to return to work.

Reinstatement: Upon return from FMLA leave, an employee will either be restored to their position or to a position with equivalent pay, benefits, and other terms and conditions of employment so long as there is not a basis to deny reinstatement. Situations where an employee may be denied reinstatement include, but are not limited to, the following:

- the employee gave unequivocal notice that they did not intend to return to work at the end of their leave;
- the employee qualifies as a "key" employee under FMLA regulations (29 CFR 825.217) and is a salaried FMLA-eligible employee who is among the highest paid 10 percent of all County employees and the restoration of their employment would cause substantial and grievous economic injury to the County's operations;
- the employee's leave was obtained by fraud or misrepresentation;
- the employee was hired for a specific term or for a specific project/grant that has since been completed;
- the employee was subject to a reduction in force;
- the employee is unable to perform the essential functions of their job, with or without reasonable accommodation of a qualifying disability;
- the employee would not otherwise have been employed at the time of reinstatement if the employee had not been on FMLA leave; or
- the employee failed to provide required notices or certifications while on leave and/or failed to provide a fitness for duty certification from a health care provider at the end of the leave.

If an employee was on probationary status or a plan for improvement for disciplinary and/or performance related issues at the time they went on FMLA leave, upon their return to work, their probationary period or plan for improvement will resume at the same point as it was on the day the employee's leave began. Likewise, if discipline was pending prior to their FMLA leave, the supervisor may proceed with that discipline upon the employee's return to work.

LCHA cannot guarantee that employees will be returned to their original position and reserves the right to place employees in the same or an equivalent position. The determination as to whether a position qualifies as "equivalent" will be made by Human Resources. Employees returning from FMLA leave may submit a written request for a different shift, schedule or position but the decision to grant such a request will be within the discretion of the employee's Department Head.

EXTENDED MEDICAL LEAVE OF ABSENCE

An extended medical leave of absence is available to those non-introductory employees who have already exhausted their annual twelve (12) week entitlement of FMLA leave but due to their own serious health condition are still unable to perform the essential functions of their position. Requests for an extended medical leave must be approved by the Human Resources in consultation with the employee’s Department Head. Employees will not be approved for extended medical leave of absence unless the employee was previously approved for and has already exhausted their annual twelve (12) week FMLA entitlement. Employees who are approved for an extended medical leave of absence may receive up to three (3) months of leave time. In providing leave under this provision,

Human Resources will make reasonable accommodations for qualified individuals with known disabilities to the extent required by applicable law, unless doing so would result in an undue hardship.

In determining whether to approve a request for leave (including the length of leave) consideration should be given to, among other criteria, the employee's employment record (including the employee's attendance and disciplinary record, length of employment and performance history) as well as the staffing needs of the department.

1. An extended medical leave of absence is an unpaid leave of absence unless the employee is using available benefit time or the employee is receiving payments through IMRF or the worker's compensation program. Employees who are not receiving IMRF or worker's compensation payments must exhaust all accrued paid benefit time (sick leave, floating/holiday hours, general leave time compensatory time, and personal time) before they will be placed on unpaid status.
2. To apply for an extended medical leave, the employee must submit an "Application for Extended Medical Leave" and a medical certification completed by the employee's treating physician certifying the nature and extent of the employee's medical condition and stating an expected return to work date. For an extended medical leave, the medical certification must be completed by any health care provider that is a doctor of medicine. If the employee does not provide sufficient information supporting the need for an extended medical leave of absence upon request from Human Resources, subject to the approval of Human Resources, Human Resources may require, at the County's expense, that the employee submit to a medical examination by a physician (chosen by Human Resources) to determine the need for leave, whether the employee is able to perform the essential functions of their position after an additional period of leave is provided, and what, if any, reasonable accommodations are available to allow the employee to perform these functions.
3. During an extended medical leave, employees may be required by Human Resources to provide recertification of the need for leave and/or periodic reports on the employee's return to work status. The employee must forward this documentation directly to Human Resources.
4. To continue health coverage, the employee must continue to make any contributions that they made to the plan before taking leave. Failure of the employee to pay their share of the health insurance premium may result in loss of coverage.
5. Employees on an extended medical leave of absence do not accrue general leave credit or sick leave credit during the time that the employee is receiving payments from IMRF, worker's compensation or is on unpaid status.
6. Employees on an extended medical leave must notify Human Resources in writing at least seven (7) working days prior to the employee's scheduled return to work date and either confirm their return to work date or request additional leave time. If this is not possible due to an unforeseen change in circumstances, you must notify Human Resources as soon as practicable under the circumstances. At that time, the employee must provide Human Resources an update on their ability to return to work upon expiration of current leave, and if the employee is able to return, the employee will be required to provide a fitness for duty certification. If the employee's physician has given the employee work restrictions, those restrictions, the reasons for those restrictions and whether the restrictions are permanent or temporary must be clearly stated in the physician's statement. Likewise, if the employee is requesting a reasonable accommodation for an ADA qualifying disability, the employee should provide a statement detailing the accommodation being requested and how the accommodation will enable the employee to perform the essential functions of their position.
7. Before an employee is allowed to return to work, Human Resources may require that an

employee provide additional medical information from their physician so that Human Resources can determine whether the employee is able to perform the essential functions of the position with or without an accommodation. If the employee does not provide sufficient information upon request from Human Resources, then Human Resources reserves the right to require the employee to submit to a fitness for duty examination (conducted by a physician of Human Resources choosing and at LCHAs expense). Human Resources may delay the employee's return to work date if additional time is needed to clarify the employee's return to work status or if Human Resources has scheduled or is awaiting the results of a fitness for duty examination. If the employee does not have benefit time available, this additional time off will be unpaid.

8. An employee returning from leave may be denied reinstatement altogether under the following circumstances:
    a. the employee is unable to perform the essential functions of their job, with or without a reasonable accommodation of a qualifying disability under the ADA;
    b. the employee's position was eliminated due to a reduction in force;
    c. the employee was hired for a specific term or a specific project /grant that has since been completed;
    d. the employee failed to provide required notices or certifications while on leave and/or failed to provide a fitness for duty certification from their physician or failed to submit to a requested fitness for duty examination, if requested by Human Resources;
    e. the employee's leave was obtained by fraud or misrepresentation;
    f. the employee's employment would otherwise have been terminated if the employee had not been on leave and;
    g. the employee failed to return to work upon the expiration of their extended medical leave of absence. If an employee is denied re-instatement for one of these reasons, their discharge from employment may not be grieved under the Lake County Grievance Procedure. If an employee was on probationary status or a plan for improvement at the time they went on leave, upon their return to work, their probationary period or plan for improvement will resume at the same point as it was on the day the employee's leave began unless the probationary status was due to a promotion and the employee no longer holds that position. If progressive discipline had been pending prior to the employee's leave, the supervisor may proceed with that discipline upon the employee's return to work.
    h. An extended medical leave of absence typically may not exceed three (3) months, except where additional leave is necessary as a reasonable accommodation under the ADA and such leave does not create an undue hardship on LCHA. However, an employee may request up to an additional three months of leave by submitting an application to Human Resources. If this request is granted by Human Resources, the employee may receive additional leave time but the employee will not be guaranteed reemployment at the end of this additional leave period, except where the position is required to be kept open pursuant to the ADA and/or other applicable law. A request for additional leave time must contain a “Certification of Health Care Provider” completed by the employee’s treating physician stating the reasons why additional time is needed and the employee's expected return to work date. This request should be made as soon as the employee realizes that they will not be able to return at the expiration of the extended medical leave period but, at a minimum, the request must be received by Human Resources no later than seven (7) working days before the employee's current medical leave is set to expire. If this is not possible due to an unforeseen change in circumstances, you must notify Human Resources as soon as

practicable under the circumstances.

If an employee fails to return to work upon the expiration of their extended medical leave of absence, their employment may be terminated unless Human Resources has approved an extension of leave. If an employee has exhausted their annual FMLA leave entitlement but still requires additional time off from work in order to provide care for an immediate family member (as defined by FMLA policy), the employee may apply for a temporary personal leave of absence.

TEMPORARY PERSONAL LEAVE

Personal leave is granted at the discretion of Human Resources. Personal leave may be granted for a maximum of three (3) months.

1. Personal leave may be requested for educational or family purposes or for a purpose that is approved by Human Resources. In determining whether to approve a request for leave (including the length of leave), consideration should be given to the employee's employment record (including the employee's attendance and disciplinary record, length of employment and performance history) as well as the staffing needs of the department. Personal leave may not be used in conjunction with or in lieu of an extended medical leave of absence.
2. Personal leave is unpaid unless the employee has accrued benefit time (general leave, compensatory time, floating/holiday hours, personal time or if applicable, sick time) that can be applied to the leave time. If such benefit time is available, the employee will be required to exhaust that time before going on unpaid status.
3. The employee must request personal leave on a Leave of Absence Request for personal leave. An employee on personal leave does not accrue general leave credit or sick leave credit for the period of the unpaid leave of absence. Such employees may continue medical and dental group insurance coverage and life insurance coverage, but only where the employee pays the total cost of such participation while on unpaid leave of absence. Such employees continue IMRF participation according to rules and requirements established by IMRF.
4. If an employee fails to return to work upon the expiration of their personal leave of absence, their employment may be terminated unless Human Resources has approved an extension of leave. If the employee is terminated from employment for failing to return to work on their originally scheduled return to work date, the termination may not be grieved under the Grievance Procedure.

29. MILITARY LEAVE

The Authority follows all state and federal laws with respect to military leaves of absence. Employees service in the military or armed services should inform ___ as soon as possible for any necessary leave. Employees may also be entitled to additional differential pay or other benefits depending on the circumstances of the leave. To facilitate the need for leave and any other associated benefits, the Authority may request additional documentation from the employee.

30. OTHER LEAVE

School Visitation Leave -

As of July 1, 1993, all Illinois employers of 50 or more must allow employees up to eight hours leave to

visit their children's schools during the school year. An employee of LCHA may not take more than four (4) hours of school visitation leave in one day, and the leave may not be taken if the employee has not exhausted all accrued vacation leave, personal leave or any other type of leave (except sick or disability leave). The employee may use their accrued compensatory time to compensate for this absence. An employee of LCHA wishing to take leave to visit a child's school must notify their supervisor in advance and in accordance with departmental procedures. Upon completion of the school visitation, the employee must obtain documentation of the visit from the school administrator and provide a copy to their supervisor. If the employee does not provide the documentation of the school visit within two working days of the visit, the employee may be disciplined, up to and including termination.

Any employee desiring such leave shall have exhausted all other PTO and shall provide a written request for such leave at least **seven** (7) days in advance (except for an emergency in which case **twenty-four** (24) hours' notice shall be required.)

Upon completion of any school visitation the employee shall, within **two** (2) working days, submit documentation of the school visitation on such standard form used by the school. Failure to submit such documentation within two (2) working days shall constitute an absence without proper authorization or approval (see 6.e[1]).

The Authority shall make a good faith effort to permit an employee to make up time taken for school visitation, but no employee shall be paid for such unpaid leave if no reasonable opportunity exists to make up such time.

VICTIM'S ECONOMIC SECURITY and SAFETY ACT (VESSA) LEAVE:
VESSA allows employees who are victims of domestic, sexual violence, crime of violence, or who are family or household members of victims of abuse, to take up to 12 weeks of unpaid leave in any 12-month period to seek medical attention, legal assistance, and counseling for the following reasons:

1. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence, or other crime of violence to the employee or the employee's family or household member;
2. To obtain victim services for the employee or employee's family or household member;
3. To obtain psychological or other counseling for the employee or the employee's family or household member;
4. To participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence or other crime of violence;
5. To seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence;
6. To attend the funeral or alterative service of a family or household member killed in a crime of violence;
7. To make arrangements necessitated by the death of a family or household member killed in a crime of violence; or
8. To grieve the death of a family or household member killed in a crime of violence.

Eligibility Requirements: To demonstrate eligibility for VESSA leave, the employee must provide Human Resources with certification that (1) the employee or the employee's family or household member is a victim of domestic or sexual violence and (2) that the leave is for one of the reasons permitted under VESSA (see preceding paragraph). Such certification shall include a sworn statement from the employee and one of the following:

a) Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance, or
b) police or court record,
c) death certificate or
d) other corroborating evidence.

All such documentation received shall be retained in the strictest confidence.

All LCHA employees are eligible to apply for VESSA leave, including part-time and introductory employees.

The definition of "family or household member" means a spouse, parent, son, daughter, other persons related by blood or by present or prior marriage, other persons who share a relationship through a son or daughter, and persons jointly residing in the same household, including same-sex domestic partners or any person whose close association with the employee is the equivalent of a family relationship. "Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older but incapable of self-care due to a mental or physical disability.

Generally, as provided under the Victim's Economic Security and Safety Act, employees may receive up to a total of twelve (12) weeks of VESSA leave per 12-month period. However, for leave necessitated by reasons 6-8 above, employees are entitled to use a cumulative of two weeks or ten work days of unpaid leave which must be completed within 60 days after the date the employee learns of the victim's passing.

If the reason for the employee's VESSA leave also qualifies as a reason for FMLA leave and the employee is eligible for FMLA leave, the employee's VESSA leave will be designated as a joint FMLA/VESSA leave. In those situations, the employee will not receive 24 weeks of leave time but rather, the employee's VESSA and FMLA leave will run concurrently for up to a maximum of twelve weeks of leave per 12-month period.

Applying for VESSA Leave

The employee must provide Human Resources with at least 48 hours advance notice of the employee's intent to take VESSA leave except in such cases where it is not practicable to provide such notice.

To apply for VESSA leave, the employee should bring their sworn statement and certifying documents (documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance; a police or court record; or other corroborating evidence) to Human Resources and request an Application for Leave of Absence. In the application for leave, the employee must state the length of leave being requested, why leave is being requested, and the date the employee expects to return to work.

If the employee does not provide advance notice, the employee must provide Human Resources with their sworn statement and application for VESSA leave within five (5) calendar days after leave is requested or the employee is tentatively placed on VESSA leave. The remaining certifying documents must be provided to Human Resources within fifteen (15) calendar days after leave is requested or the employee is tentatively placed on VESSA leave whichever occurs first.

An employee who is eligible or who appears to be eligible for VESSA leave may be placed on VESSA leave by Human Resources even if the employee has not applied for such leave.

Use of Paid Benefit Time While on VESSA Leave
Time off under the Victim's Economic Security and Safety Act is unpaid unless the employee has benefit time available and is eligible to use that benefit time during their VESSA leave. If an employee has benefit time available, the employee may use all of their accrued sick, general leave, floating/holiday, compensation and personal hours before going on unpaid status. If the reason for the VESSA leave meets the eligibility requirements for sick leave, the employee may use their accrued sick leave before going on unpaid status unless the employee qualifies for IMRF disability payments. If the employee qualifies for IMRF disability payments, the employee will not be required to use their paid benefit time once they satisfy IMRF's waiting period. If the employee stops receiving IMRF disability payments while the employee is still on VESSA leave, the employee may use any available paid benefit time for the remainder of the leave.

If the employee does not have benefit time available, the leave will be unpaid. Personal leave time under Section 4.7 may be used for VESSA leave. Consistent with other forms of leave, employees on VESSA leave will not accrue benefit time or seniority during the time the employee is on unpaid status.

Intermittent VESSA Leave
Employees may take VESSA leave on an intermittent basis or on a reduced work schedule. Employees needing intermittent leave must attempt to schedule their leave to not disrupt LCHAs operations. The employee's Department Head may temporarily assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent schedule. If the employee has accrued benefit time available and is eligible to use that time, they may use that time to cover their absences. After accrued benefit time is exhausted, the remainder of the employee's intermittent VESSA leave will be unpaid. Personal leave time may be used for intermittent VESSA leave.

Benefits Coverage During Leave
While on VESSA leave, the employees who are on LCHAs health plan will remain on that plan, under the same conditions that applied before the employee went on leave. To continue health coverage, the employee must continue to make any contributions that they made to the plan before taking leave. Failure of the employee to pay their share of the health insurance premiums may result in loss of coverage.

LCHAs obligation to maintain health benefits under VESSA stops if and when an employee informs Human Resources that they do not intend to return to work at the end of the leave period, or if the employee fails to return to work at the end of their approved leave.

The LCHA reserves the right to require the employee to reimburse the LCHA for health insurance premiums that the LCHA paid during the employee's leave if the LCHA finds evidence that the employee misrepresented the need for leave or otherwise obtained the leave through fraud.

An employee on VESSA leave will not accrue benefit time or seniority once the employee exhausts their accrued benefit time and goes on unpaid status. However, an employee on VESSA leave will not lose length of service benefits that accrued before they went on unpaid status.

Holiday pay will not be paid during VESSA leave, except in those instances where the employee is on an intermittent or reduced schedule that makes the employee eligible for holiday pay or where the employee is on a paid leave at the time of the holiday and qualifies for holiday pay.

Notice of Return From Leave
An employee must complete a "Notice of Intention to Return From Leave" at the time the employee submits their application for leave. The application for leave should state the date the employee is expected to return to work. Once on leave, the employee is expected to remain in regular contact with Human Resources and give periodic updates. If the employee has been on leave for more than two weeks, the employee will be expected to notify Human Resources at least five (5) working days prior to their return to work date and confirm that they will be returning to work on that date or request additional leave time. If the employee has been on leave for less than two weeks, the employee is expected to notify Human Resources at least two (2) working days prior to their return to work date. At that same time, if the employee has concerns about the safety or security of their worksite, the employee should contact Risk Management directly at 377-2241 to report those concerns.

If an employee is returning from a VESSA leave that has been jointly designated as FMLA leave, the employee must comply with the return to work and notice requirements contained in LCHAs FMLA policy in addition to the VESSA requirement.

Reinstatement
Upon return from VESSA leave, an employee will either be restored to their position or to a position with equivalent pay, benefits, and other terms and conditions of employment so long as there is not a basis to deny reinstatement. Situations where an employee may be denied reinstatement include, but are not limited to, the following:

- the employee gave unequivocal notice that they did not intend to return to work at the end of their leave;
- the employee's leave was obtained by fraud or misrepresentation;
- the employee was hired for a specific term or for a specific project/grant that has since been completed;
- the employee was subject to a reduction in force;
- the employee is unable to perform the essential functions of their job, with or without reasonable accommodation of a qualifying disability;
- the employee would not otherwise have been employed at the time of reinstatement if the employee had not been on VESSA leave; or
- the employee failed to provide required notices or certifications while on leave.
-

If an employee was on introductory status or on a plan for improvement at the time they went on VESSA leave, upon their return to work, their introductory period or plan for improvement will resume at the same point as it was on the day the employee's leave began. Likewise, if progressive discipline was pending prior to an employee's VESSA leave, the supervisor may proceed with that discipline upon the employee's return to work.

Human Resources cannot guarantee that an employee will be returned to their original position and reserves the right to place an employee in the same or an equivalent position. The determination as to whether a position qualifies as "equivalent" will be made by Human Resources or their designee.

Employees returning from VESSA leave may submit a written request for a different shift, schedule or position but the decision to grant such a request will be within the discretion of the employee's Department Head.

Requests for Accommodation
If an employee requires a reasonable accommodation in the workplace due to circumstances relating to the employee, or the employee's family or household member being a victim of domestic or sexual

violence, the employee should submit that request to their immediate supervisor, Department Head or to the Director of Human Resources. Safety and security concerns involving the workplace should also be reported directly to Risk Management.

Retaliation, Discrimination Prohibited
Employees who feel that they have been wrongly denied VESSA leave or a reasonable accommodation should report their concerns immediately to their Department Head or to the Director of Human Resources. Employees should also notify their Department Head and/or the Director of Human Resources if (1) the employee believes that they have been subjected to discrimination because they are or are perceived to be a victim of domestic or sexual violence or; (2) if the employee believes that they have been subjected to retaliation for taking VESSA leave or otherwise exercising their rights under VESSA.

Policy subject to Change
As the purpose of this policy is to comply with the Victim's Economic Security and Safety Act, 820 ILCS 180 et seq., any changes to state law or regulations regarding this Act will be reflected accordingly in this policy.

31. OUTSIDE EMPLOYMENT WHILE ON LEAVE:

You may not work for another employer while on family or medical leave. Such outside employment is grounds for immediate termination.

32. EQUAL EMPLOYMENT OPPORTUNITY

General - The Lake County Housing Authority subscribes to a policy of equal employment opportunities. The LCHA will maintain and conduct all practices relating to recruitment, hiring, discipline and other terms and conditions of employment in a manner which does not discriminate based on race, color, religion, national origin, age, sex, sexual orientation, disability, marital status, , veteran status or other status protected by law.

33. REASONABLE ACCOMMODATIONS

Any employee or applicant that due to disability or pregnancy that would like to request an accommodation to perform the essential functions of their position should do so in writing to _____ . LCHA will evaluate the request and will grant any reasonable accommodation it deems appropriate so long as doing so does not create an undue hardship.

34. ANTI- DISCRIMINATION/HARASSMENT & RETALIATION POLICY

The Authority is committed to providing a work environment that is free of unlawful bias, discrimination, harassment, and retaliation. All employees, agents, contractors, and elected officials are absolutely prohibited from engaging in any form of discrimination and harassment because of religion, race, color, national origin, sex, age, height, weight, handicap, disability, marital status, or other legally protected status, as well as engaging in any form of retaliation. .

The Authority will take any action it deems appropriate to eliminate any harassment or discrimination in the workplace. To that end, any Authority employee found in violation of this policy will be subject to discipline, up to and including possible discharge. Other persons who violate this policy will be subject to expulsion from the Employer's premises.

Harassment

For the purposes of this policy, "harassment" means unwelcome conduct such as verbal/written communication or physical contact because of religion, race, color, national origin, sex, age, height, weight, handicap, disability, marital status or other legally protected status, which unreasonably interferes with a person's work performance, or which creates an intimidating, hostile or offensive work environment.

Examples of harassment may include one or more of the following:

- Physically touching an Employee in an offensive manner.
- Making suggestive or derogatory comments or gestures about a person's religion, race, color, national origin, age, sex, height, weight, handicap, disability, marital status or other legally protected status.
- Displaying magazines, cartoons or jokes which are derogatory about a person's religion, race, color, national origin, age, sex, height, weight, handicap, disability, marital status or other legally protected status.
- Telling jokes which are derogatory about a person's religion, race, color, national origin, age, sex, height, weight, handicap, disability, marital status, or other legally protected status.

"Harassment' also includes "sexual harassment," which means unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal or physical conduct or communication of a sexual nature when:

- submission to such conduct or communication is made either explicitly or implicitly a term or condition of the individual's employment.
- submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or
- such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment may include one or more of the following:

- Unwelcome social advances such as repeated uninvited requests for social dates, dinners, or any other non-business-related activity where the invitee has indicated that he/she is not willing to accept such invitations.
- Sexual advances or propositions or threats.
- Continuing to express interest after being informed that the interest is unwelcome.
- Suggestive or insulting comments or sounds, including whistling.
- Commentary about an individual's body.

- Distribution or display of written or graphic sexual material such as sexually oriented magazines or posters, nude pictures, or sexually explicit writings of any kind.
- Obscene gestures.
- Unwanted physical contact, including touching, pinching, brushing the body, impeding, or blocking movement, unwanted sexual intercourse, or other unwanted sexual acts, sexual assault, or battery.

The above lists are not meant to be exhaustive but is included to provide examples of prohibited action. The Authority does not condone, either explicitly or implicitly, and will not tolerate harassment of any kind by anyone in the organization or others including clients, vendors, and independent contractors, applicants for employment or visitors to the workplace.

Employees are to be considerate to both their colleagues as well as anyone else that they may interact with while representing the Lake County Housing Authority in an official business capacity.

Harassment claims are not only limited to within the workplace. Claims may be brought against the agency by anyone if, while on duty, an Authority representative made any comments, actions or acted in such a way that he/she became uncomfortable.

Complaint Procedure —

Any person who feels discriminated against or harassed by a supervisor, manager, co- worker, subordinate or other person should take the following course of action:

- Employees have the right to tell the offending individual(s) to stop the action. State your objection to the action and the specific behavior to which you object. If this discussion does not resolve the problem, you fear reprisals will result from such discussion, or if you feel uncomfortable confronting the individual, proceed to the next step.

- Inform your supervisor of the situation, or if it is the supervisor who is the offender, or if you are uncomfortable telling your supervisor, inform the Human Resources or inform the Executive Director. If the accused offender is the Executive Director inform the Chairman of the Board of the situation. In that event the Board Chairman shall serve in the role(s) usually performed by the Executive Director regarding complaints of discrimination, harassment or retaliation.

- Supervisors and managers have an absolute obligation to report any instances of harassment, discrimination, or retaliation that have been reported to them or that they witness. Failure to do so will result in disciplinary action up to and including termination.
- Elected officials - In addition to the procedure outlined above, elected and appointed officials may notify the Executive Director of any allegations of harassment or discrimination made by another elected or appointed official. After receiving the complaint, the Executive Director will initiate an investigation through the use of an independent law firm or other qualified investigator who is not employed by the Authority or appointed or elected to LCHA. The outcome of the independent review will be reported to the corporate authorities.

The Authority will investigate all potential violations of this policy promptly. The Authority will maintain confidentiality of the investigation, complaint, and ultimate findings to the extent possible. If the Authority determines that a violation of this policy, or any other policy, has occurred, it will take prompt and appropriate remedial action to eliminate the policy violation and ensure that it does not reoccur.

Such remedial action may include:

- Disciplinary action of the offender up to and including termination.
- Restoration to an individual of any employment benefits or employment status impaired because of the discrimination or harassment or the exercise of the right to make a complaint , to oppose discrimination or harassment or to participate in an investigation under this policy.
- Removal from the individual's personnel record or other records of the Employer of any documents containing adverse or negative references to the complainant flowing from the policy violation.
- Other appropriate measures to assure that any individual adversely affected by the filing of a complaint, participation in any complaint proceeding or opposition to discrimination or harassment is restored to the position held prior to the policy violation.
- Removal of the effects of the policy violation in the workplace, such as the removal of offensive graffiti or posters or similar objects of harassment or discrimination, the elimination of unwanted physical contact or verbal communication.
- Other appropriate measures to assure that this policy, and the Employer's commitment to enforcing this policy, is reiterated in the workplace, such as republication of the policy and in-house training relating this policy.

FALSE REPORTS

It is critical in establishing a workplace free of discrimination and harassment that an individual who experiences or witnesses an incident perceived as being discriminatory or harassing has the freedom to report such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping discrimination or harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or termination. However, a false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

RETALIATION

The Authority also prohibits all forms of retaliation against anyone who has engaged in protected activity under this policy. Protected activity includes, but is not limited to, making a good faith complaint under this policy or to any outside agency, providing information as a witness to alleged discrimination or harassment, or testifying regarding a harassment or discrimination complaint. Anyone who believes they have been retaliated against should utilize the same procedures in this policy to make a complaint. Similarly, any supervisor or management official is obligated to report any potential retaliation.

EXTERNAL COMPLAINTS

The Authority strives to eliminate any discriminatory, harassing, or retaliatory conduct through this policy and the complaint process outlined above. However, any employee also has the right to file a formal charge with the Illinois Department of Human Rights ("IDHR") within two years of the incident or the Equal Employment Opportunity Commission ("EEOC") within 300 days of the incident:

Illinois Department of Human Rights	Equal Employment Opportunity Commission
Chicago (312) 814-6200 TDD Chicago (312) 263-1579 Springfield (217) 785-5100 TDD Springfield (217) 785-5125 Illinois Human Rights Commission Chicago: 312-814-6269 Chicago TTY: 312-814-4760 Springfield: 217-785-4350 Springfield TTY: 217-557-1500	Chicago District Office (312) 353-2713 TDD (312) 353-2421 General Number (800) 669-4000 TDD General Number (800) 800-3302

35. Prohibition on Retaliation Against Whistleblowers

It is prohibited for the LCHA, any agent or representative of the LCHA, or another employee of the LCHA to retaliate against an employee or contractor who (1) reports an improper governmental action pursuant to 50 ILCS 105/4.1, (2) cooperates with an investigation by an auditing official related to a report of improper governmental action, or (3) testifies in a proceeding or prosecution arising out of an improper governmental action.

1. Definitions

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in the LCHA whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the LCHA; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness, and integrity in the administration of the programs and operations of the LCHA. If the LCHA does not have an "auditing official," the "auditing official" shall be the Lake County State's Attorney.

"Employee" means anyone employed by the LCHA, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under 50 ILCS 105/4.1.

"Improper governmental action" means any action by a LCHA employee, an appointed member of a board, commission, or committee, or an elected official of the LCHA that is in violation of a

federal, State, or LCHA law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the official duties of an employee, elected official, board member, commission member, or committee member to be subject to a claim of "improper governmental action". "Improper governmental action" does not include LCHA personnel actions, including, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate," "retaliation," or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under 50 ILCS 105/4.1. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under 50 ILCS 105/4.1.

2. Procedure for Reporting and Investigating Allegation of Retaliation

To invoke the protections of 50 ILCS 105/4.1 and this Policy, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of 50 ILCS 105/4.1 and this Policy must submit a written report to the auditing official within sixty (60) days of gaining knowledge of the retaliatory action. If the auditing official is the individual engaging in the improper governmental action, then a report under this section may be submitted to any State's Attorney.

Upon receipt of a written report, the auditing official shall first determine whether the report has been timely submitted. If the auditing official determines that the report has not been timely submitted, then within 14 days of receiving such report, the auditing official shall notify the employee of such finding in writing.

If the auditing official determines that the report has been timely submitted, the auditing official shall investigate the allegations contained in the report. Such investigation shall include, at a minimum, an interview with the employee and with the individual or individuals alleged to have engaged in the improper governmental action. Such investigation may also include interviews with any other witnesses deemed relevant by the auditing official and the review of any documentary evidence deemed relevant by the auditing official.

Within sixty (60) days of the auditing official having received the employee's written report alleging improper governmental action, the auditing official shall issue his or her findings as to those allegations, in writing, to the employee and to the individual or individuals alleged to have engaged in the improper governmental action. If the auditing official concludes that an improper governmental action has taken place or concludes that the LCHA or any of its departments, agencies, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the Executive Director and any other individual or entity the auditing official deems necessary in the circumstances.

An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the Lake County State's Attorney.

To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

3. Remedies

The following remedies are available to employees subjected to adverse actions for reporting improper government action: (1) The auditing official may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. (2) In instances where the auditing official determines that restitution will not suffice, the auditing official may make their investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

4. Penalties

A person who engages in prohibited retaliatory action under 50 ILCS 105/4.1 and this Policy is subject to the following penalties: a fine of no less than $500 and no more than $5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

5. Notice to Employees

Every employee shall receive a written summary or a complete copy of 50 ILCS 105/4.1 and this Policy upon commencement of employment and at least once each year of employment.

36. ANTI- BULLYING POLICY (including CYBER BULLYING)

Lake County Housing Authority considers workplace bullying unacceptable and will not tolerate it under any circumstances. This policy shall apply to all employees, regardless of his or her employment status (i.e., salary vs. hourly, full-time vs. part-time, employee vs. independent contractor, compensated vs. non-compensated, resident vs. employee). Any employee found in violation of this policy will be disciplined, up to and including immediate termination. Independent contractors found to be in violation of this policy may be subject to contract cancellation.

Lake County Housing Authority defines bullying as persistent, malicious, unwelcome, severe, and pervasive mistreatment that harms, intimidates, offends, degrades, or humiliates an employee, whether verbal, physical, or otherwise in or outside the workplace and/or in the course of employment. Included within this Policy is cyber bullying which is bullying using technology or electronic devices such as cell phones, computers, video gaming systems, email, and the Internet.

Lake County Housing Authority promotes a healthy workplace culture where all employees can work in an environment free of bullying behavior.

Lake County Housing Authority encourages all employees to report any instance of bullying behavior. Any reports of this type will be treated seriously, investigated promptly and impartially.

Lake County Housing Authority further encourages all employees to formally report any concerns of assault, battery, or other bullying behavior of a criminal nature to the Grayslake Police Department. Lake County Housing Authority requires any supervisor who witnesses any bullying, irrespective of reporting relationship, to immediately report this conduct to Human Resources and/or the Executive Director. Lake County Housing Authority will protect an employee who reports bullying conduct from retaliation or reprisal.

Lake County Housing Authority considers the following types of behavior to constitute workplace bullying. Please note, this list is not meant to be exhaustive and is only offered by way of example:

- Staring, glaring or other nonverbal demonstrations of hostility.
- Exclusion or social isolation.
- Excessive monitoring or micro-managing.
- Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- Being held to a different standard than the rest of an employee's work group.
- Consistent ignoring or interrupting of an employee in front of co-workers.
- Personal attacks (angry outbursts, excessive profanity, or name-calling).
- Encouragement of others to turn against the targeted employee.
- Sabotage of a co-worker's work product or undermining of an employee's work performance.
- Stalking.
- Unwelcome touching or unconsented-to touching.
- Invasion of another's person's personal space.
- Unreasonable interference with an employee's ability to do his or her work (i.e., overloading of emails).
- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets.
- Conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests.

Cyber bullying, like bullying, may include:

- Sending hurtful, hateful, derogatory, harassing, or threatening messages to others.
- Spreading rumors; and/or
- Sending personal or embarrassing information about or pictures of others - all with the intention of intimidating, frightening, ridiculing, or harming someone else.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of bullying. Therefore, while no fixed reporting period has been established, Lake County Housing Authority strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Lake County Housing Authority will make every effort to stop alleged workplace bullying before it becomes severe or pervasive but can only do so with the cooperation of its employees.

Individuals who believe they have experienced conduct that they believe violates this policy, or who have concerns about such matters, should report their complaints verbally or in writing to his or her supervisor, Human Resources, the Executive Director, or in the case of a complaint against the

Executive Director, to the Chairperson of the Board of Commissioners before the conduct becomes severe or pervasive. Individuals should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the other designated representatives identified herein.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that such behavior immediately stop.

37. LACTATION BREAK POLICY

In accordance State and Federal law, LCHA will provide reasonable break time to any employee who needs to express breast milk for their infant child for up to one year following the birth of the child.

LCHA will provide a private, non-bathroom space that is shielded from view and free from intrusion to use for expressing milk. This space will be made available as needed, and employees should notify their supervisor or Human Resources to arrange access.

Break time for expressing milk will generally run concurrently with any paid break time already provided to the employee. LCHA will not discriminate or retaliate against employees who request or take lactation breaks.

38. SMOKE FREE WORKPLACE POLICY

All Authority facilities are designated as smoke-free in accordance with the smoke free phasing policy. Smoking shall not be permitted in any enclosed company facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors.

Smoking shall be permitted only at a reasonable distance outside entrances, operable windows, and ventilation systems of enclosed areas where smoking is prohibited, to ensure the tobacco smoke does not enter those areas. The reasonable distance at all workplace sites is Twenty-five (25)feet. Further, there cannot be any smoking in Authority-owned vehicles.

Smoking is limited to Employee break and/or lunch periods.

All Employees shall be thoughtful, considerate, and cooperative of both smokers and nonsmokers and shall share in the responsibility for adhering to and enforcing this policy, assuring compliance with the Smoke-Free Illinois Act and Lake County's Smoke-Free regulations.

If an Employee observes a client, applicant, tenant, landlord, contractor, vendor etc. smoking on an LCHA property, that Employee may politely remind them of the LCHA policy on smoking.

39. WORKPLACE VIOLENCE

Violence or threats of violence in the workplace will not be tolerated. Pushing, choking, fighting, threats or intimidating acts of violence against any Employee, Employee's personal property or Employer property is forbidden.

If an Employee feels he or she is a victim or potential victim of violence in the work environment, it is recommended that the Employee file a written complaint with his or her supervisor or the President. Filing a complaint will allow the Employer to undertake an immediate investigation of the complaint and take whatever action is deemed appropriate.

All complaints will be treated on a confidential basis to the extent possible. No disciplinary ***or***
retaliatory action will be taken against any Employee filing a complaint in good faith.

If a friend or relative of an Employee enters or attempts to enter the Employer premises under the suspicion of threat to the Employee or other person, the Employee will be removed from the schedule until the potential or actual risk to the Employee, the Employee's co-workers and staff is eliminated. The Employer is committed to trying to provide a safe work environment for its Employees.

40. HEALTH AND SAFETY

A. General

The Authority recognizes the value in providing a safe working environment for its employees and those who benefit from our services. To that end, the Employer makes every effort to maintain a health and safe environment for all. However, health and safety is a shared responsibility and must be consistently practiced by every Employee. Employees must always practice appropriate safety measures, should use their best judgment, and avoid carelessness and risky situations.

Employees are also expected to practice excellent hygiene and wear appropriate clothing or personal protective equipment based on the applicable work.

Anyone who discovers unsafe working conditions or any safety hazards, should notify their supervisor immediately.

B. Work Place Accidents and Injuries

If an accident involving an employee or visitor should occur, Employee(s) must report it immediately to the appropriate supervisor. All supervisors are expected to ensure that all safety protocols to address the accident are completed. This includes completing all necessary documentation and notifying _____.

In the event of a workplace injury or illness, the supervisory must ensure that the employee or individual receives appropriate medical care, if necessary, and must notify Human Resources immediately. Supervisors are also responsible for ensuring that all necessary documentation is completed.

If, according to a doctor, an injured Employee can return to work during that same shift, the Employee must do so as soon as possible. If, according to a doctor, the Employee cannot return to work, that Employee will suffer no loss in pay for the remainder of that shift.

Employees have a right to know about the chemicals and materials used in the workplace. The Employer has identified hazardous chemicals/materials, labeled containers, secured Material Safety Data Sheets, and trained all Employees with regard to the safe utilization of all hazardous chemicals/materials in the workplace.

C. Blood Borne Pathogen Exposure Plan –

The exposure plan serves to eliminate or minimize employee occupational exposure to blood or other potentially infectious body fluids. These include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid and anybody fluid visibly contaminated with blood.

Supervisors are responsible for ensuring their employees comply with the provision for this Plan. Maintenance is responsible for supplying all necessary materials identified in this plan such as gloves, face masks, disinfectants, and emergency response kits.

Exposure Determination - By virtue of interaction with program participants, applicants, rental property owners and the public, all Authority employees are subject to some degree of occupational exposure to blood borne pathogens. However, certain categories of employees have a greater risk of exposure than others because of the assigned duties of their positions. Specifically, those designated as having a greater risk of exposure are:

- Low Rent Public Housing Supervisor (Director of Asset Management) and AMP Property Managers
- Housing Quality Specialists
- Maintenance Mechanics
- Custodians
- Modernization Coordinator(s)
- Special Projects Coordinator

Generally, these are positions with responsibilities for performing tasks in the field unlike administrative, support and clerical staff. Nonetheless, all employees are instructed in and expected to follow universal precaution protocol. All blood and body fluids should be handled like they were known to be infected with the HIV and Hepatitis B virus. All appropriate protective measures should be taken with all bodily fluids.

Low Rent/Public Housing Property Manager- Low Rent Public Housing management staff is responsible to perform a variety of tasks necessary to occupy dwelling units. The risk for occupational exposure results principally from interaction with applicants and tenants, the conduct of housing inspections, contact with potentially contaminated household surfaces and items, and potential

contact with contaminated sharps during organized site clean-up days. Other sources of occupational exposure are tenant injuries or tenant loss of physical control particularly at elderly developments.

HQS Staff - HQS staff are responsible for ensuring that assisted housing units meet established standards for housing quality. The greatest risk for occupational exposure results from the conduct of unit inspections and contact with potentially contaminated household surfaces and items. There may be some risk of exposure through participant and landlord injury.

Maintenance Personnel - Maintenance staff are routinely required to perform tasks necessary for housing units, buildings, and sites to meet building codes and standards adopted by HUD. The risk for occupational exposure results from contact with potentially contaminated household surfaces and items, sharps while performing maintenance or removing garbage and other trash, tenant injury or loss of physical control, and injury to co-workers. While some risk of exposure occurs with many maintenance jobs it is greatest when the work involves sewer, septic, toilet or drain repairs and during on-site grounds cleaning where needles and/or sharps are present.

Custodians - Custodial staff perform tasks at developments with twenty-five units or more which concern the basic housekeeping of common areas and help readying units for occupancy. The risk for occupational exposure results from contact with potentially contaminated surfaces or sharps, tenant injuries or loss of control and cleaning after such incidents both of personal and locational natures.

Modernization Coordinator(s) - The Modernization Coordinator(s) conduct modernization-based inspections of units and buildings. The risk for occupational exposure results from contact with potentially contaminated household surfaces and items, tenant injury, and injuries to co-workers or employees of contracted firms.

Special Projects Coordinator – The Special Projects Coordinator conducts modernization-based inspections of current and potential LCHA units/properties. The risk for occupational exposure results from contact with potentially contaminated household surfaces and items, tenant injury, and injuries to co-workers or employees of contracted firms.

Personal Protective Equipment - All staff designated as having some occupational exposure to blood borne pathogens because of field work are issued PVC gloves, face masks and instructed in their proper use and disposal. Gowns are available to maintenance personnel who are trained in their proper use and disposal. Emergency response kits containing gloves, gowns, shoe covers, face masks and disinfectants are located on each Authority vehicle in regular use and in the Maintenance shop/garage. There are first aid supplies at each housing development having twenty-five units or more on one site. In the Central Office, first aid supplies are available in the Receiving Area, staff kitchen and upstairs near the restrooms.

All designated staff members are to receive training in the proper use of emergency response kit contents. Disposal boxes for needles and other sharps are in the maintenance areas of each development having more than twenty-five units on one site. Additionally, staff members conducting inspections are required to wear gloves when performing their inspections under the universal precaution protocol. Similarly, gloves are worn by any staff attending to an injury in the field, subsequent clean-up or clean-up resulting from a tenant's loss of physical control. As work orders are assigned, Maintenance staff may be directed by his/her supervisor to use personal protective equipment appropriate for the task at hand. Custodial staff members are instructed to wear gloves when cleaning washrooms or when cleaning an area following a tenant injury or loss of physical

control.

Gloves and other disposable personal protective equipment are to be used only once. Reusable equipment such as face masks/shields shall be returned to the maintenance area for decontamination and storage.

Administrative, support and clerical staff must be notified of the location of the emergency response kit in their respective locations. They should receive instruction of the proper use and disposal of these first aid kits and their contents. Other office staff members also need to ensure that they are informed with the location of first aid supplies.

All designated employees engaging in field work are required to report to their supervisor the need to replace items of personal protective equipment. Employees who fail to use the universal precaution protocol may be subject to discipline by the Executive Director/Chief Executive Officer.

Work Practice Control - Hand washing facilities exist at all Authority developments having twenty-five or more units on one site. Such facilities can be found in the Receiving area of the Central Office, the maintenance shop/garage of AMP 1 and on each floor of the Authority's Central Office. Employees must wash their hands with soap and water or antiseptic hand wipes immediately after removing gloves. Following an exposure incident (an accidental needle/sharp stick or splash of blood to the eyes), Employees must wash the affected area with soap and water or antiseptic hand wipes, or in the case of mucous membranes, flush with water as soon as possible. Disinfectant is contained the emergency response kits and a bleach/water solution is available in the Receiving area of the Central Office and in the maintenance shop/garage at AMP 1.

First aid shall only be administered by persons wearing gloves. As soon as possible, the injured party will be directed to a hospital for care if appropriate or emergency care services will be called. Gloves will be properly removed and disposed of in a sanitary manner.

At the Authority's central office, staff detecting blood or other bodily fluids shall notify their Supervisor of their location. The Supervisor will notify the Maintenance Department of the potential of a biohazard and the immediate need to address the condition. In the event Maintenance is unavailable, the Supervisor will clean and disinfect the area using the emergency response kit and dispose of personal protective equipment properly.

Clean-up of potentially infectious bodily fluids shall be performed in a manner to minimize splashing, spraying, and splattering. When needles are discovered, they are to be handled carefully according to training programs and placed in the needle container located at each site with twenty- five (25) or more units. Other sharps such as glass shall not be handled. Rather they are to be swept or raked up and disposed of in a safe manner. Under no circumstances shall a needle be bent, intentionally broken, recapped, or sheared.

Any employee who feels they have been exposed to blood borne pathogens must report the exposure event immediately to their supervisor who will promptly report the incident to the Executive Director/Chief Executive Officer and Human Resources Manager.

Hepatitis B Vaccination Series - Perceptions of the risk for occupational exposure to blood borne pathogens varies. As previously noted, all employees of the Authority have some risk, however minute. Therefore, all employees of the Authority shall be offered the Hepatitis B vaccination at no

cost. Should an employee decline the initial offer, this shall not preclude the election of the vaccination later at no cost. Acceptance or declination forms are maintained by the Human Resources Manager in each employee's confidential medical record file. If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, it shall be made available at no cost to the employee.

Post Exposure Evaluation and Follow-Up - Following the report of an exposure incident, the Authority shall make available to the exposed Employee a confidential medical evaluation and follow-up.

This will include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless the employer can establish that identification is not possible or prohibited by state or local law.

    a. The source individual's blood shall be tested as soon as possible and after consent is obtained to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

    b. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

    c. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

3. Collection and testing of blood for HBV and HIV serological status.

    a. The exposed employee's blood shall be collected as soon as possible and tested after consent is obtained.

    b. If the employee consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as possible.

4. Post-exposure treatment for prevention of ***or*** protective treatment for a resulting disease, when medically indicated, as recommended by the U.S. Public Health Service.
5. Counseling; and
6. Evaluation of reported illnesses.

Training and Annual Plan Review - Once each year, all Employees will receive Blood Borne Pathogen and general Health Safety in the Workplace training conducted either by the Assisted Housing Risk Management Association, Lake County Health Department, or another entity competent in the field. Employees receive a copy of the Authority's Blood Borne Pathogen Exposure Control Plan upon initial hire.

The annual training program shall consist of:

- An explanation of the epidemiology, modes of transportation and symptoms of blood borne pathogens.
- A discussion of appropriate methods available to recognize activities that may result in exposure.
- A description of work practice controls and personal protective equipment to reduce exposure
- A demonstration of the proper use and disposal or decontamination of personal protective equipment.
- Information regarding the Hepatitis B vaccination series.
- Procedures to report potential exposure incidents.
- Information regarding post exposure evaluations and follow-up.

As previously stated, all new hires receive a copy of the Exposure Control Plan and are required to view a videotape on the risk of exposure to blood borne pathogens and procedures to minimize exposure. New hires in designated categories will receive more detailed instruction from their supervisor regarding tasks they must perform that carry some risk for occupational exposure, the use of emergency response kits and personal protective equipment.

The Authority's Administrative Secretary maintains record of training programs including dates, content, a written summary, presenter's qualifications and the names and titles of those in attendance. Also retained in appropriate, confidential files are exposure reports and post exposure documentation that may be made available to the Authority.

The Exposure Control Plan is intended to comply with the Blood Borne Pathogens Final Standard. Annually, it is reviewed by the Low Rent/Public Housing Supervisor (Director of Asset Management), Housing Choice Voucher/Section 8 Supervisors (Director of Voucher Intake & Voucher Management), and Deputy Director. Amendments to the Plan may be adopted to reflect modifications of the standard, practical experience gained in implementing the plan or other good cause. Any change to the plan will be communicated to all Authority employees.

41. DRUG-FREE WORKPLACE AND SUBSTANCE SCREEN POLICY

We are a drug-free workplace. Employees are absolutely prohibited from being under the influence of any alcohol or illegal drugs, or possessing the same, while at work or conducting LCHA business, including while operating any LCHA vehicles. Additionally, no employee shall report to work after consuming alcoholic beverages, controlled substances or illegal drugs in a condition that makes him/her unfit for full and reliable performance of job responsibilities. This prohibition includes he unlawful manufacture, distribution, dispensing, possession, or use of any substance appearing on Schedules I-V of Section 202 of the Controlled Substances Act .

For purposes of this policy the Authority's workplace shall include all offices, facilities, sites, and housing units owned by the Authority as well as all privately owned properties which Authority employees are required to visit in the course of their official duties and shall be deemed to include all travel to, amongst, and between locations as well as any general travel for business related purposed.

Any employee convicted of a violation of any criminal drug statute shall notify the Authority of such conviction within five (5) days of such conviction.

Any employee who violates the provisions of this statement shall be subject to personnel action up to and including termination. An Employee violating this statement may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program, may be suspended for an indeterminate period without pay or he/she may be immediately terminated.

The Authority will advise employees of the dangers of drug abuse in the workplace from time to time by circulating brochures or scheduling seminars on the subject. To the extent available under the Authority's Employee benefits program, Employees may seek drug counseling, rehabilitation, or other professional assistance.

Should any employee be convicted of a criminal drug statute violation, the Authority shall notify the Department of Housing and Urban Development (HUD) or any other appropriate agency.

Prescribed Medication

Employees who, as part of a medical treatment plan, are prescribed medications that may interfere with their ability to perform their job duties, must report this fact to their immediate supervisor along with any reasonable medical documentation requested by the Employer prior to reporting to work. Upon receiving this notice, the supervisor must provide the information to Human Resources immediately. A determination shall be made by the Employer as to whether the Employee is able to perform his/her work responsibilities safely and satisfactorily.

Pre-Employment Screening - All new job applicants shall be informed that a substance screen is incorporated in the pre-employment physical. Successful completion of the substance screen portion of the pre-employment physical is a condition of employment that must be met before the offer of employment may be accepted.

- The hiring agent shall explain the nature of the screening procedure to the applicant.
- If an initial substance screen test is positive, it will be followed with a confirmation test.
- An applicant shall be notified by the Human Resources Manager of a positive finding resulting from the substance screen and shall have **five** (5) working days in which to challenge positive test results.
- Confidentiality of substance screen results shall be assured. The test results will be used for hiring purposes only. Test results will not be released to anyone except the management staff of the Employer.

- An applicant who has received an offer of employment, and subsequently refuses to submit to the substance screen portion of the physical shall be in default of the terms and conditions for employment with the Employer, and the offer of employment shall be null and void. The applicant may reapply for employment if desired after twelve (12) months.

Mandatory Screening -

- Any Employee suspected of being under the influence of drugs or alcohol, or any other good cause, may be required to submit to urine analysis or blood test.
- Any Employee involved in an accident may be required to submit to a drug or alcohol test.
- Any Employee involved with damage to equipment belonging or entrusted to the Employer may be required to submit to a drug or alcohol test.
- Any Employee who has indicated that he/she is unable to perform their duties or has given Employer cause to suspect drug or alcohol usage affecting his/her job may be required to submit to a drug or alcohol test.
- Excessive or unusual absenteeism may be cause for drug or alcohol tests.
- Any Employee convicted of selling drugs, convicted of illegal drug usage or illegal possession may be terminated.

Random Screening - The Employer reserves the right to randomly select and require Employees to submit to a substance screen by urine or blood sample when requested.

Procedures - The Authority will utilize the following procedures when administering substance screening:

- A substance screen shall be by securing a urine or blood sample.
- The Employer will utilize only professionally developed and administered drug detection tests and will pay all costs for drug detection tests. Also, the Employee will receive a copy of the test results and all reports or analyses prepared because of a positive confirmation test.
- The sample will be secured by means of a Chain of Custody program at the clinic to assure identification and integrity are maintained from collection through testing.
- The drugs being identified are those drugs which are used or abused, are not part of a medical treatment plan, and may alter the thinking and actions of its user. The classes of drugs frequently identified by way of illustration and not a total listing of all drugs are amphetamines, barbiturates, benzodiazepines, cocaine, opiates, and cannabinoids (Marijuana or THC). Some over-the-counter drugs may be identified. Positive results will be evaluated in context of the individual's complete medical history.
- The specimen will be subject to an initial screen. If a drug is detected, it will be followed with a confirmation test.

The results of a drug detection test shall be kept confidential unless disclosure of such results is mandated by law, by a court decision, by the advice of Employer's attorney or when an Employee challenges the results of the test.

When an employee's confirmation test results are positive, specimens of the tested fluids will be saved to enable the Employee to challenge test results. The Employee will have **three** (3) days from the notification date of positive test results to make an official challenge of these results.

He/she will be required to decide at an approved laboratory for an alternate test and pay for these additional tests at his/her own expense.

If the results of the Employee's test differ from the Employer's, the Employee shall authorize release of the test results to the Employer. The Employer will reconsider the results and act accordingly.

Rehabilitation – All Employees who admit they have a substance abuse problem or test positive for drug or alcohol use and who want to go through a drug or alcohol rehabilitation program for the first (1st) time will be conditionally reinstated to their job after successfully completing the following:

- Substance abuse rehabilitation program
- Maintaining the preventive course of conduct prescribed by the Employee's drug/alcohol counselor or his/her doctor, including but not limited to:
  - Regular attendance at Alcoholics Anonymous/Narcotics Anonymous or similar support group meetings.
  - Proper documentation and verification of being free of drugs and a doctor's statement shall be required before an Employee is permitted to return to work.

An Employee who is diagnosed as a drug abuser or alcoholic may be granted an unpaid medical leave of absence consistent with the terms and conditions of the Employer's leave of absence policy.

The Employee will not be permitted to return to work until certification is presented to the Employer indicating that the Employee is capable of satisfactorily performing his/her job responsibilities. Failure to cooperate with an agreed upon rehabilitation treatment plan may result in discipline up to and including termination.

Employees who do not follow the prescribed preventive maintenance treatments by their drug or alcohol counselor or doctor and/or who engage in drug or alcohol abuse will be subject to immediate termination. Employees will have only **one** (1) opportunity to go through a rehabilitation program. Employees who refuse to seek appropriate help or rehabilitation, as determined by the Employer, shall be subject to dismissal.

The Employee shall be responsible for all medical and rehabilitation costs and fees unless the health insurance program provides coverage, if applicable.

Refusal - If an Employee refuses a substance screen by blood or urine test that Employee will be treated as insubordinate for failure to obey a directive and such action will be grounds for dismissal.

Employee Statement – All employees shall be required to execute the certification below on an annual basis as well as upon initial hire.

> I have read the Lake County Housing Authority policy on substance screen testing and understand the purpose and procedures as stated. I agree to participate in the procedures and grant my permission for the results to be disclosed to the Employer. I agree to cooperate fully in taking the substance screen test.

I hereby release Employer, his directors, officers, Employees, agents, and contractors from all liability, claims and damages whatsoever that I may have for administration of the substance screen test.

42. MEDICAL EVALUATIONS

The Employer reserves the right at any time to require an Employee to submit to a medical examination to verify that the employee is medically/psychologically capable of performing his/her job responsibilities in safe manner. The Employer has the right to select the physician for examination at the Employer's expense or to require an Employee who is presently working and is not on any leave of absence, to provide a physician's statement verifying the ability to safely perform the essential functions of his/her position.

Maintenance and custodial staff will be required to receive annual physicals including an eye exam at the Authority's expense. This is to both benefit the Employee's well-being as well as ensure that agency staff can safely perform the requirements of his/her position.

43. BENEFIT PLANS

General - The Authority provides to non-temporary full-time employees a Flexible Compensation Plan as authorized by Section 125 of the Internal Revenue Service, which offers the employee choices in designing a personal benefits plan to best meet individual needs. Core benefits include Health, Dental, Life Insurance, Short Term Disability, and Long-Term Disability. The benefits above may require Employee contributions on a shared premium basis as fixed by the Authority from time to time.

Full details on benefits are provided to Employees upon eligibility. Benefits are described in separate documents from the Provider(s) of each benefit.

Separation - Employees who separate from the Authority for any reason and are covered by the Employer's group medical and/or dental plan may continue their coverage in accordance with federal COBRA laws or other applicable federal or state laws. Other employment-related events may also qualify the Employee or his/her dependents for continued benefits. Additional information related to COBRA laws is included in the benefit plan informational booklets from the Insurance Provider(s). Upon separation, the Authority will provide more information on your COBRA rights.

Retirement - Employees electing to retire before the normal retirement date or who request and are approved to change from full-time to part-time status who are at least fifty-five (55) years of age or older with eight (8) years of Authority service are eligible to continue participation in group health and dental programs at the retiree's or part-time employee's sole expense. Prior to retirement or conversion to part- time status, Employees shall make a written request to continue participation, shall pre-pay necessary payments in quarterly (3 month) installments and provide written notice of any status change regarding single or dependent coverage.

44. WORKERS' COMPENSATION

All Employees, full-time and part-time, are protected while on the job by Workers' Compensation insurance. This insurance provides coverage for work-related injuries, occupational illnesses at work

and prolonged absences due to such injury. In case of an accident or injury, no matter how slight, the Employee must notify his/her supervisor and fill out an accident report *immediately*. Payments for medical expenses and lost time at work are determined by state law. This insurance also provides death benefits to the Employee's dependents (if any) in case of death caused at work. The Employer pays the full cost of this protection. However, failure to promptly report an injury may result in loss of benefits. In accordance with the leave of absence policy, upon the return to work an Employee will be reinstated to his or her former position or to a comparable position. Workers' compensation leaves of absence will be classified as Family Medical Leave Act leave, if FMLA eligibility is met. Both leaves of absence will run concurrently.

For all Employees, the Employer will continue to pay its portion of the Employee's health insurance premium for up to twelve (12) weeks of approved workers' compensation leave, regardless of FMLA eligibility. The Employee must make timely payments on shared health insurance premiums, if applicable. Failure to pay will result in termination of benefits.

45. TRAVEL AND ASSOCIATED EXPENSES

Scope

This policy is in accordance with the Illinois General Assembly Public Act 99-0604, known as the "Local Government Travel Expense Control Act" and adopted by Lake County Housing Authority (LCHA) Board of Commissioners by a roll call vote on 2/16/17 by RESOLUTION 2017-54, RE TRAVEL, MEAL, AND LODGING EXPENSES.

Travel at Authority expense shall be authorized only in connection with the performance of official business of the Authority. Travel to meetings or conventions of societies or associations concerned with the work of the Authority shall be considered official travel on Authority business.

Authorized participants of travel for LCHA may include employees, agents of LCHA or Board Members conducting business on behalf of LCHA.

The Executive Director/Chief Executive Officer of LCHA or the designee of the ED/CEO shall be responsible for the enforcement of these travel regulations.

Purpose

The purpose of this policy is to provide travel and reimbursement procedures that ensure fair, equitable, and compliant treatment to all individuals while in travel status on Lake County Housing Authority (LCHA) business.

Authorization and approval of travel and its associated expenses will be decided from the standpoint of the best interest of the Authority.

Procedure

LCHA Employees or Agent:
Complete and submit a *Travel Authorization Form* to the Human Resources for approval. Within 14 calendar days of final date of travel submit completed *Expense Report Form*, including all receipts, to Executive Secretary. As per Resolution 2017-54, combined travel expenditures for any one event beyond
$4,000.00 must be approved by the Board of Commissioners by a roll call vote.

LCHA ED/CEO:
Complete and submit a *Travel Authorization Form* or *an Expense Report Form* to the Board for approval by a roll call vote at an open meeting no later than the next regular Board meeting following the final date of travel or, if less than 14 calendar days between the final date of travel and the next regular Board meeting, by the 2nd regular Board meeting following the final date of travel. If not already done, submit completed *Expense Report Form*, including all receipts, to Executive Secretary within 14 calendar days of final date of travel. As per Resolution 2017-54, combined travel expenditures for any one event beyond
$4,000.00 must be approved by the Board of Commissioners by a roll call vote.

LCHA Board of Commissioners:
Complete and submit a *Travel Authorization Form* or *an Expense Report Form* to the Board for approval by a roll call vote at an open meeting no later than the next regular Board meeting following the final date of travel or, if less than 14 calendar days between the final date of travel and the next regular Board meeting, by the 2nd regular Board meeting following the final date of travel. If not already done, submit completed *Expense Report Form*, including all receipts, to Executive Secretary within 14 calendar days of final date of travel. As per Resolution 2017-54, combined travel expenditures for any one event beyond
$4,000.00 must be approved by the Board of Commissioners by a roll call vote.

Travel Time

An employee traveling out of town for Authority business shall be eligible for a "flex" day of eight (8) hours, regardless of actual hours spent traveling or in the travel activity. Non-Exempt staff that travels for Authority business on a non-regular work day (e.g. Saturday or Sunday) must supplement this need by taking a "flex" day, within the same pay period, in order to offset the time required for the travel activity.

Travel Costs

The Employer may provide a travel advance, authorize direct pay to a 3rd party or temporarily assign an authorized traveler the use of an Authority credit card to minimize out-of-pocket travel expenses.

Authorized travelers must account for all expenses with a written *Travel Expense Report* to be submitted with corresponding receipts within fourteen **(14)** calendar days from the final date of travel.

Semi-annual vouchers for the reimbursement of Commissioners for travel to Commissioners'

meetings or in the performance of official LCHA business may be completed either by the individual Commissioner concerned, or the Executive Director/Chief Executive Officer, utilizing standard mileage and official attendance records, at the Commissioners' option. The following additional criteria must be met:

- Travel and other expenses:

  - Expenses must be reasonable and reflective of the Employee's efforts to be cost conscious.

  - All expenses must be reported on an *Expense Report Form* and supported by receipts, as applicable. The expense report detail must carry sufficient explanation to indicate the business nature of all expenditures. Semi-annual vouchers for the reimbursement of Commissioners for travel to Commissioners' meetings or in the performance of official LCHA business may be completed either by the individual Commissioner concerned, or the Executive Director/Chief Executive Officer, utilizing standard mileage and official attendance records, at the Commissioners' option.

- Transportation shall comply with the following:

  - Travel shall be accomplished through the utilization of Authority-owned vehicles whenever practicable. Practicability shall be determined by the Executive Director/Chief Executive Officer, or the individual Commissioner concerned.

  - For long distance travel, the standard means of transportation shall be arranged in the most efficient and cost-effective manner. Cost of tickets should be considered in terms of "overall value for money." Factors such as the predictability of travel plans, airline schedules and connection times may mean that a more expensive ticket provides better value for money under a specific set of circumstances, taking into consideration the best use of time for authorized travelers and the best means of accommodating LCHA authorized travelers traveling for agency business. Special circumstances requiring reasonable accommodation(s) shall be authorized by the Executive Director/Chief Executive Officer or Board Chairman. All authorized travelers are expected to arrange air travel sufficiently far in advance of the date of travel such that advanced purchase discount tickets can be obtained.

  - Whenever travel by means authorized by Travel Costs above are impractical, the Executive Director/Chief Executive Officer or the individual Commissioner concerned may authorize travel by privately owned vehicles, if reimbursement for mileage shall not exceed the cost of the lowest air fare available for that travel. Authorized travelers utilizing privately owned vehicles shall carry at least $40,000/$40,000/$40,000 liability insurance coverage.

- **Meals** involving overnights stays will be advanced or reimbursed at the government per diem rate for the jurisdiction in which the travel occurs. Same day travel allows for reimbursement of actual cost of meals only when a normal meal period occurs during travel. Reimbursement is not to exceed the government per diem rate for the meal and must be supported by receipts.

- **Lodging** costs should be obtained at the federal government rate or the applicable conference/event rate. Personal expenses on hotel bills are not reimbursable (e.g., pay-per-

view movies, personal telephone calls, alcohol, etc.)

- **Mileage** will be paid at the IRS basic deduction rate in effect at the time of travel for all travel in a privately owned vehicle. Mileage more than documented navigational software (i.e., MapQuest) for travel in a privately owned vehicle will be reviewed on a case-by-case basis by the authorized agent listed in Procedure above. Travel between the employee's home and official station is considered commuting and should not be reimbursed.

- **Authority Owned Vehicles** - Actual amounts will be paid for fuel and service to Authority-owned vehicles. Receipts are required.

- **Miscellaneous** - Actual amounts will be paid for incidental expenses such as road and bridge tolls, parking, etc. Receipts are required for such amount in any single claim for amounts more than five dollars ($5.00). Actual amounts will be paid for business related communication charges (including internet). Receipts are required for any individual expense more than five dollars ($5.00).

Non-Travel Expenses

Expenses incurred by the Board of Commissioners and/or employees of LCHA through advancement of private funds, in the line of Authority purchases or business, *or* in connection with extending hospitality on behalf of LCHA (dining checks etc.) to persons with whom the Authority is conducting business, shall be considered reimbursable as authorized by the Executive Director/Chief Executive Officer and/or the member(s) of the LCHA Board of Commissioners.

Documentation

Expense Report Forms must be completed and submitted to the Director of Finance for review and approval within **fourteen** (**14**) **calendar days** from the final day of travel. Each expense must be supported with a valid receipt. If the expense was charged on a company credit card, the credit receipt along with the receipt from the vendor should be attached to the *Expense Report Form*. If a cash travel advance was provided to an authorized traveler, any advanced funds more than the expense report must be returned to the Authority with the completed expense report.

Failure to substantiate a bona fide business purpose for travel expenditures or provide original documentation receipts could result in the items being considered ineligible for deduction upon an IRS audit, an event whereby additional taxes and penalties would be due by the Employer and individual.

46. VISITORS

No visitors other than prospective clients, prospective employees or government officials are allowed on the premises without permission from the Employer. Staff shall maintain a log of visitors. This applies to former Employees as well as strangers. It is the responsibility of each Employee to refer unauthorized visitors to the Employer.

Employees are prohibited from visiting the facility during off-duty hours unless the Employer approves a bona fide reason for the visit in advance. Employees are permitted to pick up their paycheck on payday. Such visits must be brief, and no services may be performed. All other visits require advance approval.

The Authority may from time-to-time schedule or designate "special visitor events" such as "Bring you Daughter/Son/Pet to Work" days. The visitor policy on such days and times shall be adjusted in accordance with the instructions provided for these "special visitor" events.

47. NO SOLICITATION POLICY

In the interest of efficiency and for the protection of the Employees, the Employer has adopted the following policy concerning solicitation and distribution of materials by Employees and non-Employees. There shall be **no** solicitation or distribution of literature or conducting of personal business of any kind by an Employee during the actual working time of the Employee or the actual working time of the person being solicited.

The Lake County Housing Authority also will **not** accept résumés if they are unsolicited (i.e., those not looked for or requested by job postings on the LCHA webpage or with LCHA community partners.)

Unsolicited résumés include any that applicants, residents/tenants, or anyone doing business with the Lake County Housing Authority may present to LCHA staff.

In the case that someone wishes to present their résumé **and** cover letter for consideration, please refer them to the www.lakecountyha.org webpage and encourage them to check on the job postings section. They will have instructions on that page for how to apply.

48. OTHER EMPLOYMENT

Employees are not permitted to perform any services or have any interest or involvement, either directly or indirectly, in any other business which resembles or competes with that of the Employer. If an Employee violates this policy, he/she will be terminated. Any other employment must not interfere with the Employee's ability to perform the work expected by the Employer and must be reported in writing to the Executive Director/Chief Executive Officer.

49. CONFIDENTIALITY OF EMPLOYER INFORMATION

Employees have access to a wide range of confidential information. "Confidential information" is information which is not generally known and which the Employee obtained solely because of his or her employment. It includes, but is not limited to, tenant and program participant personal information and files, and landlord personal information and files.

During employment, Employees should only share or discuss confidential information with other Employees on a need-to-know basis. It is not information which should be gossiped about or discussed with any other Employees who do not have a need to be aware of that information. Employee should never discuss confidential information with anyone outside of the company.

Furthermore, Employees should not directly or indirectly copy or remove from the employer's premises any confidential information unless the Employee has a business reason for doing so and has received his or her supervisor's permission before doing so. When employment ends, Employees must return to the Employer all originals and all copies of any confidential information.

If at any time Employees have any questions concerning what is or is not confidential and what their duties are regarding confidential information, they should not hesitate to discuss those questions with their immediate supervisor.

50. NO GOSSIP POLICY

In the workplace, gossip is an activity that can drain, distract, and downshift Employee job satisfaction. To create a more professional workplace, the Lake County Housing Authority is making a commitment to change our atmosphere to be gossip free.

Gossip is defined as "Rumor or talk of a personal, sensational, or intimate nature; A person who habitually spreads intimate or private rumors or facts; or Trivial, chatty talk or writing."

Gossip is a noun as well as a verb, which means it is something that can be done and something that you are able to do. This also means that it is something you choose to do—and you can choose NOT to do. Employees enter gossip by choice—you can opt out of the activity at work. To end gossip means to end a particular type of communication, whether through talk or email.

- Gossip always involves a person who is not present
- Unwelcome and negative gossip involves criticizing another person
- Gossip often is about conjecture that can injure another person's credibility and/or reputation

To have a more professional, gossip free workplace LCHA staff will:

1. Not speak *or insinuate* another person's name when that person is not present unless it is to compliment or reference him/her regarding work matters.

2. Refuse to participate when another mentions a person who is not present in a negative light. An Employee will change the subject or tell his/her co-worker that he/she does not agree to talking about another person.

3. Choose not to respond to negative email or use email to pass on private or derogatory information about any other person in the agency.

4. If another person in the department does something unethical, incorrect, against procedures, or disruptive in nature, an Employee who witnesses this behavior shall use the proper channels to report this to ensure necessary corrective action(s) are taken. First, an Employee shall notify his/her Supervisor, or if he/she has concerns with this, the matter must be brought to the attention of the HR Manager. The Supervisor and/or HR Manager will then proceed accordingly by informing the Deputy Director and/or Executive Director/Chief Executive Officer.

5. All Employees will mind their own business, do good work, be a professional adult and expect the same from others.

The LCHA encourages Employees while off the job to not speak to his/her fellow co-workers about other people at work in a derogatory light. If an Employee has feelings they wish to discuss regarding another colleague or colleagues, he/she shall choose to talk to someone **NOT** at the workplace and/or *from* the workplace.

51. DRIVING ON COMPANY TIME

The Employer has adopted the following policy on Employees driving on company time. This policy applies whether the driving is in an Employer-owned or leased vehicle, a temporary rental vehicle, the Employee's own vehicle *or* any other vehicle.

Safety Laws and Regulations - It is the expectation that all Employees obey all safety laws and regulations of the State of Illinois and any other state in which they drive for Employer related business.

Motor Vehicle Reports - If an Employee drives on company time for any reason, he/she will be asked to consent to allowing the Employer to obtain and review a copy of the Employee's motor vehicle record. Furthermore, the Employer requires Employee consent to review such records on at least an annual basis or at any other such time as requested by employer.

To the extent any adverse action is contemplated against an Employee because of his/her driving record, they will be provided with a copy the motor vehicle report. It is routine for the Employer's insurer to also review Employee driving records for acceptability.

Unacceptable Drivers - An unacceptable driver is an individual who will not be permitted to drive on the company time for any reason.

Such drivers are those who:

- Do not have a valid driver's license in his/her state of residency.
- Have a driver's license that is suspended by the Secretary of State *or* by a court of law.
- Have incurred **three** (3) motor vehicle citations of any type during the past **three** (3) years and have **six** (6) points on a published motor vehicle report, *unless* approved by the Employer's motor vehicle insurer.
- Have had **three** (3) at-fault accidents in the past **three** (3) years.
- Have had **one** or more of the following driving convictions in the past **five** (5) years:
    - Driving while suspended (DWLS)
    - Any alcohol-related conviction or plea (including driving under the influence of alcohol, driving while impaired, unlawful blood alcohol content, open intoxicants in the motor vehicle etc.)
    - Reckless or careless driving
    - Hit and run incidents
    - Vehicular manslaughter conviction
    - Auto theft

- Drugs or narcotics
- Speed contests or exhibitions of speed
- Attempting to elude police officer
- Failure to stop/report accident

- Have been excluded by Employer's commercial insurer(s)
- Are unable or unwilling to correspond with the Employer's policies on driving on company time as determined by Employer, in its sole discretion.

If the Employee does not meet the above standards, he/she will be immediately prohibited from any driving on company time. The final decision on an employee's right to drive for Authority business will reside with the Employer.

Prohibited Conduct - The Employer prohibits the following:

- Use of cell phones while driving vehicles.
- Doing any other activity while driving (such as eating.)
- Non-business use of Employer vehicles.
- Reckless or careless driving of any sort.
- Operating a motor vehicle on company time while under the influence of any alcohol or drug, except prescription drugs that do *not* impair an individual's ability to operate a motor vehicle.
- Operating a motor vehicle owned or leased by the Employer while under the influence of any alcohol or drug, except prescription drugs that do *not* impair an individuals' ability to operate a motor vehicle.
- Using a vehicle for an illegal purpose.

Reporting Accidents and Injuries – Employees, who, as a part of their job duties, must drive a company vehicle *OR* who drive a personal car for business use, must report any and all traffic violations, in writing, within **twenty-four** (24) hours of the violation, to both his/her Supervisor and the Human Resource Manager.

Failure to report such violations shall be grounds for disciplinary action up to and including termination. The HR Manager shall follow up with the employee and appropriate staff as necessary. This also includes all traffic citations or convictions including alcohol-related motor vehicle convictions to which the Employee is found guilty or pleads responsible and/or guilty.

Additionally, accident or injuries that result from the operation of assigned Authority vehicles or from the operation of a personal vehicle for Authority business must be immediately reported. If an accident or injury occurs while on the Housing Authority premises, an Employee must report the circumstances immediately to his/her supervisor or any management team member. If an accident or injury occurs while away from the Housing Authority, an Employee must contact his/her supervisor or other management team member immediately as well as the police or fire department, as appropriate.

Authority-Owned Vehicles - The Authority may provide, at its pleasure and for its sole benefit, vehicles for business use that may be assigned to certain employees at the discretion of the Executive Director/Chief Executive Officer. Any other assigned driver at the discretion of the Executive

Director/Chief Executive Officer may utilize any Authority vehicle not in use by its designated driver. Such vehicles are to be garaged securely, treated prudently, and maintained properly by the driver. Keys of Authority-owned vehicles may **NOT** be copied in any capacity.

Authority-owned vehicles are to be used expressly for Authority business and in no event shall they be taken out of Lake County except upon express authorization of the Executive Director/Chief Executive Officer. Employees are not permitted, under any circumstances, to operate an Authority vehicle when any physical or mental impairment causes the employee to be unable to drive safely.

Failure to follow these above stated requirements may result in the termination of the use of an assigned vehicle, in complete revocation of driving privileges for Authority business and/or in dismissal, at the discretion of the Executive Director/Chief Executive Officer.
Passengers – Employees may only be accompanied in an Authority vehicle by authorized passengers while driving on Housing Authority time or on Housing Authority business. However, from time to time that may not be possible so please reference the guidelines below.

Employees/officials/driver(s) may be allowed to transport other adults in an Authority owned vehicle, whether the passengers are LCHA employees or not, provided all the following requirements are met:

- The transportation is related to LCHA business, function or activity.
- The driver is authorized to drive the vehicle; and,
- The vehicle being used is a passenger vehicle.
- Employees/officials/driver(s) with LCHA vehicles are **not** allowed to transport minor passengers without the written approval of the Executive Director/Chief Executive Officer.

Protection of Authority Vehicles - It is each Driver's responsibility to protect Authority vehicles. Vehicles should be kept locked and secured while on or off Authority property. Supervisors will instruct employees about the Authority's rules regarding the authorized hours of operation of assigned vehicles, including authorized pick-up and return times applicable to the position and vehicle. If permitted to take an Authority vehicle off premises during non-working hours, Employees are expected to observe all policies of the LCHA while the vehicle is in the Employee's custody.

Employees are expected to be responsible for the inspection of the vehicle they drive and to report conditions affecting the safe operation and condition of vehicle. Drivers should routinely inspect the vehicle for conditions that may affect the safe and proper operation of the vehicle:

- Body damage and exterior vehicle equipment.
- Vehicle safety equipment, including mirrors, safety belts and shoulder straps, hazard, and safety lights, etc.
- Vehicle functions, including brakes, fluids, belts, hoses, etc.

These are examples and do not constitute an exhaustive list of the inspection areas which Employees should be careful to observe. If the vehicle is equipped with warning and/or safety devices (such as fire extinguishers, warning, or back-up lights etc.), these devices should be maintained and never disconnected without obtaining Authority approval. The use or operation of an Authority vehicle that

is unsafe and/or not in proper operating condition may result in disciplinary action up to and including termination.

Maintenance and Repair of Authority Vehicles-
Employees assigned an Authority vehicle are responsible for maintaining the vehicle in a clean, safe, and operational condition at all times. This includes routine cleaning, servicing, checking, and replacing parts or components as needed. Regularly scheduled maintenance is critical to protect Authority property and ensure driver safety.

Vehicles will undergo quarterly inspections and may also be subject to random spot checks by a supervisor or designated staff member. Employees must ensure their vehicle is available for inspection upon request. Failure to keep a vehicle in proper working and presentable condition may result in corrective or disciplinary action.

When a vehicle is scheduled for maintenance or repairs, employees must adhere to the service schedule provided by the Authority or their supervisor. If maintenance or repairs become necessary while off Authority premises, the employee should first attempt to contact their supervisor or another Authority manager for instructions.

If the employee is unable to make contact, they may proceed with necessary repairs and must provide all relevant documentation, including service and repair records, immediately upon return to the Authority.

Personal Vehicles – Utilization of personal vehicles may be required for Authority business. However, Employees may not permit another driver to drive their personal vehicle while on Authority business. Only authorized passengers are allowed to accompany Employees while driving on Authority business. Employees using a personal vehicle for Authority business will, upon proper submission of an Authority mileage form, be reimbursed at the IRS basic deduction rate in effect at the time of the travel.

Employees using a personal vehicle for Authority business should be aware that in the event of an accident:

- The employee will be covered by workers' compensation.
- The employee will be covered for liability in excess of the employee's personal auto liability personal injury policy ***if*** his/her personal liability insurance is current and within the limits required by Employer.
- The Employee will not be covered by the Authority for property damage to the Employee's personal vehicle.

Proof of Insurance – Employees are required to maintain a level of automobile insurance that meets the minimum coverage levels as required by their state of residence.

Proof of current insurance coverage **must** be provided to the Authority annually or upon request from the Employer. Any changes in personal insurance coverage including change of carriers, if the insurance expires or is cancelled for any reason, or any other change, the Employee must notify the Authority immediately. Failure to report such changes in insurance coverage may result in disciplinary action up to and including termination.

Rental Vehicles - It may become necessary to rent a vehicle for use while on company business. If this is the case, the Employee will be required to obey all rules and regulations of the rental contract and rental company. If the Employee rents a vehicle in his/her own name and an accident occurs, the rental company may look to the Employee for reimbursement of property damage to its vehicle and its loss of profits while the vehicle is being repaired. The Employer will not indemnify the Employee in this situation, so it is the Employee's obligation to purchase the collision damage waiver and otherwise protect him/herself.

Violations of Policy - If any Employee becomes aware of any violation of this policy by anyone, the Employee is required to report the violation to their supervisor verbally and thereafter in writing. Violation of this policy will result in disciplinary action up to and including termination.

52. TECHNOLOGY AND COMMUNICATION

LCHA provides various technology and communication tools to assist employees in performing their duties. This policy details LCHA's expectations and requirements for the appropriate usage of these resources. This includes, but is not limited to, the use of computers, phones, servers, email, printers, software, and the internet.

All data, messages, documents (whether electronic or paper), email, text messages, and voicemails created on LCHA resources is LCHA owned information and property. Additionally, any information or data created for LCHA business, no matter the location (including on personal devices) is also LCHA property. None of this information may be destroyed or altered without LCHA approval.

Any employee who uses LCHA technology or communication systems, or while using personal devices to conduct LCHA business.

LCHA reserves the right to monitor, inspect, disclose, delete, or otherwise use any data contained on LCHA devices or systems, as well as data related to LCHA business contained on personal devices. This also includes the right to install software or other mechanisms to audit or track the usage of LCHA systems. Employees are strongly encouraged to avoid the use of their own devices for LCHA business it at all possible.

LCHA employees are also required to follow all other LCHA policies when using technology or communication systems including, but not limited to, its confidentiality policy and anti-discrimination and harassment policies. LCHA employees are also prohibited from using LCHA systems to send or receive information of a obscene, threating, defamatory or illegal nature. Employees are also prohibited from downloading or installing any software on LCHA devices without prior approval from their supervisor.

- **E-Mail and Voice Mail** – In addition to the above, employees must follow these expectations when using its email or telephone systems
- E-mail can be the equivalent of a business memorandum; therefore, it should be used cautiously, and words and messages *prudently* selected. An Employee should not commit to e-mail what he/she would not readily commit to a business memo. The policy also includes e-mail retention and deletion policies that include archiving e-mails or purging them at stated intervals.
- Employees are reminded that e-mail or voice mail may not be used to defame individuals or to convey messages or images that would violate the Employer's policy that strictly prohibits

discrimination and sexual harassment.

- The solicitation of Employees or distribution of information not related to the company's business is prohibited.
- E-mail and voice mail may not be used for personal purposes or gain but is to be employed strictly as a business information tool. Employees are required to acknowledge in writing that they have received the email/computer policy.
- The Employer reserves the right to determine, at the Employer's sole discretion, what constitutes permissible use of e-mail in the event of a dispute.

Internet - Internet access is provided for company business use only. Internet users have a responsibility to use the Internet appropriately in conducting the business of the company.
Some examples of behavior that could result in disciplinary action are:

- Illegally downloading electronic files, including those that may be copyrighted.
- Downloading, transmission and possession of pornographic, profane or sexually explicit materials.
- Sending threatening messages/files.
- Sending racial, ethnic, religious, sexually harassing, or offensive messages/files.
- Sending chain letters through e-mail.
- Attempting to access any computer system without proper authorization.
- Sending or posting proprietary or company confidential information.
- Using company time or resources for personal gain.

Employees must receive permission from their supervisor before posting messages to electronic bulletin boards, list-servers or similar public posting forums on the internet. When posted, such messages must contain a disclaimer at the end of the message stating: "The opinions expressed in this message are mine only, and do not reflect the opinion or position of my Employer."

Internet activity may be monitored by the Employer and privileges may be changed and/or revoked at any time.

53. TELEPHONES

Employees are to use the LCHA provided telephone (cell or desktop) for business purposes only. If it is necessary to communicate on a personal and or emergency nature, employees should do this on specified breaks and or lunch time. At no time is it acceptable for an employee to use their personal cell phone to watch videos, utilize social media, play games, etc. during working hours.

54. MEDIA RELEASES

General - Only authorized spokespersons may give information to the media on behalf of the Authority. If a contact is made by the media directly to an unauthorized staff person, the staff should request the name of the visitor/caller, the telephone number where the person can be reached, and the name of the media represented. The Employee must inform the visitor/caller that the Employer's spokesperson will return the call or decide to meet with them at an alternate site or time. The Employee shall advise the Employer of any such call or visit at once. Staff should never release the home telephone number of any other staff member, including the supervisory staff. No member of

the press should be allowed on the premises without the express approval of the Employer.

Freedom of Information Requests – The Authority will make available to the public those records which are rightfully Public Records pursuant to the Illinois Freedom of Information Act. Responsibility for administering requests for public information shall be delegated to the Administrative Secretary. All inquiries regarding Public Records shall be directed to the Administrative Secretary.

The Administrative Secretary shall establish and maintain a Catalog of the Public Records of the Authority. Such Catalog shall be available to the public at the Authority's office (33928 North Route 45, Grayslake, Illinois) during normal business hours, 8:00AM to 4:00PM.

All requests to inspect or copy Public Records other than those materials designed for public information or necessary in the administration of Authority programs shall be made in writing to the Administrative Secretary on the required form.

The Administrative Secretary shall retain a completed copy of each request and a copy forwarded to the appropriate Program Administrator. The request shall be fulfilled or denied within seven (7) working days or, should further time be required, notice of additional needed time, shall be returned to the Administrative Secretary within the original seven (7) days. The Administrative Secretary shall notify the requester that an additional seven (7) days is needed and record the notice date on the appropriate form.

In the event the request for inspection or copying is denied, the appropriate Program Administrator shall notify the Administrative Secretary thereof as soon as practicable along with the reason(s) therefore. The Administrative Secretary shall immediately, and within the seven (7) days (or seven (7) additional day) period, notify the requester of the denial and the right to and method for appeal of the denial.

Appeal - Any denial of request shall be in writing and shall inform the Requester of the reason(s) for the denial and shall inform the Requester that they have the right to appeal the denial to the Chairman of the Board of Commissioners. In the event of a denial of such appeal, the Requester shall be advised, in writing, that further appeal may be made to the Circuit Court for judicial review.

In the event a document contains both exempt and non-exempt material the Authority shall try to segregate the non-exempt material so that the non-exempt material may be disclosed to the Requester. Since the exempt material will not be disclosed, the procedure for request denial must be followed. Further, this section shall apply to request for inspection as well as for copies; the exempt material must be deleted before inspection. In many cases this will require a photocopying charge.

Public Display – The Authority shall post the procedures for Freedom of Information requests as well as a brief description of the Authority at each administrative office bulletin board.

Copy Charges - The charge for copying documents, subject to change in Authority costs, is $0.25 per page or the actual cost for outside reproductions.

Repeated Requests - Repeated requests for the same public records by the same person shall be deemed unduly burdensome and therefore subject to denial on this ground along.

55. INSPECTION OF CONTAINERS AND PACKAGES

The Employer reserves the right to inspect all containers and packages entering or leaving the premises such as boxes, bags, lunch boxes, briefcases, etc., at all locations on the Employer's premises.

56. ETHICS AND ACCEPTANCE OF GIFTS AND LOANS

All employees and officials are obligated to follow the requirements of the State Officials and Employees Ethics Act which regulates your conduct, political activities, and acceptance of gifts.

Ethics and Political Activity

Employees and officers are prohibited from intentionally performing any prohibited political activity during compensated time. Officers and employees are also prohibited from using Authority property or resources for any prohibited political activity. Furthermore, no officer or employee will be required to participate in any prohibited political activity in exchange for any benefit. Prohibited political activity includes:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any

referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

Gifts and Loans

Individual employees are strictly prohibited from soliciting or accepting gifts of any kind from a prohibited source with which there is a direct business relationship. A prohibitive source includes a person or entity who is attempting to influence, do business, is regulated, or has interest affected by performance or non-performance of a governmental employee. Prohibitive sources shall include but are not limited to Low Rent/Public Housing Residents; Landlords and/or Prospective Landlords; Housing Choice Voucher/Section 8 Program Participants; Vendors and Contractors.

Employer's business decisions are made entirely based on merit. If Employees receive a gift or are asked to accept a gift, they must report it immediately to their supervisor.

A gift is defined as, "any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements" related to or attributable to government employment.

The following shall *not* be considered a gift:

- Information materials such as books, articles, periodicals, and tapes
- Prizes for open public competitions and random drawings
- Training (including food and refreshments furnished to all attendees as an integral part of the training) if it is in the interest of the Authority
- Commemorative plaques, trophies, or similar items
- Golf or tennis
- Food or refreshment of nominal value (less than $100.00)
- Meals or beverages consumed on the premises on which they were purchased
- Promotional donations of products by Illinois companies of nominal value
- Gifts of nominal value such as a greeting card, baseball cap or t-shirt.

Other gifts with a value of less than $100.00 that are sent to the Housing Authority and can be shared equally among all staff (Holiday food baskets, etc.) may be accepted and shall be distributed in a common area such as the employee lunchroom or other such location as determined by the Executive Director/Chief Executive Officer.

Employees are **not** permitted to borrow money from clients or co-workers under any circumstances.

57. PROGRESSIVE DISCIPLINE

LCHA has a written personnel policy that documents the various types and reasons why/when employee discipline would be used. The most important part of being an outstanding supervisor and/or high caliber employee is using and providing good communication. Good, open, and

honest communication often prevents the need for disciplinary action. However, when there is a need for action, LCHA may implement progressive discipline. Note that progressive discipline does not guarantee that the following methods will be used in order. Depending on the type of misconduct or other circumstances, LCHA may issue more significant discipline up to and including termination for severe issues.

1. Verbal (warning/discussion): Supervisor should speak to the employee and provide immediate feedback and an understanding of what and why there is an issue because of action or inaction on the employee's part. The verbal warning also consists of a note to the employee's file. This is "less" official and is not considered a formal disciplinary action but a summation that a verbal warning took place.

2. Written Warning: The supervisor moves directly to a written warning. The supervisor will consult with Human Resources/Executive Director on intent to document the employee infraction. The supervisor and Human Resources will then meet with the employee to discuss the issue. The supervisor, Human Resources and the employee sign the warning. The Written Warning is an official form of disciplinary action and will be placed in the employee's file.

3. Suspension without pay: If written warnings have been unsuccessful, the supervisor may request to remove the employee from the job, temporarily, without pay. The supervisor must consult with Human Resources and have the Executive Director's approval before an employee is suspended without pay. The supervisor must provide proper applicable supporting documentation. The Deputy Director and Human Resources will then meet with the employee to suspend. The suspension letter will be placed in the employees file, at which time Human Resources and the Executive Director will review the employees file and evaluate the employee for continued employment.

4. Discharge: The supervisor requests to discharge an employee from the job. Only the Executive Director has the authority to discharge an employee. To support an employee's discharge, the supervisor must provide proper applicable written documentation, and egregious and or severely poor behavior or performance must be demonstrated.

All Employees are expected to observe the LCHA's policies and procedures and to perform their assigned duties in a satisfactory manner. Such observance would include, but not be limited to, work as scheduled; being at your place of work during working hours; following the instructions of your supervisor; and obeying safety regulations and other policies and practices of the Lake County Housing Authority.

To achieve its objectives in an orderly, efficient, and safe manner, to facilitate cooperation between Employees, to assure the rights and interests of Employees and the LCHA are maintained, the LCHA must have and enforce certain written policies and **unwritten procedures** regarding the conduct of its Employees.

It is essential to the successful operation of LCHA's business and the welfare of its residents and Employees that established standards of discipline, health, safety, attendance, workmanship, and honesty be maintained. **Disregard or violation of these rules and regulations, inability, or unwillingness to meet such established standards or unauthorized disclosure of confidential matters will subject an Employee to warning, suspension, or termination, at the Executive Director/Chief Executive Officer's discretion, in accordance with these rules and regulations.**

FORMS OF DISCIPLINE

There are various forms of discipline: verbal warning, written warning, suspension with or without pay, and termination. The administration of discipline by the Executive Director/Chief Executive Officer toward an Employee may embrace all these forms in a progressive manner or may include only one of them, depending upon the gravity of the offense.

Oral Warning: An oral warning is a form of discipline that is generally appropriate to warn an Employee of a minor instance of misconduct. An oral warning shall include a written note to the Employee's personnel file that such an oral warning was given. An oral warning is not required to impose discipline for any infraction but may be utilized at a supervisor's or the Executive Director/Chief Executive Officer's discretion in a progressive manner.

Written Warning: Some instances of Employee misconduct may not be so serious as to warrant suspension with or without pay or termination and may be corrected by formal written warning. As with other forms of discipline, a written warning is not required to impose discipline for any infraction or is it a necessary step in imposing progressive discipline but may be utilized in the Supervisor's or in the Executive Director/Chief Executive Officer's discretion, as appropriate under the circumstances. Employees shall have an opportunity to sign formal written warnings, acknowledging that such warning has been given, and to comment in writing on such warning or to any other discipline.

Suspension With or Without Pay: Suspension is a forced absence from work with or without pay. The Executive Director/Chief Executive Officer, in his/her discretion, may use these forms of discipline to correct a disciplinary problem and/or to gain time to review the misconduct, which may also be so serious as to warrant termination. However, like the other forms of discipline, the option of suspension with or without pay can be imposed independently of other disciplinary forms or in a progressive manner.

Termination: Termination may be based upon a single violation or a series of violations, in the Executive Director/Chief Executive Officer's discretion, depending upon the circumstances. Employees may be terminated at any time, for any reason, with or without cause. None of the other disciplinary forms must be used prior to an employee's termination.

RULES, REGULATIONS, AND POTENTIAL DISCIPLINE

No guide will substitute for the Executive Director/Chief Executive Officer's judgment in the use of the forms of discipline discussed above. However, general guidelines are offered as an aid to imposing equitable solutions where possible to disciplinary problems may arise.

Some Major Violations Resulting in Immediate Termination:

The following infractions include some, but not all, of the major violations, which may be grounds for immediate termination of an employee, even for a first offense, depending upon the circumstances.

1. Stealing from a resident, visitor, other employee or from the Lake County Housing Authority
2. Violation of the LCHA drug and alcohol policy.

3. Possession or use of a weapon of any type during working hours or on LCHA premises.
4. Insubordination or refusal to obey instructions (whether by disobedience and/or disregard) of the Executive Director/Chief Executive Officer or an immediate Supervisor/Manager, or some other person in a position of authority at LCHA

5. Intentional or grossly negligent destruction or damage to property belonging to the LCHA or to any person.
6. Abusing or attempting to injure a co-worker, a resident, or any other person
7. Altering, falsifying or making a willful misstatement of fact on any work record, employment application or timesheet.
8. Verbal or written threat to injure or harm any other person.
9. Failure to report injury, accidents or safety hazards involving a resident or staff.
10. Unauthorized use of cameras or recording devices
11. Unauthorized use of the Internet such as viewing or downloading inappropriate, offensive, or illegal material
12. Asking for or accepting tips or gratuities of any kind from residents, applicants, the families of residents or applicants, contractors, vendors, participating owners or landlords, or any person related with LCHA business
13. Revealing to any person **any** confidential information concerning a resident, contractor, vendor, or co-worker other than to an Employee who requires the information to perform their job functions or to another party with appropriate signed release forms.
14. Loafing or sleeping while on working time
15. Fighting or provoking a fight
16. Any misconduct which, in the Executive Director/Chief Executive Officer's judgment, is so serious as to warrant immediate discharge
17. Failure to discuss outside employment, self-employment, or business operations with the Executive Director/Chief Executive Officer
18. Conviction of a violation of the criminal laws of the United States, State of Illinois or any other state, the violation of which is considered a crime in Illinois which is so serious as to warrant immediate discharge.
19. Violations of the LCHA anti-discrimination, harassment, and retaliation policies.

Other Offenses:

Other offenses may be subject to an Employee to the imposition of one (1) of the following disciplinary forms discussed above, or to a three (3) step disciplinary process as follows:

First Offense.....Oral or Written Warning
Second Offense ..... Suspension (up to **20** days)
Third Offense ..... Discharge

The administration of discipline by the Executive Director/Chief Executive Officer or his/her designee may embrace all the disciplinary forms in these three (3) steps process in a progressive manner, or may include only one of them, depending upon the gravity of the offense and other circumstances.

As previously mentioned, there is no exhaustive list of all possible offenses. However, the following should be used as a guideline for the types of infractions, which may fall within this progressive

disciplinary progress:

a. Illegal gambling on LCHA premises
b. Unauthorized posting, removal, or tampering with items on LCHA bulletin boards
c. Playing radios or other equipment loudly to disturb residents or others
d. Unauthorized use of telephones, computers, supplies, tools, vehicles, or other equipment for purposes other than the business of the Lake County Housing Authority
e. Interfering with other Employees when not scheduled to work
f. Failure to follow dress code and/or proper hygiene
g. Smoking in unauthorized areas
h. Engaging in horseplay or otherwise acting in an unsafe manner
i. Failure to notify administration of address and/or telephone number change(s), which LCHA shall keep confidential
j. Unexplained absence from duty i.e., absence from duty without approved leave, abuse of PTO leaves as determined by excessive, repeated PTO time taken as determined by the Supervisor such as a pattern of monthly calling in sick or excessive tardiness
k. Use of inappropriate or obscene language or discourteous language to another Employee, resident, applicant, visitor, vendor, contractor, landlord or anyone to whom an Employee encounters while on Authority business
l. Being in an unassigned area during working hours without permission
m. Overstaying or excessive rest, break or lunch periods
n. Failure to follow any work standard or any policy and/or procedure established by the LCHA
o. Inefficiently or negligently performing assigned duties
p. Misuse or loss of LCHA funds

58. COMPLAINT RESOLUTION PROCEDURE

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the Employee believes is detrimental, the Employee should follow the procedure described here for bringing the complaint to the Employer's attention. (Any discrimination, harassment, or retaliation complaints should follow the Anti-Discrimination complaint procedures).

Step One - Discussion of the problem with the Employee's immediate supervisor is encouraged as a first step. If, however, the Employee does not believe a discussion with his/her supervisor is appropriate, he/she may proceed directly to Step Two.

Step Two - If the Employee's problem is not resolved after discussion with his/her supervisor, or if the Employee feels discussion with the supervisor is inappropriate, the Employee is encouraged to request a meeting with the Human Resources Manager. To resolve the problem, the HR Manager will consider the facts, conduct an investigation and may also review the matter with the Employee's Supervisor and/or Deputy Director if they are not already aware of the situation. The Employee will normally receive a response regarding his/her problem within **five** (5) working days of such meetings.

Step Three - If the Employee is not satisfied with a previous decision on the subject and wishes to pursue the problem or complaint further, the Employee may prepare a written summary of his/her concerns and request that the matter be reviewed by the Deputy Director. The Deputy Director, after a full examination of the facts (which may include a review of the written summary of the Employee's statement, discussions with all individuals concerned and a further investigation if necessary), will normally advise the Employee of his/her decision within **fifteen** (15) working days.

Step Four – If the employee is not satisfied with the response from the Deputy Director, they may submit a request in writing to the Executive Director/Chief Executive Officer that all documentation regarding the complaint is forwarded to his/her attention. The Executive Director/Chief Executive Officer, after a full examination of the facts (which may include a review of the written summary of the Employee's statement, discussions with all individuals concerned and a further investigation if necessary), will normally advise the Employee of his/her decision within **fifteen** (15) working days.

Step Five – If the Employee is still not satisfied with the response from the Executive Director/Chief Executive Officer, he/she may request in writing that all documentation regarding the complaint be forwarded to the Board of Commissioners. Upon such request, the Executive Director/Chief Executive Officer will submit the related information at the next regularly scheduled Board of Commissioners meeting. The Board, at its sole discretion, may determine whether to investigate further or to confirm the actions of the Executive Director/Chief Executive Officer. The employee will be notified within **five** (5) days from the date of the Board meeting of the decision rendered by the Board of Commissioners. If the Board determines to pursue further investigation of the complaint, they will advise employee of the proposed actions and when a final response is anticipated.

No Retaliation - The Employer does not tolerate any form of retaliation against Employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the Employer from taking disciplinary action against any individual, up to and including termination in circumstances (such as those involving problems of overall performance, conduct, attitude or demeanor) where the Employer deems that disciplinary action appropriate.

Furthermore, this procedure does not alter the Employer's right to terminate the Employee's "at will" employment at any time, with or without notice, cause and/or reason. Thus, the complaint resolution procedure is not available for Employer decisions resulting in termination of employment.

59. RETIREMENT BENFITS

Social Security— Effective October 1, 2024, the Authority is no longer exempt from the federal Social Security program. Lake County Housing Authority now participates in Social Security, and contributions are withheld from employee paychecks in accordance with federal law. These contributions are reported on the employee's biweekly pay statements and year-end W-2.

Retirement Benefit(s) – All regular employees (full time and part time) shall participate in the Authority retirement plan effective on the date of hire. The Authority will contribute to the Plan for each employee equal to a designated percent of basic compensation. Overtime hours are included in the calculation of the retirement plan contribution while bonuses are not included. The amount of the Authority contribution is periodically reviewed by the Board of Commissioners and Employees

shall be notified of the contribution percentage upon approval by the Board.

The normal retirement date for participating employees shall be the first day of the month following the employee's sixty-fifth (65th) birthday. Full details on additional retirement benefits are provided to Employees upon eligibility. Benefits are described in separate documents from the Provider of the retirement benefit.

60. REDUCTION IN FORCE (RIF)

Reduction in Force - If it becomes necessary to reduce the work force because of lack of funds or other causes, the Authority will utilize the following factors to determine how the reduction in force will be applied.

1. **Temporary/Probationary Employees** – All temporary and probationary employees shall be laid off prior to any regular employee in good standing.

2. **Necessity of the Position** – The Authority will review all positions within the organization and determine which positions are considered critical to operating the Authority's programs and services. The reduction in work force will first be applied to those positions designated as non- essential to daily operations.

3. **Performance of Employee** – If two (2) or more individuals perform the same duties, the Authority will review the performance of each employee over the past three (3) years as documented in the personnel file, including annual performance evaluations, disciplinary actions, or other related documentation.

4. **Seniority** – When performance factors are equal, reductions in force will be implemented based on total seniority with the Authority.

Demotion – If a regular employee is scheduled to be laid off, but a suitable vacancy exists in lower job classification, the regular employee shall be offered the position, if they meet the qualifications for the lower job classification.

Severance - If funding permits, employees that are reduced in force pursuant to this policy will be entitled to severance in accordance with the table below, based on approval by the Board of Commissioners. Employees laid off due to a reduction in force will be entitled to all benefits normally provided when terminating employment.

TOTAL YEARS OF SERVICE	PAID DAYS OF SEVERANCE
Less than 1 year	No severance
More than 1 year but less than 5 years	20 days
5 years but less than 20 years	30 days

20 years or more	45 days

Recall – Employees laid off due to a reduction in force shall be notified of any vacant positions that become available for one year after the RIF and shall be provided first opportunity to be rehired, if they meet the qualifications for the vacant position.

61. SEPARATIONS

Voluntary Resignation - An employee who desires to terminate his/her employment shall provide as much notice as possible and shall submit a written resignation at least two (2) weeks in advance of the scheduled last day of employment setting forth reasons for resignation. Upon receipt of the resignation notice, the Employer will calculate the Employee's final paycheck and finalize other administrative requirements.

Exit Interview - Each Employee, upon resignation, shall engage in an exit interview. At the time of this interview, the Employee may be asked to fill out an exit interview form. He/she will also be required to return all Employer property presently in his/her possession. A summary explanation of post-termination benefits, if any, will be provided to Employees who resign from the Authority. However, Employees are urged to promptly read the benefit plan booklets explanation of conversion privileges, if applicable.

Dismissal – An Employee may at any time be dismissed at the sole discretion of the Lake County Housing Authority due to the "at will" nature of his/her employment status with or without cause **and** with or without notice. If any Employee fails to comply with their Employment responsibilities or the Authority's rules, regulations, policies, or procedures, this would be grounds for immediate dismissal in accordance with the Authority's disciplinary policy.

Employees that are dismissed shall be notified verbally by his/her Supervisor and the Human Resources Manager and shall receive written notification within twenty-four (24) hours of dismissal. Dismissed employees shall immediately upon notification of dismissal, return all Authority property back to the Authority and shall be escorted by the Human Resources Manager from the Authority premises.

Terminated employees will be notified in the written termination letter to whom any future communication should be addressed. Communication with other Authority employees during normal working hours is strictly prohibited. Employees communicating with dismissed employees during normal working hours shall be disciplined accordingly.

A summary explanation of post-termination benefits, if any, will be provided via electronic or standard mail to Employees who are dismissed from the Authority. However, Employees are urged to promptly read the benefit plan booklets' explanation of conversion privileges, if applicable.

Other Resignations – The Executive Director/Chief Executive Officer, at his/her sole discretion

may negotiate a resignation of Employment in lieu of dismissal. This resignation shall be reflected in the personnel file as a resignation.

References – It is the policy of the Employer to provide employment references only upon written authorization from the former employee. Reference information shall be limited to dates of employment, position and title, compensation upon separation and reason for separation. No additional information shall be provided. Former employees may request documentation form their personnel file in accordance with Employer's policy.

APPENDIX A

Statement of Driving Responsibility

As an Employee, I understand that I will be required to drive the Employer's vehicles while on duty or may need to use my own vehicle to conduct business for the Employer and that I must maintain a safe driving record for satisfactory job performance.

By signing this statement, I verify that I have read and understand the Employer's policy on employee use of motor vehicles on business time.

Check appropriate box:

☐ I comply with the Employer's Policy on Employee Use of Motor Vehicles on Business Time.

☐ I am **not** in compliance with the Employer's Policy on Employee Use of Motor Vehicles on Business Time.

If not in compliance, state why:

I hereby consent to allow the Employer to verify this statement through obtaining a copy of my motor vehicle report to be used for employment purposes not prohibited by law. I hereby release the Employer from all liability that may result from obtaining this information.

I understand that determination of safe driving will include annual or periodic reviews of my Master Driving Record on file with the Illinois Department of State or any other states. I agree to advise the Employer of any traffic tickets or other citations or conviction or pleas involving a motor vehicle for which I am found to be responsible, at fault or guilty.

Signature: _____

Print Name: _____

Driver's License Number and State: _____

Date of Birth: _____

APPENDIX B

HANDBOOK CHANGES AND WAIVER CLAUSE

I understand that this Handbook is the property of the Lake County Housing Authority (LCHA) and contains the current policies and procedures of the LCHA in outline form. It is only meant to serve as a reference guide. I also know that the policies and benefits described are conditions of employment but do not constitute an express or implied contract or agreement for benefits or continued employment between the LCHA and myself. I understand that the LCHA reserves the unilateral right to add, delete or amend the policies and benefits with or without notice.

I understand that previous editions of the LCHA personnel manual are now obsolete. I have read the current Personnel Policies Handbook and have been provided an opportunity to pose questions regarding its contents. I agree to comply with all the terms and conditions set forth in the Handbook. I also understand that I have no reasonable expectation to believe these policies will remain unchanged. **I agree to return the manual to the LCHA upon my voluntary or involuntary termination.**

Date:_____ Print Name of Employee:_____

Employee Signature:_____

*(**NOTE:** Employees must sign two copies of this acknowledgement. One copy will be maintained in the personnel file and the other copy is for the employee's records.)*

RESOLUTION NO. 2025-25

APPROVAL OF AMENDED FY 2025 OPERATING BUDGET REVISION

WHEREAS, the attached FY 2025 Operating Budget Revision for the period October 1, 2024 through September 30, 2025 for Lake County Housing Authority is being presented to the Board of Commissioners for approval; and

WHEREAS, the revised expenditures shown in the Operating Budget Revision are necessary for the efficient and economical operation and administration of the Lake County Housing Authority's Public Housing programs for the purpose of serving low-income families; and

WHEREAS, the financial plan detailed in the FY 2025 Operating Budget Revision is reasonable in that it indicates a source of funds adequate to cover expenditures and does not provide for federal funding in excess of that payable under the HUD Annual Budget Authority; and

WHEREAS, all charges and expenditures set out in the FY 2025 Operating Budget revision will be consistent with the provisions of the law and the Annual Contributions Contract;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Lake County Housing Authority that the FY 2025 Operating Budget Revision attached hereto is hereby approved and staff is authorized to execute and submit the necessary documents to HUD's Financial Management Center.

FY2025 Consolidated Budget (Revision)

Forecast

	AMP2	AMP3	AMP4	AMP5	PH Total	HCV	CHC	BA	COCC	Consolidated	Rev Budget	Variance
Revenue:												
Tenant	801,771	669,692	207,559	77,460	1,756,482	77,396	-	174,767	-	2,008,645	1,826,990	181,655
HUD Subsidies	542,203	826,407	533,648	421,569	2,323,827	47,736,757	-	-	-	50,060,584	47,035,859	3,024,725
Grants	-	-	-	-	-	-	902,097	-	162,970	1,065,067	962,970	102,097
Other	100,343	116,684	58,189	45,458	320,674	5,073	131,703	60,984	1,567,217	2,085,651	2,054,713	30,938
Total Income	**$ 1,444,317**	**$ 1,612,783**	**$ 799,396**	**$ 544,487**	**$ 4,400,983**	**$ 47,819,226**	**$ 1,033,800**	**$ 235,751**	**$ 1,730,187**	**$ 55,219,947**	**$ 51,880,532**	3,339,415
Operating Expense:												
Administrative	413,821	516,822	349,538	308,317	1,588,498	3,193,976	436,675	22,872	1,158,437	6,400,458	6,580,906	(180,448)
Grant Exp	-	-	-	-	-	276,165	654,117	-	-	930,282	227,369	702,913
Repairs & Maintenance	688,702	625,707	262,712	287,393	1,864,514	-	73,958	7,627	322,154	2,268,253	2,544,674	(276,421)
Utility	201,638	152,331	22,165	18,655	394,789	25,449	11,500	852	26,769	459,359	379,144	80,215
General	138,518	148,398	124,184	82,454	493,554	675,248	30,697	15,192	70,353	1,285,044	898,572	386,472
HAP	743	-	10,748	-	11,491	43,784,713	-	-	-	43,796,204	40,482,864	3,313,340
Total Expenses	**$ 1,443,422**	**$ 1,443,258**	**$ 769,347**	**$ 696,819**	**$ 4,352,846**	**$ 47,955,551**	**$ 1,206,947**	**$ 46,543**	**$ 1,577,713**	**$ 55,139,600**	**$ 51,113,529**	4,026,071
Net Income	**$ 895**	**$ 169,525**	**$ 30,049**	**$ (152,332)**	**$ 48,137**	**$ (136,325)**	**$ (173,147)**	**$ 189,208**	**$ 152,474**	**$ 80,347**	**$ 767,003**	**$ (686,656)**

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
29999-9999	Revenue & Expenses																
30000-0000	INCOME																
31000-0000	TENANT INCOME																
31200-0000	Other Tenant Income																
31200-1000	Laundry and Vending	0.00	0.00	0.00	112.40	0.00	122.30	0.00	0.00	0.00	0.00	55.05	55.02	344.77	660.57	-315.80	-47.81
31290-0000	Total Other Tenant Income	0.00	0.00	0.00	112.40	0.00	122.30	0.00	0.00	0.00	0.00	55.05	55.02	344.77	660.57	-315.80	-47.81
31990-0000	TOTAL TENANT INCOME	0.00	0.00	0.00	112.40	0.00	122.30	0.00	0.00	0.00	0.00	55.05	55.02	344.77	660.57	-315.80	-47.81
34000-0000	GRANT INCOME																
34010-1000	CFP Operating Grants	13,580.86	13,580.86	13,580.86	13,580.86	13,580.86	13,580.86	13,580.86	13,580.56	13,580.56	13,580.56	13,580.87	13,580.83	162,969.40	162,970.40	-1.00	0.00
34990-0000	TOTAL GRANT INCOME	13,580.86	13,580.86	13,580.86	13,580.86	13,580.86	13,580.86	13,580.86	13,580.56	13,580.56	13,580.56	13,580.87	13,580.83	162,969.40	162,970.40	-1.00	0.00
36000-0000	OTHER INCOME																
36200-0000	Management Fee Income	35,480.31	35,161.15	35,732.18	34,687.41	34,949.28	34,640.12	34,552.83	34,116.38	33,286.19	33,111.61	32,833.33	32,833.33	411,384.12	401,099.96	10,284.16	2.56
36200-0001	Management Fee Earned - HCV	56,766.80	77,370.00	58,510.80	56,935.20	73,979.00	56,935.20	56,935.20	56,309.60	77,069.20	61,318.00	57,278.25	57,278.25	746,685.50	687,339.00	59,346.50	8.63
36200-0002	Management Fee Earned - HCV Mainstrean	2,314.60	1,557.20	1,557.20	0.00	0.00	508.00	508.20	1,577.00	1,428.20	1,428.40	1,446.53	1,446.53	13,771.86	22,612.46	-8,840.60	-39.10
36200-0003	Management Fee Earned - HCV EHV	352.50	337.50	337.50	337.50	337.50	344.80	345.00	345.00	1,118.60	352.50	875.00	875.00	5,958.40	10,500.00	-4,541.60	-43.25
36200-1000	Bookkeeping Fee Income	3,292.50	3,262.50	3,315.00	3,217.50	3,240.00	3,210.00	3,202.50	3,165.00	3,082.50	3,067.50	3,187.50	3,187.50	38,430.00	38,710.00	-280.00	-0.72
36200-1001	Bookkeeping Fee Earned - HCV	21,660.00	21,622.50	21,585.00	21,810.00	21,960.00	21,660.00	21,630.00	21,780.00	21,772.50	21,720.00	21,403.17	21,403.17	260,006.34	256,838.04	3,168.30	1.23
36200-1002	Bookkeeping Fee Earned - HCV Mainstrean	555.00	555.00	532.50	532.50	532.50	525.00	570.00	577.50	585.00	585.00	554.38	554.38	6,658.76	10,940.76	-4,282.00	-39.14
36200-1003	Bookkeeping Fee Earned - HCV EHV	1,116.80	1,367.20	1,367.20	1,172.00	1,172.20	872.20	1,164.40	1,165.60	352.50	1,142.20	600.00	600.00	12,092.30	7,200.00	4,892.30	67.95
36200-2000	Asset Management Fee Income	2,840.00	2,810.00	2,850.00	2,760.00	2,760.00	2,720.00	2,720.00	2,720.00	2,590.00	2,590.00	4,323.33	4,323.33	36,006.66	52,869.96	-16,863.30	-31.90
36500-0000	Miscellaneous Other Income	1,385.31	5,674.11	2,467.51	453.42	1,855.74	1,511.70	17,398.22	989.42	367.50	367.50	1,703.93	1,703.93	35,878.29	120,447.16	-84,568.87	-70.21
36990-0000	TOTAL OTHER INCOME	125,763.82	149,717.16	128,254.89	121,905.53	140,786.22	122,927.02	139,026.35	122,745.50	141,652.19	125,682.71	124,205.42	124,205.42	1,566,872.23	1,608,557.34	-41,685.11	-2.59
39990-0000	TOTAL INCOME	139,344.68	163,298.02	141,835.75	135,598.79	154,367.08	136,630.18	152,607.21	136,326.06	155,232.75	139,263.27	137,841.34	137,841.27	1,730,186.40	1,772,188.31	-42,001.91	-2.37
40000-0000	EXPENSES																
41000-0000	ADMINISTRATIVE EXPENSES																
41009-9000	Administrative Salaries																
41100-0000	Administrative Salaries	21,472.93	72,226.43	59,639.13	43,002.10	43,241.72	46,365.96	49,250.58	73,550.87	49,250.58	51,665.96	54,091.44	65,000.00	628,757.70	703,188.74	-74,431.04	-10.58
41100-4000	Employee Benefit Contribution-Admin	23,983.95	16,151.90	23,681.62	23,654.77	25,201.89	24,471.91	24,657.71	29,595.97	24,047.02	25,842.13	19,806.06	19,806.06	280,900.99	257,478.78	23,422.21	9.10
41109-9000	Total Administrative Salaries	45,456.88	88,378.33	83,320.75	66,656.87	68,443.61	70,837.87	73,908.29	103,146.84	73,297.60	77,508.09	73,897.50	84,806.06	909,658.69	960,667.52	-51,008.83	-5.31
41300-0000	Legal Expense																
41300-3000	Tenant Screening	0.00	340.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	7.29	7.31	367.25	87.50	279.75	319.71
41300-4000	General Legal Expense	0.00	93.75	0.00	375.00	0.00	93.75	4,371.25	2,955.00	0.00	6,487.94	1,459.85	1,459.91	17,296.45	17,518.26	-221.81	-1.27
41310-0000	Total Legal Expense	0.00	434.40	0.00	375.00	0.00	93.75	4,371.25	2,955.00	0.00	6,499.94	1,467.14	1,467.22	17,663.70	17,605.76	57.94	0.33
41390-0000	Other Admin Expenses																
41400-0000	Staff Training	0.00	0.00	0.00	0.00	2,400.00	745.00	1,784.95	2,960.00	1,668.00	2,050.00	1,781.04	1,781.02	15,170.01	21,372.46	-6,202.45	-29.02
41500-0000	Travel	2,210.88	2,317.41	2,288.25	1,651.06	1,618.40	7,006.64	3,312.71	6,619.55	1,820.07	750.00	2,489.75	2,489.72	34,574.44	29,876.97	4,697.47	15.72
41700-0000	Accounting Fees	1,541.67	2,894.87	4,889.37	3,416.23	3,589.31	6,011.91	-1,552.20	3,071.02	3,048.09	3,002.30	3,100.00	3,100.00	36,112.57	58,000.00	-21,887.43	-37.74
41710-0000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	4,176.00	0.00	0.00	0.00		0.00	4,176.00	9,600.00	-5,424.00	-56.50
41740-0000	Marketing	580.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	226.83	40.00	14.38	14.33	875.54	172.51	703.03	407.53
41800-0000	Office Rent	10.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.86	0.00	10.86	#DIV/0!
41890-0000	Total Other Admin Expenses	4,343.41	5,212.28	7,177.62	5,067.29	7,607.71	13,763.55	7,721.46	12,650.57	6,762.99	5,842.30	7,385.17	7,385.07	90,919.42	119,021.94	-28,102.52	-23.61
41900-0000	Miscellaneous Admin Expenses																
41900-1000	Membership and Fees	2,102.68	2,977.55	1,176.79	393.95	1,422.78	347.78	599.35	379.52	439.52	191.90	1,231.29	1,231.31	12,494.42	14,775.50	-2,281.08	-15.44
41900-2000	Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.40	0.00	0.00	53.92	53.97	218.29	647.09	-428.80	-66.27
41900-3000	Advertising	0.00	0.00	337.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	337.99	0.00	337.99	#DIV/0!
41900-4000	Office Supplies	430.64	103.32	747.83	0.00	813.68	328.13	2,059.94	208.65	668.98	544.98	1,066.77	1,066.72	8,039.64	12,801.19	-4,761.55	-37.20
41900-5000	Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.80	1.18	1.19	77.17	14.17	63.00	444.60
41900-6000	Computer Parts	0.00	0.00	0.00	0.00	45.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.75	0.00	45.75	#DIV/0!
41900-7000	Telephone	2,005.70	279.70	1,325.71	2,172.63	1,887.46	1,718.44	1,006.13	2,719.58	712.18	1,515.52	1,256.58	1,256.62	17,856.25	15,079.00	2,777.25	18.42
41900-8000	Postage	1,683.20	694.72	1,600.00	76.80	1,600.00	0.00	183.37	1,600.00	0.00	1,431.60	1,119.59	1,119.56	11,108.84	13,435.05	-2,326.21	-17.31
41901-0000	Office Equipment Contracts	-189.89	287.93	287.93	2,127.72	-262.31	905.45	569.69	53.13	1,508.65	532.65	1,078.92	1,078.92	7,978.79	12,947.04	-4,968.25	-38.37
41901-1000	Printer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	426.07	0.00	0.00	0.00	426.07	0.00	426.07	#DIV/0!
41901-3000	Internet	-66.62	66.62	0.00	66.62	133.24	66.62	0.00	157.36	0.00	78.62	408.13	408.17	1,318.76	4,897.60	-3,578.84	-73.07
41901-4000	Cable/Video	-56.56	53.02	0.00	51.09	109.64	54.82	0.00	109.65	0.00	54.83	49.75	49.80	476.04	597.05	-121.01	-20.27
41901-5000	Special Events	455.46	1,164.26	2,156.45	1,877.43	230.57	77.98	1,819.74	1,272.18	1,902.56	1,389.09	114.95	114.90	12,575.57	1,379.35	11,196.22	811.70
41901-7000	Temporary Administrative Labor	240.00	280.00	0.00	0.00	0.00	0.00	18,750.00	0.00	0.00	0.00	0.00	30,000.00	49,270.00	5,000.00	44,270.00	885.40
41901-8000	Small Office Equipment	115.89	-1,848.47	0.00	0.00	313.49	34.80	147.60	0.00	0.00	516.56	75.12	75.10	-569.91	901.42	-1,471.33	-163.22
41902-0000	Bank Fees	453.39	487.70	446.99	462.65	477.83	442.75	540.77	553.79	545.44	27.25	0.00	0.00	4,438.56	0.00	4,438.56	#DIV/0!
41902-1000	Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.22	92.25	184.47	1,106.67	-922.20	-83.33
41902-2000	Other Misc Admin Expenses	94.79	2,453.58	1,524.45	-281.02	176.31	0.00	434.33	5,954.08	-127.70	1,148.47	1,270.80	1,270.81	13,918.90	15,249.61	-1,330.71	-8.73
41910-0000	Total Miscellaneous Admin Expenses	7,268.68	6,999.93	9,604.14	6,947.87	6,948.44	3,976.77	26,110.92	13,118.34	6,075.70	7,506.27	7,819.22	37,819.32	140,195.60	98,830.74	41,364.86	41.85
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	57,068.97	101,024.94	100,102.51	79,047.03	82,999.76	88,671.94	112,111.92	131,870.75	86,136.29	97,356.60	90,569.03	131,477.67	1,158,437.41	1,196,125.96	-37,688.55	-3.15
42000-0000	TENANT SERVICES																
42100-1000	Employee Benefit Contributions-Tenant Sv	0.00	-92.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-92.07	0.00	-92.07	#DIV/0!
42990-0000	TOTAL TENANT SERVICES EXPENSES	0.00	-92.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-92.07	0.00	-92.07	#DIV/0!
43000-0000	UTILITY EXPENSES																
43100-0000	Water	59.37	20.00	20.00	20.00	59.36	20.00	20.00	20.00	20.00	20.00	34.74	34.76	348.23	416.90	-68.67	-16.47
43200-0000	Electricity	0.00	613.25	456.78	390.22	469.68	545.58	0.00	568.46	514.98	547.02	479.37	479.37	5,064.71	5,752.44	-687.73	-11.96
43300-0000	Gas	41.83	107.46	242.60	290.75	324.69	220.42	0.00	333.59	0.00	0.00	140.17	140.20	1,841.71	1,682.07	159.64	9.49
43400-0000	Garbage/Trash Removal	1,529.25	2,202.58	4,021.96	67.81	1,768.33	1,477.75	1,597.59	168.49	0.00	3,017.94	1,600.00	1,600.00	19,051.70	3,438.35	15,613.35	454.09

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
43900-0000	Sewer	73.57	30.00	30.00	30.00	73.58	30.00	30.00	30.00	30.00	30.00	37.99	37.99	463.13	455.88	7.25	1.59
43990-0000	TOTAL UTILITY EXPENSES	1,704.02	2,973.29	4,771.34	798.78	2,695.64	2,293.75	1,647.59	1,120.54	564.98	3,614.96	2,292.27	2,292.32	26,769.48	11,745.64	15,023.84	127.91
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES																
44009-9000	General Maint Expense																
44100-0000	Maintenance Salaries	1,306.87	4,283.68	3,547.02	2,757.65	2,951.25	2,799.32	2,861.22	5,520.29	0.00	0.00	3,000.00	5,000.00	34,027.30	104,348.52	-70,321.22	-67.39
44100-5000	Employee Benefit Contribution-Maint.	2,219.28	1,502.24	5,787.32	1,651.08	2,792.38	1,293.93	2,927.67	2,149.85	944.77	83.97	1,720.36	1,720.36	24,793.21	22,364.66	2,428.55	10.86
44120-0000	Vehicle Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.79	0.00	0.00	0.00	24.79	0.00	24.79	#DIV/0!
44130-0000	Misc Vehicle Expenses	0.00	0.00	0.00	0.00	0.00	0.00	88.64	0.00	162.74	189.05	122.59	122.63	685.65	1,471.12	-785.47	-53.39
44190-0000	Total General Maint Expense	3,526.15	5,785.92	9,334.34	4,408.73	5,743.63	4,093.25	5,877.53	7,670.14	1,132.30	273.02	4,842.95	6,842.99	59,530.95	128,184.30	-68,653.35	-53.56
44200-0000	Materials																
44200-1000	Supplies-Grounds	0.00	31.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.99	0.00	31.99	#DIV/0!
44200-2000	Supplies-Appliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,144.00	0.00	0.00	0.00	0.00	1,144.00	0.00	1,144.00	#DIV/0!
44200-3000	Supplies-Decorating	0.00	120.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.67	166.63	453.75	2,000.00	-1,546.25	-77.31
44200-4000	Supplies-Electrical	0.00	0.00	0.00	0.00	0.00	42.67	0.00	0.00	0.00	0.00	0.00	0.00	42.67	0.00	42.67	#DIV/0!
44200-6000	Supplies-Janitorial/Cleaning	256.54	837.83	584.43	1,077.11	99.87	537.96	1,397.83	519.95	578.36	424.49	258.11	258.10	6,830.58	3,097.31	3,733.27	120.53
44200-7000	Supplies-Maint/Repairs	6,269.63	80.42	-1,768.42	1,530.32	35.58	1,835.78	66.13	-584.70	2,009.33	0.00	1,084.98	1,084.92	11,643.97	13,019.70	-1,375.73	-10.57
44200-9000	Tools and Equipment	0.00	0.00	671.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	671.79	0.00	671.79	#DIV/0!
44201-0000	Supplies - HVAC	0.00	0.00	0.00	63.98	151.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215.94	0.00	215.94	#DIV/0!
44290-0000	Total Materials	6,526.17	1,070.69	-512.20	2,671.41	287.41	2,416.41	1,463.96	1,079.25	2,587.69	424.49	1,509.76	1,509.65	21,034.69	18,117.01	2,917.68	16.10
44300-0000	Contract Costs																
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,772.27	0.00	0.00	0.00	0.00	1,772.27	0.00	1,772.27	#DIV/0!
44300-3000	Contract-Building Repairs	0.00	0.00	0.00	144.00	6,532.44	0.00	0.00	0.00	0.00	8,496.56	0.00	0.00	15,173.00	0.00	15,173.00	#DIV/0!
44300-6000	Contract-Electrical	0.00	137.20	0.00	0.00	0.00	0.00	0.00	0.00	260.00	0.00	40.09	40.14	477.43	481.13	-3.70	-0.77
44300-7000	Contract-Pest Control	26.00	26.00	26.00	26.00	26.00	26.00	26.00	0.00	26.00	26.00	39.75	39.76	313.51	477.01	-163.50	-34.28
44300-9000	Contract-Grounds	249.34	297.34	307.00	-75.20	75.20	0.00	0.00	310.34	249.34	297.34	225.75	225.73	2,162.18	2,708.98	-546.80	-20.18
44301-0000	Contract-Janitorial/Cleaning	0.00	0.00	0.00	23,058.63	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	23,158.63	600.00	22,558.63	3,759.77
44301-1000	Contract-Plumbing	158.00	118.00	0.00	30,793.39	143.98	0.00	0.00	0.00	0.00	0.00	481.27	481.27	32,175.91	5,775.24	26,400.67	457.14
44301-2000	Contract-Window Covering	802.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	802.40	0.00	802.40	#DIV/0!
44301-3000	Contract-HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195.60	0.00	13.47	13.46	222.53	161.63	60.90	37.68
44301-4000	Contract-Vehicle Maintenance	0.00	0.00	0.00	0.00	33.56	0.00	0.00	0.00	0.00	0.00	124.35	124.34	282.25	1,492.19	-1,209.94	-81.08
44301-7000	Contract-Elevator Monitoring	0.00	55.60	138.70	55.60	55.60	55.60	138.70	55.60	680.74	55.60	71.48	71.52	1,434.74	857.80	576.94	67.26
44301-8000	Contract-Alarm Monitoring	0.00	0.00	53.99	53.99	0.00	53.98	0.00	167.60	499.72	0.00	0.00	0.00	829.28	0.00	829.28	#DIV/0!
44302-2000	Contract-IT Contracts	9,918.35	8,336.83	12,985.62	972.08	14,884.48	14,946.24	9,160.71	14,131.44	18,429.86	6,364.42	11,666.67	11,666.63	133,463.33	140,000.00	-6,536.67	-4.67
44302-3000	Contract-Consultants	0.00	0.00	543.00	0.00	47.00	3,032.00	0.00	7,400.00	0.00	0.00	0.00	0.00	11,022.00	0.00	11,022.00	#DIV/0!
44308-0000	Contract - Vehicle Lease	303.99	303.99	402.53	303.99	285.96	0.00	655.61	0.00	0.00	3,703.00	443.88	443.84	6,846.79	5,326.52	1,520.27	28.54
44309-0000	Contract-Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	616.61	145.62	221.63	221.64	1,205.50	2,659.57	-1,454.07	-54.67
44309-1000	Snow Removal Service	0.00	0.00	752.00	1,203.20	1,405.60	225.60	0.00	0.00	0.00	0.00	282.07	282.11	4,150.58	3,384.88	765.70	22.62
44309-9000	Contract Costs-Other	0.00	0.00	0.00	220.80	0.00	105.50	800.00	0.00	4.40	0.00	2,482.83	2,482.84	6,096.37	29,793.97	-23,697.60	-79.54
44390-0000	Total Contract Costs	11,458.08	9,274.96	15,208.84	56,756.48	23,489.82	18,444.92	10,781.02	23,837.25	20,962.27	19,088.54	16,143.24	16,143.28	241,588.70	193,718.92	47,869.78	24.71
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	21,510.40	16,131.57	24,030.98	63,836.62	29,520.86	24,954.58	18,122.51	32,586.64	24,682.26	19,786.05	22,495.95	24,495.92	322,154.34	340,020.23	-17,865.89	-5.25
45000-0000	GENERAL EXPENSES																
45100-0000	Worker's Comp Insurance	2,599.19	2,599.19	2,599.18	2,690.15	2,690.15	2,690.15	-6,019.05	2,690.15	2,690.15	2,690.15	3,597.72	3,597.72	25,114.85	43,172.64	-18,057.79	-41.83
45101-0000	Property Insurance	827.10	827.10	827.10	-2,456.21	873.79	873.79	873.79	873.79	873.79	873.79	807.09	807.10	6,882.02	9,685.09	-2,803.07	-28.94
45102-0000	Liability Insurance	633.43	633.43	633.43	593.60	593.60	593.60	593.60	593.60	593.60	593.60	885.23	885.19	7,825.91	10,622.72	-2,796.81	-26.33
45210-0000	Misc. Taxes/Licenses/Insurance	74.57	74.57	94.56	87.56	87.56	87.55	87.56	580.96	87.55	87.55	90.69	90.65	1,531.33	1,088.24	443.09	40.72
45900-0000	Other General Expense	0.00	0.00	0.00	0.00	0.00	26,915.66	0.00	0.00	0.00	0.00	1,041.67	1,041.63	28,998.96	12,500.00	16,498.96	131.99
45990-0000	TOTAL GENERAL EXPENSES	4,134.29	4,134.29	4,154.27	915.10	4,245.10	31,160.75	-4,464.10	4,738.50	4,245.09	4,245.09	6,422.40	6,422.29	70,353.07	77,068.69	-6,715.62	-8.71
48990-0000	TOTAL OPERATING EXPENSES	84,417.68	124,172.02	133,059.10	144,597.53	119,461.36	147,081.02	127,417.92	170,316.43	115,628.62	125,002.70	121,779.65	164,688.20	1,577,622.23	1,624,960.52	-47,338.29	-2.91
49990-0000	**NET OPERATING INCOME**	**54,927.00**	**39,126.00**	**8,776.65**	**-8,998.74**	**34,905.72**	**-10,450.84**	**25,189.29**	**-33,990.37**	**39,604.13**	**14,260.57**	**16,061.69**	**-26,846.93**	**152,564.17**	**147,227.79**	**5,336.38**	**3.62**
50000-0000	NON-OPERATING ITEMS																
51000-1000	Depreciation -Buildings	7,596.96	7,596.96	7,596.96	7,596.96	7,596.96	7,596.96	0.00	0.00	0.00	0.00	0.00	0.00	45,581.76	0.00	45,581.76	#DIV/0!
51000-3000	Depreciation -Furn,Equip,Machinery-Admir	438.50	438.50	438.50	438.50	438.50	438.50	0.00	0.00	0.00	0.00	0.00	0.00	2,631.00	0.00	2,631.00	#DIV/0!
51000-4000	Depreciation-Leashold Improvements	1,619.77	1,619.77	1,619.77	1,619.77	1,619.77	1,619.77	0.00	0.00	0.00	0.00	0.00	0.00	9,718.62	0.00	9,718.62	#DIV/0!
52300-0000	Gain/Loss on Sale of Fixed Assets	-4,970.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4,970.00	0.00	-4,970.00	#DIV/0!
52310-0000	Pre 2004 Admin Fee Expense	0.00	0.00	10,268.22	0.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	0.00	10,428.22	0.00	10,428.22	#DIV/0!
52310-1000	Extraordinary Expense	40,520.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,520.00	0.00	40,520.00	#DIV/0!
59990-0000	TOTAL NON-OPERATING ITEMS	45,205.23	9,655.23	19,923.45	9,655.23	9,655.23	9,655.23	0.00	160.00	0.00	0.00	0.00	0.00	103,909.60	0.00	103,909.60	#DIV/0!
90000-0000	NET INCOME	9,721.77	29,470.77	-11,146.80	-18,653.97	25,250.49	-20,106.07	25,189.29	-34,150.37	39,604.13	14,260.57	16,061.69	-26,846.93	48,654.57	147,227.79	-98,573.22	-66.95

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
29999-9999	Revenue & Expenses																
30000-0000	INCOME																
31000-0000	TENANT INCOME																
34000-0000	GRANT INCOME																
34150-0000	Other Government Grants	27,636.52	27,636.52	27,636.52	27,636.52	27,636.52	27,663.48	27,636.52	27,636.52	27,636.52	0.00	0.00	0.00	248,755.64	800,000.00	-551,244.36	-68.91
34150-1000	CHC Grant Revenue	59,961.00	78,400.00	129,034.00	116,218.00	60,725.00	39,017.00	28,381.00	51,774.00	24,005.00	28,726.90	20,000.00	17,100.00	653,341.90	0.00	653,341.90	#DIV/0!
34990-0000	TOTAL GRANT INCOME	87,597.52	106,036.52	156,670.52	143,854.52	88,361.52	66,680.48	56,017.52	79,410.52	51,641.52	28,726.90	20,000.00	17,100.00	902,097.54	800,000.00	102,097.54	12.76
36000-0000	OTHER INCOME																
36100-0000	Investment Income - Unrestricted	548.07	324.37	212.16	110.85	195.81	340.45	446.94	347.54	255.72	0.00	416.67	416.63	3,615.21	5,000.00	-1,384.79	-27.70
36200-3000	CHC- Admin Fee earned	10,157.00	10,157.00	10,157.00	10,157.00	10,157.00	10,157.00	10,157.00	11,342.00	8,966.00	0.00	0.00	0.00	91,407.00	0.00	91,407.00	#DIV/0!
36500-0000	Miscellaneous Other Income	0.00	0.00	26,001.60	66.50	0.00	0.00	0.00	10,612.85	0.00	0.00	0.00	0.00	36,680.95	0.00	36,680.95	#DIV/0!
36990-0000	TOTAL OTHER INCOME	10,705.07	10,481.37	36,370.76	10,334.35	10,352.81	10,497.45	10,603.94	22,302.39	9,221.72	0.00	416.67	416.63	131,703.16	5,000.00	126,703.16	2,534.06
39990-0000	TOTAL INCOME	98,302.59	116,517.89	193,041.28	154,188.87	98,714.33	77,177.93	66,621.46	101,712.91	60,863.24	28,726.90	20,416.67	17,516.63	1,033,800.70	805,000.00	228,800.70	28.42
40000-0000	EXPENSES																
41000-0000	ADMINISTRATIVE EXPENSES																
41009-9000	Administrative Salaries																
41100-0000	Administrative Salaries	13,211.49	31,392.38	27,421.04	18,219.48	18,219.48	18,219.48	18,039.96	27,329.22	18,219.48	18,219.48	18,500.00	20,000.00	246,991.49	239,990.62	7,000.87	2.92
41100-4000	Employee Benefit Contribution-Admin	8,373.30	12,066.71	14,801.74	13,246.91	11,971.48	10,038.26	9,345.99	10,730.93	8,923.53	9,444.62	9,250.00	9,250.00	127,443.47	94,333.33	33,110.14	35.10
41109-9000	Total Administrative Salaries	21,584.79	43,459.09	42,222.78	31,466.39	30,190.96	28,257.74	27,385.95	38,060.15	27,143.01	27,664.10	27,750.00	29,250.00	374,434.96	334,323.95	40,111.01	12.00
41300-0000	Legal Expense																
41300-3000	Tenant Screening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,155.83	-23,155.83	-100.00
41300-4000	General Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.54	-50.54	-100.00
41310-0000	Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,206.37	-23,206.37	-100.00
41390-0000	Other Admin Expenses																
41400-0000	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	665.00	0.00	272.91	272.96	1,210.87	3,274.97	-2,064.10	-63.03
41500-0000	Travel	0.00	234.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	459.56	459.51	1,153.74	5,514.67	-4,360.93	-79.08
41700-0000	Accounting Fees	1,541.67	1,880.10	2,383.08	2,010.39	2,053.63	3,859.51	-388.04	1,923.99	1,918.28	1,906.83	1,900.00	1,900.00	22,889.44	25,940.00	-3,050.56	-11.76
41710-0000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	1,044.00	0.00	0.00	0.00	266.01	265.97	1,575.98	3,192.08	-1,616.10	-50.63
41740-0000	Marketing	145.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.03	0.00	145.03	#DIV/0!
41890-0000	Total Other Admin Expenses	1,686.70	2,114.77	2,383.08	2,010.39	2,053.63	3,859.51	655.96	1,923.99	2,583.28	1,906.83	2,898.48	2,898.44	26,975.06	37,921.72	-10,946.66	-28.87
41900-0000	Miscellaneous Admin Expenses																
41900-1000	Membership and Fees	709.80	1,118.60	1,535.95	716.18	783.27	1,397.60	796.20	741.21	1,038.21	412.30	1,000.00	680.00	10,929.32	7,069.59	3,859.73	54.60
41900-2000	Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.60	0.00	0.00	0.00	0.00	27.60	0.00	27.60	#DIV/0!
41900-3000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,425.00	0.00	0.00	0.00	0.00	2,425.00	0.00	2,425.00	#DIV/0!
41900-4000	Office Supplies	0.00	0.00	0.00	0.00	7.62	0.00	0.00	0.00	135.97	0.00	88.53	88.51	320.63	1,062.34	-741.71	-69.82
41900-5000	Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	8.37	16.70	100.00	-83.30	-83.30
41900-7000	Telephone	584.68	37.97	592.23	981.91	603.28	556.43	270.73	982.47	199.53	591.00	452.28	452.35	6,304.86	5,427.43	877.43	16.17
41900-8000	Postage	420.80	173.70	400.00	19.25	400.00	0.00	42.12	400.00	0.00	357.90	263.34	263.36	2,740.47	3,160.10	-419.63	-13.28
41901-0000	Office Equipment Contracts	164.69	358.65	106.03	481.87	204.96	15.29	293.83	192.75	528.57	367.68	521.74	521.76	3,757.82	6,260.90	-2,503.08	-39.98
41901-3000	Internet	154.95	154.95	154.95	154.95	0.00	0.00	494.85	184.95	184.95	184.95	137.30	137.27	1,944.07	1,647.57	296.50	18.00
41901-5000	Special Events	18.31	203.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	221.52	0.00	221.52	#DIV/0!
41901-7000	Temporary Administrative Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	-100.00
41901-8000	Small Office Equipment	0.00	0.00	0.00	0.00	0.00	310.13	0.00	0.00	21.13	129.14	60.38	60.42	581.20	724.60	-143.40	-19.79
41902-0000	Bank Fees	378.60	420.73	462.16	467.60	534.25	457.64	443.79	890.19	436.45	0.00	0.00	0.00	4,491.41	0.00	4,491.41	#DIV/0!
41902-2000	Other Misc Admin Expenses	629.09	31.40	63.66	132.65	0.00	34.55	34.55	0.00	-1.92	0.00	290.15	290.06	1,504.19	3,481.71	-1,977.52	-56.80
41910-0000	Total Miscellaneous Admin Expenses	3,060.92	2,499.21	3,314.98	2,954.41	2,533.38	2,771.64	2,376.07	5,844.17	2,542.89	2,042.97	2,822.05	2,502.10	35,264.79	43,934.24	-8,669.45	-19.73
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	26,332.41	48,073.07	47,920.84	36,431.19	34,777.97	34,888.89	30,417.98	45,828.31	32,269.18	31,613.90	33,470.53	34,650.54	436,674.81	439,386.28	-2,711.47	-0.62
43000-0000	UTILITY EXPENSES																
43100-0000	Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.83	52.85	0.00	0.00	171.68	0.00	171.68	#DIV/0!
43200-0000	Electricity	0.00	0.00	284.86	622.48	556.66	330.89	326.92	349.22	359.10	0.00	472.12	472.17	3,774.42	5,665.49	-1,891.07	-33.38
43300-0000	Gas	201.79	2.64	237.17	556.74	374.24	374.24	861.56	364.50	0.00	272.47	108.33	108.37	3,462.05	1,300.00	2,162.05	166.31
43400-0000	Garbage/Trash Removal	375.38	367.32	751.55	17.02	442.13	369.50	399.41	421.23	0.00	754.48	96.85	96.81	4,091.68	1,162.16	2,929.52	252.08
43990-0000	TOTAL UTILITY EXPENSES	577.17	369.96	1,273.58	1,196.24	1,373.03	1,074.63	1,587.89	1,134.95	477.93	1,079.80	677.30	677.35	11,499.83	8,127.65	3,372.18	41.49
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES																
44009-9000	General Maint Expense																
44130-0000	Misc Vehicle Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.98	5.96	11.94	71.74	-59.80	-83.36
44190-0000	Total General Maint Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.98	5.96	11.94	71.74	-59.80	-83.36
44200-0000	Materials																
44200-6000	Supplies-Janitorial/Cleaning	241.89	157.98	0.00	390.64	0.00	0.00	22.37	0.00	40.38	0.00	4.17	4.13	861.56	50.00	811.56	1,623.12
44200-7000	Supplies-Maint/Repairs	15.98	0.00	-499.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.61	41.59	-400.01	499.30	-899.31	-180.11
44200-9000	Tools and Equipment	0.00	0.00	167.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.99	0.00	167.99	#DIV/0!
44290-0000	Total Materials	257.87	157.98	-331.20	390.64	0.00	0.00	22.37	0.00	40.38	0.00	45.78	45.72	629.54	549.30	80.24	14.61
44300-0000	Contract Costs																
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	0.00	0.00	0.00	0.00	548.03	0.00	0.00	0.00	0.00	548.03	0.00	548.03	#DIV/0!
44300-6000	Contract-Electrical	0.00	34.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.34	0.00	34.34	#DIV/0!
44300-9000	Contract-Grounds	2,000.00	2,000.00	560.00	940.00	0.00	0.00	0.00	2,000.00	3,100.00	0.00	808.13	808.07	12,216.20	9,697.50	2,518.70	25.97
44301-1000	Contract-Plumbing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.33	33.37	66.70	400.00	-333.30	-83.33
44301-8000	Contract-Alarm Monitoring	90.00	134.97	0.00	210.00	0.00	0.00	1,432.12	0.00	0.00	0.00	0.00	0.00	1,867.09	0.00	1,867.09	#DIV/0!
44302-2000	Contract-IT Contracts	2,181.73	1,935.34	3,231.92	228.36	4,784.84	3,205.51	2,266.72	4,780.28	5,088.14	2,166.60	2,844.99	2,845.04	35,559.47	34,139.93	1,419.54	4.16
44302-3000	Contract-Consultants	0.00	0.00	0.00	0.00	0.00	1,274.79	0.00	1,850.00	0.00	0.00	0.00	0.00	3,124.79	0.00	3,124.79	#DIV/0!

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+	Original		
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Budget	Budget	Variance	%Variance
44308-0000	Contract - Vehicle Lease	40.25	40.25	0.00	40.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.75	0.00	120.75	#DIV/0!
44309-0000	Contract-Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	182.16	182.17	574.33	2,185.93	-1,611.60	-73.73
44309-1000	Snow Removal Service	0.00	940.00	1,880.00	2,200.00	3,460.00	640.00	0.00	0.00	0.00	0.00	1,232.67	1,232.63	11,585.30	14,792.00	-3,206.70	-21.68
44309-9000	Contract Costs-Other	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	4,500.00	7,620.00	109,468.50	-101,848.50	-93.04
44390-0000	Total Contract Costs	4,431.98	5,084.90	5,671.92	3,618.61	8,244.84	5,120.30	3,698.84	9,178.31	8,188.14	2,376.60	8,101.28	9,601.28	73,317.00	170,683.86	-97,366.86	-57.05
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	4,689.85	5,242.88	5,340.72	4,009.25	8,244.84	5,120.30	3,721.21	9,178.31	8,228.52	2,376.60	8,153.04	9,652.96	73,958.48	171,304.90	-97,346.42	-56.83
45000-0000	GENERAL EXPENSES																
45100-0000	Worker's Comp Insurance	1,908.53	1,908.53	1,908.53	1,975.34	1,975.34	2,314.02	-201.96	1,975.34	1,975.33	1,975.33	1,975.33	1,975.33	21,664.99	0.00	21,664.99	#DIV/0!
45101-0000	Property Insurance	303.13	303.13	303.13	342.51	342.51	342.51	342.51	342.51	342.51	342.51	342.51	342.51	3,991.98	9,549.78	-5,557.80	-58.20
45102-0000	Liability Insurance	485.43	485.43	485.43	435.87	435.87	435.87	435.87	435.87	435.87	435.87	435.87	435.87	5,379.12	0.00	5,379.12	#DIV/0!
45210-0000	Misc. Taxes/Licenses/Insurance	0.00	0.00	0.02	0.00	0.00	0.00	0.00	-338.69	0.00	0.00	0.00	0.00	-338.67	0.00	-338.67	#DIV/0!
45990-0000	TOTAL GENERAL EXPENSES	2,697.09	2,697.09	2,697.11	2,753.72	2,753.72	3,092.40	576.42	2,415.03	2,753.71	2,753.71	2,753.71	2,753.71	30,697.42	9,549.78	21,147.64	221.45
47000-0000	HOUSING ASSISTANCE PAYMENTS																
47150-0000	Housing Assistance Payments	-1,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,350.00	0.00	-1,350.00	#DIV/0!
47150-7000	Housing Counseling Program Expenses	64,475.00	75,585.82	140,290.24	113,918.60	56,542.90	36,676.52	28,380.61	51,774.45	21,995.89	28,726.90	20,000.00	17,100.00	655,466.93	40,274.32	615,192.61	1,527.51
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	63,125.00	75,585.82	140,290.24	113,918.60	56,542.90	36,676.52	28,380.61	51,774.45	21,995.89	28,726.90	20,000.00	17,100.00	654,116.93	40,274.32	613,842.61	1,524.15
48990-0000	TOTAL OPERATING EXPENSES	97,421.52	131,968.82	197,522.49	158,309.00	103,692.46	80,852.74	64,684.11	110,331.05	65,725.23	66,550.91	65,054.58	64,834.56	1,206,947.47	668,642.93	538,304.54	80.51
49990-0000	**NET OPERATING INCOME**	**881.07**	**-15,450.93**	**-4,481.21**	**-4,120.13**	**-4,978.13**	**-3,674.81**	**1,937.35**	**-8,618.14**	**-4,861.99**	**-37,824.01**	**-44,637.91**	**-47,317.93**	**-173,146.77**	**136,357.07**	**-309,503.84**	**-226.98**
50000-0000	NON-OPERATING ITEMS																
51000-1000	Depreciation -Buildings	242.64	242.64	242.64	242.64	242.64	242.64	0.00	0.00	0.00	0.00	0.00	0.00	1,455.84	0.00	1,455.84	#DIV/0!
51000-3000	Depreciation -Furn,Equip,Machinery-Admir	12.23	12.23	12.23	12.23	12.23	12.23	0.00	0.00	0.00	0.00	0.00	0.00	73.38	0.00	73.38	#DIV/0!
51000-4000	Depreciation-Leashold Improvements	2,306.34	2,306.34	2,306.34	2,306.34	2,306.34	2,306.34	0.00	0.00	0.00	0.00	0.00	0.00	13,838.04	0.00	13,838.04	#DIV/0!
59990-0000	TOTAL NON-OPERATING ITEMS	2,561.21	2,561.21	2,561.21	2,561.21	2,561.21	2,561.21	0.00	0.00	0.00	0.00	0.00	0.00	15,367.26	0.00	15,367.26	#DIV/0!
90000-0000	NET INCOME	-1,680.14	-18,012.14	-7,042.42	-6,681.34	-7,539.34	-6,236.02	1,937.35	-8,618.14	-4,861.99	-37,824.01	-44,637.91	-47,317.93	-188,514.03	136,357.07	-324,871.10	-238.25

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
29999-9999	Revenue & Expenses																
30000-0000	INCOME																
31000-0000	TENANT INCOME																
31010-0000	Rental Income																
31110-0000	Tenant Rent	7,790.00	7,790.00	7,790.00	8,015.00	7,844.00	8,177.00	8,177.00	8,229.00	7,317.00	7,773.00	14,583.33	14,583.37	108,068.70	175,000.00	-66,931.30	-38.25
31120-1000	Tenant Based Subsidy	6,770.00	6,770.00	6,770.00	6,545.00	6,716.00	6,383.00	6,383.00	6,331.00	7,243.00	6,787.00	0.00	0.00	66,698.00	0.00	66,698.00	#DIV/0!
31190-0000	Total Rental Income	14,560.00	14,560.00	14,560.00	14,560.00	14,560.00	14,560.00	14,560.00	14,560.00	14,560.00	14,560.00	14,583.33	14,583.37	174,766.70	175,000.00	-233.30	-0.13
31200-0000	Other Tenant Income																
31200-7000	Excess Utility	0.00	0.00	0.00	57.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.31	0.00	57.31	#DIV/0!
31290-0000	Total Other Tenant Income	0.00	0.00	0.00	57.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.31	0.00	57.31	#DIV/0!
31990-0000	TOTAL TENANT INCOME	14,560.00	14,560.00	14,560.00	14,617.31	14,560.00	14,560.00	14,560.00	14,560.00	14,560.00	14,560.00	14,583.33	14,583.37	174,824.01	175,000.00	-175.99	-0.10
36000-0000	OTHER INCOME																
36100-0000	Investment Income - Unrestricted	4,136.40	4,122.83	4,125.28	4,115.97	4,107.69	4,116.73	4,113.91	4,114.16	4,117.28	4,029.72	4,150.00	4,150.00	49,399.97	49,800.00	-400.03	-0.80
36500-0000	Miscellaneous Other Income	0.00	0.00	0.00	0.00	0.00	0.00	11,526.74	0.00	0.00	0.00	0.00	0.00	11,526.74	10,200.00	1,326.74	13.01
36990-0000	TOTAL OTHER INCOME	4,136.40	4,122.83	4,125.28	4,115.97	4,107.69	4,116.73	15,640.65	4,114.16	4,117.28	4,029.72	4,150.00	4,150.00	60,926.71	60,000.00	926.71	1.54
39990-0000	TOTAL INCOME	18,696.40	18,682.83	18,685.28	18,733.28	18,667.69	18,676.73	30,200.65	18,674.16	18,677.28	18,589.72	18,733.33	18,733.37	235,750.72	235,000.00	750.72	0.32
40000-0000	EXPENSES																
41000-0000	ADMINISTRATIVE EXPENSES																
41009-9000	Administrative Salaries																
41100-0000	Administrative Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	-100.00
41100-4000	Employee Benefit Contribution-Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.82	0.00	0.00	0.82	0.00	0.82	#DIV/0!
41109-9000	Total Administrative Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.82	0.00	0.00	0.82	50,000.00	-49,999.18	-100.00
41300-0000	Legal Expense																
41300-4000	General Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	809.75	0.00	0.00	0.00	809.75	0.00	809.75	#DIV/0!
41310-0000	Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	809.75	0.00	0.00	0.00	809.75	0.00	809.75	#DIV/0!
41390-0000	Other Admin Expenses																
41730-0000	Management Fee	850.19	850.19	850.19	850.19	850.19	850.19	850.19	850.19	850.19	850.19	750.00	750.00	10,001.90	9,000.00	1,001.90	11.13
41730-1000	Bookkeeping Fee	82.50	82.50	82.50	82.50	82.50	82.50	82.50	82.50	82.50	82.50	70.83	70.87	966.70	850.00	116.70	13.73
41730-2000	Asset Management Fee	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	0.00	0.00	1,100.00	0.00	1,100.00	#DIV/0!
41890-0000	Total Other Admin Expenses	1,042.69	1,042.69	1,042.69	1,042.69	1,042.69	1,042.69	1,042.69	1,042.69	1,042.69	1,042.69	820.83	820.87	12,068.60	9,850.00	2,218.60	22.52
41900-0000	Miscellaneous Admin Expenses																
41900-5000	Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	600.00	#DIV/0!
41901-5000	Special Events	54.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.21	14,000.00	-13,945.79	-99.61
41902-0000	Bank Fees	474.93	477.23	495.73	489.98	519.90	527.06	529.13	530.43	517.85	0.00	0.00	0.00	4,562.24	0.00	4,562.24	#DIV/0!
41902-2000	Other Misc Admin Expenses	0.00	0.00	0.00	0.00	1,267.76	625.00	0.00	150.00	2,000.00	0.00	366.66	366.74	4,776.16	4,400.00	376.16	8.55
41910-0000	Total Miscellaneous Admin Expenses	529.14	477.23	495.73	489.98	1,787.66	1,152.06	1,129.13	680.43	2,517.85	0.00	366.66	366.74	9,992.61	18,400.00	-8,407.39	-45.69
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	1,571.83	1,519.92	1,538.42	1,532.67	2,830.35	2,194.75	2,171.82	1,723.12	4,370.29	1,043.51	1,187.49	1,187.61	22,871.78	78,250.00	-55,378.22	-70.77
42000-0000	TENANT SERVICES																
42100-1000	Employee Benefit Contributions-Tenant Sv	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	10.00	0.00	10.00	#DIV/0!
42990-0000	TOTAL TENANT SERVICES EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	10.00	0.00	10.00	#DIV/0!
43000-0000	UTILITY EXPENSES																
43100-0000	Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.59	0.00	0.00	0.00	318.59	0.00	318.59	#DIV/0!
43200-0000	Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	8.37	16.70	100.00	-83.30	-83.30
43300-0000	Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	8.37	16.70	100.00	-83.30	-83.30
43320-0000	Tenant-Owed Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	125.00	125.00	500.00	1,500.00	-1,000.00	-66.67
43990-0000	TOTAL UTILITY EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.59	250.00	141.66	141.74	851.99	1,700.00	-848.01	-49.88
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES																
44200-0000	Materials																
44200-2000	Supplies-Appliance	583.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.67	16.63	616.63	200.00	416.63	208.32
44200-4000	Supplies-Electrical	12.99	0.00	0.00	0.00	0.00	0.00	29.47	0.00	13.99	0.00	0.00	0.00	56.45	0.00	56.45	#DIV/0!
44200-7000	Supplies-Maint/Repairs	254.74	269.36	203.83	724.47	241.73	179.47	0.00	0.00	325.95	164.57	333.33	333.37	3,030.82	4,000.00	-969.18	-24.23
44200-8000	Supplies-Plumbing	0.00	93.90	21.66	0.00	0.00	0.00	0.00	0.00	0.00	418.67	0.00	0.00	534.23	0.00	534.23	#DIV/0!
44201-0000	Supplies - HVAC	53.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.98	0.00	53.98	#DIV/0!
44290-0000	Total Materials	905.04	363.26	225.49	724.47	241.73	179.47	29.47	0.00	339.94	583.24	350.00	350.00	4,292.11	4,200.00	92.11	2.19
44300-0000	Contract Costs																
44300-6000	Contract-Electrical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.83	20.87	41.70	250.00	-208.30	-83.32
44300-9000	Contract-Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.50	12.50	25.00	150.00	-125.00	-83.33
44301-1000	Contract-Plumbing	0.00	335.00	0.00	0.00	0.00	0.00	525.00	0.00	295.00	300.00	300.00	300.00	2,055.00	3,600.00	-1,545.00	-42.92
44301-3000	Contract-HVAC	0.00	0.00	476.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	8.37	492.70	100.00	392.70	392.70
44302-2000	Contract-IT Contracts	2.50	0.00	2.50	2.50	0.50	5.00	0.00	6.00	4.50	0.00	0.00	0.00	23.50	0.00	23.50	#DIV/0!
44309-9000	Contract Costs-Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	0.00	173.33	173.37	696.70	2,080.00	-1,383.30	-66.50
44390-0000	Total Contract Costs	2.50	335.00	478.50	2.50	0.50	5.00	525.00	356.00	299.50	300.00	514.99	515.11	3,334.60	6,180.00	-2,845.40	-46.04
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	907.54	698.26	703.99	726.97	242.23	184.47	554.47	356.00	639.44	883.24	864.99	865.11	7,626.71	10,380.00	-2,753.29	-26.52
45000-0000	GENERAL EXPENSES																
45101-0000	Property Insurance	477.87	477.87	477.88	507.30	507.30	507.31	507.30	507.30	507.31	507.31	507.31	507.31	5,999.37	6,000.00	-0.63	-0.01
45200-0000	Payments in Lieu of Taxes	779.00	779.00	779.00	801.50	784.40	849.40	817.70	791.04	699.84	699.84	699.84	699.84	9,180.40	14,000.00	-4,819.60	-34.43
45210-0000	Misc. Taxes/Licenses/Insurance	0.00	0.00	-955.77	0.00	0.00	955.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
45700-0000	Bad Debt-Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.25	6.25	12.50	75.00	-62.50	-83.33
45990-0000	TOTAL GENERAL EXPENSES	1,256.87	1,256.87	301.11	1,308.80	1,291.70	2,312.48	1,325.00	1,298.34	1,207.15	1,207.15	1,213.40	1,213.40	15,192.27	20,075.00	-4,882.73	-24.32

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Actual Jan 2025	Actual Feb 2025	Actual Mar 2025	Actual Apr 2025	Actual May 2025	Actual Jun 2025	Actual Jul 2025	Forecast Aug 2025	Forecast Sep 2025	Total Actual+ Budget	Original Budget	Variance	%Variance
48990-0000	TOTAL OPERATING EXPENSES	3,736.24	3,475.05	2,543.52	3,568.44	4,364.28	4,691.70	4,051.29	3,377.46	6,535.47	3,393.90	3,407.54	3,407.86	46,552.75	110,405.00	-63,852.25	-57.83
49990-0000	**NET OPERATING INCOME**	**14,960.16**	**15,207.78**	**16,141.76**	**15,164.84**	**14,303.41**	**13,985.03**	**26,149.36**	**15,296.70**	**12,141.81**	**15,195.82**	**15,325.79**	**15,325.51**	**189,197.97**	**124,595.00**	**64,602.97**	**51.85**
50000-0000	NON-OPERATING ITEMS																
51000-1000	Depreciation -Buildings	5,716.08	5,716.08	5,716.08	5,716.08	5,716.08	5,716.08	0.00	0.00	0.00	0.00	0.00	0.00	34,296.48	0.00	34,296.48	#DIV/0!
52300-0000	Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,695.00	0.00	0.00	1,695.00	0.00	1,695.00	#DIV/0!
59990-0000	TOTAL NON-OPERATING ITEMS	5,716.08	5,716.08	5,716.08	5,716.08	5,716.08	5,716.08	0.00	0.00	0.00	1,695.00	0.00	0.00	35,991.48	0.00	35,991.48	#DIV/0!
90000-0000	NET INCOME	9,244.08	9,491.70	10,425.68	9,448.76	8,587.33	8,268.95	26,149.36	15,296.70	12,141.81	13,500.82	15,325.79	15,325.51	153,206.49	124,595.00	28,611.49	22.96

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Actual Jan 2025	Actual Feb 2025	Actual Mar 2025	Actual Apr 2025	Actual May 2025	Actual Jun 2025	Actual Jul 2025	Forecast Aug 2025	Forecast Sep 2025	Total Actual+ Budget	Original Budget	Variance	%Variance	
29999-9999	Revenue & Expenses																	
30000-0000	INCOME																	
31000-0000	TENANT INCOME																	
31010-0000	Rental Income																	
31110-0000	Tenant Rent	8,096.00	7,921.00	11,420.65	11,174.35	8,764.00	6,558.00	8,128.00	10,336.00	9,786.00	6,132.00	6,500.00	7,000.00	101,816.00	0.00	101,816.00	#DIV/0!	
31120-4000	Utility Reimbursement Recovery -PHA	0.00	0.00	-450.00	0.00	-411.00	411.00	0.00	0.00	0.00	0.00	0.00	0.00	-450.00	0.00	-450.00	#DIV/0!	
31190-0000	Total Rental Income	8,096.00	7,921.00	10,970.65	11,174.35	8,353.00	6,969.00	8,128.00	10,336.00	9,786.00	6,132.00	6,500.00	7,000.00	101,366.00	0.00	101,366.00	#DIV/0!	
31200-0000	Other Tenant Income																	
31210-0000	Tenant Payment Agreement (TPA) Rer	1,134.00	-5,202.00	-4,042.00	-3,721.35	-8,764.00	-5,868.00	7,493.00	-84.00	-3,002.14	2,086.00	-2,000.00	-2,000.00	-23,970.49	0.00	-23,970.49	#DIV/0!	
31290-0000	Total Other Tenant Income	1,134.00	-5,202.00	-4,042.00	-3,721.35	-8,764.00	-5,868.00	7,493.00	-84.00	-3,002.14	2,086.00	-2,000.00	-2,000.00	-23,970.49	0.00	-23,970.49	#DIV/0!	
31990-0000	TOTAL TENANT INCOME	9,230.00	2,719.00	6,928.65	7,453.00	-411.00	1,101.00	15,621.00	10,252.00	6,783.86	8,218.00	4,500.00	5,000.00	77,395.51	0.00	77,395.51	#DIV/0!	
34000-0000	GRANT INCOME																	
34100-1000	Section 8 HAP Earned (VO)	3,129,696.00	3,267,771.00	2,942,983.00	3,400,680.00	3,400,680.00	3,440,072.00	3,440,072.00	3,423,096.00	3,948,496.00	3,599,267.00	3,600,000.00	4,100,000.00	41,692,813.00	39,101,208.00	2,591,605.00	6.63	-592,310.23
34100-1050	Section 8 Mainstream HAP (DV)	64,318.00	65,913.00	65,913.00	71,851.00	71,851.00	74,637.00	74,637.00	77,642.00	77,642.00	80,085.00	77,000.00	77,000.00	878,489.00	777,423.00	101,066.00	13.00	
34100-1060	Section 8 EHV HAP Earned (EH)	0.00	82,940.00	82,940.00	40,938.00	40,939.00	53,690.00	51,836.00	48,762.00	58,257.00	54,802.00	53,000.00	53,000.00	621,104.00	602,971.00	18,133.00	3.01	
34100-2000	Section 8 Admin Fee Income (AF)	283,834.00	385,850.00	292,554.00	284,676.00	456,114.00	284,676.00	284,676.00	281,548.00	385,346.00	306,590.00	307,000.00	307,000.00	3,859,864.00	3,714,614.76	145,249.24	3.91	
34100-2050	Section 8 Mainstream Admin Inc (8F)	11,573.00	7,786.00	7,786.00	0.00	0.00	2,540.00	2,541.00	7,885.00	7,141.00	7,142.00	7,200.00	7,200.00	68,794.00	115,000.00	-46,206.00	-40.18	
34100-2060	Section 8 EHV Admin Fee Inc (EF)	54,663.00	6,836.00	6,836.00	5,860.00	5,861.00	4,361.00	5,822.00	5,828.00	5,593.00	5,711.00	5,800.00	5,800.00	118,971.00	60,000.00	58,971.00	98.29	
34100-4000	Port-In Admin Fees Earned	1,804.92	2,147.79	1,831.03	1,956.72	2,036.35	2,514.13	2,452.50	2,633.30	2,857.00	2,940.23	2,700.00	2,700.00	28,573.97	26,628.68	1,945.29	7.31	
34100-5000	Section 8 EHV Issuance Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	-600.00	-100.00	
34100-5030	Section 8 EHV Service Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,356.54	-2,356.54	-100.00	
34100-6000	Port In HAP Earned	21,677.00	26,444.00	28,045.00	27,091.00	31,035.00	38,922.00	38,630.00	48,892.00	49,958.00	53,454.00	52,000.00	52,000.00	468,148.00	268,375.00	199,773.00	74.44	
34990-0000	TOTAL GRANT INCOME	3,567,565.92	3,845,687.79	3,428,888.03	3,833,052.72	4,008,516.35	3,901,412.13	3,900,666.50	3,896,286.30	4,535,290.00	4,109,991.23	4,104,700.00	4,604,700.00	47,736,756.97	44,669,176.98	3,067,579.99	6.87	
36000-0000	OTHER INCOME																	
36100-0000	Investment Income - Unrestricted	128.92	129.32	114.94	119.98	107.53	117.64	114.27	117.98	114.99	0.00	191.67	191.63	1,448.87	2,300.00	-851.13	-37.01	
36500-0000	Miscellaneous Other Income	0.00	0.00	3,000.00	425.00	12.50	0.00	50.00	0.00	75.00	-138.38	100.00	100.00	3,624.12	75,000.00	-71,375.88	-95.17	
36990-0000	TOTAL OTHER INCOME	128.92	129.32	3,114.94	544.98	120.03	117.64	164.27	117.98	189.99	-138.38	291.67	291.63	5,072.99	77,300.00	-72,227.01	-93.44	
39990-0000	TOTAL INCOME	3,576,924.84	3,848,536.11	3,438,931.62	3,841,050.70	4,008,225.38	3,902,630.77	3,916,451.77	3,906,656.28	4,542,263.85	4,118,070.85	4,109,491.67	4,609,991.63	47,819,225.47	44,746,476.98	3,072,748.49	6.87	
40000-0000	EXPENSES																	
41000-0000	ADMINISTRATIVE EXPENSES																	
41009-9000	Administrative Salaries																	
41100-0000	Administrative Salaries	37,980.83	137,271.50	137,556.77	94,350.17	97,895.47	101,167.11	86,083.83	118,793.12	80,477.10	79,614.51	80,000.00	95,000.00	1,146,190.41	1,325,855.43	-179,665.02	-13.55	
41100-1000	Administrative Salaries - Mainstream	3,766.17	3,653.33	2,676.77	0.00	0.00	902.66	768.38	3,326.91	1,491.35	1,854.62	1,500.00	1,500.00	21,440.19	43,653.90	-22,213.71	-50.89	
41100-1100	Administrative Salaries - EHV	1,816.86	3,207.57	2,350.16	1,942.18	1,551.16	1,549.80	1,760.53	2,459.00	1,168.06	1,483.02	1,400.00	1,400.00	22,088.34	20,000.00	2,088.34	10.44	
41100-4000	Employee Benefit Contribution-Admin	48,599.87	44,725.40	61,298.17	59,074.70	58,808.79	57,908.65	53,294.62	45,310.49	45,807.97	48,866.02	48,000.00	48,000.00	619,694.68	556,378.67	63,316.01	11.38	
41100-4001	Emp Benefit Cont-Admin Mainstream	705.95	962.91	666.49	0.00	0.00	221.61	193.84	714.25	309.33	386.74	400.00	400.00	4,961.12	13,000.00	-8,038.88	-61.84	
41100-4002	Emp Benefit Cont-Admin EHV	0.00	845.42	585.17	505.35	399.72	380.49	444.12	527.92	242.27	309.25	350.00	350.00	4,939.71	7,700.00	-2,760.29	-35.85	
41109-9000	Total Administrative Salaries	92,869.68	190,666.13	205,133.53	155,872.40	158,655.14	162,130.32	142,545.32	171,131.69	129,496.08	132,514.16	131,650.00	146,650.00	1,819,314.45	1,966,588.00	-147,273.55	-7.49	
41300-0000	Legal Expense																	
41300-1000	Pre 2004 Admin Fee Expense	-5,968.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,968.39	0.00	-5,968.39	#DIV/0!	
41300-2000	Court Costs	0.00	0.00	0.00	1,417.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,417.35	0.00	1,417.35	#DIV/0!	
41300-3000	Tenant Screening	360.00	1,729.00	1,267.00	3,036.15	429.50	4,828.15	6,458.58	31.50	67.00	7,327.00	2,500.00	2,500.00	30,533.88	13,000.00	17,533.88	134.88	
41300-4000	General Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.08	144.12	288.20	1,729.00	-1,440.80	-83.33	
41310-0000	Total Legal Expense	-5,608.39	1,729.00	1,267.00	4,453.50	429.50	4,828.15	6,458.58	31.50	67.00	7,327.00	2,644.08	2,644.12	26,271.04	14,729.00	11,542.04	78.36	
41390-0000	Other Admin Expenses																	
41400-0000	Staff Training	0.00	0.00	0.00	-600.00	698.00	149.00	719.00	0.00	1,475.00	823.00	2,083.33	2,083.37	7,430.70	25,000.00	-17,569.30	-70.28	
41500-0000	Travel	150.08	3,041.57	1,362.38	60.10	0.00	146.22	1,846.94	25.55	2,240.11	0.00	308.33	308.37	9,489.65	3,700.00	5,789.65	156.48	
41700-0000	Accounting Fees	1,541.67	2,556.57	4,065.34	2,947.59	3,077.40	5,411.62	-1,164.14	2,688.64	2,671.48	2,637.15	3,583.33	3,583.37	33,600.02	43,000.00	-9,399.98	-21.86	
41710-0000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	3,132.00	0.00	0.00	0.00	533.33	533.37	4,198.70	6,400.00	-2,201.30	-34.40	
41720-0000	Port Out Admin Fee Paid	3,426.35	4,335.83	3,489.53	3,875.03	4,076.02	4,351.94	3,346.87	2,514.80	3,574.32	3,467.40	4,833.33	4,833.37	46,124.79	58,000.00	-11,875.21	-20.47	
41730-0000	Management Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	687,339.00	-687,339.00	-100.00	
41730-0100	Management Fee - HCV	56,766.80	77,370.00	58,510.80	56,935.20	73,979.00	56,935.20	56,935.20	56,309.60	77,069.20	61,318.00	60,000.00	60,000.00	752,129.00	0.00	752,129.00	#DIV/0!	
41730-0150	Management Fee - HCV Mainstream	2,314.60	1,557.20	1,557.20	0.00	0.00	508.00	508.20	1,577.00	1,428.20	1,428.40	1,884.37	1,884.40	14,647.57	22,612.47	-7,964.90	-35.22	
41730-0160	Management Fee - HCV EHV	1,116.80	1,367.20	1,367.20	1,172.00	1,172.20	872.00	1,164.40	1,165.60	1,118.60	1,142.20	875.00	875.00	13,408.20	10,500.00	2,908.20	27.70	
41730-1100	Bookkeeping Fee - HCV	21,660.00	21,622.50	21,585.00	21,810.00	21,960.00	21,660.00	21,630.00	21,780.00	21,772.50	21,720.00	21,403.17	21,403.13	260,006.30	256,838.00	3,168.30	1.23	
41730-1150	Bookkeeping Fee - HCV Mainstream	555.00	555.00	532.50	532.50	532.50	525.00	570.00	577.50	585.00	585.00	911.73	911.72	7,373.45	10,940.75	-3,567.30	-32.61	
41730-1160	Bookkeeping Fee - HCV EHV	352.50	337.50	337.50	337.50	337.50	345.00	345.00	345.00	352.50	352.50	600.00	600.00	4,642.50	7,200.00	-2,557.50	-35.52	
41740-0000	Marketing	435.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	254.32	0.00	0.00	0.00	689.32	0.00	689.32	#DIV/0!	
41820-0000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	-100.00	
41890-0000	Total Other Admin Expenses	88,318.80	112,743.37	92,807.45	87,069.92	105,832.62	90,903.98	89,033.47	86,983.69	112,541.23	93,473.65	97,015.92	97,016.10	1,153,740.20	1,171,530.22	-17,790.02	-1.52	
41900-0000	Miscellaneous Admin Expenses																	
41900-1000	Membership and Fees	1,819.12	461.53	1,366.66	283.33	410.83	435.83	449.54	284.64	329.64	143.92	403.07	403.08	6,791.19	4,836.85	1,954.34	40.41	
41900-2000	Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.80	0.00	0.00	83.28	83.26	249.34	999.34	-750.00	-75.05	
41900-4000	Office Supplies	29.99	0.00	614.84	64.85	22.73	262.40	45.09	230.93	888.10	524.88	847.16	847.14	4,378.11	10,165.90	-5,787.79	-56.93	
41900-5000	Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,377.75	2,500.00	2,500.00	14,377.75	0.00	14,377.75	#DIV/0!	
41900-6000	Computer Parts	0.00	0.00	0.00	0.00	68.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.63	0.00	68.63	#DIV/0!	
41900-7000	Telephone	2,172.22	338.37	1,231.99	2,536.93	1,898.83	2,844.16	499.46	2,617.95	499.46	1,759.06	1,534.29	1,534.31	19,467.03	18,411.50	1,055.53	5.73	
41900-8000	Postage	1,262.40	521.04	1,232.95	57.60	1,200.00	303.00	428.42	1,200.00	0.00	1,073.70	875.52	875.57	9,030.20	10,506.29	-1,476.09	-14.05	
41901-0000	Office Equipment Contracts	-73.96	352.20	0.00	2,612.34	555.42	955.72	387.42	0.00	1,091.64	399.49	814.77	814.73	7,909.77	9,777.20	-1,867.43	-19.10	
41901-3000	Internet	-99.94	99.95	0.00	99.94	199.88	99.94	0.00	235.76	0.00	117.94	469.11	469.11	1,691.69	5,629.32	-3,937.63	-69.95	
41901-4000	Cable/Video	-84.86	79.55	0.00	76.63	164.50	82.25	0.00	164.49	0.00	82.24	78.15	78.15	721.10	937.80	-216.70	-23.11	
41901-5000	Special Events	54.81	609.21	0.00	0.00	0.00	116.97	58.61	0.00	0.00	0.00	0.00	0.00	839.60	0.00	839.60	#DIV/0!	
41901-7000	Temporary Administrative Labor	1,600.00	11,500.00	2,600.00	2,400.00	2,400.00	960.00	11,130.00	16,915.34	15,226.26	11,284.64	11,000.00	11,000.00	98,016.24	33,000.00	65,016.24	197.02	
41901-8000	Small Office Equipment	0.00	0.00	0.00	0.00	0.00	26.17	221.40	0.00	0.00	387.42	77.27	77.30	789.56	927.27	-137.71	-14.85	
41902-0000	Bank Fees	1,833.19	1,891.03	1,969.30	1,920.19	2,112.65	1,830.76	2,130.54	1,694.94	2,136.39	0.00	2,500.00	2,500.00	22,518.99	0.00	22,518.99	#DIV/0!	
41902-2000	Other Misc Admin Expenses	1,449.80	-365.28	197.50	242.82	132.36	-0.58	406.33	666.47	471.06	35.14	2,282.62	2,282.59	7,800.83	27,391.41	-19,590.58	-71.52	
41910-0000	Total Miscellaneous Admin Expenses	9,962.77	15,487.60	9,213.24	10,294.63	9,165.83	7,916.62	15,756.81	24,093.32	20,642.55	25,186.18	23,465.24	23,465.24	194,650.03	122,582.88	72,067.15	58.79	
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	185,542.86	320,626.10	308,421.22	257,690.45	274,083.09	265,779.07	253,794.18	282,240.20	262,746.86	258,500.99	254,775.24	269,775.46	3,193,975.72	3,275,430.10	-81,454.38	-2.49	

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Actual Jan 2025	Actual Feb 2025	Actual Mar 2025	Actual Apr 2025	Actual May 2025	Actual Jun 2025	Actual Jul 2025	Forecast Aug 2025	Forecast Sep 2025	Total Actual+ Budget	Original Budget	Variance	%Variance
42000-0000	TENANT SERVICES																
42100-0000	Tenant Services Salaries	-6,623.36	0.00	8,669.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,045.72	0.00	2,045.72	#DIV/0!
42100-1000	Employee Benefit Contributions-Tenant Sv	-1,421.85	-5,673.99	2,303.04	-487.78	-642.40	1,455.60	1,196.66	-654.12	1,176.70	5,820.02	0.00	0.00	3,071.88	0.00	3,071.88	#DIV/0!
42300-0000	Tenant Services Expense - Other	0.00	2,732.70	3,165.00	921.37	0.00	0.00	0.00	2,162.63	1,405.23	0.00	0.00	0.00	10,386.93	0.00	10,386.93	#DIV/0!
42990-0000	TOTAL TENANT SERVICES EXPENSES	-8,045.21	-2,941.29	14,137.12	433.59	-642.40	1,455.60	1,196.66	1,508.51	2,581.93	5,820.02	0.00	0.00	15,504.53	0.00	15,504.53	#DIV/0!
43000-0000	UTILITY EXPENSES																
43100-0000	Water	89.06	30.00	30.00	30.00	89.06	30.00	30.00	30.00	30.00	200.00	55.70	55.67	699.49	668.37	31.12	4.66
43200-0000	Electricity	0.00	919.89	685.17	585.34	704.53	818.37	0.00	852.71	772.45	820.53	664.79	664.84	7,488.62	7,977.53	-488.91	-6.13
43300-0000	Gas	62.76	161.21	363.91	436.11	487.05	330.63	0.00	270.35	0.00	0.00	261.48	261.50	2,635.00	3,137.78	-502.78	-16.02
43400-0000	Garbage/Trash Removal	1,167.88	2,202.16	3,778.49	50.86	1,326.25	1,108.31	1,198.20	252.79	0.00	2,263.46	325.30	325.33	13,999.03	3,903.63	10,095.40	258.62
43900-0000	Sewer	105.38	40.00	40.00	40.00	105.38	40.00	40.00	40.00	40.00	40.00	47.83	47.86	626.45	573.99	52.46	9.14
43990-0000	TOTAL UTILITY EXPENSES	1,425.08	3,353.26	4,897.57	1,142.31	2,712.27	2,327.31	1,268.20	1,445.85	842.45	3,323.99	1,355.10	1,355.20	25,448.59	16,261.30	9,187.29	56.50
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES																
44009-9000	General Maint Expense																
44100-5000	Employee Benefit Contribution-Maint.	0.00	0.00	0.00	0.00	327.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	327.37	0.00	327.37	#DIV/0!
44120-0000	Vehicle Gas	0.00	251.17	0.00	305.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	556.80	0.00	556.80	#DIV/0!
44130-0000	Misc Vehicle Expenses	0.00	0.00	269.84	0.00	11.40	219.01	58.37	0.00	318.01	221.50	214.89	214.88	1,527.90	2,578.67	-1,050.77	-40.75
44190-0000	Total General Maint Expense	0.00	251.17	269.84	305.63	338.77	219.01	58.37	0.00	318.01	221.50	214.89	214.88	2,412.07	2,578.67	-166.60	-6.46
44200-0000	Materials																
44200-3000	Supplies-Decorating	15.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.99	0.00	15.99	#DIV/0!
44200-4000	Supplies-Electrical	0.00	0.00	0.00	0.00	0.00	64.02	0.00	0.00	0.00	0.00	0.00	0.00	64.02	0.00	64.02	#DIV/0!
44200-6000	Supplies-Janitorial/Cleaning	0.00	354.73	0.00	0.00	0.00	0.00	0.00	156.46	98.29	303.21	0.00	0.00	912.69	0.00	912.69	#DIV/0!
44200-7000	Supplies-Maint/Repairs	35.17	120.63	-1,026.30	1,776.62	53.39	9.60	119.92	105.65	51.76	29.97	810.60	810.65	2,897.66	9,727.25	-6,829.59	-70.21
44200-9000	Tools and Equipment	0.00	0.00	503.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	503.84	0.00	503.84	#DIV/0!
44201-0000	Supplies - HVAC	0.00	0.00	0.00	95.98	227.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	323.95	0.00	323.95	#DIV/0!
44290-0000	Total Materials	51.16	475.36	-522.46	1,872.60	281.36	73.62	119.92	262.11	150.05	333.18	810.60	810.65	4,718.15	9,727.25	-5,009.10	-51.50
44300-0000	Contract Costs																
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,329.20	0.00	0.00	0.00	0.00	1,329.20	0.00	1,329.20	#DIV/0!
44300-3000	Contract-Building Repairs	0.00	0.00	0.00	216.00	9,798.68	0.00	0.00	0.00	0.00	12,144.85	0.00	0.00	22,159.53	0.00	22,159.53	#DIV/0!
44300-6000	Contract-Electrical	0.00	102.90	0.00	0.00	0.00	0.00	0.00	0.00	390.00	0.00	53.07	53.12	599.09	636.89	-37.80	-5.94
44300-7000	Contract-Pest Control	39.00	39.00	39.00	39.00	39.00	39.00	39.00	0.00	489.00	39.00	29.16	29.13	859.29	349.89	509.40	145.59
44300-9000	Contract-Grounds	374.02	446.02	460.52	-112.80	112.80	0.00	0.00	465.50	374.02	446.02	328.21	328.19	3,222.50	3,938.50	-716.00	-18.18
44301-0000	Contract-Janitorial/Cleaning	0.00	0.00	0.00	34,587.96	0.00	0.00	0.00	0.00	0.00	0.00	394.00	394.00	35,375.96	4,728.00	30,647.96	648.22
44301-1000	Contract-Plumbing	237.00	177.00	0.00	46,190.10	215.98	0.00	0.00	0.00	0.00	0.00	190.79	190.79	47,201.66	2,289.48	44,912.18	1,961.68
44301-2000	Contract-Window Covering	1,203.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,203.60	0.00	1,203.60	#DIV/0!
44301-3000	Contract-HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	293.40	0.00	14.32	14.36	322.08	171.88	150.20	87.39
44301-4000	Contract-Vehicle Maintenance	0.00	0.00	0.00	0.00	2,471.16	1,838.96	0.00	0.00	0.00	0.00	610.28	610.33	5,530.73	7,323.41	-1,792.68	-24.48
44301-7000	Contract-Elevator Monitoring	0.00	83.40	208.05	83.40	83.40	83.40	208.05	83.40	1,021.12	83.40	131.88	131.87	2,201.37	1,582.55	618.82	39.10
44301-8000	Contract-Alarm Monitoring	0.00	0.00	80.98	80.98	0.00	80.99	0.00	251.41	749.60	0.00	0.00	0.00	1,243.96	0.00	1,243.96	#DIV/0!
44302-2000	Contract-IT Contracts	8,846.36	7,581.08	10,570.50	1,585.35	11,946.14	12,358.06	7,785.77	11,483.34	13,842.65	4,772.07	9,605.75	9,605.75	109,982.82	115,269.00	-5,286.18	-4.59
44302-3000	Contract-Consultants	0.00	0.00	0.00	0.00	0.00	2,018.25	0.00	5,550.00	0.00	0.00	0.00	0.00	7,568.25	0.00	7,568.25	#DIV/0!
44308-0000	Contract - Vehicle Lease	1,387.75	1,387.75	1,052.52	1,387.75	2,497.38	0.00	752.06	0.00	0.00	4,154.14	1,052.61	1,052.64	14,724.60	12,631.35	2,093.25	16.57
44309-0000	Contract-Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	924.91	218.43	252.92	252.95	1,649.21	3,035.07	-1,385.86	-45.66
44309-1000	Snow Removal Service	0.00	0.00	1,128.00	1,804.80	2,108.40	338.40	0.00	0.00	0.00	0.00	377.61	377.61	6,134.82	4,531.32	1,603.50	35.39
44309-9000	Contract Costs-Other	0.00	0.00	0.00	331.20	0.00	158.25	1,200.00	0.00	2,986.60	0.00	1,525.07	1,525.11	7,726.23	18,300.88	-10,574.65	-57.78
44390-0000	Total Contract Costs	12,087.73	9,817.15	13,539.57	86,193.74	29,272.94	16,915.31	9,984.88	19,162.85	21,071.30	21,857.91	14,565.67	14,565.85	269,034.90	174,788.22	94,246.68	53.92
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	12,138.89	10,543.68	13,286.95	88,371.97	29,893.07	17,207.94	10,163.17	19,424.96	21,539.36	22,412.59	15,591.16	15,591.38	276,165.12	187,094.14	89,070.98	47.61
45000-0000	GENERAL EXPENSES																
45100-0000	Worker's Comp Insurance	4,896.96	4,896.96	4,896.95	5,068.34	5,068.34	5,068.34	-1,463.56	5,068.34	5,068.34	0.00	5,838.68	5,838.74	50,246.43	70,064.22	-19,817.79	-28.29
45101-0000	Property Insurance	49.11	49.11	49.12	50.59	50.59	50.60	50.59	50.59	50.60	0.00	103.34	103.39	657.63	1,240.13	-582.50	-46.97
45102-0000	Liability Insurance	1,193.40	1,193.40	1,193.41	1,118.36	1,118.36	1,118.36	1,118.36	1,118.36	1,118.36	0.00	1,381.79	1,381.79	13,053.95	16,581.48	-3,527.53	-21.27
45210-0000	Misc. Taxes/Licenses/Insurance	155.56	155.56	155.55	183.58	183.58	183.58	183.58	696.98	183.58	0.00	749.55	749.53	3,580.63	8,994.58	-5,413.95	-60.19
45800-0000	HCV nonHAP Admin Expense	1,552.00	2,134.00	4,083.00	1,944.00	5,184.00	1,172.00	5,899.00	1,167.00	626.00	0.00	0.00	0.00	23,761.00	0.00	23,761.00	#DIV/0!
45850-0000	Port-In HAP Expense	22,005.00	27,109.00	28,710.00	27,756.00	30,535.00	36,262.00	37,204.00	48,380.00	49,446.00	52,942.00	52,000.00	52,000.00	464,349.00	268,375.00	195,974.00	73.02
45850-1000	LL Incentive - Bonus	0.00	18,950.00	0.00	37,730.00	0.00	0.00	0.00	33,236.00	0.00	0.00	0.00	0.00	89,916.00	0.00	89,916.00	#DIV/0!
45850-2000	LL Incentive - Vacancy	2,690.00	7,125.00	0.00	4,566.00	0.00	0.00	0.00	13,102.00	2,200.00	0.00	0.00	0.00	29,683.00	0.00	29,683.00	#DIV/0!
45900-0000	Other General Expense	0.00	0.00	-12,590.06	0.00	0.00	12,590.10	0.00	0.00	0.00	0.00	0.00	0.00	0.04	0.00	0.04	#DIV/0!
45990-0000	TOTAL GENERAL EXPENSES	32,542.03	61,613.03	26,497.97	78,416.87	42,139.87	56,444.98	42,991.97	102,819.27	58,692.88	52,942.00	60,073.36	60,073.45	675,247.68	365,255.41	309,992.27	84.87
47000-0000	HOUSING ASSISTANCE PAYMENTS																
47150-0000	Housing Assistance Payments	2,308,412.00	2,505,656.00	2,369,346.00	2,373,426.00	2,378,168.00	2,350,760.00	2,368,542.00	2,407,742.00	2,357,556.00	2,368,314.00	3,550,000.00	3,550,000.00	30,887,922.00	39,101,208.00	-8,213,286.00	-21.01
47150-0001	HAP Expense - EHV	47,299.00	53,500.00	49,154.00	49,234.00	48,542.00	57,449.00	50,402.00	50,060.00	51,193.00	54,339.00	54,000.00	54,000.00	619,172.00	602,971.00	16,201.00	2.69
47150-0002	HAP Expense - Mainstream	70,942.00	78,208.00	69,080.00	70,560.00	67,502.00	75,225.00	92,669.00	89,685.00	76,814.00	80,306.00	83,000.00	83,000.00	936,991.00	777,423.00	159,568.00	20.53
47150-0003	HAP Expense - FUP	283,278.00	295,514.00	290,292.00	281,844.00	315,190.00	304,983.00	301,661.00	304,498.00	286,635.86	289,008.00	0.00	0.00	2,952,903.86	0.00	2,952,903.86	#DIV/0!
47150-0004	HAP Expense - FUPY	2,779.00	2,779.00	2,779.00	2,779.00	2,773.00	2,764.00	2,764.00	2,764.00	2,764.00	2,764.00	0.00	0.00	27,709.00	0.00	27,709.00	#DIV/0!
47150-0005	HAP Expense - FUP09	21,367.00	19,761.00	20,810.00	18,829.00	19,648.00	20,434.00	18,727.00	18,416.00	17,603.00	16,069.00	0.00	0.00	191,664.00	0.00	191,664.00	#DIV/0!
47150-0006	HAP Expense - NED	87,814.00	98,044.00	94,122.00	87,896.00	97,159.00	93,951.00	91,000.00	89,576.00	92,864.00	89,476.00	0.00	0.00	921,902.00	0.00	921,902.00	#DIV/0!
47150-0008	HAP Expense - VASH	3,192.00	3,520.00	3,520.00	5,515.00	6,933.00	5,435.00	5,706.00	5,554.00	5,554.00	5,554.00	0.00	0.00	50,483.00	0.00	50,483.00	#DIV/0!
47150-0010	HAP Expense - Tenant Protection	33,383.00	33,383.00	51,991.00	41,309.00	47,349.00	49,923.00	51,894.00	48,690.00	62,760.00	63,734.00	0.00	0.00	484,416.00	0.00	484,416.00	#DIV/0!
47150-0011	HAP Expense - PBV	433,738.00	451,241.00	419,762.00	447,693.00	453,154.00	463,814.00	471,808.00	474,009.00	461,929.00	458,426.00	0.00	0.00	4,535,574.00	0.00	4,535,574.00	#DIV/0!
47150-1000	URP Expense	48,013.00	51,861.00	45,714.00	42,855.00	46,505.00	42,885.00	42,925.00	41,620.00	40,647.00	41,935.00	0.00	0.00	444,960.00	0.00	444,960.00	#DIV/0!
47150-1001	URP Expense - EHV	1,883.00	2,031.00	1,752.00	1,752.00	1,752.00	1,536.00	1,547.00	1,516.00	1,105.00	1,207.00	0.00	0.00	16,081.00	0.00	16,081.00	#DIV/0!
47150-1002	URP Expense - Mainstream	1,009.00	1,007.00	940.00	840.00	1,060.00	1,192.00	1,185.00	986.00	1,177.00	1,131.00	0.00	0.00	10,527.00	0.00	10,527.00	#DIV/0!
47150-1003	URP Expense - FUP	7,639.00	7,579.00	11,048.00	8,863.00	11,229.00	10,331.00	9,976.00	8,660.00	7,874.00	7,896.00	0.00	0.00	91,095.00	0.00	91,095.00	#DIV/0!
47150-1004	URP Expense - FUPY	35.00	35.00	35.00	35.00	35.00	29.00	29.00	29.00	29.00	29.00	0.00	0.00	320.00	0.00	320.00	#DIV/0!
47150-1005	URP Expense - FUP09	266.00	94.00	84.00	76.00	118.00	76.00	76.00	56.00	146.00	101.00	0.00	0.00	1,093.00	0.00	1,093.00	#DIV/0!
47150-1006	URP Expense - NED	603.00	561.00	618.00	618.00	901.00	463.00	431.00	431.00	215.00	215.00	0.00	0.00	5,056.00	0.00	5,056.00	#DIV/0!
47150-1008	URP Expense - VASH	51.00	51.00	51.00	51.00	51.00	51.00	0.00	0.00	0.00	0.00	0.00	0.00	306.00	0.00	306.00	#DIV/0!
47150-1010	URP Expense - Tenant Protection	1,061.00	1,061.00	2,549.00	1,772.00	1,867.00	1,785.00	2,611.00	2,205.00	2,101.00	1,899.00	0.00	0.00	18,911.00	0.00	18,911.00	#DIV/0!
47150-1011	URP Expense - PBV	10,702.00	9,748.00	7,568.00	8,373.00	6,887.00	10,535.00	8,074.00	9,509.00	8,337.00	8,021.00	0.00	0.00	87,754.00	0.00	87,754.00	#DIV/0!
47150-2000	Port Out HAP Payments	68,159.00	79,723.00	69,882.00	93,058.00	101,497.00	101,714.00	106,962.00	87,749.00	124,729.00	136,747.00	0.00	0.00	970,220.00	0.00	970,220.00	#DIV/0!

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
47150-2001	Port Out HAP Exp - PBV	0.00	5,292.00	1,302.00	1,302.00	1,302.00	1,302.00	1,302.00	1,302.00	1,302.00	1,265.00	0.00	0.00	15,671.00	0.00	15,671.00	#DIV/0!
47150-2002	Port Out HAP Exp - VASH	0.00	2,160.00	-2,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
47150-2003	Port Out HAP Exp - FUP	5,136.00	1,636.00	1,636.00	11,084.00	3,998.00	3,998.00	9,611.00	7,241.00	9,260.00	6,806.00	0.00	0.00	60,406.00	0.00	60,406.00	#DIV/0!
47150-2005	Port Out HAP Exp - FUP 09	0.00	1,488.00	496.00	2,836.00	1,736.00	1,736.00	1,736.00	1,736.00	1,437.00	1,437.00	0.00	0.00	14,638.00	0.00	14,638.00	#DIV/0!
47150-2006	Port Out HAP Exp - Mainstream	0.00	0.00	0.00	0.00	0.00	0.00	1,002.00	1,002.00	1,002.00	1,002.00	0.00	0.00	4,008.00	0.00	4,008.00	#DIV/0!
47150-2007	Port Out HAP Exp - NED	3,576.00	1,788.00	1,788.00	2,769.00	1,788.00	1,788.00	1,788.00	1,788.00	1,788.00	1,788.00	0.00	0.00	20,649.00	0.00	20,649.00	#DIV/0!
47150-2008	Port Out HAP Exp - TPV	0.00	0.00	0.00	0.00	0.00	0.00	1,363.00	1,948.00	1,948.00	1,948.00	0.00	0.00	7,207.00	0.00	7,207.00	#DIV/0!
47150-3000	Port-Out Admin Fee Expense	227.35	153.49	692.87	599.25	1,219.11	1,057.78	1,905.31	2,434.93	2,834.61	3,406.19	0.00	0.00	14,530.89	0.00	14,530.89	#DIV/0!
47150-3001	Port-Out Admin Fee Exp - PBV	0.00	310.24	77.56	77.56	77.56	77.56	77.56	77.56	81.70	80.54	0.00	0.00	937.84	0.00	937.84	#DIV/0!
47150-3002	Port-Out Admin Fee Exp - FUP	235.05	75.79	75.79	386.03	153.35	153.35	392.25	232.99	313.82	323.03	0.00	0.00	2,341.45	0.00	2,341.45	#DIV/0!
47150-3004	Port-Out Admin Fee Exp - FUP 09	0.00	160.56	53.52	172.36	112.94	112.94	112.94	144.66	114.92	136.97	0.00	0.00	1,121.81	0.00	1,121.81	#DIV/0!
47150-3005	Port-Out Admin Fee Exp - Mainstream	0.00	0.00	0.00	0.00	0.00	0.00	79.64	79.64	79.64	80.83	0.00	0.00	319.75	0.00	319.75	#DIV/0!
47150-3006	Port-Out Admin Fee Exp - NED	159.26	79.63	79.63	79.63	79.63	79.63	80.83	80.83	80.83	80.83	0.00	0.00	880.73	0.00	880.73	#DIV/0!
47150-3007	Port-Out Admin Fee Exp - TPV	0.00	0.00	0.00	0.00	0.00	0.00	52.21	52.21	52.21	80.83	0.00	0.00	237.46	0.00	237.46	#DIV/0!
47150-3008	Port-Out Admin Fee Exp - VASH	0.00	267.60	-267.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
47150-4000	Port-Out Other Expense	43.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.00	0.00	43.00	#DIV/0!
47150-6000	FSS Escrow Payments	15,023.84	24,649.83	24,545.97	31,857.91	26,786.94	30,733.49	29,221.91	26,324.97	34,635.43	29,488.00	0.00	0.00	273,268.29	0.00	273,268.29	#DIV/0!
47150-6001	FSS Escrow Exp - PBV	952.00	952.00	952.00	952.00	952.00	352.00	652.00	811.00	811.00	652.00	0.00	0.00	8,038.00	0.00	8,038.00	#DIV/0!
47150-6003	FSS Escrow Exp - EHV	104.00	37.00	171.00	171.00	171.00	171.00	-171.00	0.00	143.00	0.00	0.00	0.00	797.00	0.00	797.00	#DIV/0!
47150-6004	FSS Escrow Exp - FUP	6,654.00	9,776.00	5,249.00	7,941.00	9,806.00	6,314.00	7,773.00	7,064.00	8,901.00	7,246.00	0.00	0.00	76,724.00	0.00	76,724.00	#DIV/0!
47150-6006	FSS Escrow Exp - FUP 09	2,855.00	2,855.00	2,855.00	2,855.00	3,065.00	3,065.00	3,065.00	2,696.00	2,390.00	2,467.00	0.00	0.00	28,168.00	0.00	28,168.00	#DIV/0!
47150-6009	FSS Escrow Exp - TPV	0.00	0.00	108.00	216.00	0.00	0.00	-1,663.27	489.00	489.00	0.00	0.00	0.00	-361.27	0.00	-361.27	#DIV/0!
47150-7000	Housing Counseling Program Expenses	0.00	0.00	30.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.42	0.00	30.42	#DIV/0!
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	3,466,590.50	3,747,038.14	3,548,782.16	3,600,676.74	3,659,567.53	3,646,275.75	3,687,369.38	3,699,259.79	3,669,697.02	3,685,459.22	3,687,000.00	3,687,000.00	43,784,716.23	40,481,602.00	3,303,114.23	8.16
48990-0000	TOTAL OPERATING EXPENSES	3,690,194.15	4,140,232.92	3,916,022.99	4,026,731.93	4,007,753.43	3,989,490.65	3,996,783.56	4,106,698.58	4,016,100.50	4,028,458.81	4,018,794.86	4,033,795.49	47,971,057.87	44,325,642.95	3,645,414.92	8.22
49990-0000	**NET OPERATING INCOME**	**-113,269.31**	**-291,696.81**	**-477,091.37**	**-185,681.23**	**471.95**	**-86,859.88**	**-80,331.79**	**-200,042.30**	**526,163.35**	**89,612.04**	**90,696.81**	**576,196.14**	**-151,832.40**	**420,834.03**	**-572,666.43**	**-136.08**
50000-0000	NON-OPERATING ITEMS																
51000-3000	Depreciation -Furn,Equip,Machinery-Admin	40.20	40.20	40.20	40.20	40.20	40.20	0.00	0.00	0.00	0.00	0.00	0.00	241.20	0.00	241.20	#DIV/0!
51000-4000	Depreciation-Leashold Improvements	1,386.16	1,386.16	1,386.16	1,386.16	1,386.16	1,386.16	0.00	0.00	0.00	0.00	0.00	0.00	8,316.96	0.00	8,316.96	#DIV/0!
52300-0000	Gain/Loss on Sale of Fixed Assets	0.00	-1,243.00	1,243.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
52310-0000	Pre 2004 Admin Fee Expense	13,620.58	16,252.89	32,763.83	12,623.89	12,583.20	12,465.79	12,248.07	255,678.64	10,051.07	180,659.63	31,906.02	31,906.03	622,759.64	382,872.25	239,887.39	62.65
59990-0000	TOTAL NON-OPERATING ITEMS	15,046.94	16,436.25	35,433.19	14,050.25	14,009.56	13,892.15	12,248.07	255,678.64	10,051.07	180,659.63	31,906.02	31,906.03	631,317.80	382,872.25	248,445.55	64.89
90000-0000	NET INCOME	-128,316.25	-308,133.06	-512,524.56	-199,731.48	-13,537.61	-100,752.03	-92,579.86	-455,720.94	516,112.28	-91,047.59	58,790.79	544,290.11	-783,150.20	37,961.78	-821,111.98	-2,163.00

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
29999-9999	Revenue & Expenses																
30000-0000	INCOME																
31000-0000	TENANT INCOME																
31010-0000	Rental Income																
31110-0000	Tenant Rent	55,344.05	55,800.11	56,377.26	55,759.27	58,082.00	59,538.39	59,101.13	57,689.35	59,553.16	60,663.00	58,000.00	58,000.00	693,907.72	622,000.00	71,907.72	11.56
31120-3000	Utility Reimbursement -59 & TC	47.00	47.00	47.00	47.00	17.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	211.00	0.00	211.00	#DIV/0!
31130-0000	Less: Vacancies	-1,370.00	-1,857.11	-1,627.26	-576.00	-790.00	-2,142.39	-2,391.13	-1,686.35	-2,103.16	0.00	0.00	0.00	-14,543.40	0.00	-14,543.40	#DIV/0!
31190-0000	Total Rental Income	53,927.05	53,896.00	54,703.00	55,136.27	57,275.00	57,390.00	56,710.00	56,003.00	57,450.00	60,663.00	58,000.00	58,000.00	679,153.32	622,000.00	57,153.32	9.19
31200-0000	Other Tenant Income																
31200-1000	Laundry and Vending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	342.92	342.88	685.80	4,115.00	-3,429.20	-83.33
31200-2000	Cleaning Fee	0.00	0.00	0.00	0.00	0.00	0.00	1,958.00	0.00	3,410.00	0.00	0.00	0.00	5,368.00	0.00	5,368.00	#DIV/0!
31200-3000	Damages	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00	#DIV/0!
31200-4000	Late Charges	360.00	435.00	435.00	450.00	375.00	450.00	-15.00	240.00	285.00	420.00	0.00	0.00	3,435.00	0.00	3,435.00	#DIV/0!
31200-5000	Legal Fees - Tenant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	460.00	0.00	0.00	0.00	460.00	0.00	460.00	#DIV/0!
31200-6000	NSF Charges	35.00	35.00	35.00	0.00	0.00	0.00	0.00	70.00	0.00	-70.00	0.00	0.00	105.00	0.00	105.00	#DIV/0!
31200-7000	Excess Utility	0.00	0.00	39.95	0.00	0.00	15.36	0.00	0.00	20.04	33.97	54.17	54.13	217.62	650.00	-432.38	-66.52
31200-8000	Wireless Leases	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	6,755.00	6,755.00	103,510.00	81,060.00	22,450.00	27.70
31200-9000	Misc.Tenant Income	0.00	325.00	0.00	0.00	309.21	0.00	0.00	1,100.00	339.01	379.00	920.00	920.00	4,292.22	7,822.00	-3,529.78	-45.13
31200-9100	Pet Fee - Non reimbursable	0.00	200.00	0.00	0.00	0.00	200.00	0.00	200.00	400.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	#DIV/0!
31210-0000	Tenant Payment Agreement (TPA) Ren	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,444.00	0.00	0.00	3,444.00	0.00	3,444.00	#DIV/0!
31290-0000	Total Other Tenant Income	9,495.00	9,995.00	9,509.95	9,450.00	9,684.21	9,665.36	10,943.00	10,610.00	13,914.05	13,206.97	8,072.09	8,072.01	122,617.64	93,647.00	28,970.64	30.94
31990-0000	TOTAL TENANT INCOME	63,422.05	63,891.00	64,212.95	64,586.27	66,959.21	67,055.36	67,653.00	66,613.00	71,364.05	73,869.97	66,072.09	66,072.01	801,770.96	715,647.00	86,123.96	12.03
34000-0000	GRANT INCOME																
34010-0000	Subsidy Grants	44,557.50	44,557.50	44,557.50	43,212.33	42,753.33	42,753.34	44,959.00	44,959.00	44,959.00	49,102.00	47,916.67	47,916.63	542,203.80	575,000.00	-32,796.20	-5.70
34010-1000	CFP Operating Grants	0.00	0.00	0.00	0.00	-6,807.16	6,807.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101,856.50	-101,856.50	-100.00
34990-0000	TOTAL GRANT INCOME	44,557.50	44,557.50	44,557.50	43,212.33	35,946.17	49,560.50	44,959.00	44,959.00	44,959.00	49,102.00	47,916.67	47,916.63	542,203.80	676,856.50	-134,652.70	-19.89
36000-0000	OTHER INCOME																
36100-0000	Investment Income - Unrestricted	8,985.90	8,532.90	8,373.81	7,792.62	7,128.12	8,464.20	8,491.59	8,860.98	9,889.35	0.00	5,833.33	5,833.37	88,186.17	70,000.00	18,186.17	25.98
36500-0000	Miscellaneous Other Income	0.00	0.00	1,788.96	0.00	7,874.93	10,612.85	0.00	-10,612.85	0.00	0.00	1,246.54	1,246.54	12,156.97	14,958.48	-2,801.51	-18.73
36990-0000	TOTAL OTHER INCOME	8,985.90	8,532.90	10,162.77	7,792.62	15,003.05	19,077.05	8,491.59	-1,751.87	9,889.35	0.00	7,079.87	7,079.91	100,343.14	84,958.48	15,384.66	18.11
39990-0000	TOTAL INCOME	116,965.45	116,981.40	118,933.22	115,591.22	117,908.43	135,692.91	121,103.59	109,820.13	126,212.40	122,971.97	121,068.63	121,068.55	1,444,317.90	1,477,461.98	-33,144.08	-2.24
40000-0000	EXPENSES																
41000-0000	ADMINISTRATIVE EXPENSES																
41009-9000	Administrative Salaries																
41100-0000	Administrative Salaries	2,289.68	10,670.67	10,554.36	7,133.08	7,137.42	7,109.03	7,149.88	12,223.75	8,116.68	9,022.43	9,436.16	15,000.00	105,843.14	113,233.86	-7,390.72	-6.53
41100-4000	Employee Benefit Contribution-Admin	4,690.38	4,654.60	6,394.04	5,420.96	5,476.76	5,315.14	5,242.99	3,674.14	3,598.11	4,062.17	3,876.14	3,876.11	56,281.54	46,513.65	9,767.89	21.00
41109-9000	Total Administrative Salaries	6,980.06	15,325.27	16,948.40	12,554.04	12,614.18	12,424.17	12,392.87	15,897.89	11,714.79	13,084.60	13,312.30	18,876.11	156,560.78	159,747.51	-3,186.73	-1.99
41300-0000	Legal Expense																
41300-2000	Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-72.52	-72.53	-145.05	-870.25	725.20	-83.33
41300-3000	Tenant Screening	0.00	46.00	0.00	92.00	16.00	0.00	63.50	16.00	0.00	157.00	57.67	57.66	505.83	692.03	-186.20	-26.91
41300-4000	General Legal Expense	0.00	0.00	0.00	661.50	165.50	754.50	115.00	432.00	2,139.00	1,299.00	1,083.33	1,083.37	7,733.20	13,000.00	-5,266.80	-40.51
41310-0000	Total Legal Expense	0.00	46.00	0.00	753.50	181.50	754.50	178.50	448.00	2,139.00	1,456.00	1,068.48	1,068.50	8,093.98	12,821.78	-4,727.80	-36.87
41390-0000	Other Admin Expenses																
41400-0000	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	225.00	450.00	2,700.00	-2,250.00	-83.33
41500-0000	Travel	-1,118.50	159.60	911.47	0.00	0.20	0.00	0.00	0.00	202.54	0.00	103.32	103.36	361.99	1,239.88	-877.89	-70.80
41700-0000	Accounting Fees	524.16	754.16	1,096.14	842.81	872.25	1,576.05	-263.88	784.12	780.23	772.46	755.32	755.35	9,249.17	9,063.87	185.30	2.04
41710-0000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	709.90	0.00	0.00	0.00	180.55	180.59	1,071.04	2,166.64	-1,095.60	-50.57
41730-0000	Management Fee	11,979.95	11,902.66	12,134.53	11,825.37	12,057.24	12,057.24	11,979.95	11,593.50	11,748.08	11,593.50	12,000.00	12,000.00	142,872.02	144,000.00	-1,127.98	-0.78
41730-1000	Bookkeeping Fee	1,162.50	1,155.00	1,177.50	1,147.50	1,170.00	1,170.00	1,162.50	1,125.00	1,140.00	1,125.00	1,166.67	1,166.63	13,868.30	14,000.00	-131.70	-0.94
41730-2000	Asset Management Fee	1,550.00	1,540.00	1,570.00	1,530.00	1,560.00	1,560.00	1,550.00	1,500.00	1,520.00	1,500.00	1,590.00	1,590.00	18,560.00	19,080.00	-520.00	-2.73
41740-0000	Marketing	98.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00	168.59	0.00	168.59	#DIV/0!
41800-0000	Office Rent	0.00	0.00	367.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	367.50	0.00	367.50	#DIV/0!
41820-0000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	572.78	572.82	1,145.60	6,873.40	-5,727.80	-83.33
41890-0000	Total Other Admin Expenses	14,196.70	15,511.42	17,257.14	15,345.68	15,659.69	16,363.29	15,138.47	15,002.62	15,460.85	14,990.96	16,593.64	16,593.75	188,114.21	199,123.79	-11,009.58	-5.53
41900-0000	Miscellaneous Admin Expenses																
41900-1000	Membership and Fees	94.09	104.60	229.92	64.22	93.13	59.13	101.89	64.53	74.75	32.62	78.95	79.00	1,076.83	947.45	129.38	13.66
41900-2000	Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.76	0.00	0.00	26.64	26.60	72.00	319.64	-247.64	-77.47
41900-3000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	816.51	0.00	0.00	0.00	0.00	0.00	816.51	0.00	816.51	#DIV/0!
41900-4000	Office Supplies	443.23	122.99	752.36	45.67	5.15	279.18	26.97	33.92	902.01	398.53	176.91	176.91	3,363.83	2,122.92	1,240.91	58.45
41900-5000	Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,241.20	648.00	15.80	15.80	4,920.80	189.60	4,731.20	2,495.36
41900-7000	Telephone	637.99	171.02	683.20	821.17	539.86	606.88	388.26	825.49	345.86	607.16	630.54	630.51	6,887.94	7,566.45	-678.51	-8.97
41900-8000	Postage	432.25	118.09	359.00	13.03	322.00	704.00	925.51	272.00	0.00	243.39	257.73	257.78	3,904.78	3,092.81	811.97	26.25
41901-0000	Office Equipment Contracts	220.48	352.20	352.20	3,795.38	125.87	262.87	87.83	0.00	334.50	282.54	497.02	497.08	6,807.97	5,964.30	843.67	14.15
41901-3000	Internet	511.02	353.12	845.48	343.21	0.00	984.04	579.77	609.77	206.56	609.77	566.38	566.33	6,175.45	6,796.51	-621.06	-9.14
41901-4000	Cable/Video	150.43	150.43	225.66	78.67	0.00	157.34	157.34	157.34	78.67	157.34	164.36	164.42	1,642.00	1,972.38	-330.38	-16.75
41901-5000	Special Events	59.95	999.91	906.36	0.00	0.00	76.83	0.00	0.00	86.61	0.00	0.00	0.00	2,129.66	0.00	2,129.66	#DIV/0!
41901-7000	Temporary Administrative Labor	0.00	7,730.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,730.31	0.00	7,730.31	#DIV/0!
41901-8000	Small Office Equipment	0.00	0.00	0.00	1,170.44	0.00	5.90	0.00	0.00	0.00	87.83	16.48	16.50	1,297.15	197.78	1,099.37	555.85
41902-0000	Bank Fees	971.47	568.86	1,020.15	512.20	453.44	436.20	649.30	802.89	-351.86	971.87	0.00	0.00	6,034.52	0.00	6,034.52	#DIV/0!
41902-2000	Other Misc Admin Expenses	1,039.45	886.37	490.55	26.69	800.00	679.48	1,214.57	519.27	1,727.04	0.00	404.24	404.21	8,191.87	4,850.85	3,341.02	68.87
41910-0000	Total Miscellaneous Admin Expenses	4,560.36	11,557.90	5,864.88	6,870.68	2,339.45	4,251.85	4,947.95	3,303.97	7,645.34	4,039.05	2,835.05	2,835.14	217,612.40	193,768.20	23,844.20	12.31
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	25,737.12	42,440.59	40,070.42	35,523.90	30,794.82	33,793.81	32,657.79	34,652.48	36,959.98	33,570.61	33,809.47	39,373.50	413,820.59	405,713.77	8,106.82	2.00

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Actual Jan 2025	Actual Feb 2025	Actual Mar 2025	Actual Apr 2025	Actual May 2025	Actual Jun 2025	Actual Jul 2025	Forecast Aug 2025	Forecast Sep 2025	Total Actual+ Budget	Original Budget	Variance	%Variance
42000-0000	TENANT SERVICES																
42100-0000	Tenant Services Salaries	-874.30	0.00	0.00	0.00	3.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-870.64	0.00	-870.64	#DIV/0!
42100-1000	Employee Benefit Contributions-Tenant Sv	648.78	250.82	114.14	298.53	450.69	470.45	457.03	501.87	418.61	436.92	0.00	0.00	4,047.84	0.00	4,047.84	#DIV/0!
42300-0000	Tenant Services Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.94	112.94	225.88	1,355.28	-1,129.40	-83.33
42300-1000	Tenant Relocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230.00	330.00	0.00	0.00	560.00	0.00	560.00	#DIV/0!
42990-0000	TOTAL TENANT SERVICES EXPENSES	-225.52	250.82	114.14	298.53	454.35	470.45	457.03	501.87	648.61	766.92	112.94	112.94	3,963.08	1,355.28	2,607.80	192.42
43000-0000	UTILITY EXPENSES																
43100-0000	Water	9,110.48	5,102.09	5,492.47	5,241.04	5,388.43	5,466.46	5,397.10	5,161.48	4,361.08	5,167.89	7,666.67	7,666.63	71,221.82	92,000.00	-20,778.18	-22.58
43200-0000	Electricity	19.13	46.76	2,874.51	4,015.67	5,991.35	7,857.27	8,038.69	9,460.49	6,200.94	2,716.29	3,500.00	3,500.00	54,221.10	42,000.00	12,221.10	29.10
43200-1000	Electricity-Vacant Units	0.00	0.00	0.00	90.87	243.00	170.67	285.21	176.73	308.08	75.82	0.00	0.00	1,350.38	0.00	1,350.38	#DIV/0!
43300-0000	Gas	683.50	762.94	395.57	1,503.02	3,117.22	4,493.50	5,017.03	4,623.82	3,921.26	3,704.56	1,672.17	1,672.13	31,566.72	20,066.00	11,500.72	57.31
43300-1000	Gas-Vacant Units	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.78	0.00	0.00	0.00	0.00	38.78	0.00	38.78	#DIV/0!
43320-0000	Tenant-Owed Utilities	0.00	0.00	39.95	15.36	0.00	0.00	0.00	0.00	2.64	1.85	46.84	46.82	153.46	562.06	-408.60	-72.70
43400-0000	Garbage/Trash Removal	-5,129.78	354.69	520.99	21.51	310.61	261.21	271.58	434.73	0.00	526.56	1,440.57	1,440.59	453.26	17,286.86	-16,833.60	-97.38
43900-0000	Sewer	4,728.84	4,989.92	3,714.99	3,413.68	3,590.31	3,683.82	3,600.70	3,425.04	2,250.00	3,402.00	2,916.67	2,916.63	42,632.60	35,000.00	7,632.60	21.81
43990-0000	TOTAL UTILITY EXPENSES	9,412.17	11,256.40	13,038.48	14,301.15	18,640.92	21,932.93	22,610.31	23,321.07	17,044.00	15,594.97	17,242.92	17,242.80	201,638.12	206,914.92	-5,276.80	-2.55
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES																
44009-9000	General Maint Expense																
44100-0000	Maintenance Salaries	7,189.31	26,828.70	19,980.87	12,671.85	15,060.99	18,916.20	20,424.30	30,354.48	20,373.30	19,868.37	20,908.84	20,908.79	233,486.00	250,906.03	-17,420.03	-6.94
44100-5000	Employee Benefit Contribution-Maint.	7,997.59	6,353.01	8,560.98	7,394.94	7,952.34	7,296.20	8,546.76	10,063.63	8,196.27	8,391.63	7,033.59	7,033.56	94,820.50	84,403.05	10,417.45	12.34
44110-0000	Maintenance Uniforms	264.59	102.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.65	0.00	366.65	#DIV/0!
44120-0000	Vehicle Gas	-0.01	251.08	0.00	512.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	763.87	0.00	763.87	#DIV/0!
44130-0000	Misc Vehicle Expenses	0.00	0.00	126.26	0.00	0.00	100.98	397.34	0.00	270.98	202.45	812.79	812.83	2,723.63	9,753.52	-7,029.89	-72.08
44190-0000	Total General Maint Expense	15,451.48	33,534.85	28,668.11	20,579.59	23,013.33	26,313.38	29,368.40	40,418.11	28,840.55	28,462.45	28,755.22	28,755.18	332,160.65	345,062.60	-12,901.95	-3.74
44200-0000	Materials																
44200-1000	Supplies-Grounds	0.00	57.57	0.00	0.00	33.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.56	0.00	91.56	#DIV/0!
44200-2000	Supplies-Appliance	2,725.86	925.85	770.25	3,453.42	0.00	2,130.19	399.80	2,470.34	2,971.63	3,417.61	875.18	875.18	21,015.31	10,502.16	10,513.15	100.10
44200-3000	Supplies-Decorating	0.00	0.00	215.00	756.00	0.00	338.76	24.99	665.35	296.83	0.00	375.06	375.06	3,047.05	4,500.72	-1,453.67	-32.30
44200-4000	Supplies-Electrical	0.00	0.00	65.98	207.76	0.00	989.08	66.25	1,151.07	2,436.35	287.84	346.06	346.04	5,896.43	4,152.70	1,743.73	41.99
44200-5000	Supplies-Exterminating	53.98	0.00	193.79	0.00	50.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	298.71	0.00	298.71	#DIV/0!
44200-6000	Supplies-Janitorial/Cleaning	1,519.96	332.21	26.96	1,322.70	596.60	166.65	462.98	511.32	107.11	288.77	866.86	866.84	7,068.96	10,402.30	-3,333.34	-32.04
44200-7000	Supplies-Maint/Repairs	1,329.70	4,631.68	943.00	5,912.14	2,048.07	3,963.87	788.86	3,306.29	6,634.23	3,185.98	4,163.38	4,163.42	41,070.62	49,960.60	-8,889.98	-17.79
44200-8000	Supplies-Plumbing	231.49	1,091.65	452.66	492.59	21.99	614.03	584.95	214.17	943.35	211.51	722.18	722.14	6,302.71	8,666.12	-2,363.41	-27.27
44200-9000	Tools and Equipment	0.00	164.53	-70.16	12.77	399.00	95.44	211.97	294.24	851.67	247.96	239.79	239.83	2,687.04	2,877.52	-190.48	-6.62
44201-0000	Supplies - HVAC	0.00	382.00	1,599.99	0.00	944.76	452.60	0.00	0.00	401.10	0.00	301.71	301.69	4,383.85	3,620.50	763.35	21.08
44290-0000	Total Materials	5,860.99	7,585.49	4,197.47	12,157.38	4,095.35	8,750.62	2,539.80	8,612.78	14,642.27	7,639.67	7,890.22	7,890.20	91,862.24	94,682.62	-2,820.38	-2.98
44300-0000	Contract Costs																
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	0.00	0.00	0.00	759.46	406.27	0.00	0.00	0.00	0.00	1,165.73	0.00	1,165.73	#DIV/0!
44300-2000	Contract-Appliance	0.00	0.00	0.00	0.00	0.00	0.00	299.33	348.00	0.00	0.00	0.00	0.00	647.33	0.00	647.33	#DIV/0!
44300-3000	Contract-Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00	4,210.00	466.00	450.00	0.00	0.00	0.00	5,126.00	0.00	5,126.00	#DIV/0!
44300-6000	Contract-Electrical	-337.50	23.31	0.00	0.00	0.00	1,285.76	0.00	955.00	12,435.00	0.00	239.76	239.74	14,841.07	2,877.10	11,963.97	415.83
44300-7000	Contract-Pest Control	270.00	460.00	465.00	2,455.00	470.00	785.00	810.00	570.00	1,645.00	0.00	416.18	416.19	8,762.37	4,994.17	3,768.20	75.45
44300-8000	Contract-Floor Covering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	0.00	0.00	12.58	12.60	2,425.18	150.98	2,274.20	1,506.29
44300-9000	Contract-Grounds	2,763.67	2,818.00	1,936.83	1,158.00	0.00	0.00	0.00	1,722.00	2,438.00	6,943.67	1,520.82	1,520.80	22,821.79	18,249.82	4,571.97	25.05
44301-0000	Contract-Janitorial/Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,648.31	1,648.36	3,296.67	19,779.77	-16,483.10	-83.33
44301-1000	Contract-Plumbing	1,538.25	2,403.00	1,155.00	285.00	965.00	2,149.00	4,065.50	2,495.00	1,675.00	0.00	1,971.20	1,971.24	20,673.19	23,654.44	-2,981.25	-12.60
44301-2000	Contract-Window Covering	0.00	0.00	0.00	0.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00	0.00	23.00	#DIV/0!
44301-3000	Contract-HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,922.00	18,067.75	1,044.47	1,044.45	24,078.67	12,533.62	11,545.05	92.11
44301-4000	Contract-Vehicle Maintenance	349.50	0.00	0.00	4,556.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,905.61	0.00	4,905.61	#DIV/0!
44301-5000	Contract-Equipment Rental	192.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	312.00	0.00	312.00	#DIV/0!
44301-7000	Contract-Elevator Monitoring	0.00	2,714.00	2,797.00	2,000.00	1,169.00	1,169.00	2,000.00	1,169.00	1,169.00	3,061.24	2,828.86	2,828.86	22,905.96	33,946.32	-11,040.36	-32.52
44301-8000	Contract-Alarm Monitoring	0.00	269.97	464.94	370.44	404.97	209.94	2,611.34	165.00	1,777.49	81.75	0.00	0.00	6,355.84	0.00	6,355.84	#DIV/0!
44301-9000	Contract-Sprinkler Monitoring	9,298.38	11,499.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,355.78	0.00	0.00	22,153.16	0.00	22,153.16	#DIV/0!
44302-2000	Contract-IT Contracts	2,045.11	1,395.13	2,424.74	329.45	2,621.95	2,238.49	1,701.87	-5,124.15	3,171.80	1,081.68	2,030.39	2,030.38	15,946.84	24,364.67	-8,417.83	-34.55
44302-3000	Contract-Consultants	0.00	0.00	0.00	0.00	0.00	355.12	0.00	1,258.00	0.00	0.00	0.00	0.00	1,613.12	0.00	1,613.12	#DIV/0!
44308-0000	Contract - Vehicle Lease	630.91	620.54	714.71	620.53	1,387.64	0.00	434.85	0.00	0.00	3,106.68	483.79	483.75	8,483.40	5,805.44	2,677.96	46.13
44309-0000	Contract-Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	255.00	0.00	1,208.55	2,540.44	2,540.45	6,544.44	30,485.29	-23,940.85	-78.53
44309-1000	Snow Removal Service	0.00	-200.00	5,134.00	9,828.00	10,533.00	2,364.00	0.00	0.00	0.00	0.00	0.00	0.00	27,659.00	26,450.00	1,209.00	4.57
44309-9000	Contract Costs-Other	-2,100.00	113.00	0.00	201.50	0.00	152.00	2,693.00	0.00	4,302.75	354.00	2,560.20	2,560.22	10,836.67	30,722.42	-19,885.75	-64.73
44390-0000	Total Contract Costs	14,650.32	22,115.95	15,092.22	21,804.03	17,694.56	10,708.31	19,585.35	7,085.12	32,986.04	35,261.10	17,297.00	17,297.04	231,577.04	234,014.04	-2,437.00	-1.04
44400-0000	Unit Repairs - Damages	69.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.52	0.00	69.52	#DIV/0!
44500-0000	Vacancy Turnover	8,124.57	1,200.00	2,900.00	0.00	0.00	0.00	950.00	4,500.00	3,410.00	281.57	5,833.33	5,833.37	33,032.84	70,000.00	-36,967.16	-52.81
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	44,156.88	64,436.29	50,857.80	54,541.00	44,803.24	45,772.31	52,443.55	60,616.01	79,878.86	71,644.79	59,775.77	59,775.79	688,702.29	743,759.26	-55,056.97	-7.40
45000-0000	GENERAL EXPENSES																
45100-0000	Worker's Comp Insurance	1,036.27	1,036.27	1,036.28	1,072.53	1,072.53	1,072.53	-408.03	1,072.53	1,072.53	0.00	1,336.60	1,336.63	10,736.67	16,039.23	-5,302.56	-33.06
45101-0000	Property Insurance	3,782.64	3,782.64	3,782.64	4,011.63	4,011.63	4,011.63	4,011.63	4,011.63	4,011.63	0.00	3,240.13	3,240.18	41,898.01	38,881.61	3,016.40	7.76
45102-0000	Liability Insurance	252.54	252.54	252.55	236.67	236.67	236.67	236.67	236.67	236.67	0.00	317.57	317.55	2,812.77	3,810.82	-998.05	-26.19
45200-0000	Payments in Lieu of Taxes	4,053.45	3,619.91	4,558.96	3,788.34	5,198.55	4,197.37	3,912.06	3,972.59	4,091.90	0.00	3,381.84	3,381.82	44,156.79	40,582.06	3,574.73	8.81
45210-0000	Misc. Taxes/Licenses/Insurance	161.25	161.25	156.27	183.34	188.34	183.34	198.34	717.02	183.34	0.00	263.20	263.24	2,658.93	3,158.44	-499.51	-15.82
45700-0000	Bad Debt-Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,074.09	0.00	9,322.67	1,056.61	1,056.66	32,510.03	12,679.37	19,830.66	156.40
45900-0000	Other General Expense	0.00	0.00	0.00	0.00	0.00	-218.39	0.00	0.00	0.00	0.00	0.00	0.00	-218.39	0.00	-218.39	#DIV/0!
45990-0000	TOTAL GENERAL EXPENSES	9,286.15	8,852.61	9,786.70	9,292.51	10,707.72	9,483.15	7,950.67	31,084.53	9,596.07	9,322.67	9,595.95	9,596.08	134,554.81	115,151.53	19,403.28	16.85
47000-0000	HOUSING ASSISTANCE PAYMENTS																
47150-7000	Housing Counseling Program Expenses	0.00	0.00	25.34	0.00	0.00	0.00	0.00	717.50	0.00	0.00	0.00	0.00	742.84	0.00	742.84	#DIV/0!

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+	Original		
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Budget	Budget	Variance	%Variance
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	0.00	0.00	25.34	0.00	0.00	0.00	0.00	717.50	0.00	0.00	0.00	0.00	742.84	0.00	742.84	#DIV/0!
48990-0000	TOTAL OPERATING EXPENSES	88,366.80	127,236.71	113,892.88	113,957.09	105,401.05	111,452.65	116,119.35	150,893.46	144,127.52	130,899.96	120,537.05	126,101.11	1,443,421.73	1,472,894.76	-29,473.03	-2.00
49990-0000	**NET OPERATING INCOME**	**28,598.65**	**-10,255.31**	**5,040.34**	**1,634.13**	**12,507.38**	**24,240.26**	**4,984.24**	**-41,073.33**	**-17,915.12**	**-7,927.99**	**531.58**	**-5,032.56**	**896.17**	**4,567.22**	**-3,671.05**	**-80.38**
50000-0000	NON-OPERATING ITEMS																
51000-1000	Depreciation -Buildings	24,396.00	24,396.00	24,396.00	24,396.00	24,396.00	24,396.00	0.00	0.00	0.00	0.00	0.00	0.00	146,376.00	0.00	146,376.00	#DIV/0!
51000-2000	Depreciation -Furn,Equip,Machinery-Dwelli	1,906.50	1,906.50	1,906.50	1,906.50	1,906.50	1,906.50	0.00	0.00	0.00	0.00	0.00	0.00	11,439.00	0.00	11,439.00	#DIV/0!
51000-3000	Depreciation -Furn,Equip,Machinery-Admir	262.50	262.50	262.50	262.50	262.50	262.50	0.00	0.00	0.00	0.00	0.00	0.00	1,575.00	0.00	1,575.00	#DIV/0!
51000-4000	Depreciation-Leashold Improvements	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	2,577.00	0.00	0.00	0.00	0.00	0.00	0.00	15,462.00	0.00	15,462.00	#DIV/0!
51000-5000	Depreciation-Vehicles	105.18	105.18	105.18	105.18	105.18	105.18	0.00	0.00	0.00	0.00	0.00	0.00	631.08	0.00	631.08	#DIV/0!
52100-2000	Operating Transfer In from CFP	0.00	0.00	0.00	0.00	-28,249.88	0.00	0.00	0.00	28,249.88	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
59990-0000	TOTAL NON-OPERATING ITEMS	29,247.18	29,247.18	29,247.18	29,247.18	997.30	29,247.18	0.00	0.00	28,249.88	0.00	0.00	0.00	175,483.08	0.00	175,483.08	#DIV/0!
																	#DIV/0!
90000-0000	NET INCOME	-648.53	-39,502.49	-24,206.84	-27,613.05	11,510.08	-5,006.92	4,984.24	-41,073.33	-46,165.00	-7,927.99	531.58	-5,032.56	-174,586.91	4,567.22	-179,154.13	-3,922.61

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
29999-9999	Revenue & Expenses																
30000-0000	INCOME																
31000-0000	TENANT INCOME																
31010-0000	Rental Income																
31110-0000	Tenant Rent	55,841.16	55,676.20	57,022.29	56,935.71	55,850.87	54,646.00	58,489.32	54,606.39	56,584.97	54,215.00	50,583.33	50,583.37	661,034.61	607,000.00	54,034.61	8.90
31120-3000	Utility Reimbursement -59 & TC	30.00	30.00	30.00	72.00	60.00	60.00	98.00	82.00	82.00	52.00	59.60	59.60	715.20	0.00	715.20	#DIV/0!
31130-0000	Less: Vacancies	-1,410.16	-1,636.20	-762.29	-1,268.71	-1,246.87	-1,271.00	-1,096.32	-2,404.39	-2,115.97	0.00	-1,321.19	-1,321.19	-15,854.29	0.00	-15,854.29	#DIV/0!
31190-0000	Total Rental Income	54,401.00	54,010.00	56,230.00	55,595.00	54,544.00	53,315.00	57,295.00	52,120.00	54,387.00	54,163.00	49,202.54	49,202.58	644,465.12	607,000.00	37,465.12	6.17
31200-0000	Other Tenant Income																
31200-1000	Laundry and Vending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.00	264.00	528.00	3,168.00	-2,640.00	-83.33
31200-2000	Cleaning Fee	845.00	0.00	0.00	0.00	0.00	0.00	480.00	1,450.00	0.00	0.00	277.50	277.50	3,330.00	0.00	3,330.00	#DIV/0!
31200-3000	Damages	0.00	0.00	0.00	0.00	0.00	0.00	100.00	500.00	300.00	100.00	100.00	100.00	1,200.00	0.00	1,200.00	#DIV/0!
31200-4000	Late Charges	495.00	705.00	765.00	615.00	435.00	615.00	0.00	330.00	405.00	510.00	487.50	487.50	5,850.00	0.00	5,850.00	#DIV/0!
31200-5000	Legal Fees - Tenant	455.00	0.00	0.00	0.00	0.00	0.00	450.00	679.00	0.00	0.00	158.40	158.40	1,900.80	0.00	1,900.80	#DIV/0!
31200-6000	NSF Charges	70.00	35.00	35.00	70.00	70.00	0.00	35.00	35.00	0.00	35.00	38.50	38.50	462.00	0.00	462.00	#DIV/0!
31200-7000	Excess Utility	0.00	138.58	0.00	0.00	346.75	0.00	104.37	184.63	0.00	0.00	95.83	95.87	966.03	1,150.00	-183.97	-16.00
31200-8000	Wireless Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	532.14	532.12	1,064.26	6,385.66	-5,321.40	-83.33
31200-9000	Misc.Tenant Income	200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,350.00	836.13	100.00	2,204.87	2,204.91	6,895.91	26,458.48	-19,562.57	-73.94
31210-0000	Tenant Payment Agreement (TPA) Ren	0.00	0.00	0.00	0.00	1,638.00	1,187.00	-300.00	0.00	0.00	0.00	252.50	252.50	3,030.00	0.00	3,030.00	#DIV/0!
31290-0000	Total Other Tenant Income	2,065.00	878.58	800.00	685.00	2,489.75	1,802.00	869.37	4,528.63	1,541.13	745.00	4,411.24	4,411.30	25,227.00	37,162.14	-11,935.14	-32.12
31990-0000	TOTAL TENANT INCOME	56,466.00	54,888.58	57,030.00	56,280.00	57,033.75	55,117.00	58,164.37	56,648.63	55,928.13	54,908.00	53,613.78	53,613.88	669,692.12	644,162.14	25,529.98	3.96
34000-0000	GRANT INCOME																#DIV/0!
34010-0000	Subsidy Grants	47,009.00	47,009.00	47,009.00	44,674.33	44,098.33	44,098.34	46,373.00	46,373.00	46,373.00	50,647.00	50,354.55	50,354.49	564,373.04	604,254.54	-39,881.50	-6.60
34010-1000	CFP Operating Grants	27,228.68	27,228.68	27,228.68	27,228.68	27,228.68	27,228.68	27,228.66	27,228.66	27,228.66	0.00	8,488.04	8,488.06	262,034.16	101,856.50	160,177.66	157.26
34990-0000	TOTAL GRANT INCOME	74,237.68	74,237.68	74,237.68	71,903.01	71,327.01	71,327.02	73,601.66	73,601.66	73,601.66	50,647.00	58,842.59	58,842.55	826,407.20	706,111.04	120,296.16	17.04
36000-0000	OTHER INCOME																
36100-0000	Investment Income - Unrestricted	9,778.76	9,285.76	9,112.68	8,480.20	7,757.08	9,211.00	9,240.88	9,642.88	10,761.92	0.00	7,916.67	7,916.63	99,104.46	95,000.00	4,104.46	4.32
36500-0000	Miscellaneous Other Income	9,705.39	0.00	0.00	0.00	7,874.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,580.33	0.00	17,580.33	#DIV/0!
36990-0000	TOTAL OTHER INCOME	19,484.15	9,285.76	9,112.68	8,480.20	15,632.02	9,211.00	9,240.88	9,642.88	10,761.92	0.00	7,916.67	7,916.63	116,684.79	95,000.00	21,684.79	22.83
39990-0000	TOTAL INCOME	150,187.83	138,412.02	140,380.36	136,663.21	143,992.78	135,655.02	141,006.91	139,893.17	140,291.71	105,555.00	120,373.04	120,373.06	1,612,784.11	1,445,273.18	167,510.93	11.59
40000-0000	EXPENSES																
41000-0000	ADMINISTRATIVE EXPENSES																
41009-9000	Administrative Salaries																
41100-0000	Administrative Salaries	4,602.10	18,057.24	18,383.44	12,185.38	12,364.14	12,282.64	12,920.60	18,108.80	12,325.16	13,180.34	13,992.00	17,000.00	165,401.84	167,904.06	-2,502.22	-1.49
41100-4000	Employee Benefit Contribution-Admin	6,695.94	6,077.04	8,143.02	7,419.32	7,516.59	7,175.24	7,062.62	6,835.41	6,352.50	6,621.48	6,489.99	6,489.97	82,879.12	77,879.86	4,999.26	6.42
41109-9000	Total Administrative Salaries	11,298.04	24,134.28	26,526.46	19,604.70	19,880.73	19,457.88	19,983.22	24,944.21	18,677.66	19,801.82	20,481.99	23,489.97	248,280.96	245,783.92	2,497.04	1.02
41300-0000	Legal Expense																
41300-2000	Court Costs	46.00	0.00	0.00	50.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.95	0.00	96.95	
41300-3000	Tenant Screening	0.00	101.90	47.00	0.00	0.00	276.50	16.00	0.00	0.00	12.00	55.82	55.87	565.09	669.89	-104.80	-15.64
41300-4000	General Legal Expense	0.00	0.00	0.00	357.50	0.00	0.00	457.50	998.00	1,741.75	1,127.00	1,083.33	1,083.37	6,848.45	13,000.00	-6,151.55	-47.32
41310-0000	Total Legal Expense	46.00	101.90	47.00	408.45	0.00	276.50	473.50	998.00	1,741.75	1,139.00	1,139.15	1,139.24	7,510.49	13,669.89	-6,159.40	-45.06
41390-0000	Other Admin Expenses																
41400-0000	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.25	77.25	154.50	927.00	-772.50	-83.33
41500-0000	Travel	5.36	511.14	0.00	0.00	0.00	0.00	0.00	0.00	109.52	117.60	66.67	66.63	876.92	800.00	76.92	9.61
41700-0000	Accounting Fees	570.42	820.74	1,192.86	917.18	949.22	1,715.12	-287.16	853.34	849.10	840.62	779.28	779.23	9,979.95	9,351.31	628.64	6.72
41710-0000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	772.56	0.00	0.00	0.00	125.00	124.98	1,022.54	1,499.98	-477.44	-31.83
41730-0000	Management Fee	13,293.88	13,293.88	13,448.46	13,293.88	13,448.46	13,371.17	13,293.88	13,371.17	12,830.14	12,984.72	13,083.33	13,083.37	158,796.34	157,000.00	1,796.34	1.14
41730-1000	Bookkeeping Fee	1,290.00	1,290.00	1,305.00	1,290.00	1,305.00	1,297.50	1,290.00	1,297.50	1,245.00	1,260.00	1,250.00	1,250.00	15,370.00	15,000.00	370.00	2.47
41730-2000	Asset Management Fee	1,720.00	1,720.00	1,740.00	1,720.00	1,740.00	1,730.00	1,720.00	1,730.00	1,660.00	1,680.00	1,733.33	1,733.37	20,626.70	20,800.00	-173.30	-0.83
41740-0000	Marketing	107.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.43	0.00	0.00	0.00	183.71	0.00	183.71	#DIV/0!
41820-0000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	628.22	628.28	1,256.50	7,538.70	-6,282.20	-83.33
41890-0000	Total Other Admin Expenses	16,986.94	17,635.76	17,686.32	17,221.06	17,442.68	18,113.79	16,789.28	17,252.01	16,770.19	16,882.94	17,743.08	17,743.11	208,267.16	212,916.99	-4,649.83	-2.18
41900-0000	Miscellaneous Admin Expenses																
41900-1000	Membership and Fees	400.40	411.80	548.21	69.84	101.32	64.32	110.90	70.20	81.28	35.52	82.87	82.86	2,059.52	994.43	1,065.09	107.11
41900-2000	Publications	0.00	0.00	-60.00	0.00	0.00	0.00	0.00	20.44	0.00	0.00	25.72	25.68	11.84	308.60	-296.76	-96.16
41900-3000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	1,088.67	0.00	0.00	0.00	0.00	0.00	1,088.67	0.00	1,088.67	#DIV/0!
41900-4000	Office Supplies	0.00	0.00	21.24	47.53	632.15	0.00	0.00	0.00	100.64	0.00	111.57	111.55	1,024.68	1,338.82	-314.14	-23.46
41900-5000	Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,066.95	0.00	4,392.13	96.76	96.82	6,652.66	1,161.18	5,491.48	472.92
41900-7000	Telephone	528.89	183.77	697.82	968.28	662.29	830.57	473.97	979.45	321.06	631.07	598.02	598.04	7,473.23	7,176.26	296.97	4.14
41900-8000	Postage	321.18	128.52	296.00	14.20	358.89	372.00	31.12	803.00	0.00	264.84	324.75	324.79	3,239.29	3,897.04	-657.75	-16.88
41901-0000	Office Equipment Contracts	208.85	352.20	352.20	4,028.12	137.00	374.24	95.56	0.00	359.24	98.56	589.92	589.96	7,185.85	7,079.08	106.77	1.51
41901-3000	Internet	1.29	313.22	785.63	646.48	318.22	1,039.54	691.39	721.39	186.61	373.17	467.46	467.42	6,011.82	5,609.48	402.34	7.17
41901-4000	Cable/Video	-16.27	174.09	249.31	288.85	153.24	886.30	461.68	443.98	78.67	290.54	168.90	168.84	3,348.13	2,026.74	1,321.39	65.20
41901-5000	Special Events	76.92	674.58	1,208.48	0.00	0.00	102.44	0.00	0.00	115.48	0.00	217.79	217.79	2,613.48	0.00	2,613.48	#DIV/0!
41901-7000	Temporary Administrative Labor	0.00	171.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171.08	0.00	171.08	#DIV/0!
41901-8000	Small Office Equipment	0.00	675.00	0.00	0.00	0.00	6.40	0.00	0.00	87.00	95.56	1.27	1.31	866.54	15.28	851.26	5,571.07
41902-0000	Bank Fees	614.48	459.60	425.52	398.28	343.16	325.84	393.60	388.72	417.80	0.00	376.70	376.70	4,520.40	0.00	4,520.40	#DIV/0!
41902-2000	Other Misc Admin Expenses	34.02	496.00	343.52	43.10	400.00	875.00	200.52	711.01	1,379.70	0.00	1,006.52	1,006.53	6,495.92	12,078.25	-5,582.33	-46.22
41910-0000	Total Miscellaneous Admin Expenses	2,169.76	4,039.86	4,867.93	6,504.68	3,106.27	4,876.65	3,547.41	6,205.14	3,127.48	6,181.39	4,068.25	4,068.29	52,763.11	41,685.16	11,077.95	26.58
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	30,500.74	45,911.80	49,127.71	43,738.89	40,429.68	42,724.82	40,793.41	49,399.36	40,317.08	44,005.15	43,432.47	46,440.61	516,821.72	514,055.96	2,765.76	0.54
42000-0000	TENANT SERVICES																

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
42100-0000	Tenant Services Salaries	-978.96	0.00	0.00	0.00	4.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-974.08	0.00	-974.08	#DIV/0!
42100-1000	Employee Benefit Contributions-Tenant Sv	405.20	273.12	677.24	664.48	581.53	470.33	453.82	580.79	496.86	515.99	511.94	511.94	6,143.23	0.00	6,143.23	#DIV/0!
42300-0000	Tenant Services Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.23	68.26	136.49	818.79	-682.30	-83.33
42300-1000	Tenant Relocation	0.00	0.00	2,643.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,643.75	0.00	2,643.75	#DIV/0!
42990-0000	TOTAL TENANT SERVICES EXPENSES	-573.76	273.12	3,320.99	664.48	586.41	470.33	453.82	580.79	496.86	515.99	580.17	580.20	7,949.39	818.79	7,130.60	870.87
43000-0000	UTILITY EXPENSES																
43100-0000	Water	3,967.68	5,219.40	4,419.12	3,895.86	4,378.08	3,783.00	3,738.00	3,783.00	3,270.00	3,783.00	1,333.33	1,333.37	42,903.84	16,000.00	26,903.84	168.15
43200-0000	Electricity	0.00	0.00	2,296.89	3,917.10	5,365.53	7,152.41	7,578.25	7,153.89	4,880.83	1,486.66	2,583.33	2,583.37	44,998.26	31,000.00	13,998.26	45.16
43200-1000	Electricity-Vacant Units	0.00	0.00	0.00	148.79	180.35	12.61	198.08	137.84	147.63	159.84	98.51	98.51	1,182.17	0.00	1,182.17	#DIV/0!
43300-0000	Gas	1,070.70	1,097.88	1,999.04	2,519.82	404.24	3,240.06	3,553.03	3,459.97	3,387.21	2,599.46	1,416.67	1,416.63	26,164.71	17,000.00	9,164.71	53.91
43320-0000	Tenant-Owed Utilities	0.00	138.58	0.00	0.00	364.32	0.66	103.71	158.69	0.00	37.77	77.21	77.20	958.14	926.51	31.63	3.41
43400-0000	Garbage/Trash Removal	-6,832.28	366.68	556.08	12.52	327.12	273.36	1,327.82	1,776.03	1,024.62	558.32	1,570.08	1,570.14	2,530.49	18,841.02	-16,310.53	-86.57
43900-0000	Sewer	2,931.76	4,190.80	3,385.84	2,859.52	3,344.56	2,746.00	2,746.00	2,746.00	2,230.00	2,746.00	1,833.33	1,833.37	33,593.18	22,000.00	11,593.18	52.70
43990-0000	TOTAL UTILITY EXPENSES	1,137.86	11,013.34	12,656.97	13,353.61	14,364.20	17,208.10	19,244.89	19,215.42	14,940.29	11,371.05	8,912.46	8,912.59	152,330.79	105,767.53	46,563.26	44.02
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES																
44009-9000	General Maint Expense																
44100-0000	Maintenance Salaries	6,096.04	23,337.08	23,552.95	15,792.80	15,524.68	15,346.80	16,237.36	23,371.84	16,263.84	19,057.76	13,992.00	13,992.06	202,565.21	167,904.06	34,661.15	20.64
44100-5000	Employee Benefit Contribution-Maint.	6,390.20	5,190.96	7,907.20	7,196.32	7,139.24	6,792.00	6,692.77	7,360.56	6,339.68	8,034.75	6,290.23	6,290.23	81,624.14	75,482.76	6,141.38	8.14
44110-0000	Maintenance Uniforms	0.00	0.00	0.00	147.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.94	0.00	147.94	#DIV/0!
44120-0000	Vehicle Gas	0.01	442.84	0.00	863.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,306.06	0.00	1,306.06	#DIV/0!
44130-0000	Misc Vehicle Expenses	0.00	0.00	514.82	0.00	0.00	409.50	515.83	0.00	131.60	51.20	1,183.90	1,183.95	3,990.80	14,206.85	-10,216.05	-71.91
44190-0000	Total General Maint Expense	12,486.25	28,970.88	31,974.97	24,000.27	22,663.92	22,548.30	23,445.96	30,732.40	22,735.12	27,143.71	21,466.13	21,466.24	289,634.15	257,593.67	32,040.48	12.44
44200-0000	Materials																
44200-1000	Supplies-Grounds	0.00	66.36	0.00	0.00	0.00	79.98	0.00	50.06	0.00	0.00	19.64	19.64	235.68	0.00	235.68	#DIV/0!
44200-2000	Supplies-Appliance	2,807.01	1,531.99	4,969.25	4,351.25	4,526.09	1,675.36	2,499.74	1,869.32	2,186.98	0.00	878.72	878.74	28,174.45	10,544.66	17,629.79	167.19
44200-3000	Supplies-Decorating	0.00	153.75	187.94	329.43	883.99	-42.11	284.90	222.08	29.44	0.00	353.10	353.15	2,755.67	4,237.25	-1,481.58	-34.97
44200-4000	Supplies-Electrical	38.97	0.00	0.00	19.72	1,507.81	614.22	2,016.31	117.12	130.14	26.99	234.69	234.67	4,940.64	2,816.26	2,124.38	75.43
44200-6000	Supplies-Janitorial/Cleaning	241.89	2,260.92	0.00	719.62	645.93	185.48	1,487.29	1,669.56	543.18	208.35	428.74	428.79	8,819.75	5,144.93	3,674.82	71.43
44200-7000	Supplies-Maint/Repairs	772.18	82.44	272.56	2,306.81	3,630.98	2,501.90	3,599.86	11,012.69	2,547.27	123.69	3,971.76	3,971.72	34,793.86	47,661.08	-12,867.22	-27.00
44200-8000	Supplies-Plumbing	35.98	0.00	245.98	148.75	1,353.20	19.99	735.50	347.30	129.34	149.07	294.14	294.12	3,753.37	3,529.66	223.71	6.34
44200-9000	Tools and Equipment	127.71	0.00	11.54	13.99	45.96	252.60	523.01	161.49	483.30	263.96	138.88	138.92	2,161.36	1,666.60	494.76	29.69
44201-0000	Supplies - HVAC	0.00	0.00	1,819.57	1,544.63	18.99	39.98	0.00	9.39	0.00	0.00	604.47	604.52	4,641.55	7,253.69	-2,612.14	-36.01
44290-0000	Total Materials	4,023.74	4,095.46	7,506.84	9,434.20	12,612.95	5,327.40	11,146.61	15,459.01	6,049.65	772.06	6,924.14	6,924.27	90,276.33	82,854.13	7,422.20	8.96
44300-0000	Contract Costs																
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	1,062.35	0.00	0.00	0.00	0.00	327.88	0.00	0.00	139.02	139.02	1,668.28	0.00	1,668.28	#DIV/0!
44300-2000	Contract-Appliance	0.00	0.00	0.00	0.00	0.00	0.00	149.00	529.29	0.00	0.00	67.83	67.83	813.95	0.00	813.95	#DIV/0!
44300-3000	Contract-Building Repairs	0.00	0.00	0.00	0.00	3,880.00	853.00	1,440.00	0.00	800.00	0.00	697.30	697.30	8,367.60	0.00	8,367.60	#DIV/0!
44300-5000	Contract-Decorating/Painting	0.00	413.53	0.00	0.00	351.75	950.00	64.75	0.00	0.00	0.00	178.00	178.00	2,136.04	0.00	2,136.04	#DIV/0!
44300-6000	Contract-Electrical	0.00	25.36	293.00	855.00	0.00	202.50	6,822.00	270.00	450.00	0.00	1,306.73	1,306.69	11,531.28	15,680.72	-4,149.44	-26.46
44300-7000	Contract-Pest Control	270.00	425.00	1,395.00	0.00	3,170.00	780.00	270.00	425.00	935.00	550.00	442.69	442.72	9,105.41	5,312.31	3,793.10	71.40
44300-8000	Contract-Floor Covering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.52	7.56	15.08	90.28	-75.20	-83.30
44300-9000	Contract-Grounds	1,907.00	2,546.25	-392.25	2,660.00	0.00	0.00	0.00	2,489.25	1,757.00	2,107.00	1,175.00	1,175.00	15,424.25	14,100.00	1,324.25	9.39
44301-0000	Contract-Janitorial/Cleaning	0.00	0.00	-300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,465.13	1,465.17	2,630.30	17,581.60	-14,951.30	-85.04
44301-1000	Contract-Plumbing	285.00	0.00	3,081.66	0.00	0.00	265.00	0.00	0.00	0.00	2,318.00	1,515.92	1,515.91	8,981.49	18,191.03	-9,209.54	-50.63
44301-2000	Contract-Window Covering	0.00	0.00	0.00	0.00	0.00	3,041.70	385.56	0.00	0.00	0.00	4.77	4.76	3,436.79	57.23	3,379.56	5,905.22
44301-3000	Contract-HVAC	0.00	0.00	0.00	0.00	5,221.30	0.00	0.00	0.00	0.00	0.00	235.10	235.11	5,691.51	2,821.21	2,870.30	101.74
44301-4000	Contract-Vehicle Maintenance	1,882.72	245.96	0.00	0.00	236.00	0.00	0.00	0.00	315.00	0.00	267.97	267.97	3,215.62	0.00	3,215.62	#DIV/0!
44301-5000	Contract-Equipment Rental	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	120.00	#DIV/0!
44301-7000	Contract-Elevator Monitoring	0.00	1,691.25	3,240.31	1,785.75	695.00	695.00	1,594.75	695.00	3,405.22	1,733.25	2,889.32	2,889.31	21,314.16	34,671.83	-13,357.67	-38.53
44301-8000	Contract-Alarm Monitoring	350.00	0.00	629.88	889.88	90.00	705.15	3,695.17	3,814.52	1,586.42	875.50	1,263.65	1,263.65	15,163.82	0.00	15,163.82	#DIV/0!
44301-9000	Contract-Sprinkler Monitoring	0.00	0.00	0.00	0.00	2,277.18	0.00	1,160.80	0.00	0.00	0.00	343.80	343.80	4,125.58	0.00	4,125.58	#DIV/0!
44302-2000	Contract-IT Contracts	2,212.42	1,550.85	2,522.04	618.56	2,984.32	2,444.80	2,118.00	-3,764.71	3,444.41	1,177.12	2,161.92	2,161.92	19,631.65	25,943.04	-6,311.39	-24.33
44302-3000	Contract-Consultants	0.00	0.00	0.00	0.00	0.00	386.44	0.00	1,369.00	0.00	0.00	175.54	175.54	2,106.53	0.00	2,106.53	#DIV/0!
44308-0000	Contract - Vehicle Lease	593.04	599.08	701.52	599.09	1,339.80	0.00	903.60	0.00	0.00	4,766.50	567.65	567.63	10,637.91	6,811.78	3,826.13	56.17
44309-0000	Contract-Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	3,484.76	928.00	2,474.37	2,474.41	9,571.54	29,692.48	-20,120.94	-67.76
44309-1000	Snow Removal Service	0.00	410.00	10,870.00	14,820.00	17,980.00	3,400.00	0.00	0.00	0.00	0.00	0.00	0.00	47,480.00	39,000.00	8,480.00	21.74
44309-9000	Contract Costs-Other	370.50	360.00	0.00	367.10	0.00	3,496.14	2,643.25	0.00	0.00	639.05	4,832.30	4,832.31	17,540.65	57,987.61	-40,446.96	-69.75
44390-0000	Total Contract Costs	7,870.68	8,267.28	23,103.51	22,595.38	38,345.35	17,219.73	21,246.88	6,365.23	16,177.81	15,094.42	22,211.54	22,211.62	220,709.42	267,941.12	-47,231.70	-17.63
44400-0000	Unit Repairs - Damages	29.36	0.00	2,291.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,320.63	0.00	2,320.63	#DIV/0!
44500-0000	Vacancy Turnover	0.00	0.00	0.00	0.00	0.00	1,990.00	0.00	4,475.00	4,404.10	1,975.00	4,961.35	4,961.35	22,766.80	59,536.20	-36,769.40	-61.76
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	24,410.03	41,333.62	64,876.59	56,029.85	73,622.22	47,085.43	55,839.45	57,031.64	49,366.68	44,985.19	55,563.16	55,563.48	625,707.33	667,925.12	-42,217.79	-6.32
45000-0000	GENERAL EXPENSES																
45100-0000	Worker's Comp Insurance	1,022.82	1,022.82	1,022.82	1,058.64	1,058.64	1,058.64	-552.56	1,058.64	1,058.64	1,058.64	1,585.62	1,585.59	12,038.95	19,027.41	-6,988.46	-36.73
45101-0000	Property Insurance	3,656.12	3,656.12	3,656.12	3,879.88	3,879.88	3,879.88	3,879.88	3,879.88	3,879.88	3,879.88	3,178.75	3,178.78	44,485.05	38,145.03	6,340.02	16.62
45102-0000	Liability Insurance	249.28	249.28	249.28	233.60	233.60	233.60	233.60	233.60	233.60	233.60	377.62	377.66	3,138.32	4,531.48	-1,393.16	-30.74
45200-0000	Payments in Lieu of Taxes	4,311.92	4,478.10	5,406.63	3,801.10	4,069.79	4,153.82	3,853.63	3,393.76	3,906.27	3,906.27	4,076.46	4,076.42	49,434.17	48,917.48	516.69	1.06
45210-0000	Misc. Taxes/Licenses/Insurance	279.13	279.13	274.12	342.45	327.44	342.44	327.44	892.52	354.28	0.00	279.58	279.54	3,978.07	3,354.92	623.15	18.57
45700-0000	Bad Debt-Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,948.24	0.00	15,395.61	661.04	661.01	27,665.90	7,932.45	19,733.45	248.77
45900-0000	Other General Expense	0.00	0.00	0.00	0.00	0.01	-291.16	0.00	0.00	0.00	0.00	0.00	0.00	-291.15	0.00	-291.15	#DIV/0!
45990-0000	TOTAL GENERAL EXPENSES	9,519.27	9,685.45	10,608.97	9,315.67	9,569.36	9,377.22	7,741.99	20,406.64	9,432.67	24,474.00	10,159.07	10,159.00	140,449.31	121,908.77	18,540.54	15.21
48990-0000	TOTAL OPERATING EXPENSES	64,994.14	108,217.33	140,591.23	123,102.50	138,571.87	116,865.90	124,073.56	146,633.85	114,553.58	125,351.38	118,647.33	121,655.88	1,443,258.54	1,410,476.17	32,782.37	2.32
49990-0000	**NET OPERATING INCOME**	**85,193.69**	**30,194.69**	**-210.87**	**13,560.71**	**5,420.91**	**18,789.12**	**16,933.35**	**-6,740.68**	**25,738.13**	**-19,796.38**	**1,725.71**	**-1,282.82**	**169,525.56**	**34,797.01**	**134,728.55**	**387.18**

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual Oct 2024	Actual Nov 2024	Actual Dec 2024	Actual Jan 2025	Actual Feb 2025	Actual Mar 2025	Actual Apr 2025	Actual May 2025	Actual Jun 2025	Actual Jul 2025	Forecast Aug 2025	Forecast Sep 2025	Total Actual+ Budget	Original Budget	Variance	%Variance
50000-0000	NON-OPERATING ITEMS																
51000-1000	Depreciation -Buildings	16,600.28	16,600.28	16,600.28	16,600.28	16,600.28	16,600.28	0.00	0.00	0.00	0.00	0.00	0.00	99,601.68	0.00	99,601.68	#DIV/0!
51000-2000	Depreciation -Furn,Equip,Machinery-Dwelli	667.68	667.68	667.68	667.68	667.68	667.68	0.00	0.00	0.00	0.00	0.00	0.00	4,006.08	0.00	4,006.08	#DIV/0!
51000-3000	Depreciation -Furn,Equip,Machinery-Admir	1,087.78	1,087.78	1,087.80	1,087.80	1,087.80	1,087.80	0.00	0.00	0.00	0.00	0.00	0.00	6,526.76	0.00	6,526.76	#DIV/0!
51000-4000	Depreciation-Leashold Improvements	2,580.00	2,580.00	2,580.00	2,580.00	2,580.00	2,580.00	0.00	0.00	0.00	0.00	0.00	0.00	15,480.00	0.00	15,480.00	#DIV/0!
51000-5000	Depreciation-Vehicles	874.12	874.12	874.12	874.12	874.12	874.12	0.00	0.00	0.00	0.00	0.00	0.00	5,244.72	0.00	5,244.72	#DIV/0!
52100-2000	Operating Transfer In from CFP	0.00	0.00	0.00	0.00	-28,249.87	0.00	0.00	0.00	-14,088.43	0.00	0.00	0.00	-42,338.30	0.00	-42,338.30	#DIV/0!
52200-0000	Prior Period Adjustments Affecting RR	0.00	0.00	105,982.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,982.85	0.00	105,982.85	#DIV/0!
52310-1000	Extraordinary Expense	388,728.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	388,728.60	0.00	388,728.60	#DIV/0!
59990-0000	TOTAL NON-OPERATING ITEMS	410,538.46	21,809.86	127,792.73	21,809.88	-6,439.99	21,809.88	0.00	0.00	-14,088.43	0.00	0.00	0.00	583,232.39	0.00	583,232.39	#DIV/0!
90000-0000	NET INCOME	-325,344.77	8,384.83	-128,003.60	-8,249.17	11,860.90	-3,020.76	16,933.35	-6,740.68	39,826.56	-19,796.38	1,725.71	-1,282.82	-413,706.83	34,797.01	-448,503.84	-1,288.91

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
29999-9999	Revenue & Expenses																
30000-0000	INCOME																
31000-0000	TENANT INCOME																
31010-0000	Rental Income																
31110-0000	Tenant Rent	23,566.87	19,115.00	15,443.00	16,915.00	19,265.00	19,009.36	16,555.00	26,809.16	25,574.00	25,209.00	16,000.00	16,000.00	239,461.39	192,000.00	47,461.39	24.72
31120-3000	Utility Reimbursement -59 & TC	5,924.00	2,925.00	5,696.00	4,933.00	5,237.00	5,974.00	8,146.00	1,983.00	3,879.00	3,847.00	4,854.40	4,854.40	58,252.80	0.00	58,252.80	#DIV/0!
31120-5000	Utility Reimbursement Recovery -59 &	630.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	630.32	0.00	630.32	#DIV/0!
31130-0000	Less: Vacancies	-1,083.87	0.00	0.00	0.00	0.00	-1,634.36	-1,626.00	-1,060.16	-2,081.00	0.00	-748.54	-748.54	-8,982.47	0.00	-8,982.47	#DIV/0!
31190-0000	Total Rental Income	17,189.32	16,190.00	9,747.00	11,982.00	14,028.00	11,401.00	6,783.00	23,766.00	19,614.00	21,362.00	10,397.06	10,397.06	172,856.44	192,000.00	-19,143.56	-9.97
31200-0000	Other Tenant Income																
31200-2000	Cleaning Fee	1,070.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.00	107.00	1,284.00	0.00	1,284.00	#DIV/0!
31200-3000	Damages	0.00	0.00	0.00	0.00	815.00	0.00	0.00	1,475.00	0.00	0.00	229.00	229.00	2,748.00	0.00	2,748.00	#DIV/0!
31200-4000	Late Charges	330.00	330.00	315.00	345.00	315.00	270.00	0.00	255.00	330.00	345.00	283.50	283.50	3,402.00	0.00	3,402.00	#DIV/0!
31200-5000	Legal Fees - Tenant	455.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	455.00	0.00	455.00	#DIV/0!
31200-7000	Excess Utility	0.00	0.00	0.00	0.00	1,010.55	0.00	185.67	2,488.10	1,113.28	0.00	541.67	541.63	5,880.90	6,500.00	-619.10	-9.52
31200-9000	Misc.Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	640.09	640.07	1,480.16	7,681.06	-6,200.90	-80.73
31210-0000	Tenant Payment Agreement (TPA) Ren	0.00	0.00	0.00	0.00	2,808.00	0.00	-222.00	0.00	0.00	13,624.00	1,621.00	1,621.00	19,452.00	0.00	19,452.00	#DIV/0!
31290-0000	Total Other Tenant Income	1,855.00	330.00	315.00	345.00	4,948.55	270.00	-36.33	4,218.10	1,443.28	14,169.00	3,422.26	3,422.20	34,702.06	14,181.06	20,521.00	144.71
31990-0000	TOTAL TENANT INCOME	19,044.32	16,520.00	10,062.00	12,327.00	18,976.55	11,671.00	6,746.67	27,984.10	21,057.28	35,531.00	13,819.32	13,819.26	207,558.50	206,181.06	1,377.44	0.67
34000-0000	GRANT INCOME																
34010-0000	Subsidy Grants	48,000.00	48,000.00	48,000.00	41,406.66	40,763.66	40,763.68	42,867.00	42,867.00	42,867.00	46,817.00	35,000.00	35,000.00	512,352.00	420,000.00	92,352.00	21.99
34010-1000	CFP Operating Grants	0.00	0.00	0.00	0.00	0.00	0.00	-0.02	-0.02	-0.08	0.00	8,488.04	8,488.06	16,975.98	101,856.50	-84,880.52	-83.33
34150-0000	Other Government Grants	4,320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,320.00	0.00	4,320.00	#DIV/0!
34990-0000	TOTAL GRANT INCOME	52,320.00	48,000.00	48,000.00	41,406.66	40,763.66	40,763.68	42,866.98	42,866.98	42,866.92	46,817.00	43,488.04	43,488.06	533,647.98	521,856.50	11,791.48	2.26
36000-0000	OTHER INCOME																
36100-0000	Investment Income - Unrestricted	4,492.96	4,266.46	4,186.89	3,896.31	3,564.07	4,232.10	4,245.68	4,430.51	4,944.70	0.00	3,750.00	3,750.00	45,759.68	45,000.00	759.68	1.69
36500-0000	Miscellaneous Other Income	0.00	0.00	0.00	2,091.36	7,874.94	0.00	0.00	0.00	0.00	0.00	1,231.54	1,231.54	12,429.38	14,778.48	-2,349.10	-15.90
36990-0000	TOTAL OTHER INCOME	4,492.96	4,266.46	4,186.89	5,987.67	11,439.01	4,232.10	4,245.68	4,430.51	4,944.70	0.00	4,981.54	4,981.54	58,189.06	59,778.48	-1,589.42	-2.66
39990-0000	TOTAL INCOME	75,857.28	68,786.46	62,248.89	59,721.33	71,179.22	56,666.78	53,859.33	75,281.59	68,868.90	82,348.00	62,288.90	62,288.86	799,395.54	787,816.04	11,579.50	1.47
40000-0000	EXPENSES																
41000-0000	ADMINISTRATIVE EXPENSES																
41009-9000	Administrative Salaries																
41100-0000	Administrative Salaries	4,657.65	16,544.87	16,667.48	12,737.98	12,991.15	13,081.26	14,986.35	22,925.62	13,804.65	14,791.20	12,783.74	19,000.00	174,971.95	153,404.86	21,567.09	14.06
41100-4000	Employee Benefit Contribution-Admin	6,387.09	5,880.32	7,725.26	9,009.67	7,889.82	7,589.30	7,758.86	7,759.10	6,823.83	7,242.30	5,940.46	5,940.48	85,946.49	71,285.54	14,660.95	20.57
41109-9000	Total Administrative Salaries	11,044.74	22,425.19	24,392.74	21,747.65	20,880.97	20,670.56	22,745.21	30,684.72	20,628.48	22,033.50	18,724.20	24,940.48	260,918.44	224,690.40	36,228.04	16.12
41300-0000	Legal Expense																
41300-2000	Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.72	6.75	13.47	80.67	-67.20	-83.30
41300-3000	Tenant Screening	0.00	50.95	0.00	0.00	0.00	169.50	127.50	16.00	0.00	167.50	13.94	13.94	559.33	167.28	392.05	234.37
41300-4000	General Legal Expense	0.00	0.00	0.00	499.75	0.00	2,151.50	692.25	0.00	438.75	457.50	124.17	124.13	4,488.05	1,490.00	2,998.05	201.21
41310-0000	Total Legal Expense	0.00	50.95	0.00	499.75	0.00	2,321.00	819.75	16.00	438.75	625.00	144.83	144.82	5,060.85	1,737.95	3,322.90	191.20
41390-0000	Other Admin Expenses																
41400-0000	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.92	139.86	279.78	1,678.98	-1,399.20	-83.34
41500-0000	Travel	5.36	79.79	0.00	0.00	0.00	0.00	0.00	0.00	27.37	0.00	46.63	46.62	205.77	559.55	-353.78	-63.23
41700-0000	Accounting Fees	262.08	377.09	548.08	421.41	436.12	788.02	-131.93	392.07	390.13	386.24	579.91	579.91	5,029.13	6,958.92	-1,929.79	-27.73
41710-0000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	354.97	0.00	0.00	0.00	64.64	64.67	484.28	775.71	-291.43	-37.57
41730-0000	Management Fee	4,560.11	4,482.82	4,714.69	4,482.82	4,482.82	4,328.24	4,405.53	4,328.24	4,173.66	4,173.66	4,358.33	4,358.37	52,849.29	52,300.00	549.29	1.05
41730-1000	Bookkeeping Fee	442.50	435.00	457.50	435.00	435.00	420.00	427.50	420.00	405.00	405.00	420.83	420.87	5,124.20	5,050.00	74.20	1.47
41730-2000	Asset Management Fee	590.00	580.00	610.00	580.00	580.00	560.00	570.00	560.00	540.00	540.00	641.67	641.63	6,993.30	7,700.00	-706.70	-9.18
41740-0000	Marketing	49.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.05	0.00	0.00	0.00	84.35	0.00	84.35	#DIV/0!
41820-0000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	294.72	294.78	589.50	3,536.70	-2,947.20	-83.33
41890-0000	Total Other Admin Expenses	5,909.35	5,954.70	6,330.27	5,919.23	5,933.94	6,096.26	5,626.07	5,700.31	5,571.21	5,504.90	6,546.65	6,546.71	71,639.60	78,559.86	-6,920.26	-8.81
41900-0000	Miscellaneous Admin Expenses																
41900-1000	Membership and Fees	47.04	52.30	114.96	32.11	46.56	29.56	50.96	32.26	37.36	16.31	72.23	72.20	603.85	866.73	-262.88	-30.33
41900-2000	Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.38	0.00	0.00	14.13	14.16	37.67	169.59	-131.92	-77.79
41900-3000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	272.16	0.00	0.00	0.00	0.00	0.00	272.16	0.00	272.16	#DIV/0!
41900-4000	Office Supplies	0.00	0.00	0.00	0.00	2.57	0.00	0.00	0.00	46.23	0.00	42.81	42.80	134.41	513.71	-379.30	-73.84
41900-5000	Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.40	58.43	116.83	700.83	-584.00	-83.33
41900-7000	Telephone	206.43	103.92	209.04	204.56	220.47	204.56	204.56	232.23	204.56	204.56	207.93	207.96	2,410.78	2,495.19	-84.41	-3.38
41900-8000	Postage	152.59	59.05	136.00	6.52	136.00	0.00	14.31	136.00	0.00	121.68	172.68	172.62	1,107.45	2,072.10	-964.65	-46.55
41901-0000	Office Equipment Contracts	-65.86	0.00	0.00	43.90	62.94	131.67	43.90	0.00	123.70	45.28	111.22	111.17	607.92	1,334.59	-726.67	-54.45
41901-5000	Special Events	22.06	69.04	302.12	0.00	0.00	25.61	0.00	0.00	0.00	28.87	0.00	44.77	537.24	0.00	537.24	#DIV/0!
41901-7000	Temporary Administrative Labor	0.00	42.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.77	0.00	42.77	#DIV/0!
41901-8000	Small Office Equipment	0.00	0.00	0.00	0.00	0.00	2.95	0.00	0.00	0.00	43.90	37.10	37.09	121.04	445.19	-324.15	-72.81
41902-0000	Bank Fees	282.34	211.15	195.50	183.00	157.68	149.70	180.83	178.62	1,347.90	0.00	288.67	288.67	3,464.06	0.00	3,464.06	#DIV/0!
41902-2000	Other Misc Admin Expenses	206.96	0.00	-37.00	0.00	183.55	176.50	0.00	1,150.89	50.94	0.00	365.45	365.44	2,462.73	4,385.39	-1,922.66	-43.84
41910-0000	Total Miscellaneous Admin Expenses	851.56	538.23	920.62	470.09	809.77	720.55	766.72	1,739.38	1,839.56	431.73	1,415.39	1,415.31	11,918.91	12,983.32	-1,064.41	-8.20
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	17,805.65	28,969.07	31,643.63	28,636.72	27,624.68	29,808.37	29,957.75	38,140.41	28,478.00	28,595.13	26,831.07	33,047.32	349,537.80	317,971.53	31,566.27	9.93
42000-0000	TENANT SERVICES																
42100-0000	Tenant Services Salaries	-449.79	0.00	0.00	0.00	1.22	0.00	0.00	10.07	0.00	0.00	127.17	127.17	-184.16	1,526.04	-1,710.20	-112.07
42100-1000	Employee Benefit Contributions-Tenant Sv	186.16	125.49	211.54	307.82	302.42	244.05	227.42	228.54	208.19	217.92	114.98	114.96	2,489.49	1,379.74	1,109.75	80.43
42300-1000	Tenant Relocation	783.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,270.00	330.00	1,000.00	1,000.00	4,383.00	12,000.00	-7,617.00	-63.48

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
42990-0000	TOTAL TENANT SERVICES EXPENSES	519.37	125.49	211.54	307.82	303.64	244.05	227.42	238.61	1,478.19	547.92	1,242.15	1,242.13	6,688.33	14,905.78	-8,217.45	-55.13
43000-0000	UTILITY EXPENSES																
43100-0000	Water	0.00	-154.14	0.00	7.99	8.67	129.05	18.66	516.42	7.71	58.99	26.81	26.85	647.01	321.76	325.25	101.08
43200-0000	Electricity	29.98	26.89	119.46	112.43	73.79	92.52	290.95	1,167.85	211.29	104.73	177.54	177.55	2,584.98	2,130.49	454.49	21.33
43200-1000	Electricity-Vacant Units	37.58	29.26	143.11	306.19	269.43	298.02	208.17	174.67	188.34	244.28	189.91	189.91	2,278.86	0.00	2,278.86	#DIV/0!
43300-0000	Gas	0.00	0.00	0.00	132.41	0.00	0.00	0.00	0.00	3.74	0.00	119.54	119.49	375.18	1,434.43	-1,059.25	-73.84
43300-1000	Gas-Vacant Units	33.51	133.45	0.00	0.00	137.85	122.73	1,509.04	138.95	50.45	29.79	215.58	215.58	2,586.92	0.00	2,586.92	#DIV/0!
43320-0000	Tenant-Owed Utilities	460.67	1,088.21	0.00	0.00	1,010.55	0.00	643.27	2,570.92	1,235.06	151.89	460.71	460.75	8,082.03	5,528.56	2,553.47	46.19
43400-0000	Garbage/Trash Removal	127.61	219.86	255.50	5.76	179.83	153.63	163.82	450.27	22.71	552.13	702.73	702.76	3,536.61	8,432.79	-4,896.18	-58.06
43900-0000	Sewer	0.00	106.16	106.16	0.00	603.43	278.73	38.02	596.17	65.74	0.00	139.35	139.41	2,073.17	1,672.26	400.91	23.97
43990-0000	TOTAL UTILITY EXPENSES	689.35	1,449.69	624.23	564.78	2,283.55	1,074.68	2,871.93	5,615.25	1,785.04	1,141.81	2,032.16	2,032.29	22,164.76	19,520.29	2,644.47	13.55
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES																
44009-9000	General Maint Expense																
44100-0000	Maintenance Salaries	2,967.12	9,109.07	8,387.78	6,787.19	5,768.74	6,530.24	7,339.11	10,315.40	8,713.55	8,443.30	5,526.09	5,526.06	85,413.65	66,313.05	19,100.60	28.80
44100-5000	Employee Benefit Contribution-Maint.	2,286.75	1,778.00	2,745.47	4,764.25	2,809.96	2,706.44	2,816.20	3,111.10	2,908.08	3,052.01	2,104.10	2,104.15	33,186.51	25,249.25	7,937.26	31.44
44120-0000	Vehicle Gas	0.00	304.65	0.00	630.48	0.00	0.00	0.00	0.00	0.00	0.00	93.51	93.51	1,122.16	0.00	1,122.16	#DIV/0!
44130-0000	Misc Vehicle Expenses	0.00	0.00	550.00	0.00	0.00	321.79	770.18	0.00	387.39	351.71	407.86	407.89	3,196.82	4,894.35	-1,697.53	-34.68
44190-0000	Total General Maint Expense	5,253.87	11,191.72	11,683.25	12,181.92	8,578.70	9,558.47	10,925.49	13,426.50	12,009.02	11,847.02	8,131.56	8,131.61	122,919.14	96,456.65	26,462.49	27.43
44200-0000	Materials																
44200-2000	Supplies-Appliance	0.00	0.00	670.67	640.28	54.95	0.00	0.00	0.00	695.28	0.00	277.49	277.52	2,616.19	3,329.91	-713.72	-21.43
44200-3000	Supplies-Decorating	0.00	0.00	0.00	0.00	50.86	0.00	0.00	85.93	7.36	0.00	428.82	428.81	1,001.78	5,145.83	-4,144.05	-80.53
44200-4000	Supplies-Electrical	105.97	69.44	0.00	97.52	0.00	188.18	91.84	51.18	100.95	0.00	216.56	216.55	1,138.19	2,598.71	-1,460.52	-56.20
44200-6000	Supplies-Janitorial/Cleaning	67.17	0.00	0.00	0.00	0.00	0.00	0.00	29.76	3.89	0.00	8.91	8.89	118.62	106.90	11.72	10.96
44200-7000	Supplies-Maint/Repairs	643.48	1,749.04	424.12	1,067.17	3,829.76	1,708.22	255.80	1,806.62	951.03	437.90	3,879.33	3,879.38	20,631.85	46,552.01	-25,920.16	-55.68
44200-8000	Supplies-Plumbing	25.98	0.00	324.98	105.40	0.00	153.42	66.44	861.21	0.00	285.77	1,215.86	1,215.80	4,254.86	14,590.26	-10,335.40	-70.84
44200-9000	Tools and Equipment	0.00	0.00	-16.01	0.00	0.00	21.98	6.99	58.99	37.88	461.62	257.34	257.39	1,086.18	3,088.13	-2,001.95	-64.83
44201-0000	Supplies - HVAC	0.00	0.00	4.99	89.99	6.99	19.97	0.00	0.00	0.00	0.00	1.16	1.13	124.23	13.89	110.34	794.38
44290-0000	Total Materials	842.60	1,818.48	1,408.75	2,000.36	3,942.56	2,091.77	421.07	2,893.69	1,796.39	1,185.29	6,285.47	6,285.47	30,971.90	75,425.64	-44,453.74	-58.94
44300-0000	Contract Costs																
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.64	0.00	0.00	0.00	0.00	150.64	0.00	150.64	#DIV/0!
44300-3000	Contract-Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00	1,850.00	0.00	0.00	0.00	0.00	0.00	1,850.00	0.00	1,850.00	#DIV/0!
44300-5000	Contract-Decorating/Painting	0.00	0.00	0.00	0.00	0.00	25.98	0.00	0.00	0.00	0.00	0.00	0.00	25.98	0.00	25.98	#DIV/0!
44300-6000	Contract-Electrical	0.00	11.66	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	0.00	59.02	59.01	1,229.69	708.23	521.46	73.63
44300-7000	Contract-Pest Control	-175.00	0.00	0.00	165.00	600.00	0.00	0.00	0.00	225.00	0.00	174.19	174.19	1,163.38	2,090.28	-926.90	-44.34
44300-9000	Contract-Grounds	3,420.00	4,325.32	3,305.00	0.00	0.00	0.00	0.00	686.33	7,480.00	1,051.65	5,083.56	5,083.59	30,435.45	61,002.75	-30,567.30	-50.11
44301-0000	Contract-Janitorial/Cleaning	0.00	1,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.75	88.75	1,627.50	1,065.00	562.50	52.82
44301-0001	Mold Remediation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.00	0.00	308.33	308.37	4,516.70	3,700.00	816.70	22.07
44301-1000	Contract-Plumbing	820.00	2,030.00	285.00	1,685.00	0.00	0.00	1,695.00	2,814.00	668.00	4,280.00	2,501.16	2,501.13	19,279.29	30,013.89	-10,734.60	-35.77
44301-2000	Contract-Window Covering	96.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.73	0.00	96.73	#DIV/0!
44301-3000	Contract-HVAC	825.00	0.00	0.00	0.00	225.00	716.00	414.00	575.00	0.00	0.00	1,079.11	1,079.14	4,913.25	12,949.35	-8,036.10	-62.06
44301-4000	Contract-Vehicle Maintenance	42.23	0.00	0.00	0.00	169.36	0.00	0.00	0.00	0.00	0.00	21.16	21.16	253.91	0.00	253.91	#DIV/0!
44301-7000	Contract-Elevator Monitoring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.06	58.09	116.15	696.75	-580.60	-83.33
44302-2000	Contract-IT Contracts	1,007.10	646.54	1,125.16	69.99	1,261.49	1,094.27	762.32	1,185.09	1,565.90	540.82	833.33	833.37	10,925.38	10,000.00	925.38	9.25
44302-3000	Contract-Consultants	0.00	0.00	0.00	0.00	0.00	1,737.56	0.00	629.00	0.00	0.00	236.66	236.66	2,839.87	0.00	2,839.87	#DIV/0!
44308-0000	Contract - Vehicle Lease	270.11	270.11	317.20	270.11	714.12	0.00	466.44	0.00	0.00	5,051.52	422.52	422.49	8,204.62	5,070.21	3,134.41	61.82
44309-0000	Contract-Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.76	60.73	121.49	729.09	-607.60	-83.34
44309-1000	Snow Removal Service	0.00	-450.00	1,450.00	3,350.00	2,785.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	7,435.00	4,000.00	3,435.00	85.88
44309-9000	Contract Costs-Other	0.00	0.00	31.99	150.00	147.50	0.00	0.00	530.00	0.00	0.00	3,150.84	3,150.86	7,161.19	37,810.10	-30,648.91	-81.06
44390-0000	Total Contract Costs	6,306.17	8,283.63	6,514.35	5,690.10	5,902.47	3,873.81	5,187.76	6,570.06	14,938.90	10,923.99	14,077.45	14,077.54	102,346.22	169,835.65	-67,489.43	-39.74
44500-0000	Vacancy Turnover	0.00	0.00	0.00	0.00	0.00	0.00	1,475.00	0.00	0.00	0.00	2,500.00	2,500.00	6,475.00	30,000.00	-23,525.00	-78.42
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	12,402.64	21,293.83	19,606.35	19,872.38	18,423.73	15,524.05	18,009.32	22,890.25	28,744.31	23,956.30	30,994.48	30,994.62	262,712.26	371,717.94	-109,005.68	-29.32
45000-0000	GENERAL EXPENSES																
45100-0000	Worker's Comp Insurance	1,111.28	1,111.28	1,111.27	1,150.17	1,150.17	1,150.17	409.89	1,150.17	1,150.17	1,150.17	591.64	591.65	11,828.03	7,099.69	4,728.34	66.60
45101-0000	Property Insurance	2,937.20	2,937.20	2,937.19	3,118.83	3,118.83	3,118.83	3,118.83	3,118.83	3,118.83	3,118.83	3,007.17	3,007.14	36,657.71	36,086.01	571.70	1.58
45102-0000	Liability Insurance	270.82	270.82	270.82	253.79	253.79	253.80	253.79	253.79	253.80	253.80	140.45	140.45	2,869.92	1,685.40	1,184.52	70.28
45200-0000	Payments in Lieu of Taxes	2,575.82	1,737.03	1,485.73	1,648.65	1,895.06	1,699.04	1,437.48	2,238.98	2,165.79	2,165.79	1,687.57	1,687.57	22,424.51	20,250.84	2,173.67	10.73
45210-0000	Misc. Taxes/Licenses/Insurance	358.30	358.30	353.31	415.87	420.88	415.87	422.38	561.60	415.87	415.87	237.82	237.87	4,613.94	2,853.89	1,760.05	61.67
45700-0000	Bad Debt-Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,209.53	0.00	17,635.73	1,872.99	1,872.98	34,591.23	22,475.87	12,115.36	53.90
45900-0000	Other General Expense	0.00	0.00	0.00	0.00	0.00	27.96	0.00	0.00	0.00	0.00	31.45	31.49	90.90	377.44	-286.54	-75.92
45900-1000	Radon Grant Expense	4,320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	4,420.00	600.00	3,820.00	636.67
45990-0000	TOTAL GENERAL EXPENSES	11,573.42	6,414.63	6,158.32	6,587.31	6,838.73	6,665.67	5,642.37	20,532.90	7,104.46	24,740.19	7,619.09	7,619.15	117,496.24	91,429.14	26,067.10	28.51
47000-0000	HOUSING ASSISTANCE PAYMENTS																
47150-6000	FSS Escrow Payments	0.00	2,054.00	0.00	0.00	3,741.00	0.00	0.00	4,743.00	0.01	0.00	105.20	105.14	10,748.35	1,262.34	9,486.01	751.46
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	0.00	2,054.00	0.00	0.00	3,741.00	0.00	0.00	4,743.00	0.01	0.00	105.20	105.14	10,748.35	1,262.34	9,486.01	751.46
48990-0000	TOTAL OPERATING EXPENSES	42,990.43	60,306.71	58,244.07	55,969.01	59,215.33	53,316.82	56,708.79	92,160.42	67,590.01	78,981.35	68,824.15	75,040.65	769,347.74	816,807.02	-47,459.28	-5.81
49990-0000	**NET OPERATING INCOME**	**32,866.85**	**8,479.75**	**4,004.82**	**3,752.32**	**11,963.89**	**3,349.96**	**-2,849.46**	**-16,878.83**	**1,278.89**	**3,366.65**	**-6,535.25**	**-12,751.79**	**30,047.80**	**-28,990.98**	**59,038.78**	**-203.65**
50000-0000	NON-OPERATING ITEMS																
51000-1000	Depreciation -Buildings	29,025.92	29,025.92	29,025.92	29,025.92	29,025.92	29,025.92	0.00	0.00	0.00	0.00	0.00	0.00	174,155.52	0.00	174,155.52	#DIV/0!
51000-2000	Depreciation -Furn,Equip,Machinery-Dwelli	774.14	774.14	774.14	774.14	774.14	774.14	0.00	0.00	0.00	0.00	0.00	0.00	4,644.84	0.00	4,644.84	#DIV/0!
51000-3000	Depreciation -Furn,Equip,Machinery-Admir	336.92	336.92	336.92	336.92	336.92	336.92	0.00	0.00	0.00	0.00	0.00	0.00	2,021.52	0.00	2,021.52	#DIV/0!

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
51000-4000	Depreciation-Leashold Improvements	1,347.99	1,347.99	1,347.99	1,347.99	1,347.99	1,347.99	0.00	0.00	0.00	0.00	0.00	0.00	8,087.94	0.00	8,087.94	#DIV/0!
52100-2000	Operating Transfer In from CFP	0.00	0.00	0.00	0.00	-12,500.00	0.00	0.00	0.00	8,743.80	-0.10	0.00	0.00	-3,756.30	0.00	-3,756.30	#DIV/0!
52300-0000	Gain/Loss on Sale of Fixed Assets	-125,077.48	535.00	0.00	0.00	0.00	0.00	0.00	-307,006.02	3,795.00	-133,296.95	-80,000.00	-80,000.00	-721,050.45	-960,000.00	238,949.55	-24.89
59990-0000	TOTAL NON-OPERATING ITEMS	-93,592.51	32,019.97	31,484.97	31,484.97	18,984.97	31,484.97	0.00	-307,006.02	12,538.80	-133,297.05	-80,000.00	-80,000.00	-535,896.93	-960,000.00	424,103.07	-44.18
90000-0000	NET INCOME	126,459.36	-23,540.22	-27,480.15	-27,732.65	-7,021.08	-28,135.01	-2,849.46	290,127.19	-11,259.91	136,663.70	73,464.75	67,248.21	565,944.73	931,009.02	-365,064.29	-39.21

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
29999-9999	Revenue & Expenses																
30000-0000	INCOME																
31000-0000	TENANT INCOME																
31010-0000	Rental Income																
31110-0000	Tenant Rent	11,417.00	8,042.00	3,818.13	12,043.00	9,774.00	-4,615.00	8,466.03	9,105.00	8,211.40	6,638.25	6,666.67	6,666.63	86,233.11	80,000.00	6,233.11	7.79
31120-3000	Utility Reimbursement -59 & TC	3,408.00	2,503.00	2,708.00	2,729.00	1,821.00	2,041.00	2,296.00	1,761.00	1,603.00	1,447.00	2,231.70	2,231.70	26,780.40	0.00	26,780.40	#DIV/0!
31130-0000	Less: Vacancies	-330.00	-971.00	-248.13	0.00	0.00	0.00	-619.03	0.00	-32.40	0.00	-220.06	-220.06	-2,640.67	0.00	-2,640.67	#DIV/0!
31190-0000	Total Rental Income	7,679.00	4,568.00	862.00	9,314.00	7,953.00	-6,656.00	5,551.00	7,344.00	6,576.00	5,191.25	4,214.91	4,214.87	56,812.04	80,000.00	-23,187.96	-28.98
31200-0000	Other Tenant Income																
31200-3000	Damages	0.00	-45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-45.00	0.00	-45.00	#DIV/0!
31200-4000	Late Charges	270.00	80.00	210.00	195.00	225.00	180.00	-15.00	285.00	210.00	195.00	183.50	183.50	2,202.00	0.00	2,202.00	#DIV/0!
31200-7000	Excess Utility	638.25	4,098.28	0.00	91.27	186.02	0.00	79.50	642.82	2,057.04	0.00	166.67	166.63	8,126.48	2,000.00	6,126.48	306.32
31200-9000	Misc.Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.33	333.37	666.70	4,000.00	-3,333.30	-83.33
31210-0000	Tenant Payment Agreement (TPA) Ren	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,697.96	0.00	0.00	9,697.96	0.00	9,697.96	#DIV/0!
31290-0000	Total Other Tenant Income	908.25	4,133.28	210.00	286.27	411.02	180.00	64.50	927.82	2,267.04	9,892.96	683.50	683.50	20,648.14	6,000.00	14,648.14	244.14
31990-0000	TOTAL TENANT INCOME	8,587.25	8,701.28	1,072.00	9,600.27	8,364.02	-6,476.00	5,615.50	8,271.82	8,843.04	15,084.21	4,898.41	4,898.37	77,460.18	86,000.00	-8,539.82	-9.93
34000-0000	GRANT INCOME																
34010-0000	Subsidy Grants	40,000.00	40,000.00	40,000.00	28,894.66	28,188.66	28,186.68	29,641.00	29,641.00	29,641.00	32,372.00	30,000.00	30,000.00	386,565.00	360,000.00	26,565.00	7.38
34010-1000	CFP Operating Grants	0.00	0.00	0.00	0.00	0.00	0.00	-0.02	-0.02	-0.08	0.00	8,488.04	8,488.06	16,975.98	101,856.50	-84,880.52	-83.33
34150-0000	Other Government Grants	10,454.00	5,445.00	0.00	2,129.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,028.00	0.00	18,028.00	#DIV/0!
34990-0000	TOTAL GRANT INCOME	50,454.00	45,445.00	40,000.00	31,023.66	28,188.66	28,186.68	29,640.98	29,640.98	29,640.92	32,372.00	38,488.04	38,488.06	421,568.98	461,856.50	-40,287.52	-8.72
36000-0000	OTHER INCOME																
36100-0000	Investment Income - Unrestricted	3,171.50	3,011.62	2,955.43	2,750.33	2,515.81	2,987.36	2,997.04	3,127.42	3,490.38	0.00	2,666.67	2,666.63	32,340.19	32,000.00	340.19	1.06
36500-0000	Miscellaneous Other Income	0.00	0.00	0.00	0.00	7,874.94	0.00	0.00	0.00	0.00	0.00	2,621.54	2,621.54	13,118.02	31,458.48	-18,340.46	-58.30
36990-0000	TOTAL OTHER INCOME	3,171.50	3,011.62	2,955.43	2,750.33	10,390.75	2,987.36	2,997.04	3,127.42	3,490.38	0.00	5,288.21	5,288.17	45,458.21	63,458.48	-18,000.27	-28.37
39990-0000	TOTAL INCOME	62,212.75	57,157.90	44,027.43	43,374.26	46,943.43	24,698.04	38,253.52	41,040.22	41,974.34	47,456.21	48,674.66	48,674.60	544,487.37	611,314.98	-66,827.61	-10.93
40000-0000	EXPENSES																
41000-0000	ADMINISTRATIVE EXPENSES																
41009-9000	Administrative Salaries	4,657.65	15,309.90	15,454.66	11,870.84	12,150.23	12,240.33	14,145.42	21,674.61	12,963.72	13,950.27	15,284.52	15,284.50	164,986.65	183,414.22	-18,427.57	-10.05
41100-3000	Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,154.32	1,154.31	2,308.63	13,851.83	-11,543.20	-83.33
41100-4000	Employee Benefit Contribution-Admin	6,181.18	5,701.28	7,429.79	8,802.00	7,590.95	7,340.53	7,565.90	7,405.26	6,416.89	6,954.96	6,636.12	6,636.07	84,660.93	79,633.39	5,027.54	6.31
41109-9000	Total Administrative Salaries	10,838.83	21,011.18	22,884.45	20,672.84	19,741.18	19,580.86	21,711.32	29,079.87	19,380.61	20,905.23	23,074.96	23,074.88	251,956.21	276,899.44	-24,943.23	-9.01
41300-0000	Legal Expense																
41300-3000	Tenant Screening	0.00	246.75	15.50	15.50	0.00	28.00	360.50	16.00	0.00	0.00	12.10	12.12	706.47	145.22	561.25	386.48
41300-4000	General Legal Expense	109.00	109.00	0.00	0.00	157.50	8.00	407.50	405.00	478.00	120.00	250.00	250.00	2,294.00	3,000.00	-706.00	-23.53
41310-0000	Total Legal Expense	109.00	355.75	15.50	15.50	157.50	36.00	768.00	421.00	478.00	120.00	262.10	262.12	3,000.47	3,145.22	-144.75	-4.60
41390-0000	Other Admin Expenses																
41400-0000	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.56	137.56	275.12	1,650.72	-1,375.60	-83.33
41500-0000	Travel	0.00	56.32	0.00	0.00	0.00	0.00	0.00	0.00	27.37	0.00	49.62	49.66	182.97	595.48	-412.51	-69.27
41700-0000	Accounting Fees	185.00	266.18	386.87	297.47	307.85	556.27	-93.14	276.75	275.39	272.64	528.41	528.36	3,788.05	6,340.87	-2,552.82	-40.26
41710-0000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	250.57	0.00	0.00	0.00	101.29	101.29	453.15	1,215.48	-762.33	-62.72
41730-0000	Management Fee	3,246.18	3,091.60	3,014.31	2,705.15	2,550.57	2,473.28	2,473.28	2,473.28	2,164.12	2,009.54	3,233.33	3,233.37	32,668.01	38,800.00	-6,131.99	-15.80
41730-1000	Bookkeeping Fee	315.00	300.00	292.50	262.50	247.50	240.00	240.00	240.00	210.00	195.00	317.50	317.50	3,177.50	3,810.00	-632.50	-16.60
41730-2000	Asset Management Fee	420.00	400.00	390.00	350.00	330.00	320.00	320.00	320.00	280.00	260.00	440.83	440.87	4,271.70	5,290.00	-1,018.30	-19.25
41740-0000	Marketing	34.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.74	0.00	0.00	0.00	59.54	0.00	59.54	#DIV/0!
41820-0000	Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.43	213.47	426.90	2,561.20	-2,134.30	-83.33
41890-0000	Total Other Admin Expenses	4,200.98	4,114.10	4,083.68	3,615.12	3,435.92	3,589.55	3,190.71	3,310.03	2,981.62	2,737.18	5,021.97	5,022.08	45,302.94	60,263.75	-14,960.81	-24.83
41900-0000	Miscellaneous Admin Expenses																
41900-1000	Membership and Fees	33.21	36.92	81.14	22.67	32.87	20.87	35.93	22.77	26.37	11.51	89.27	89.22	502.75	1,071.19	-568.44	-53.07
41900-2000	Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.62	0.00	0.00	9.53	9.56	25.71	114.39	-88.68	-77.52
41900-3000	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	272.16	0.00	0.00	0.00	0.00	0.00	272.16	0.00	272.16	#DIV/0!
41900-4000	Office Supplies	0.00	0.00	0.00	0.00	1.81	0.00	0.00	0.00	32.63	0.00	33.39	33.38	101.21	400.67	-299.46	-74.74
41900-5000	Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	462.04	462.10	924.14	5,544.54	-4,620.40	-83.33
41900-7000	Telephone	126.51	67.53	128.33	125.00	136.23	125.00	125.00	97.33	125.00	125.00	186.98	186.99	1,554.90	2,243.77	-688.87	-30.70
41900-8000	Postage	101.02	41.68	96.00	4.60	96.00	0.00	10.10	96.00	0.00	85.89	131.74	131.78	794.81	1,580.92	-786.11	-49.72
41901-0000	Office Equipment Contracts	-46.49	0.00	0.00	30.99	44.43	92.98	30.99	0.00	87.32	31.96	79.48	79.44	431.10	953.72	-522.62	-54.80
41901-5000	Special Events	20.31	48.73	302.16	0.00	0.00	25.61	0.00	0.00	28.87	0.00	42.57	42.57	510.82	0.00	510.82	#DIV/0!
41901-7000	Temporary Administrative Labor	0.00	42.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.84	0.00	42.84	#DIV/0!
41901-8000	Small Office Equipment	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	30.99	0.23	0.25	33.55	2.78	30.77	1,106.83
41902-0000	Bank Fees	199.30	149.05	137.99	129.19	111.31	105.67	127.65	126.09	135.50	0.00	122.18	122.18	1,466.10	0.00	1,466.10	#DIV/0!
41902-2000	Other Misc Admin Expenses	89.05	664.00	-40.21	100.00	-3.00	0.00	0.00	296.11	-0.07	0.00	145.95	145.94	1,397.77	1,751.39	-353.62	-20.19
41910-0000	Total Miscellaneous Admin Expenses	522.91	1,050.75	705.41	412.45	419.65	372.21	601.83	644.92	435.62	285.35	1,303.35	1,303.40	8,057.86	13,663.37	-5,605.51	-41.03
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	15,671.72	26,531.78	27,689.04	24,715.91	23,754.25	23,578.62	26,271.86	33,455.82	23,275.85	24,047.76	29,662.38	29,662.48	308,317.48	353,971.78	-45,654.30	-12.90
42000-0000	TENANT SERVICES																
42100-0000	Tenant Services Salaries	-317.50	0.00	0.00	0.00	1.24	0.00	0.00	0.00	0.00	0.00	103.63	103.60	-109.03	1,243.53	-1,352.56	-108.77
42100-1000	Employee Benefit Contributions-Tenant Sv	131.40	88.58	149.30	217.29	214.82	172.94	161.19	168.75	147.62	154.16	84.16	84.21	1,774.42	1,009.97	764.45	75.69
42300-1000	Tenant Relocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,070.42	1,070.43	2,140.85	12,845.05	-10,704.20	-83.33
42990-0000	TOTAL TENANT SERVICES EXPENSES	-186.10	88.58	149.30	217.29	216.06	172.94	161.19	168.75	147.62	154.16	1,258.21	1,258.24	3,806.24	15,098.55	-11,292.31	-74.79
43000-0000	UTILITY EXPENSES																

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+ Budget	Original Budget	Variance	%Variance
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025				
43100-0000	Water	80.10	634.11	-166.47	-74.29	141.99	-28.01	103.99	43.99	129.70	-1,986.33	22.00	22.00	-1,077.22	264.00	-1,341.22	-508.04
43200-0000	Electricity	9.55	0.00	0.00	102.00	-21.42	0.00	1.63	0.00	0.00	0.00	49.25	49.25	190.26	591.00	-400.74	-67.81
43200-1000	Electricity-Vacant Units	0.00	119.73	116.47	96.65	114.52	69.00	0.00	0.00	0.00	0.00	51.64	51.64	619.64	0.00	619.64	#DIV/0!
43300-0000	Gas	-460.56	0.00	107.46	0.00	166.74	0.00	113.22	0.00	0.00	0.00	165.33	165.37	257.56	1,984.00	-1,726.44	-87.02
43300-1000	Gas-Vacant Units	31.35	0.00	298.41	0.00	284.19	0.00	0.00	0.00	0.00	0.00	61.40	61.40	736.74	0.00	736.74	#DIV/0!
43320-0000	Tenant-Owed Utilities	0.00	4,109.79	-290.70	1,636.78	-80.22	272.75	0.00	370.07	1,742.90	0.00	418.08	418.12	8,597.57	5,017.00	3,580.57	71.37
43400-0000	Garbage/Trash Removal	3,465.08	1,426.43	180.35	543.61	756.10	279.08	95.85	1,171.24	200.00	181.08	18.17	18.13	8,335.12	218.00	8,117.12	3,723.45
43900-0000	Sewer	162.28	320.22	120.00	361.02	-123.60	0.00	-47.00	0.00	29.71	0.00	86.08	86.12	994.83	1,033.00	-38.17	-3.70
43990-0000	TOTAL UTILITY EXPENSES	3,287.80	6,610.28	365.52	2,665.77	1,238.30	592.82	267.69	1,585.30	2,102.31	-1,805.25	871.94	872.02	18,654.50	9,107.00	9,547.50	104.84
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES																
44009-9000	General Maint Expense																
44100-0000	Maintenance Salaries	4,521.24	11,765.33	11,163.45	9,335.74	8,369.36	8,876.02	10,040.51	13,771.17	10,201.49	9,675.19	6,045.42	6,045.38	109,810.30	72,545.00	37,265.30	51.37
44100-4000	Maint. Empl. Rent Free Unit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.50	0.00	0.00	0.00	137.50	0.00	137.50	#DIV/0!
44100-5000	Employee Benefit Contribution-Maint.	2,753.28	2,125.04	3,360.80	3,436.55	3,207.39	3,203.80	3,344.69	3,871.73	3,139.21	3,247.98	2,293.58	2,293.62	36,277.67	27,523.00	8,754.67	31.81
44120-0000	Vehicle Gas	0.00	305.04	0.00	631.42	0.00	0.00	0.00	0.00	0.00	0.00	93.65	93.65	1,123.75	0.00	1,123.75	#DIV/0!
44130-0000	Misc Vehicle Expenses	0.00	0.00	550.49	0.00	0.00	322.31	771.51	0.00	388.13	352.47	445.92	445.88	3,276.71	5,351.00	-2,074.29	-38.76
44190-0000	Total General Maint Expense	7,274.52	14,195.41	15,074.74	13,403.71	11,576.75	12,402.13	14,156.71	17,642.90	13,866.33	13,275.64	8,878.57	8,878.53	150,625.93	105,419.00	45,206.93	42.88
44200-0000	Materials																
44200-1000	Supplies-Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.17	1.13	2.30	14.00	-11.70	-83.57
44200-2000	Supplies-Appliance	0.00	2,705.91	39.95	0.00	0.00	0.00	64.89	189.97	608.00	0.00	73.58	73.62	3,755.92	883.00	2,872.92	325.36
44200-3000	Supplies-Decorating	289.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.36	0.00	145.67	145.63	588.26	1,748.00	-1,159.74	-66.35
44200-4000	Supplies-Electrical	594.47	53.89	12.99	0.00	41.64	0.00	154.97	0.00	82.48	28.49	45.92	45.88	1,060.73	551.00	509.73	92.51
44200-6000	Supplies-Janitorial/Cleaning	67.17	0.00	0.00	0.00	0.00	30.56	0.00	0.00	3.88	67.13	1.42	1.38	171.54	17.00	154.54	909.06
44200-7000	Supplies-Maint/Repairs	2,230.19	2,154.51	737.61	1,223.56	876.61	83.36	-325.71	1,360.61	1,186.70	2,105.02	1,504.67	1,504.63	14,641.76	18,056.00	-3,414.24	-18.91
44200-8000	Supplies-Plumbing	221.43	631.94	431.64	0.00	0.00	513.33	39.55	87.59	151.93	1,719.52	152.67	152.63	4,102.23	1,832.00	2,270.23	123.92
44200-9000	Tools and Equipment	13.99	0.00	-32.84	117.95	0.00	0.00	160.44	0.00	37.87	96.97	93.42	93.38	581.18	1,121.00	-539.82	-48.16
44201-0000	Supplies - HVAC	11.98	123.96	0.00	0.00	27.27	0.00	214.48	37.23	0.00	55.56	47.05	47.05	564.58	0.00	564.58	#DIV/0!
44290-0000	Total Materials	3,428.83	5,670.21	1,189.35	1,341.51	945.52	627.25	308.62	1,675.40	2,078.22	4,072.69	2,065.57	2,065.33	25,468.50	24,222.00	1,246.50	5.15
44300-0000	Contract Costs																
44300-1000	Contract-Alarm/Extinguisher	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.33	0.00	0.00	0.00	0.00	106.33	0.00	106.33	#DIV/0!
44300-6000	Contract-Electrical	1,777.00	143.23	0.00	0.00	0.00	0.00	0.00	0.00	1,005.00	13,732.50	16.33	16.37	16,690.43	196.00	16,494.43	8,415.53
44300-7000	Contract-Pest Control	0.00	0.00	0.00	330.00	0.00	85.00	430.00	0.00	175.00	0.00	108.58	108.62	1,237.20	1,303.00	-65.80	-5.05
44300-9000	Contract-Grounds	720.00	750.00	2,482.93	150.00	0.00	0.00	0.00	0.00	865.32	1,550.00	1,127.67	1,127.63	8,773.55	13,532.00	-4,758.45	-35.16
44301-0000	Contract-Janitorial/Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.75	105.75	211.50	1,269.00	-1,057.50	-83.33
44301-0001	Mold Remediation	1,980.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	0.00	29.17	29.13	3,988.30	350.00	3,638.30	1,039.51
44301-1000	Contract-Plumbing	1,870.00	265.00	1,655.00	5,275.00	0.00	6,890.00	7,915.00	0.00	600.00	0.00	1,718.42	1,718.38	27,906.80	20,621.00	7,285.80	35.33
44301-2000	Contract-Window Covering	375.61	0.00	223.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.95	59.95	719.41	0.00	719.41	#DIV/0!
44301-3000	Contract-HVAC	2,121.00	0.00	0.00	524.28	0.00	1,160.00	1,390.00	125.00	0.00	0.00	641.25	641.25	6,602.78	7,695.00	-1,092.22	-14.19
44301-4000	Contract-Vehicle Maintenance	42.22	0.00	0.00	0.00	142.92	0.00	0.00	0.00	0.00	0.00	18.51	18.51	222.17	0.00	222.17	#DIV/0!
44301-5000	Contract-Equipment Rental	0.00	675.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.50	67.50	810.00	0.00	810.00	#DIV/0!
44302-2000	Contract-IT Contracts	728.19	456.92	768.87	50.57	894.01	776.24	539.04	840.94	1,106.27	381.75	583.33	583.37	7,709.50	7,000.00	709.50	10.14
44302-3000	Contract-Consultants	0.00	0.00	0.00	0.00	0.00	125.34	0.00	444.00	0.00	0.00	56.93	56.93	683.21	0.00	683.21	#DIV/0!
44308-0000	Contract - Vehicle Lease	244.28	244.28	277.52	244.28	670.50	0.00	408.52	0.00	0.00	1,796.55	283.67	283.63	4,453.23	3,404.00	1,049.23	30.82
44309-0000	Contract-Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	1.50	3.00	18.00	-15.00	-83.33
44309-1000	Snow Removal Service	0.00	650.00	0.00	0.00	650.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	1,900.00	405.00	1,495.00	369.14
44309-9000	Contract Costs-Other	0.00	2,249.54	283.94	0.00	0.00	0.00	0.00	0.00	0.00	300.90	3,677.74	3,677.73	10,189.85	44,132.87	-33,943.02	-76.91
44390-0000	Total Contract Costs	9,858.30	5,783.97	5,692.16	6,574.13	2,357.43	9,636.58	10,682.56	1,516.27	5,351.59	17,761.70	8,496.31	8,496.26	92,207.26	99,925.87	-7,718.61	-7.72
44500-0000	Vacancy Turnover	6,925.00	8,700.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	833.33	833.37	19,091.70	10,000.00	9,091.70	90.92
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL E	27,486.65	34,349.59	21,956.25	21,319.35	14,879.70	22,665.96	25,147.89	20,834.57	23,096.14	35,110.03	20,273.77	20,273.48	287,393.39	239,566.87	47,826.52	19.96
45000-0000	GENERAL EXPENSES																
45100-0000	Worker's Comp Insurance	1,087.02	1,087.02	1,087.03	1,123.34	1,123.34	1,123.35	600.78	1,123.34	1,123.35	1,123.35	511.69	511.67	11,625.28	6,140.26	5,485.02	89.33
45101-0000	Property Insurance	2,034.37	2,034.37	2,034.38	2,160.02	2,160.02	2,160.02	2,160.02	2,160.02	2,160.02	2,160.02	1,992.20	1,992.21	25,207.67	23,906.41	1,301.26	5.44
45102-0000	Liability Insurance	264.50	264.50	264.51	247.87	247.87	247.88	247.87	247.87	247.88	247.88	121.58	121.59	2,771.80	1,458.97	1,312.83	89.98
45200-0000	Payments in Lieu of Taxes	730.08	573.14	358.74	913.14	871.12	-494.84	819.83	751.97	607.67	607.67	1,028.06	1,028.07	7,794.65	12,336.73	-4,542.08	-36.82
45210-0000	Misc. Taxes/Licenses/Insurance	0.00	0.00	121.09	5.00	-10.00	-5.00	0.00	184.82	5.00	0.00	37.78	37.81	376.50	453.39	-76.89	-16.96
45700-0000	Bad Debt-Tenant Rents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,081.21	0.00	0.00	216.97	216.98	9,515.16	2,603.65	6,911.51	265.45
45900-0000	Other General Expense	0.00	0.00	0.00	0.00	0.00	-72.79	0.00	0.00	0.00	0.00	40.78	40.78	8.77	489.36	-480.59	-98.21
45900-1000	Radon Grant Expense	10,454.00	5,445.00	0.00	2,129.00	0.00	0.00	0.00	0.00	0.00	0.00	1,660.00	1,660.00	21,348.00	19,920.00	1,428.00	7.17
45990-0000	TOTAL GENERAL EXPENSES	14,569.97	9,404.03	3,865.75	6,578.37	4,392.35	2,958.62	3,828.50	13,549.23	4,143.92	4,138.92	5,609.06	5,609.11	78,647.83	67,308.77	11,339.06	16.85
47000-0000	HOUSING ASSISTANCE PAYMENTS																
47150-7000	Housing Counseling Program Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.46	0.00	0.00	81.46	0.00	81.46	#DIV/0!
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.46	0.00	0.00	81.46	0.00	81.46	#DIV/0!
48990-0000	TOTAL OPERATING EXPENSES	60,830.04	76,984.26	54,025.86	55,496.69	44,480.66	49,968.96	55,677.13	69,593.67	52,765.84	61,727.08	57,675.37	57,675.34	696,900.90	685,052.97	11,847.93	1.73
49990-0000	**NET OPERATING INCOME**	**1,382.71**	**-19,826.36**	**-9,998.43**	**-12,122.43**	**2,462.77**	**-25,270.92**	**-17,423.61**	**-28,553.45**	**-10,791.50**	**-14,270.87**	**-9,000.70**	**-9,000.73**	**-152,413.53**	**-73,737.99**	**-78,675.54**	**106.70**
50000-0000	NON-OPERATING ITEMS																
51000-1000	Depreciation -Buildings	19,237.46	19,237.46	19,237.46	19,237.46	19,237.46	19,237.46	0.00	0.00	0.00	0.00	0.00	0.00	115,424.76	0.00	115,424.76	#DIV/0!
51000-2000	Depreciation -Furn,Equip,Machinery-Dwelli	270.27	270.27	270.27	270.27	270.27	270.27	0.00	0.00	0.00	0.00	0.00	0.00	1,621.62	0.00	1,621.62	#DIV/0!
51000-3000	Depreciation -Furn,Equip,Machinery-Admir	188.64	188.64	188.64	188.64	188.64	188.64	0.00	0.00	0.00	0.00	0.00	0.00	1,131.84	0.00	1,131.84	#DIV/0!
51000-4000	Depreciation-Leashold Improvements	951.27	951.27	951.27	951.27	951.27	951.27	0.00	0.00	0.00	0.00	0.00	0.00	5,707.62	0.00	5,707.62	#DIV/0!
52100-2000	Operating Transfer In from CFP	0.00	0.00	0.00	0.00	-12,500.00	0.00	0.00	0.00	8,743.70	0.00	0.00	0.00	-3,756.30	0.00	-3,756.30	#DIV/0!
52300-0000	Gain/Loss on Sale of Fixed Assets	-627,371.62	3,615.00	-139,090.13	-146,812.27	-400,704.13	0.00	-151,800.06	-274,024.48	-353,303.72	-406,858.86	-75,000.00	-75,000.00	-2,646,350.27	-900,000.00	-1,746,350.27	194.04

FY2025 Consolidated Budget (Revision)

12 Month Actual to Budget

Period = Oct 2024-Jul 2025

Book = Accrual

		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Total Actual+	Original		
		Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Budget	Budget	Variance	%Variance
59990-0000	TOTAL NON-OPERATING ITEMS	-606,723.98	24,262.64	-118,442.49	-126,164.63	-392,556.49	20,647.64	-151,800.06	-274,024.48	-344,560.02	-406,858.86	-75,000.00	-75,000.00	-2,526,220.73	-900,000.00	-1,626,220.73	180.69
90000-0000	NET INCOME	608,106.69	-44,089.00	108,444.06	114,042.20	395,019.26	-45,918.56	134,376.45	245,471.03	333,768.52	392,587.99	65,999.30	65,999.27	2,373,807.20	826,262.01	1,547,545.19	187.29

RESOLUTION 2025-26

ACCEPTING THE FINAL AUDIT OF LCHA FOR FISCAL YEAR 2024

WHEREAS, the Housing Authority of the County of Lake ("LCHA") is required to have an annual audit performed by an Independent Public Accounting firm; and

WHEREAS, the firm Rubino & Company, conducted a financial audit of LCHA for the fiscal year ending September 30, 2024; and

WHEREAS, the audit report has been presented to the Board of Commissioners for their review; and

WHEREAS, it is necessary that the Board of Commissioners accept LCHA's Audited Financial Statements, the Independent Auditors' Report, and the Management's Discussion and Analysis for the period ending September 30, 2024.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Lake accepts as submitted by Rubino & Company, the Audited Financial Statements, the Independent Auditors' Report, and the Management's Discussion and Analysis for the period ended September 30, 2024.

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 21st day of July 2025.

_____

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

_____

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer