

Southview Manor

Balance Sheet

Preview

March, 2021

	<u>Balance</u>
Assets	
Current Assets	
5 UMB General Fund	214,007.73
9 Petty Cash	200.00
20 Allowance for Doubtful Accounts	9,479.67
29 Prepaid Insurance	36,793.79
30 A/R CFP due PHA	72,426.82
60 Allow for Obsolete Inventory	48,015.67
169 CFP HUD Rec/Deferred Revenue	(203,626.82)
Total Current Assets	<u>177,296.86</u>
Non-Current Assets	
170 Leasehold Improvements	414,279.82
171 Land	257,925.00
172 Buildings	6,262,431.83
174 Equipment - Admin	66,932.74
175 Accumulated Depreciation	(5,456,850.00)
Total Fixed Assets	<u>1,544,719.39</u>
Total Assets	<u><u>1,722,016.25</u></u>
Liabilities	
Current Liabilities	
300 Tenants Security Deposit	24,950.00
305 Accrued Utilities	14,062.62
306 Accrued Comp Absences	31,706.05
307 Pilot - Accrued	1,161.69
311 Accrued Payroll & Payroll Taxes	5,062.86
Total Current Liabilities	<u>76,943.22</u>
Non-Current Liabilities	
470 Comp Absences - NonCurrent	998.30
Total Non-Current Liabilities	<u>998.30</u>
Total Liabilities	<u><u>77,941.52</u></u>
Net Assets	
600 Capitalized Assets	1,544,719.39
602 Unrestricted Assets	274,357.34
700 Current Year Net Income (Loss)	(175,002.00)
Total Net Assets	<u>1,644,074.73</u>
Total Liabilities and Net Assets	<u><u>1,722,016.25</u></u>

Southview Manor
Board Operating Statement

Preview

March, 2021

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Income		
Dwelling Rent	27,202.75	334,638.78
Excess Utilities	0.00	215.79
Other Income - Tenant Charges & Fees	100.00	2,785.75
Income - Other Sources	1,572.05	12,848.72
HUD PH Op CARE Grant Funds	(6,200.69)	45,970.31
Transfers from Capital Fund Grants	0.00	175,000.00
HUD Subsidy Earned	35,009.00	362,455.00
Operating Income	57,683.11	933,914.35
Expenses		
Administrative Salaries	7,234.61	56,618.65
Admin Salaries - COVID Haz Pay	0.00	8,462.34
Compensated Absences	3,307.10	3,307.10
Legal Expense	100.00	2,430.75
Staff Training	0.00	298.99
Staff Training - COVID	0.00	300.00
Travel	0.00	18.00
Audit Fee	0.00	4,000.00
Postage	0.00	102.00
Office Supplies	0.00	2,060.46
Expendable Office Equipment	0.00	817.98
Computer Support / Repair	2,596.33	12,085.03
Advertising	414.16	1,199.36
Publications	0.00	264.55
Membership Dues and Fees	670.21	1,145.51
Telephone/DSL Lines	1,086.88	9,206.36
Admin Expenses - COVID Related	0.00	6,662.97
Misc. Admin Expenses	2,650.42	13,465.01
Admin Contracts	(749.35)	4,548.19
Tenant Screening	12.37	377.90
Copier Lease/Usage	161.87	2,219.30
Management Fees	7,029.23	84,097.91
Bookkeeping Fees	1,042.50	12,472.50
Asset Management Fees	1,450.00	17,400.00
Tenant Services - Salaries	481.55	3,346.88
Tenant Services - Other incurred service cost	73.04	4,078.25
Water	3,105.58	25,966.10
Electricity	35,004.63	126,956.90
Other Utilities Expense	4,216.76	33,419.85
Maintenance Labor	11,945.22	70,719.27
Maint Labor - COVID Haz Pay	0.00	10,871.60
Materials	(2,383.54)	80,890.12
Materials - COVID	5.85	6,250.91
Contract Cost	10,143.30	54,133.10
Contract Costs - COVID	0.00	13,422.49
Contracts - Heating and Cooling	2,096.65	26,181.73
Elevator Contract	882.00	1,584.48
Contracts - Landscape and Grounds	1,010.00	4,210.00
Contracts - Unit Turnaround	3,517.92	25,433.63
Contracts Electrical	757.95	2,772.95
Contracts - Plumbing	684.49	6,275.98
Contracts - Extermination	3,386.00	32,381.00
Contracts - Janitorial	4,409.25	22,493.48
Contract Costs - Misc	95.00	7,318.62
Trash Removal	2,440.00	18,385.00

Southview Manor
Board Operating Statement

Preview

March, 2021

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Vehicle Maintenance	0.00	1,137.26
Appliance/equipment Maint & Repair	0.00	3,330.00
Insurance - Prop	3,491.34	39,527.42
Insurance - Liability	381.12	4,835.97
Insurance - Workman's Comp	527.73	5,753.68
Insurance - Other	196.94	2,360.77
Employee Benefit - Admin	929.94	21,286.29
Employee Benefits - Maint	3,311.77	17,543.18
Collection Losses	974.00	5,733.24
Operating Expenses	118,690.82	922,161.01
Operating Profit / (Loss)	(61,007.71)	11,753.34
Retained Earnings		11,753.34

Report Selections

Southview Manor

Board Operating Statement / Budget

Preview

March, 2021

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Dwelling Rent	27,202.75	187.61	27,083.33	186.78	334,638.78	192.32	325,000.00	186.78
Excess Utilities	0.00	0.00	0.00	0.00	215.79	0.12	0.00	0.00
Other Income - Tenant Charges & Income - Other Sources	100.00	0.69	435.42	3.00	2,785.75	1.60	5,225.00	3.00
HUD PH Op CARE Grant Funds	1,572.05	10.84	1,000.00	6.90	12,848.72	7.38	12,000.00	6.90
HUD PH Op CARE Grant Funds	0.00	0.00	0.00	0.00	52,171.00	29.98	0.00	0.00
Transfers from Capital Fund Grant	0.00	0.00	10,000.00	68.97	175,000.00	100.57	120,000.00	68.97
HUD Subsidy Earned	35,009.00	241.44	25,284.67	174.38	362,455.00	208.31	303,416.00	174.38
Operating Income	63,883.80	440.58	63,803.42	440.02	940,115.04	540.30	765,641.00	440.02
Expenses								
Administrative Salaries	7,234.61	49.89	4,394.17	30.30	56,618.65	32.54	52,730.00	30.30
Admin Salaries - COVID Haz Pay	0.00	0.00	0.00	0.00	8,462.34	4.86	0.00	0.00
Compensated Absences	3,307.10	22.81	0.00	0.00	3,307.10	1.90	0.00	0.00
Legal Expense	100.00	0.69	208.33	1.44	2,430.75	1.40	2,500.00	1.44
Staff Training	0.00	0.00	41.67	0.29	298.99	0.17	500.00	0.29
Staff Training - COVID	0.00	0.00	0.00	0.00	300.00	0.17	0.00	0.00
Travel	0.00	0.00	83.34	0.57	18.00	0.01	1,000.00	0.57
Audit Fee	0.00	0.00	333.33	2.30	4,000.00	2.30	4,000.00	2.30
Postage	0.00	0.00	0.00	0.00	102.00	0.06	0.00	0.00
Office Supplies	0.00	0.00	166.67	1.15	2,060.46	1.18	2,000.00	1.15
Expendable Office Equipment	0.00	0.00	166.67	1.15	817.98	0.47	2,000.00	1.15
Computer Support / Repair	2,596.33	17.91	416.67	2.87	12,085.03	6.95	5,000.00	2.87
Advertising	414.16	2.86	20.83	0.14	1,199.36	0.69	250.00	0.14
Publications	0.00	0.00	29.17	0.20	264.55	0.15	350.00	0.20
Membership Dues and Fees	670.21	4.62	145.83	1.01	1,145.51	0.66	1,750.00	1.01
Telephone/DSL Lines	1,086.88	7.50	625.00	4.31	9,206.36	5.29	7,500.00	4.31
Collection Agent Fees & Court Costs	0.00	0.00	125.00	0.86	0.00	0.00	1,500.00	0.86
Admin Expenses - COVID Related	0.00	0.00	0.00	0.00	6,662.97	3.83	0.00	0.00
Misc. Admin Expenses	2,650.42	18.28	375.00	2.59	13,465.01	7.74	4,500.00	2.59
Admin Contracts	(749.35)	(5.17)	1,125.00	7.76	4,548.19	2.61	13,500.00	7.76
Tenant Screening	12.37	0.09	333.33	2.30	377.90	0.22	4,000.00	2.30
Copier Lease/Usage	161.87	1.12	175.00	1.21	2,219.30	1.28	2,100.00	1.21
Management Fees	7,029.23	48.48	6,166.67	42.53	84,097.91	48.33	74,000.00	42.53
Bookkeeping Fees	1,042.50	7.19	1,000.00	6.90	12,472.50	7.17	12,000.00	6.90
Asset Management Fees	1,450.00	10.00	1,541.67	10.63	17,400.00	10.00	18,500.00	10.63
Tenant Services - Salaries	481.55	3.32	125.00	0.86	3,346.88	1.92	1,500.00	0.86
Tenant Services - Other incurred	73.04	0.50	375.00	2.59	4,078.25	2.34	4,500.00	2.59
Water	3,105.58	21.42	2,500.00	17.24	25,966.10	14.92	30,000.00	17.24
Electricity	35,004.63	241.41	11,395.83	78.59	126,956.90	72.96	136,750.00	78.59
Other Utilities Expense	4,216.76	29.08	2,708.33	18.68	33,419.85	19.21	32,500.00	18.68
Maintenance Labor	11,945.22	82.38	5,795.25	39.97	70,719.27	40.64	69,543.00	39.97
Maint Labor - COVID Haz Pay	0.00	0.00	0.00	0.00	10,871.60	6.25	0.00	0.00
Materials	(2,383.54)	(16.44)	2,533.33	17.47	80,890.12	46.49	30,400.00	17.47
Materials - COVID	5.85	0.04	0.00	0.00	6,250.91	3.59	0.00	0.00
Contract Cost	10,143.30	69.95	833.33	5.75	54,133.10	31.11	10,000.00	5.75
Contract Costs - COVID	0.00	0.00	0.00	0.00	13,422.49	7.71	0.00	0.00
Contracts - Heating and Cooling	2,096.65	14.46	2,500.00	17.24	26,181.73	15.05	30,000.00	17.24
Elevator Contract	882.00	6.08	1,000.00	6.90	1,584.48	0.91	12,000.00	6.90
Contracts - Landscape and Ground	1,010.00	6.97	291.67	2.01	4,210.00	2.42	3,500.00	2.01
Contracts - Unit Turnaround	3,517.92	24.26	2,291.67	15.80	25,433.63	14.62	27,500.00	15.80
Contracts Electrical	757.95	5.23	83.33	0.57	2,772.95	1.59	1,000.00	0.57
Contracts - Plumbing	684.49	4.72	125.00	0.86	6,275.98	3.61	1,500.00	0.86

Southview Manor

Board Operating Statement / Budget

Preview

March, 2021

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Contracts - Extermination	3,386.00	23.35	1,875.00	12.93	32,381.00	18.61	22,500.00	12.93
Contracts - Janitorial	4,409.25	30.41	1,666.67	11.49	22,493.48	12.93	20,000.00	11.49
Contract Costs - Misc	95.00	0.66	2,291.67	15.80	7,318.62	4.21	27,500.00	15.80
Trash Removal	2,440.00	16.83	625.00	4.31	18,385.00	10.57	7,500.00	4.31
Vehicle Maintenance	0.00	0.00	20.83	0.14	1,137.26	0.65	250.00	0.14
Appliance/equipment Maint & Rep	0.00	0.00	0.00	0.00	3,330.00	1.91	0.00	0.00
Insurance - Prop	3,491.34	24.08	3,333.33	22.99	39,527.42	22.72	40,000.00	22.99
Insurance - Liability	381.12	2.63	333.33	2.30	4,835.97	2.78	4,000.00	2.30
Insurance - Workman's Comp	527.73	3.64	375.00	2.59	5,753.68	3.31	4,500.00	2.59
Insurance - Other	196.94	1.36	166.67	1.15	2,360.77	1.36	2,000.00	1.15
Employee Benefit - Admin	929.94	6.41	2,230.92	15.39	21,286.29	12.23	26,771.00	15.39
Employee Benefits - Maint	3,311.77	22.84	2,165.00	14.93	17,543.18	10.08	25,980.00	14.93
Collection Losses	974.00	6.72	375.00	2.59	5,733.24	3.29	4,500.00	2.59
Operating Expenses	118,690.82	818.56	65,489.51	451.65	922,161.01	529.98	785,874.00	451.65
Operating Profit / (Loss)	(54,807.02)	(377.98)	(1,686.09)	(11.63)	17,954.03	10.32	(20,233.00)	(11.63)
Retained Earnings					17,954.03	10.32	(20,233.00)	(11.63)

Report Selections

Southview Manor

Board Operating Statement Percentages

Preview

March, 2021

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>	<u>Year-to-Date Budget</u>	<u>Percentage</u>
Income				
Dwelling Rent	27,202.75	334,638.78	325,000.00	(2.97)
Excess Utilities	0.00	215.79	0.00	0.00
Other Income - Tenant Charges & Fees	100.00	2,785.75	5,225.00	46.68
Income - Other Sources	1,572.05	12,848.72	12,000.00	(7.07)
HUD PH Op CARE Grant Funds	0.00	52,171.00	0.00	0.00
Transfers from Capital Fund Grants	0.00	175,000.00	120,000.00	(45.83)
HUD Subsidy Earned	35,009.00	362,455.00	303,416.00	(19.46)
Operating Income	63,883.80	940,115.04	765,641.00	(22.79)
Expenses				
Administrative Salaries	7,234.61	56,618.65	52,730.00	(7.37)
Admin Salaries - COVID Haz Pay	0.00	8,462.34	0.00	0.00
Compensated Absences	3,307.10	3,307.10	0.00	0.00
Legal Expense	100.00	2,430.75	2,500.00	2.77
Staff Training	0.00	298.99	500.00	40.20
Staff Training - COVID	0.00	300.00	0.00	0.00
Travel	0.00	18.00	1,000.00	98.20
Audit Fee	0.00	4,000.00	4,000.00	0.00
Postage	0.00	102.00	0.00	0.00
Office Supplies	0.00	2,060.46	2,000.00	(3.02)
Expendable Office Equipment	0.00	817.98	2,000.00	59.10
Computer Support / Repair	2,596.33	12,085.03	5,000.00	(141.70)
Advertising	414.16	1,199.36	250.00	(379.74)
Publications	0.00	264.55	350.00	24.41
Membership Dues and Fees	670.21	1,145.51	1,750.00	34.54
Telephone/DSL Lines	1,086.88	9,206.36	7,500.00	(22.75)
Collection Agent Fees & Court Costs	0.00	0.00	1,500.00	100.00
Admin Expenses - COVID Related	0.00	6,662.97	0.00	0.00
Misc. Admin Expenses	2,650.42	13,465.01	4,500.00	(199.22)
Admin Contracts	(749.35)	4,548.19	13,500.00	66.31
Tenant Screening	12.37	377.90	4,000.00	90.55
Copier Lease/Usage	161.87	2,219.30	2,100.00	(5.68)
Management Fees	7,029.23	84,097.91	74,000.00	(13.65)
Bookkeeping Fees	1,042.50	12,472.50	12,000.00	(3.94)
Asset Management Fees	1,450.00	17,400.00	18,500.00	5.95
Tenant Services - Salaries	481.55	3,346.88	1,500.00	(123.13)
Tenant Services - Other incurred service cost	73.04	4,078.25	4,500.00	9.37
Water	3,105.58	25,966.10	30,000.00	13.45
Electricity	35,004.63	126,956.90	136,750.00	7.16
Other Utilities Expense	4,216.76	33,419.85	32,500.00	(2.83)
Maintenance Labor	11,945.22	70,719.27	69,543.00	(1.69)
Maint Labor - COVID Haz Pay	0.00	10,871.60	0.00	0.00
Materials	(2,383.54)	80,890.12	30,400.00	(166.09)
Materials - COVID	5.85	6,250.91	0.00	0.00
Contract Cost	10,143.30	54,133.10	10,000.00	(441.33)
Contract Costs - COVID	0.00	13,422.49	0.00	0.00
Contracts - Heating and Cooling	2,096.65	26,181.73	30,000.00	12.73
Elevator Contract	882.00	1,584.48	12,000.00	86.80
Contracts - Landscape and Grounds	1,010.00	4,210.00	3,500.00	(20.29)
Contracts - Unit Turnaround	3,517.92	25,433.63	27,500.00	7.51
Contracts Electrical	757.95	2,772.95	1,000.00	(177.30)
Contracts - Plumbing	684.49	6,275.98	1,500.00	(318.40)
Contracts - Extermination	3,386.00	32,381.00	22,500.00	(43.92)
Contracts - Janitorial	4,409.25	22,493.48	20,000.00	(12.47)
Contract Costs - Misc	95.00	7,318.62	27,500.00	73.39
Trash Removal	2,440.00	18,385.00	7,500.00	(145.13)

Southview Manor

Board Operating Statement Percentages

Preview

March, 2021

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>	<u>Year-to-Date Budget</u>	<u>Percentage</u>
Vehicle Maintenance	0.00	1,137.26	250.00	(354.90)
Appliance/equipment Maint & Repair	0.00	3,330.00	0.00	0.00
Insurance - Prop	3,491.34	39,527.42	40,000.00	1.18
Insurance - Liability	381.12	4,835.97	4,000.00	(20.90)
Insurance - Workman's Comp	527.73	5,753.68	4,500.00	(27.86)
Insurance - Other	196.94	2,360.77	2,000.00	(18.04)
Employee Benefit - Admin	929.94	21,286.29	26,771.00	20.49
Employee Benefits - Maint	3,311.77	17,543.18	25,980.00	32.47
Collection Losses	974.00	5,733.24	4,500.00	(27.41)
Operating Expenses	118,690.82	922,161.01	785,874.00	(17.34)
Operating Profit / (Loss)	(54,807.02)	17,954.03	(20,233.00)	
Retained Earnings		17,954.03		