

Low Rent Operating Budget

Low Rent Operating Budget				
2016 ORIGINAL BUDGET				
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Operating Income:				
11220	Gross Potential Rent	309,260		309,260
11230	Less: Vacancy Loss Rent	(3,090)		(3,090)
70300	Net Tenant Rental Revenue	306,170		306,170
11240	Gross Potential Subsidy	847,552		847,552
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(93,231)		(93,231)
70600	Net Operating Subsidy	754,321		754,321
70600	HUD PHA Operating Grant-CFP		20,000	20,000
70400	Other Tenant Charges	12,170		12,170
70400	Excess Utilities	-		-
71100	Investment Income	1,860		1,860
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	8,570		8,570
71500	Other Income	5,930		5,930
70000	Total Operating Income	1,089,021	20,000	1,109,021
Operating Expenditures:				
Administrative				
91100	Administrative Salaries	164,180	-	164,180
91500	Employee Benefits - Administrative	64,780	-	64,780
91200	Auditing Fees	5,540	-	5,540
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,900	-	6,900
91400	Advertising and Marketing	1,840	-	1,840
91600	Office Expenses	30,000	-	30,000
91700	Legal Expense	2,300	-	2,300
91800	Travel	11,960	-	11,960
91900	Other Administrative Costs	11,500	-	11,500
91000	Total Administrative	299,000	-	299,000
92000	Asset Management Fees	-	-	-
Tenant Services				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	6,000	-	6,000
92500	Total Tenant Services	6,000	-	6,000

2016 REVISED BUDGET				
Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2016 Original vs. 2016 Revised	
330,850		330,850	21,590	
(3,760)		(3,760)	(670)	
327,090		327,090	20,920	
841,283		841,283	(6,269)	
-		-	0	
(92,541)		(92,541)	690	
748,742		748,742	(5,579)	
	59,330	59,330	39,330	
17,130		17,130	4,960	
-		-	0	
2,230		2,230	370	
-		-	0	
5,000		5,000	(3,570)	
113,160		113,160	107,230	
1,213,352	59,330	1,272,682	163,661	
0				

2017 BUDGET				
Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2017 vs. 2016 Revised	
329,160		329,160	(1,690)	
(3,190)		(3,190)	570	
325,970		325,970	(1,120)	
840,079		840,079	(1,204)	
-		-	0	
(92,409)		(92,409)	132	
747,670		747,670	(1,072)	
	20,000	20,000	(39,330)	
17,130		17,130	0	
-		-	0	
2,230		2,230	0	
-		-	0	
5,000		5,000	0	
10,460		10,460	(102,700)	
1,108,460	20,000	1,128,460	(144,222)	

180,590	-	180,590	16,820
70,230	-	70,230	2,520
6,580	-	6,580	1,040
-	-	-	0
7,050	-	7,050	(800)
2,350	-	2,350	(840)
33,840	-	33,840	7,090
2,350	-	2,350	350
16,920	-	16,920	8,830
14,100	-	14,100	(7,900)
334,010	-	334,010	27,110
-			

0	0	0	0
0	0	0	0
0	0	0	0
1,850	-	1,850	(4,150)
1,850	-	1,850	(4,150)



Low Kent Operating Budget

2016 ORIGINAL BUDGET		2016 REVISED BUDGET		2017 BUDGET	
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2016 vs. 2017 Revised
Utilities					
93100	Water	70,400		70,400	0
93200	Electricity	17,540		17,540	0
93300	Gas	5,020		5,020	0
93400	Fuel	-		-	0
93600	Sewer	110,920		110,920	0
93800	Other	-		-	0
93000	Total Utilities	203,880	-	203,880	0

Maintenance					
94100	Labor	151,540	-	151,540	0
94500	Employee Benefits - Maintenance	87,540	-	87,540	0
94200	Maintenance Materials	60,000	-	60,000	0
94300-010	Maint. Contract:				
94300-010	Garbage and Trash Removal Contracts	34,010		34,010	0
94300-020	Heating & Cooling Contracts	6,000		6,000	0
94300-030	Snow Removal Contracts	7,000		7,000	0
94300-040	Elevator Maintenance	-		-	0
94300-050	Landscape & Grounds Contracts	5,000	-	5,000	0
94300-060	Unit Turnaround Contract	-		-	0
94300-070	Electrical Contracts	2,000		2,000	0
94300-080	Plumbing Contracts	8,000		8,000	0
94300-090	Extermination Contracts	8,400		8,400	0
94300-100	Janitorial Contracts	1,000		1,000	0
94300-110	Routine Maintenance Contracts	5,000		5,000	0
94300-120	Other Misc. Contract Costs	5,000		5,000	0
94000	Total Maintenance	380,490	-	380,490	0

Protective Services					
95100	Protective Services - Labor	-	-	-	0
95500	Employee Benefits - Protective Services	-	-	-	0
95200	Protective Services Contract Costs	-	-	-	0
95300	Protective Service Other	-	-	-	0
95000	Total Protective Services	-	-	-	0

Insurance					
96110	Property	59,000		59,000	0
96120	General Liability	5,980		5,980	0
96130	Worker's Comp.	11,040		11,040	0
96140	Other Insurance	6,670		6,670	0
96100	Total Insurance Expenses	82,690	-	82,690	0

Approved for 2016-2017 budget comparison for 2017

36

2016 REVISED BUDGET				2017 BUDGET			
Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2016 Original vs. 2016 Revised	Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2017 vs. 2016 Revised
76,980		76,980	6,580	76,980		76,980	0
15,650		15,650	(1,890)	15,650		15,650	0
3,420		3,420	(1,600)	3,420		3,420	0
-		-	0	-		-	0
91,200		91,200	(19,720)	91,200		91,200	0
-		-	0	-		-	0
187,250	-	187,250	(16,630)	187,250	-	187,250	0
124,480	-	124,480	(27,060)	108,180	-	108,180	(16,300)
49,730	-	49,730	(37,810)	54,760	-	54,760	5,030
64,500	16,720	81,220	21,220	70,000	-	70,000	(11,220)
30,000		30,000	(4,010)	27,000		27,000	(3,000)
10,820		10,820	4,820	15,000		15,000	4,180
8,000		8,000	1,000	7,000		7,000	(1,000)
-		-	0	-		-	0
5,000	-	5,000	0	5,000	-	5,000	0
-		-	0	10,000		10,000	10,000
500	200	700	(1,300)	5,000	5,000	10,000	4,300
1,250	-	1,250	(6,750)	5,000	-	5,000	3,750
8,400		8,400	0	8,500		8,500	100
-	-	-	(1,000)	-	-	-	0
5,000		5,000	0	15,000		15,000	10,000
10,600	500	11,100	6,100	24,000	-	24,000	12,900
318,280	17,420	335,700	(44,790)	354,440	-	354,440	18,740
-	-	-	0	-	-	-	0
-	-	-	0	-	-	-	0
-	-	-	0	-	-	-	0
-	-	-	0	-	-	-	0
-	-	-	0	-	-	-	0
58,070		58,070	(930)	62,000		62,000	3,930
6,190		6,190	210	5,640		5,640	(550)
15,410		15,410	4,370	14,100		14,100	(1,310)
6,330		6,330	(340)	7,080		7,080	750
86,000	-	86,000	3,310	88,820	-	88,820	2,820

Tammy Dreyer

From: Principal Deputy Assistant Secretary Lourdes Castro Ramirez
<PrincipalDeputyAssistantSecretaryLourdesCastroRamirez@hud.gov>
Sent: Monday, February 29, 2016 5:34 PM
To: tdreyer@mexicocha.com
Subject: PHA Governance and Management

February 29, 2016

Dear Executive Directors and Housing Agency Boards:

HUD appreciates the dedication of Public Housing Authority (PHA) Board Members and Executive Staff, and recognizes the responsibilities you are entrusted with in meeting the affordable housing goals of your community. This correspondence offers a summary of the essential duties to be fulfilled for these positions and some resources that are available to assist with training and guidance.

In September 2015, the Office of Inspector General (OIG) published its findings of audit 2015-FW-0802, *Very Small and Small Housing Agencies Reviewed Had Common Violations of Requirements*. The audit identified common areas of concern or systemic deficiencies related to inadequate financial controls, noncompliance of procurement regulations, and violation of requirements by Executive Directors and Housing Agency Boards.

As stewards of federal funding allocated for the purpose of housing low-income families, the Department is offering this guidance as a reminder of your respective roles and responsibilities. Executive Directors and members of Housing Agency Boards have important, but distinct roles in the governing and managing of housing agencies.

Housing Agency Boards are the legally responsible governing body of a housing agency and the first line of accountability for the agency's performance. The role of Board members is to provide effective leadership for the agency that includes oversight and active participation in board proceedings. Oversight responsibilities include, but are not limited to the following duties:

- approving a system of internal controls to safeguard the agency's assets;
- monitoring of the agency's ability to meet statutory, regulatory and contractual obligations;
- safeguarding the agency's financial integrity by preventing fraud, waste, mismanagement and abuse;
- approving, reviewing, and monitoring budgets, contracts and other financial transactions; and
- ensuring ethical, legal and effective work performance.

Well-functioning housing agencies require Board members that are active participants in board proceedings in order to establish effective financial and operational policies for the housing agency. Board proceedings should be conducted regularly and an accurate record of the proceedings must be maintained as required by local and state laws. Records of Board proceedings provide evidence to support actions taken to ensure agency programs are administered effectively and in accordance with regulations or program requirements.

Executive Directors are charged with the responsibility of handling the day-to-day management of the agencies' housing programs. In this role, Executive Directors are expected to develop, implement and oversee operating budgets; ensure compliance with all federal laws and HUD guidelines; and manage and train agency staff. Executive Directors are also responsible for execution of board-approved policies and keeping members of the board informed of all issues that may arise concerning the operations of the agency.

Both Executive Directors and Board members are responsible for having knowledge of and adhering to federal and state ethical laws, most notably in the areas of procurement and conflict of interest. Ethical guidelines and requirements are outlined in the Annual Contributions Contract (ACC), the Housing Assistance Payment (HAP) Contract and federal regulations at 24 CFR Part 200, 24 CFR Part 960 and 24 CFR Part 982. Failure to properly execute your respective duties and responsibilities and to comply with federal, state and local laws could result in disciplinary actions ranging from termination, recoupment of misappropriated program funds or federal prosecution.

To ensure that Housing Agency Boards and executive staffs have adequate guidance on housing agency management and governance, the Department encourages the utilization of the online training curriculum "*Lead the Way: PHA Governance and Financial Management – A Training for Board Members*". The free, self-paced training can be accessed online at the following link: [Lead the Way](#). Additionally, the HUD Field Office that serves your area is available to provide information and guidance on a variety of matters.

Thank you for all you do to advance our shared mission of serving the housing needs of the most vulnerable members of our nation.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Lourdes', followed by a long horizontal flourish.

Lourdes Castro Ramírez
Principal Deputy Assistant Secretary
for Public and Indian Housing

Inspection Summary Report (POA) for Inspection #567764

Inspection Snapshot

Inspection ID:	567764	Inspection Time:	09:13 AM - 06:17 PM
Inspection Start Date:	03/10/2016	Inspection End Date:	03/10/2016
Property ID:	MO010000001	Property Type:	Public Housing
Property Name:	Mexico Housing Authority		
Inspection State:	Successful	Score:	91b

MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

2014-2015-2016 Mexico Housing Authority Progress Report

Completed a Quality Assurance Division Audit for the Housing Choice Voucher Program.

Completed a Section Eight Management Assessment Program (SEMAP) Corrective Action Plan (CAP).

Updated Admissions and Continued Occupancy Policy at least twice in the past year to stay on board with new requirements set forth by HUD.

Updated Housing Choice Voucher Administrative Plan at least twice in the past year to stay up to date and to repair wrong entries of guidance.

Flat rents were set to HUD new guidelines at 80% FMR for PH

Section 8 payment standards were updated to become more in tune with the Market rates in Audrain County

2014 SEMAP Score of 100% High Performer; 2013 SEMAP Score was 73% Standard

2014 PHAS Score of 96 High Performer previous was 2011 PHAS Sub Standard

Disposition of Tripoli Property

Disposition of Help Center application process completed with permission to sell unneeded property

Updated and insured previously uninsured property to protect HUD interest

Worked with Fee Accountant to make available financials from previous month rather than 2 months previous to be presented to the Board

Occupancy Rate for PH has been 99% average for the past 3 years which is a major success from previous numbers and it matters on how much subsidy we are approved for from HUD

March 2012, Public Housing was going to be put under a corrective action plan but I brought all numbers (PHAS) from substandard to standard in three months

Updated Declaration of Trust (DOT) documents for HUD. These had not been updated in 20+ years.

Revised MHA Employee handbook

41

Thorough review of employee benefit package with significant updates (due to recently passed legislation)

Implemented monthly staff meetings with emphasis on training, safety, housing standards & HUD reporting

Updated Procurement Handbook to make it more even with HUD standards

Employee evaluations are now completed as said in Personnel Policy

Completely revised the maintenance preventative maintenance plan

Created new performance standards for the maintenance crew

MHA has an inventory on site for more acceptable maintaining of the units

Streamlined the maintenance purchasing

Created a lot of internal controls as: purchase orders usage, file review of CFP, Sec 8, and PH.

Created a SEMAP Quality Control book

Updated Maintenance Wage Determinations according to HUD guidelines and more in tune with DOL job descriptions

Approved proper equipment for maintenance to prevent workman comp claims