

Trumbull Housing Authority  
Agenda  
June 28, 2022  
By Zoom

Call to Order  
Pledge of Allegiance  
Roll Call  
Resident Comments  
Approval of minutes of May 24, 2022 , June 6, 2022, and Feb. 22, 2022  
Report of Community Development Director  
Treasurer's Report and Discussion of Financials  
Executive Director's Report  
Maintenance Activity Report  
Update on Staffing Report  
Congregate Updates  
Unfinished Business  
New Business  
Resident Comments  
Adjournment

Trumbull Housing Authority Regular Meeting

Jun 28, 2022 6:00 PM

<https://us06web.zoom.us/j/87505755404?pwd=U0VGcWUzRy9yTys4Rnl2M2lHQmsrdz09>

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# Trumbull Housing Authority Special Meeting – June 6, 2022

Trumbull Housing Authority Virtual Special Meeting

June 6, 2022

4:30 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Sara Pflueger and Charlene Pederson (entered the Executive Session at 4:41 pm)

Also Present: Interim Executive Director Paulette Mack; Accountant Jason Geel; Dawn Cantafio, Community Development Director; Daisy Torres, Congregate Manager and Allyson Maida, Staffing Consultant (entered the Executive Session at 4:41 pm)

The meeting was called to order by Mrs. McGannon at 4:32 pm followed by the Pledge of Allegiance and Roll Call.

**Approval of Congregate Rent Modification Resolution**  
**Mrs. Anderson moved to approve the following resolution:**

**TRUMBULL HOUSING AUTHORITY**  
**RESOLUTION 2022-1**  
**INCREASE BASE RENTS AND CORE SERVICES CHARGES; IMPLEMENT UTILITY ALLOWANCES**

**WHEREAS**, the Trumbull Housing Authority {"THA"} operates a State Congregate Housing Program known as the Stern Center. The property is located at 210 Hedgehog Circle in Trumbull, Connecticut and consists of 36 units.

**WHEREAS**, this property receives compliance monitoring from the Department of Housing (DOH);

**WHEREAS**, THA seeks to implement Base Rent and Core Services Charges increases for the property in accordance with the Congregate Services Management Plan via submission to DOH; further, THA seeks to adopt utility allowances for electric service to the benefit of current and future residents; THA proposes to adjust charges and allowances as follows:

	July 1, 2021	July 1, 2022
Base Rent	\$440	\$500
Utility allowance	<u>\$ -0-</u>	<u>\$ 36</u>
Total Shelter Rent	\$440	\$536
Core Services Changes	\$800	\$850

**WHEREAS**, once approved by the Commissioners and subsequently DOH, residents shall be properly notified;

**BE IT RESOLVED**, that the Board of Commissioners of the Trumbull Housing Authority authorizes the (Interim) Executive Director to put forth a formal request to DOH to implement an increase in the base rent and core services charges; and adopt utility allowances at Stern Center to be effective July 1, 2022.

Mrs. McGannon stated that on paper it appears to be an increase but actually it will be a decrease in the Congregate. Mr. Geel explained this resolution covers the core services charges that were previously

# Trumbull Housing Authority Special Meeting – June 6, 2022

approved by the Board. They are requesting approval from DOH for the utilities allowance. This acknowledges that the true burden of living in a unit does increase \$36.00 but the resident would receive a credit allowance, if DOH gives their approval, and this would be deducted from everyone's rent. Those residents who pay full rent may not see it go down but they will benefit from the credit for the utilities. He noted in the future, the staff can monitor it annually to verify if \$36.00 is sufficient. The residents, every year, would get full credit for the utilities they are putting in. This corrects a benefit on the programming side so the resident would get this plus all the other allowances DOH did on their side.

**Motion was seconded by Ms. Pflueger and approved by unanimous consent.**

## **Executive Session**

**Motion was made by Ms. Pflueger to enter into Executive Session at 4:41 pm to discuss the findings of the Staffing Consultant. Those present were the Board members (Ms. Pederson entered Executive Session portion of the meeting at 4:41 pm) and Allyson Maida, Staffing Consultant. Seconded by Mrs. Anderson and approved by unanimous consent. Motion was made by Mrs. Anderson to exit Executive Session at 7:15 pm. Seconded by Ms. Pederson and approved by unanimous consent.**

## **Adjournment**

**There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 7:18 pm. Seconded by Mrs. Anderson and approved by unanimous consent.**

Respectfully submitted,

Barbara Crandall  
Clerk

# Trumbull Housing Authority Virtual Meeting – May 24, 2022

Trumbull Housing Authority Virtual Meeting  
May 24, 2022  
6:00 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson and Sara Pflueger

Also Present: Interim Executive Director Paulette Mack; Accountant Jason Geel; Dawn Cantafio, Community Development Director and Daisy Torres, Congregate Manager

The meeting was called to order by Mrs. McGannon at 6:02 pm followed by the Pledge of Allegiance and Roll Call.

## **Resident Comments**

No resident comments.

## **Reading and Approval of Minutes**

**Motion was made by Mrs. Anderson to approve the minutes of April 26, 2022 as presented. Seconded by Ms. Pederson and approved by unanimous consent.**

## **Report of Community Development Director**

Mrs. Cantafio noted the following:

1. Mrs. Cantafio and Ms. Mack attended the First Selectman's 2022 address to the business community sponsored by the Bridgeport Region Business Community. They met many individuals from the town and local businesses.
2. FEMA grant application was submitted. If they incur any additional expenses from COVID-19, they can submit an additional grant application for reimbursement.
3. On the installation of energy efficiency measures, UI would like to inspect the last nine units for refrigerators. The letter of agreement expires in July of this year and they want to make sure everything is in place to meet that deadline.
4. Working with Heather to update the Welcome New Tenant package with new information which will be given to all new applicants beginning in September. Also reviewing the Policies and Procedures for the Trumbull Housing Authority some of which have not been updated since 2014/2016.
5. There is no update from KONE regarding the elevator improvements. Their legal department has not signed off on the document provided by the State. She will update when this is received and they are ready to move forward.

## **Treasurer's Report and Discussion of Financials**

Mrs. Bova reported from July 1, 2021 to April 30, 2022, the overall gain of the Housing Authority was \$93,331. Further, the Operating Gain, before capital grants and depreciation, was \$90,643 of which \$74,480 is attributable to Stern Village and \$16,163 to Congregate.

For Stern Village, current month Operating Loss was (\$1,178) compared to the budgeted gain of \$7,501. The loss is due to fire unit repairs of \$15,568 spent of insurance proceeds funds received in the prior month, of which \$26,121 had not been paid out. Otherwise, current month expenses remain within

# Trumbull Housing Authority Virtual Meeting – May 24, 2022

budgeted amounts despite an increase in administrative salaries due to staff turnover. For the year, Stern Village is approximately \$17,000 over projected revenues due primarily to tenant turnover early in the year. Payroll costs, especially for administrative staff, project to be sole significant item expected to continue over budget through year end.

For Congregate, the current month's Operating Gain was \$2,558 compared to a budgeted gain of \$601. The month's better than projected gain was due to higher-than-average laundry income proceeds this period. Otherwise, current month's operations are in line with budgeted amounts. As projected, Congregate subsidy is expected to be fully utilized by May. However supplemental grant funds were requested in May and it is anticipated that DOH will provide approximately \$23,000 in additional funding, pending approval by the State. The funds are expected to arrive no earlier than the end of June.

The overall cash position of the Authority, including reserves, is \$652,718. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

<b>Stern Village</b>	<b><u>6/30/2021</u></b>	<b><u>3/31/22</u></b>	<b><u>4/30/22</u></b>	<b><u>YTD Change</u></b>
Cash	\$104,160	\$101,221	\$ 93,463	\$(10,697)
Accounts Payable	\$ 75,128	\$ 91,533	\$ 58,151	\$ 16,977
Interprogram Loan	\$378,049	\$359,281	\$340,930	\$(37,119)
Reserves	\$506,831	\$507,142	\$507,142	\$ 311
Excess Cash	\$ (46,759)	\$ (55,950)	\$ (38,579)	
<b>Congregate</b>				
Cash	\$ 90,274	\$ 79,135	\$ 42,314	\$(47,960)
Accounts Payable	\$ 26,174	\$ 38,728	\$ 30,750	\$( 4,576)
Interprogram Loan	\$ 378,049	\$ 359,281	\$ 340,930	\$ 37,119
Reserves	\$ 9,471	\$ 9,477	\$ 9,483	\$ 12

Village cash includes unspent insurance proceeds of \$26,121. Congregate cash is pending receipt of DOH subsidy, that occurred in the first week of May.

Tenant Accounts Receivable balances as follows:

<b>Stern Village</b>	<b><u>6/30/2021</u></b>	<b><u># of Tenants</u></b>	<b><u>4/30/22</u></b>	<b><u># of Tenants</u></b>
One Month or Less	\$ (3,314)	50	\$ (3,696)	57
Over One Month Rent	\$ 3,051	4	\$ 2,519	4
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 1,336</u>	<u>9</u>
Total	\$ 13,044	98	\$ 159	65
<b>Congregate</b>				
One Month or Less	\$ 606	5	\$ (1,323)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 1,751</u>	<u>4</u>
Total	\$ 16,121	16	\$ 428	9

# Trumbull Housing Authority Virtual Meeting – May 24, 2022

There were no significant changes to balances due from the prior month.

Mrs. Anderson questioned if the Board should be concerned with excess cash that would need to be spent by the end of the fiscal year as they did last year. Mr. Geel noted this would not be the case this year.

## **Executive Director's Report and Maintenance**

Ms. Mack noted the following:

1. Jennifer Gillis will be available to residents on June 1, 2022 to assist with renters' rebates. The energy assistance program has been extended until June so residents can apply if they have not done so.
2. United Health Care is providing an exercise instructor from the Senior Center to work with the residents. UHC will be paying all associated costs for this instructor.
3. Residents Shirley and Jane have started a Garden Club and will be planting flowers by the flag.
4. Trumbull High School students continue to contact her regarding volunteer hours. They will be working on landscaping projects.
5. Fifty work orders have been processed this month which include many work orders for the AC units. The residents are unsure how to work the remote which results in a malfunction. It was suggested that instructions be reissued to each resident so they are able to operate the units without assistance.
6. Rehab is being done at the Congregate and the Village. Heather is working with getting new residents to come in.
7. Thank you to Mr. Geel for his help with The Department of Housing.

## **Staffing Report**

Ms. Pflueger noted the consultant met with the staff and is compiling the information. She is looking to meet with the Board to present the report. A meeting will be scheduled next week for the presentation.

## **Congregate Update**

Ms. Torres noted the following:

1. There are currently four empty units – three are not ready but one is expected to be filled by June 1 or June 15.
2. Update was given on maintenance items in the Congregate including work orders to paint the both stairwells and the bathrooms, rubber piece in the kitchen that was taken off by the kitchen cart is being repaired, front doors will be sanded and painted and rugs will be ordered.
3. Furniture purchase has been difficult due to what they are looking for in fabric and price.
4. Lunch is going as well as can be expected.
5. Coverage for the cleaning person who will be away next week has been finalized.

## **Unfinished Business**

February minutes will be placed on the June agenda for approval.

## **New Business**

Mrs. Anderson questioned if the Board needs to consider a motion, as they did in April, to approve

# Trumbull Housing Authority Virtual Meeting – May 24, 2022

transfer of funds by Mrs. Bova in the event of low funds. Mr. Geel indicated this was not necessary this month but may need to be revisited in June for July.

## **Resident Comments**

No resident comments.

## **Adjournment**

**There being no further business, motion was made by Mrs. Anderson to adjourn the meeting at 6:38 pm. Seconded by Ms. Pflueger and approved by unanimous consent.**

Respectfully submitted,

Barbara Crandall

Clerk

# Trumbull Housing Authority – February 22, 2022

Trumbull Housing Authority Virtual Meeting  
February 22, 2022  
6:00 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson and Sara Pflueger

Also Present: Executive Director Harriet Polansky, Accountant Jason Geel, Dawn Cantafio and Paulette Mack

The meeting was called to order by Mrs. McGannon at 6:01 pm followed by the Pledge of Allegiance and Roll Call.

## **Resident Comments**

Debbie VanScoy and other residents thanked the THA Board for listening to them and finding a new food service for the Congregate. It is working out great. She also asked the Board to consider not having an increase in rent this year in light of the troubles they have experienced in the last year and increases overall in various areas with inflation.

Elaine Horwick agreed with Ms. VanScoy and also noted some of the residents have experienced a decrease in the SNAP (food stamp) benefits of \$25.00. She would also appreciate the Board's consideration of no rent increase this year.

## **Reading and Approval of Minutes for January 25, 2022**

**Motion was made by Mrs. Anderson to approve the minutes of January 25, 2022 as written. Seconded by Ms. Pederson and approved by unanimous consent.**

## **Staffing Changes at Stern Village**

Mrs. McGannon noted that Ms. Polansky will be moving on from Stern Village. She thanked her for her efforts at Stern and for the amount of resources she found for Stern to make the environment a peaceful place. The Board wished Harriet the best.

## **Introduction of Development Director/Interim Executive Director**

Dawn Cantafio was introduced as a part-time Development Director to take over the grant duties and coordinate future programs. Paulette Mack was introduced as the Interim Executive Director. The Board wished Paulette luck in this new position and pledged their help. She asked the residents to have patience during this transition as everyone is taking on new duties going forward. Paulette thanked the Board for giving her the opportunity as the Interim Executive Director and will try to do the job to the best of her ability.

## **Report of Development Director**

Dawn thanked everyone for their support. She has been working with many individuals already in this transition and looks forward to working with everyone moving forward. She noted there was a very nice party for Ms. Polansky today with many of the residents in attendance.



# Trumbull Housing Authority – February 22, 2022

## Treasurer’s Report and Discussion of Financials

Mrs. Bova provided the financials from July 1, 2021 to January 31, 2022. The overall gain of the Housing Authority was \$45,503. Further, the Operating Gain, before capital grants and depreciation, was \$29,961, of which \$33,058 is attributable to Stern Village and (\$3,097) loss to Congregate.

For Stern Village, the current month’s Operating Gain was \$10,210 compared to the budgeted gain of \$7,501. The slight gain is primarily due to revenues exceeding budgeted amounts for the month with expenses within budgeted amounts overall, despite a significant increase to Maintenance supplies due primarily to salt purchases. For the year, rental revenues have exceeded budgeted amounts while costs in certain areas such as legal, IT, and maintenance have likewise exceeded. The most significant maintenance overruns continue to be due to smoke detector replacement, tree trimming and maintenance equipment replacement in previous months.

For Congregate, the current month’s Operating Loss was (\$4,592) compared to a budgeted gain of \$601. The month’s loss is due to a three-invoice month for security guards which was also higher due to holiday coverage. Security guard expenses should still come close to budgeted amounts through year end. It’s anticipated that Congregate will continue to operate at breakeven for the remainder of the year with projected cost savings in maintenance offsetting food service costs increases going forwards.

The overall cash position of the Authority, including reserves is \$637,361. Payables include construction payables totaling \$30,202.

A snapshot of program balances are as follows:

	<u>6/30/2021</u>	<u>12/31/21</u>	<u>1/31/22</u>	<u>YTD Change</u>
<b>Stern Village</b>				
Cash	\$ 104,160	\$ 27,440	\$ 79,687	\$ (24,473)
Accounts Payable	\$ 75,128	\$ 71,329	\$ 71,730	\$ 3,398
Interprogram Loan	\$ 378,049	\$ 389,693	\$ 344,056	\$ (33,993)
Reserves	\$ 506,831	\$ 507,068	\$ 507,068	\$ 237
Excess Cash	\$ (46,759)	\$(117,119)	\$ (68,900)	
<b>Congregate</b>				
Cash	\$ 90,274	\$ 93,377	\$ 84,105	\$ (6,169)
Accounts Payable	\$ 26,174	\$ 16,163	\$ 25,883	\$ 291
Interprogram Loan	\$ 378,049	\$ 389,693	\$ 344,056	\$ 33,993
Reserves	\$ 9,471	\$ 9,476	\$ 9,476	\$ 5

Village cash decrease includes the \$61,000 Radon abatement work related to the SSHP project to be reimbursed with grant funds at project closeout, less repayment of funds due from Congregate. Cash and Interprogram balances have stabilized and are being managed in accordance with cash management policies.

Tenant Accounts Receivable balances as follows:

<b>Stern Village</b>	<u>6/30/2021</u>	<u>Tenants</u>	<u>1/31/22</u>	<u>Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (3,640)	55
Over One Month Rent	\$ 3,051	4	\$ 1,017	2

# Trumbull Housing Authority – February 22, 2022

Inactive AR	\$ <u>13,307</u>	<u>44</u>	\$ <u>(496)</u>	<u>3</u>
Total	\$ 13,044	98	\$ (3,119)	60

**Congregate**

One Month or Less	\$ 606	5	\$ (550)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ <u>15,515</u>	<u>11</u>	\$ <u>2,349</u>	<u>3</u>
Total	\$ 16,121	16	\$ 1,799	8

Mrs. Anderson questioned the increase in the laundry income and why it jumped up so much in the last period. The account is now \$1,500 over budget. Mr. Geel noted the checks come in quarterly. Budgeting was based on the prior year and they were down machines due to the construction in the Community Room. The cost of doing laundry increased slightly but the reason cannot be determined for the increase at this time.

Mrs. Anderson questioned the following accounts:

1. Tenant Services Account #4200 – was not a budgeted item and what is this used for? Mr. Geel noted these are the HASIP grant expenditures and a donation. Ms. Polansky noted the HASIP grant was a little under \$4,000 which was used to purchase safety kits for the residents (to be distributed in March). To date, only \$1,400 has been spent but some of the bills have not come been received.
2. Appliances Account #4490 – does this include the appliances we are waiting for through the grants? Ms. Polansky noted some have broken down but appliances have been purchased over the last few months. Ms. Anderson noted this is already \$3,000 over budget. Mr. Geel noted the account includes the smoke detectors since there was no other place to document this. Ms. Polansky noted they are awaiting UI funding for the refrigerators and hopes they will be reimbursed \$100 per unit.
3. Congregate Outside Services Account #481.30 – Mr. Gell noted this is for legal and the CNA.
4. Inactive AR for the Congregate – that amount is \$2,300 – will the Board be writing this amount off at the end of the year? Mr. Geel noted this is one person who moved out several months ago and did not pay rent.

**Executive Director’s Report and Maintenance Activity Report**

Ms. Polansky made the following statement: I want to thank the THA Board of Commissioners for the beautiful cakes to wish me well earlier in the day. I want to thank you for all you do to make Stern Village the “Jewel of Trumbull.” For the past 9 years I have worked tirelessly on your behalf with the support of the THA Board of Commissioners, Town of Trumbull and of course, my amazing staff. Thanks to your help, support, patience and understanding, we have made significant upgrades to Stern Village and to the Congregate. More is needed and hopefully, there will be funding and grants available in the near future to continue these improvements. I will cherish the friendships I have made here. I have fond memories of the picnics, all the parties, knitting group, Men’s Club, Garden Club, and all the fun events that I participated in prior to COVID-19. I wish Paulette and Dawn the very best.”

# Trumbull Housing Authority – February 22, 2022

Ms. Polansky noted the following:

1. Thanked Stop and Shop for allowing them to participate in their recyclable bag program. As of last week, the THA will receive a check for \$117 from Stop and Shop that will be used to restock the Stern Village Food Pantry by purchasing items from Stop and Shop.
2. Thanked the Nichols Garden Club for the beautiful Valentine's Day floral arrangements for residents over 90 years old.
3. Rehab of units continues and they are waiting for appliances that they hope will be delivered sometime in March. Currently, they have enough HTCC funds to rehab approximately three units, not including any of the money that is remaining based on the reserves. Ms. Polansky met with the residents today and announced this and had no questions moving forward.
4. Maintenance: From January 25 – February 25 there were eight work orders for the Congregate and thirty-five for the Village. This indicates the improvements made in the Congregate to the mechanicals and infrastructure are working. The Village number also reflects the improvements made.

The Maintenance Staff performed the following work and Ms. Polansky thanked the staff for all they do for the residents. They truly go above and beyond.

- a. Sanded and cleared snow during the snow and ice storms in February
- b. Sanitized and turned over two apartments in the Congregate
- c. Worked on vacancies in the Village which entailed disposing of mattresses, furniture and other items, painting, sanitizing, waxing the floors and making any repairs in the unit.
- d. Fixed pole lights
- e. Handled several clogs

The rehab continues and Mrs. Cantafio has been advised of the HTCC funding status.

## **Congregate Updates**

Ms. Polansky noted the new Chef Urata, from Dumana Catering Services, started on February 7. The majority of residents love her food and the variety. Everything is freshly prepared from her homemade biscuits to her cream puffs. She is working very hard to please the residents and getting to know them.

Heather is working on recertifications for the Village and Daisy for the Congregate. Daisy is collecting the information but they are waiting for the new spreadsheet from DOH since there is a possibility that some of the information for subsidies may change. It is possible there may be other things they can take into account such as food and transportation. Ms. Polansky has a meeting tomorrow with Daisy and DOH to get further information.

Mrs. McGannon questioned the status of the unit that had the fire. Ms. Polansky noted there needs to be asbestos abatement done which requires approval of the State and that approval takes approximately two weeks. In the meantime, they have taken everything out of the unit in prep for the abatement process. The resident adjacent to that unit will not be displaced during this process.

Mrs. McGannon requested Ms. Mack be included in the DOH meeting tomorrow.

## **Approval of Minutes of Special Meeting of February 9, 2022**

Motion was made to approve the minutes of the Special Meeting of February 9 by Mrs. Bova and seconded by Ms. Pederson. Discussion. The vote was changed to reflect the decision made in Executive

# Trumbull Housing Authority – February 22, 2022

Session. **Motion was made by Mrs. Bova to approve the hiring of Dawn Cantafio, part-time, to work with the grants and the financials for Stern Village. Seconded by Ms. Pederson. Approved by unanimous consent.**

## **Update to Changes in Bylaws**

Ms. Pederson noted she is still working on the changes. She has received additional information that will be reviewed. The Board requires a ten day notice to discuss any changes to the Bylaws. As long as the notice is given ten days before the March meeting, the Board will be able to discuss the proposed updates.

## **Unfinished Business**

1. Review of CHFA Capital Needs Assessment (CNA) and CHFA Energy Audit with On-Site Insight – A meeting was set for March 9, 2022 at 6:00 pm to discuss these topics. Mrs. McGannon will speak with Daisy prior to the meeting to discuss any changes since completion of the documents.

## **New Business**

After a meeting with the State, a rent increase for the Congregate needs to be discussed. Mr. Geel noted there are some components of what their rent will be that the Authority has zero control over. First, if nothing is done, a majority of the residents will have increases that will occur due to inflationary items. The Housing Authority cannot change what the resident's portion is, it can only determine the maximum amount of rent to be collected. Secondly, the resident's portion is determined by program requirements. He discussed some of the causes for an increase in rent. In the calculation of program requirements, or allowances, it should work in the tenants' favor. These have not been updated in years and are out-of-date. They are expecting they will be adjusted by DOH soon. If the Authority does nothing, those two components will affect resident rents. The total amount that is needed to make the program sustainable needs to be discussed. That increase would not affect a majority of residents because we cannot change the way the rent is calculated. Any resident who currently pays the maximum rent would be affected by this. Mr. Geel discussed the current rent structure for nearby facilities noting the rents in Trumbull are the lowest. Everyone is dealing with the same costs but the rents vary greatly.

The first step is to have the discussion and to follow the process to set a meeting date with the residents to give them information. Mrs. McGannon noted a meeting notice would need to be given to the residents on March 1. Mrs. Anderson noted the Board needs to address increasing the reserves which could affect future funding received from the State. Mr. Geel noted there needs to be an overall plan for sustainability that addresses reserves in the future. The reserves do not need to be funded by rent increases alone and can include alternate sourcing. Further discussion was held regarding reserves and cash flow.

Mrs. Anderson questioned if the Board could discuss the rent increases at the March 9 meeting because the CNA should be a part of the discussion. Ms. Polansky noted the residents need a one month notification for a meeting to discuss a rent increase but do not need to be told the details in this notice. Anything done at the meeting has to be documented and sent to the State along with the Board's decision for approval. Ms. Pederson asked Mr. Geel to put together some numbers to help them discuss sustainability and reserves. Minimum guideline for reserves is \$1,000 per unit.

# Trumbull Housing Authority – February 22, 2022

Mrs. Anderson was concerned about the loss of \$25.00 in SNAP benefits. Ms. Mack discussed reasons for the decrease but will contact DSS to confirm what happened.

## **Resident Comments**

Michele noted she did not receive the results of the radon testing in her unit. Ms. Polansky noted it was negative.

## **Adjournment**

There being no further business, motion was made by Ms. Pflueger to adjourn the meeting at 7:05 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall  
Clerk

**Accountant's Compilation Report**

To the Board of Commissioners  
Housing Authority of the Town of Trumbull

Management is responsible for the accompanying financial statements of the Housing Authority of the Town of Trumbull, which comprise the statement of net position as of May 31, 2022, and the related operating statement with the budget for the eleven-month period then ended in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy, or the completeness of the information provided by management, and we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has omitted the Management Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. The Management Discussion and Analysis, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management has elected to omit substantially all the disclosures and the Statement of Cash Flows as required by accounting principles generally accepted in the United States of America. If omitted disclosures and the Statement of Cash Flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations.

We are not independent with respect to the Housing Authority of the Town of Trumbull.



Maletta & Company  
Certified Public Accountants

Bristol, Connecticut  
June 20, 2022

**Trumbull Housing Authority**

**Balance Sheet**

**May 2022**

**Program: State Elderly**

**Project: Consolidated**

	Beginning Balance	Period Amount	Balance
<b>CURRENT ASSETS</b>			
<b>CASH</b>			
1111 TD Bank	65,622	48,082	113,704
1112 Stern Village Development Funds	27,666	(27,996)	(330)
1113.3 STIF	507,458	0	507,458
1117 Petty Cash	175	0	175
<b>TOTAL CASH</b>	<b>600,920</b>	<b>20,086</b>	<b>621,006</b>
<b>ACCOUNTS RECEIVABLE</b>			
1122 Accounts Receivable	76	(558)	(482)
1122.1 Accounts Receivable - Manual	6,095	(354)	5,741
1123.1 Allowance for Collection Loss	(745)	0	(745)
<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>5,426</b>	<b>(912)</b>	<b>4,514</b>
<b>OTHER CURRENT ASSETS</b>			
1129 Sundry AR-Stern Center	340,930	1,900	342,830
1129.8 Sundry AR- New 501(c)3	1,110	0	1,110
1191 Cash - Security Deposits	9,684	1,425	11,109
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	14,164	(4,190)	9,974
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>368,894</b>	<b>(865)</b>	<b>368,030</b>
<b>TOTAL CURRENT ASSETS</b>	<b>975,241</b>	<b>18,309</b>	<b>993,550</b>
<b>NONCURRENT ASSETS</b>			
<b>WORK IN PROGRESS</b>			
1305 HTCC Funding & Expenses	49,900	0	49,900
1305.1 HTCC- Consultant Fee & Expenses	5,000	0	5,000
1405.1 Architect Fees	110,730	0	110,730
1405.2 Environmental Consultant	3,650	0	3,650
1405.3 Legal Fees for Development	770	0	770
1405.4 Marketing Consultant	1,080	0	1,080
1405.9 Development Radon & Asbestos	63,750	0	63,750
1406 Construction in Progress	719,895	0	719,895
1406.01 CIP - General Requirements - SSHP	217,700	0	217,700
1406.011 CIP - OH&P - SSHP	238,049	0	238,049
1406.012 CIP - Bond Premium - SSHP	53,529	0	53,529
1406.013 CIP - Permits and Other - SSHP	13,838	0	13,838
1406.021 CIP - Site Work - Radon - SSHP	80,479	0	80,479
1406.023 CIP - Site Work - Topsoil - SSHP	67,485	0	67,485
1406.024 CIP - Site Work - Demolition - SSHP	23,603	0	23,603
1406.025 CIP - Sitework - Paving - SSHP	612,275	0	612,275
1406.026 CIP - Sitework - Curbing - SSHP	41,700	0	41,700
1406.027 CIP - Sitework - Paving/Walkways - SSHP	28,504	0	28,504
1406.028 CIP - Sitework - Other	35,000	0	35,000
1406.061 CIP - Carpentry - Moulding - SSHP	13,002	0	13,002
1406.062 CIP - Carpentry - Trim - SSHP	97,803	0	97,803
1406.071 CIP - Thermal/Moisture - Insulation - SSHP	103,125	0	103,125
1406.072 CIP - Thermal/Moisture - Roofing - SSHP	771,846	0	771,846
1406.073 CIP - Thermal/Moisture - Soffit - SSHP	168,020	0	168,020
1406.074 CIP - Thermal/Moisture - Gutters - SSHP	155,470	0	155,470
1406.075 CIP - Thermal/Moisture - Siding - SSHP	37,945	0	37,945

**Trumbull Housing Authority**

**Balance Sheet**

**May 2022**

**Program: State Elderly**

**Project: Consolidated**

**NONCURRENT ASSETS**

**WORK IN PROGRESS**

1406.081 CIP - Doors - Exterior Doors - SSHP	247,950	0	247,950
1406.082 CIP - Doors - Interior Doors - SSHP	37,680	0	37,680
1406.083 CIP - Doors - Door Hardware - SSHP	13,804	0	13,804
1406.084 CIP - Doors - Specialty Doors - SSHP	57,572	0	57,572
1406.091 CIP - Finishes - Drywall - SSHP	67,598	0	67,598
1406.092 CIP - Finishes - Flooring - SSHP	65,742	0	65,742
1406.093 CIP - Finishes - Interior Painting - SSHP	63,715	0	63,715
1406.094 CIP - Finishes - Exterior Painting - SSHP	40,920	0	40,920
1406.102 CIP - Specialties - Porch Columns - SSHP	47,281	0	47,281
1406.111 CIP - Equipment - Cabinets - SSHP	54,104	0	54,104
1406.112 CIP - Equipment - Range - SSHP	12,697	0	12,697
1406.113 CIP - Equipment - Refrigerator - SSHP	15,150	0	15,150
1406.131 CIP - Special Construction - Community - SSHP	482,886	0	482,886
1406.151 CIP - Plumbing - Lav Fixtures - SSHP	36,782	0	36,782
1406.152 CIP - Plumbing - Shower/Tub - SSHP	35,523	0	35,523
1406.153 CIP - Plumbing - Hot Water Heaters	183,217	0	183,217
1406.154 CIP - Plumbing - Other - SSHP	40,509	0	40,509
1406.161 CIP - Electrical - Main Service Panel - SSHP	635	0	635
1406.162 CIP - Electrical - Rough Wiring - SSHP	127,966	0	127,966
1406.163 CIP - Electrical - Switches - SSHP	188	0	188
1406.164 CIP - Electrical - Lighting Fixtures - SSHP	8,039	0	8,039
1406.165 CIP - Electrical - Emergency Call for Aid - SSHP	2,491	0	2,491
1406.190 CIP - Construction Contingency - SSHP	13,330	0	13,330
1406.21 A&E - Contract Admin	89,850	0	89,850
1406.22 CIP - Engineering - SSHP	2,915	0	2,915
1406.23 Surveys	11,402	0	11,402
1406.4 Soft Costs - Legal Counsel - SSHP	18,224	0	18,224
1406.41 CIP - Title Insurance - SSHP	16,292	0	16,292
1406.43 CIP - Cost Certification - SSHP	10,000	0	10,000
1406.46 CIP - Development Consultant - SSHP	114,500	0	114,500
1406.47 Soft Costs - Relocation - SSHP	58,739	0	58,739
1406.48 Soft Costs - Contingency - SSHP	40,553	0	40,553
<b>TOTAL WORK IN PROGRESS</b>	<b>5,732,399</b>	<b>0</b>	<b>5,732,399</b>

**FIXED ASSETS**

1410 Land	85,140	0	85,140
1420 Buildings	4,774,645	0	4,774,645
1425 Building Equipment	693,009	0	693,009
1430 Furniture & Equipment	706,003	0	706,003
1440 Capital Improvements	640,513	0	640,513
1470 Maintenance Equipment	16,163	0	16,163
1480 Maintenance Vehicles	34,492	0	34,492
1495 Accumulated Depreciation	(6,244,348)	(1,282)	(6,245,630)
<b>TOTAL FIXED ASSETS</b>	<b>705,617</b>	<b>(1,282)</b>	<b>704,334</b>

**TOTAL NONCURRENT ASSETS**

**6,438,016 (1,282) 6,436,734**

**CURRENT LIABILITIES**

**OTHER CURRENT LIABILITIES**

2101 Other Liabilities Union Dues	(45)	0	(45)
2114 Deposit Liability	(9,689)	(1,700)	(11,389)



**Trumbull Housing Authority**

**Balance Sheet**

**May 2022**

**Program: State Elderly**

**Project: Consolidated**

**CURRENT LIABILITIES**

**OTHER CURRENT LIABILITIES**

2114.9 Manual Entry	(280)	0	(280)
2117.1 Employee Pension	(1,442)	0	(1,442)
2117.3 Employee Med Premiums Withheld	1,442	0	1,442
2119 Sundry Accounts Payable	(300)	0	(300)
2135 Accrued Payroll	(4,035)	0	(4,035)
2135.1 Accrued Compensated Absence	(8,745)	0	(8,745)
2137 Accrued P.I.L.O.T.	(45,058)	(2,089)	(47,147)
2220.3 Prepaid Rents	(5,739)	354	(5,385)
<b>TOTAL OTHER CURRENT LIABILITIES</b>	<b>(73,891)</b>	<b>(3,435)</b>	<b>(77,326)</b>

**ACCOUNTS PAYABLE**

2110 Administration Fund Creditors	(8,923)	(638)	(9,561)
2111 Accounts Payable	(49,228)	390	(48,838)
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>(58,151)</b>	<b>(247)</b>	<b>(58,398)</b>

**TOTAL CURRENT LIABILITIES**

**(132,042) (3,682) (135,724)**

**EQUITY**

2830.1 Income & Expense Clearance	(144,480)	0	(144,480)
2830.1 Income & Expense Clearance (Current Year)	(61,573)	(13,345)	(74,918)
2900 Net Investment in Capital Assets	(6,369,060)	0	(6,369,060)
2910 Unrestricted Net Position	(706,102)	0	(706,102)
<b>TOTAL EQUITY</b>	<b>(7,281,215)</b>	<b>(13,345)</b>	<b>(7,294,560)</b>

**PROOF**

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**Trumbull Housing Authority**  
**Operating Statement**  
**Eleven Months Ending 05/31/2022**  
**Program: State Elderly      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>RENTAL INCOME</b>								
3100 Rental Income Base	63,712	55,545	8,167	660,354	610,995	49,359	666,540	(6,186)
3100.1 Rental Income-Excess of Base	19,522	23,380	(3,858)	231,835	257,180	(25,345)	280,560	(48,725)
3120 Excess Utilities	0	0	0	58	0	58	0	58
3210 Vacancy Loss	(5,700)	(3,946)	(1,754)	(48,200)	(43,409)	(4,791)	(47,355)	(845)
<b>TOTAL RENTAL INCOME</b>	<b>77,534</b>	<b>74,979</b>	<b>2,555</b>	<b>844,047</b>	<b>824,766</b>	<b>19,280</b>	<b>899,745</b>	<b>(55,698)</b>
<b>OTHER INCOME</b>								
3510 Sales & Service To Tenants	0	150	(150)	799	1,650	(851)	1,800	(1,001)
3610 Interest Income	0	50	(50)	627	550	77	600	27
3620 Other Income	75	100	(25)	26,196	1,100	25,096	1,200	24,996
3620.1 Laundry Income	0	800	(800)	9,379	8,800	579	9,600	(221)
3620.3 Miscellaneous Income	0	0	0	5,200	0	5,200	0	5,200
3680 Other Income-UI Incentives	0	0	0	337	0	337	0	337
3970 Donations	0	0	0	0	0	0	0	0
<b>TOTAL OTHER INCOME</b>	<b>75</b>	<b>1,100</b>	<b>(1,025)</b>	<b>42,537</b>	<b>12,100</b>	<b>30,437</b>	<b>13,200</b>	<b>29,337</b>
<b>ADMINISTRATIVE</b>								
4120 Salaries	17,619	15,403	(2,216)	183,212	169,432	(13,779)	184,835	1,623
4130 Legal & Other Outside Services	90	1,000	910	13,072	11,000	(2,072)	12,000	(1,072)
4131 Bookkeeping	2,000	1,200	(800)	17,200	13,200	(4,000)	14,400	(2,800)
4131.1 Audit Fees	638	750	113	7,013	8,250	1,238	9,000	1,988
4131.2 Independent Controller	3,960	4,767	807	49,500	52,433	2,933	57,200	7,700
4151 Office Supplies	734	600	(134)	6,478	6,600	122	7,200	722
4153 Travel	67	125	58	282	1,375	1,093	1,500	1,218
4159 Other Office Expense	3,120	417	(2,704)	9,945	4,583	(5,361)	5,000	(4,945)
4159.1 Other Office Advertising	0	208	208	780	2,292	1,512	2,500	1,720
4159.2 Other Office Computer	1,478	900	(578)	12,870	9,900	(2,970)	10,800	(2,070)
4159.3 Other Office Telephone	241	467	226	5,202	5,133	(68)	5,600	399
4159.5 Dues	0	0	0	1,192	0	(1,192)	0	(1,192)
4159.7 Other Office Postage	0	0	0	368	0	(368)	0	(368)
4160 Pensions & Other-Health Ins.	2,227	4,000	1,773	31,301	44,000	12,699	48,000	16,699
4160.1 Pension & Other - 457	530	700	170	7,445	7,700	255	8,400	955
4160.4 Pension & Other - Life	46	150	104	1,522	1,650	129	1,800	279
4161 Payroll Taxes	2,360	2,711	351	30,785	29,821	(964)	32,532	1,747
<b>TOTAL ADMINISTRATIVE</b>	<b>35,111</b>	<b>33,397</b>	<b>(1,714)</b>	<b>378,165</b>	<b>367,370</b>	<b>(10,795)</b>	<b>400,767</b>	<b>22,602</b>
<b>TENANT SERVICES</b>								
4200 Tenant Services	0	0	0	4,973	0	(4,973)	0	(4,973)
<b>TOTAL TENANT SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,973</b>	<b>0</b>	<b>(4,973)</b>	<b>0</b>	<b>(4,973)</b>
<b>UTILITIES</b>								
4310 Water	1,253	2,583	1,331	24,985	28,417	3,432	31,000	6,015
4320 Electric	1,569	2,563	993	25,273	28,188	2,915	30,750	5,477
4330 Gas	330	190	(140)	4,172	2,085	(2,086)	2,275	(1,897)
4350 Cable/Television	295	350	55	3,069	3,850	781	4,200	1,131
<b>TOTAL UTILITIES</b>	<b>3,446</b>	<b>5,685</b>	<b>2,239</b>	<b>57,498</b>	<b>62,540</b>	<b>5,041</b>	<b>68,225</b>	<b>10,727</b>

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>MAINTENANCE</b>								
4410 Salaries Maintenance	12,465	13,210	745	154,023	145,314	(8,709)	158,524	4,501
4420 Supplies	569	1,583	1,015	30,831	17,417	(13,414)	19,000	(11,831)
4430 Contract Services	364	1,042	678	18,477	11,458	(7,019)	12,500	(5,977)
4430.2 Exterminating Contracts	70	100	30	2,735	1,100	(1,635)	1,200	(1,535)
4430.3 Heating	368	2,621	2,253	25,484	28,829	3,346	31,450	5,966
4430.5 Misc Elec & Plumbing	0	0	0	3,875	0	(3,875)	0	(3,875)
4430.7 Snow Removal	0	167	167	1,348	1,833	486	2,000	653
4440 Maint. Shop Equip.	853	771	(83)	3,896	8,479	4,583	9,250	5,354
4490 Miscellaneous Operating and Maint. - Appliances	956	933	(23)	21,565	10,267	(11,298)	11,200	(10,365)
<b>TOTAL MAINTENANCE</b>	<b>15,645</b>	<b>20,427</b>	<b>4,782</b>	<b>262,233</b>	<b>224,697</b>	<b>(37,536)</b>	<b>245,124</b>	<b>(17,109)</b>
<b>OTHER</b>								
4710 Refuse Removal	1,778	1,679	(98)	19,255	18,471	(784)	20,150	895
4711 Insurance	4,190	4,383	194	48,559	48,217	(342)	52,600	4,041
4711.3 Worker's Compensation	724	917	193	7,886	10,083	2,197	11,000	3,114
4715 P.I.L.O.T.	2,089	2,089	0	22,979	22,983	4	25,072	2,093
<b>TOTAL OTHER</b>	<b>8,780</b>	<b>9,069</b>	<b>288</b>	<b>98,680</b>	<b>99,754</b>	<b>1,074</b>	<b>108,822</b>	<b>10,142</b>
<b>CAPITAL GRANTS</b>								
5980 Grant Income - Capital Grant	0	0	0	3,990	0	3,990	0	3,990
<b>TOTAL CAPITAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,990</b>	<b>0</b>	<b>3,990</b>	<b>0</b>	<b>3,990</b>
<b>CAPITAL</b>								
6600 Depreciation Expense	1,282	0	(1,282)	14,106	0	(14,106)	0	(14,106)
<b>TOTAL CAPITAL</b>	<b>1,282</b>	<b>0</b>	<b>(1,282)</b>	<b>14,106</b>	<b>0</b>	<b>(14,106)</b>	<b>0</b>	<b>(14,106)</b>
<b>SURPLUS</b>	<b>13,345</b>	<b>7,501</b>	<b>5,844</b>	<b>74,918</b>	<b>82,506</b>	<b>(7,589)</b>	<b>90,007</b>	<b>(15,089)</b>

**Trumbull Housing Authority**

**Balance Sheet**

**May 2022**

**Program: Congregate**

**Project: Consolidated**

	Beginning Balance	Period Amount	Balance
<b>CURRENT ASSETS</b>			
<b>CHECKING/SAVINGS</b>			
<b>CASH</b>			
1111 TD Bank	42,114	20,558	62,671
1113.3 STIF Investment 1235575430	9,483	0	9,483
1117 Petty Cash	200	0	200
<b>TOTAL CASH</b>	<b>51,797</b>	<b>20,558</b>	<b>72,354</b>
<b>TOTAL CHECKING/SAVINGS</b>	<b>51,797</b>	<b>20,558</b>	<b>72,354</b>
<b>ACCOUNTS RECEIVABLE</b>			
1122 Accounts Receivable	428	1,663	2,091
1122.9 Accounts Receivable - Manual	3,467	(1,663)	1,804
1123.1 Allowance For Collection Loss	(587)	0	(587)
<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>3,308</b>	<b>0</b>	<b>3,308</b>
<b>OTHER CURRENT ASSETS</b>			
1210 Other Prepaid Expense	13,922	0	13,922
1211 Unexpired Insurance	1,844	(615)	1,229
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>15,569</b>	<b>(615)</b>	<b>14,954</b>
<b>TOTAL CURRENT ASSETS</b>	<b>70,674</b>	<b>19,942</b>	<b>90,616</b>
<b>FIXED ASSETS</b>			
1405.1 Legal Costs	1,368	0	1,368
1406.1 Small Cities Grant 2019	892,692	0	892,692
1420 Buildings	2,812,579	0	2,812,579
1425 Building Equipment	14,841	0	14,841
1430 Furniture & Equipment	94,348	0	94,348
1440 Capital Improvements	335,416	0	335,416
1480 Maintenance Vehicles	3,832	0	3,832
1495 Accumulated Depreciation	(2,935,356)	(1,672)	(2,937,028)
<b>TOTAL FIXED ASSETS</b>	<b>1,219,721</b>	<b>(1,672)</b>	<b>1,218,048</b>
<b>CURRENT LIABILITIES</b>			
<b>ACCOUNTS PAYABLE</b>			
2110 Administration Fund Creditors	(15,627)	6,733	(8,894)
2111 Accounts Payable	(15,123)	(8,405)	(23,527)
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>(30,750)</b>	<b>(1,671)</b>	<b>(32,421)</b>
<b>OTHER CURRENT LIABILITIES</b>			
2114 Deposit Liability	(2,000)	0	(2,000)
2114.1 Deposit Liability	250	0	250
2119 Sundry Accounts Payable	(340,930)	(1,900)	(342,831)
2119.9 Sundry AP-DOH	(2,717)	0	(2,717)
2135 Accrued Salaries & Wages	(1,215)	0	(1,215)
2135.1 Accrued Compensated Absences	(5,699)	0	(5,699)
2137 Accrued P.I.L.O.T	(6,434)	(335)	(6,769)
2220.1 Deferred Revenue-Subsidy	9,192	(25,000)	(15,808)
2220.2 Deferred Revenue-RAP	(11,672)	(3,817)	(15,489)

**Trumbull Housing Authority**

**Balance Sheet**

**May 2022**

**Program: Congregate**

**Project: Consolidated**

**CURRENT LIABILITIES**

**OTHER CURRENT LIABILITIES**

2220.3 Prepaid Rents

**TOTAL OTHER CURRENT LIABILITIES**

**TOTAL CURRENT LIABILITIES**

**TOTAL EQUITY**

2830.1 Income & Expense Clearing

2830.1 Income & Expense Clearing (Current Year)

2830.1 Income & Expense Clearing (Unclosed 2021)

2900 Net Investment in Capital Assets

2910 Unrestricted Net Position

**TOTAL TOTAL EQUITY**

**PROOF**

	(3,467)	1,663	(1,804)
	<b>(364,692)</b>	<b>(29,389)</b>	<b>(394,081)</b>
	<b>(395,442)</b>	<b>(31,061)</b>	<b>(426,503)</b>
	(839,077)	0	(839,077)
	(31,675)	12,791	(18,884)
	565	0	565
	(1,215,578)	0	(1,215,578)
	1,190,812	0	1,190,812
	<b>(894,952)</b>	<b>12,791</b>	<b>(882,162)</b>
	<b>0</b>	<b>0</b>	<b>0</b>

**Trumbull Housing Authority**  
**Operating Statement**  
**Eleven Months Ending 05/31/2022**  
**Program: Congregate      Project: Consolidated**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>RENTAL INCOME</b>								
3100 Rental Income Base	13,198	13,687	(489)	145,334	150,557	(5,224)	164,244	(18,911)
3102.3 Rental Income-RAP	2,642	2,153	489	28,907	23,683	5,224	25,836	3,071
3210 Vacancy Loss	(1,760)	(792)	(968)	(8,580)	(8,712)	132	(9,504)	924
<b>TOTAL RENTAL INCOME</b>	<b>14,080</b>	<b>15,048</b>	<b>(968)</b>	<b>165,660</b>	<b>165,528</b>	<b>132</b>	<b>180,576</b>	<b>(14,916)</b>
<b>OTHER INCOME</b>								
3510 Sales & Services To Tenants	0	42	(42)	0	458	(458)	500	(500)
3610 Interest Income	0	1	(1)	12	9	3	10	2
3620 Other Income	0	42	(42)	2,021	458	1,563	500	1,521
3620.2 Laundry Income	0	350	(350)	5,688	3,850	1,838	4,200	1,488
3620.3 Miscellaneous Income	0	0	0	16,171	0	16,171	0	16,171
<b>TOTAL OTHER INCOME</b>	<b>0</b>	<b>434</b>	<b>(434)</b>	<b>23,892</b>	<b>4,776</b>	<b>19,116</b>	<b>5,210</b>	<b>18,682</b>
<b>CAPITAL GRANTS</b>								
3680 Other Income-UI Incentives	0	0	0	29,721	0	29,721	0	29,721
3980 Grant Income - Capital Grant - Unrestricted	0	0	0	2,512	0	2,512	0	2,512
<b>TOTAL CAPITAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,233</b>	<b>0</b>	<b>32,233</b>	<b>0</b>	<b>32,233</b>
<b>ADMINISTRATIVE</b>								
4120 Salaries	3,347	3,484	136	38,346	38,321	(25)	41,805	3,459
4130 Outside Services	0	75	75	7,761	825	(6,936)	900	(6,861)
4131 Bookkeeping	250	150	(100)	2,150	1,650	(500)	1,800	(350)
4131.1 Audit Fees	119	83	(35)	1,306	917	(390)	1,000	(306)
4132 Independent Controller	495	596	101	6,188	6,554	367	7,150	963
4151 Office Supplies	159	50	(109)	1,374	550	(824)	600	(774)
4151.1 Telephone & Answering Service	194	250	56	2,377	2,750	373	3,000	623
4153 Travel	0	0	0	5	0	(5)	0	(5)
4159 Other Office Expense	489	125	(364)	2,322	1,375	(947)	1,500	(822)
4159.1 Credit Checks	0	125	125	45	1,375	1,330	1,500	1,455
4160 Pension & Other-Health Ins.	419	699	280	5,924	7,689	1,765	8,388	2,464
4160.1 Pension & Other 457	101	123	22	1,414	1,348	(66)	1,470	56
4160.4 Pension & Other Life	5	15	10	169	167	(2)	182	13
4161 Payroll Taxes	368	470	103	4,832	5,175	342	5,645	813
<b>TOTAL ADMINISTRATIVE</b>	<b>5,947</b>	<b>6,245</b>	<b>298</b>	<b>74,214</b>	<b>68,695</b>	<b>(5,519)</b>	<b>74,940</b>	<b>726</b>
<b>UTILITIES</b>								
4310 Water	468	875	407	10,116	9,625	(491)	10,500	384
4320 Electric	1,995	1,679	(316)	21,804	18,471	(3,333)	20,150	(1,654)
4330 Gas	755	1,021	265	9,244	11,229	1,985	12,250	3,006
4350 Cable Television	291	310	19	3,796	3,410	(386)	3,720	(76)
<b>TOTAL UTILITIES</b>	<b>3,509</b>	<b>3,885</b>	<b>376</b>	<b>44,960</b>	<b>42,735</b>	<b>(2,225)</b>	<b>46,620</b>	<b>1,660</b>
<b>MAINTENANCE</b>								
4410 Salaries Maintenance	1,385	1,468	83	16,827	16,146	(681)	17,614	787
4420 Supplies	247	154	(93)	636	1,696	1,060	1,850	1,214
4430 Contract Services	10,154	1,025	(9,129)	25,771	11,275	(14,496)	12,300	(13,471)
4430.2 Exterminating Contracts	0	42	42	670	458	(212)	500	(170)
4430.5 Elevator Maint. Contract	0	175	175	0	1,925	1,925	2,100	2,100

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>MAINTENANCE</b>								
4430.6 Heating Contracts	0	394	394	0	4,331	4,331	4,725	4,725
4440 Maint. Shop Equip	0	0	0	160	0	(160)	0	(160)
4490 Miscellaneous Operating & Maintenance	0	331	331	204	3,639	3,435	3,970	3,766
<b>TOTAL MAINTENANCE</b>	<b>11,786</b>	<b>3,588</b>	<b>(8,198)</b>	<b>44,267</b>	<b>39,471</b>	<b>(4,797)</b>	<b>43,059</b>	<b>(1,208)</b>
<b>OTHER</b>								
4710 Refuse Removal	198	188	(9)	1,950	2,072	122	2,260	310
4711 Insurance	615	550	(65)	6,769	6,050	(719)	6,600	(169)
4711.3 Worker's Compensation	109	90	(19)	1,195	990	(205)	1,080	(115)
4715 P.I.L.O.T.	335	335	0	3,685	3,684	(1)	4,019	334
<b>TOTAL OTHER</b>	<b>1,257</b>	<b>1,163</b>	<b>(93)</b>	<b>13,599</b>	<b>12,796</b>	<b>(803)</b>	<b>13,959</b>	<b>360</b>
<b>RESERVE PROVISIONS</b>								
6600 Depreciation Expense	1,672	0	(1,672)	18,393	0	(18,393)	0	(18,393)
<b>TOTAL RESERVE PROVISIONS</b>	<b>1,672</b>	<b>0</b>	<b>(1,672)</b>	<b>18,393</b>	<b>0</b>	<b>(18,393)</b>	<b>0</b>	<b>(18,393)</b>
<b>SERVICES INCOME</b>								
7010 Tenants' Contrib-Core Services	14,677	18,050	(3,373)	184,402	198,550	(14,149)	216,600	(32,199)
7011 Meal Income	0	0	0	25	0	25	0	25
7030.1 State Subsidy-Core	11,300	10,750	550	123,992	118,250	5,742	129,000	(5,008)
7030.2 State Subsidy-Expanded Core	2,025	2,025	0	25,979	22,275	3,704	24,300	1,679
<b>TOTAL SERVICES INCOME</b>	<b>28,002</b>	<b>30,825</b>	<b>(2,823)</b>	<b>334,398</b>	<b>339,075</b>	<b>(4,678)</b>	<b>369,900</b>	<b>(35,503)</b>
<b>SERVICES EXPENSE</b>								
8101 Bookkeeping	745	746	1	8,338	8,204	(133)	8,950	613
8102 Housing Management Salaries	1,418	1,536	118	16,662	16,898	236	18,434	1,773
8105 Health Insurance	111	43	(68)	1,569	469	(1,100)	512	(1,057)
8105.1 Fringe Benefits-Pension	27	217	190	377	2,386	2,010	2,603	2,226
8106 Payroll Taxes 8106	261	368	108	3,423	4,050	627	4,418	995
8107 Worker's Compensation	19	16	(3)	211	174	(37)	190	(21)
8108 Contract Services	10,616	11,354	739	125,447	124,896	(551)	136,250	10,803
8201 Chore Service Salary	1,309	1,182	(127)	15,250	13,004	(2,246)	14,186	(1,064)
8202 Cleaning Of Common Areas	0	296	296	0	3,251	3,251	3,546	3,546
8204 Cleaning Supplies	1,592	196	(1,396)	3,615	2,154	(1,460)	2,350	(1,265)
8301.1 Food Services - Exc.	12,866	12,264	(602)	136,245	134,904	(1,341)	147,168	10,923
8303 Supplies/Utensils	104	179	74	902	1,966	1,064	2,145	1,243
8304 Utilities Expense	358	383	26	4,574	4,215	(359)	4,598	24
8402 Supplies	0	21	21	51	229	178	250	199
9001 Resident Services Coordinator	1,126	1,485	359	12,254	16,335	4,081	17,820	5,566
9002 Wellness/Preventive Program	150	540	390	12,950	5,940	(7,010)	6,480	(6,470)
<b>TOTAL SERVICES EXPENSE</b>	<b>30,702</b>	<b>30,825</b>	<b>123</b>	<b>341,866</b>	<b>339,075</b>	<b>(2,791)</b>	<b>369,900</b>	<b>28,034</b>
<b>SURPLUS</b>	<b>(12,791)</b>	<b>601</b>	<b>(13,391)</b>	<b>18,884</b>	<b>6,607</b>	<b>12,277</b>	<b>7,208</b>	<b>11,676</b>

**Trumbull Housing Authority  
Financial Highlights for May 31, 2022**

From July 1, 2021 to May 31, 2022, the overall gain of the Housing Authority was \$93,802. Further, the operating gain before capital grants and depreciation was \$94,068, of which, \$89,024 is attributable to Stern Village, and \$5,044 to Congregate.

Stern Village had a current month's operating gain of \$14,627 compared to the budgeted gain of \$7,501. The gain is due to lower than budgeted maintenance contract services during the month. For the year, Stern Village is approximately \$20,000 over projected rental revenues due largely to tenant turnover early in the year. Payroll costs, especially for administrative staff, project to be sole significant item expected to continue over budget through yearend.

For Congregate, the current month's operating loss was (\$11,119) compared to a budgeted gain of \$601. The month's loss is due to unbudgeted maintenance costs this month including \$7,149 fire suppression work and \$1,800 exterior brick repair. Congregate is projected to finish the year meeting its budgeted gain amount of \$7,200 now that DOH has approved the additional rental subsidies of over \$20,000.

The overall cash position of the Authority including reserves is \$693,361. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

	6/30/2021	4/30/2022	5/31/2022	YTD Change
<b>Stern Village</b>				
Cash	\$ 104,160	\$ 93,463	\$ 113,549	\$ 9,389
Accounts Payable	\$ 75,128	\$ 58,151	\$ 58,398	\$ 16,730
Interprogram Loan	\$ 378,049	\$ 340,930	\$ 342,831	\$ (35,218)
Reserves	\$ 506,831	\$ 507,142	\$ 507,142	\$ 311
<i>Excess Cash</i>	\$ (46,759)	\$ (38,579)	\$ (22,175)	
<b>Congregate</b>				
Cash	\$ 90,274	\$ 42,314	\$ 62,871	\$ (27,403)
Accounts Payable	\$ 26,174	\$ 30,750	\$ 32,421	\$ (6,247)
Interprogram Loan	\$ 378,049	\$ 340,930	\$ 342,831	\$ 35,218
Reserves	\$ 9,471	\$ 9,483	\$ 9,483	\$ 12

Village cash still includes unspent insurance proceeds of \$26,121. Staff will look to reconcile the proceeds received to vendor invoices prior to the end of the June fiscal year to make sure these funds are appropriately accounted for in yearend Excess Cash calculations. It's anticipated that no Excess Cash will be generated for the 2022 fiscal year.



Tenant Accounts Receivable balances as follows:

	<u>6/30/2021</u>	<u># of Tenants</u>	<u>5/31/2022</u>	<u># of Tenants</u>
<b>Stern Village</b>				
One Month or Less	\$ (3,314)	50	\$ (3,506)	52
Over One Month Rent	\$ 3,051	4	\$ 1,438	2
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 1,586</u>	<u>8</u>
Total	\$ 13,044	98	\$ (482)	62
<b>Congregate</b>				
One Month or Less	\$ 606	5	\$ (93)	4
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 2,184</u>	<u>4</u>
Total	\$ 16,121	16	\$ 2,091	8

Delinquent balances in excess of one month's rent is down to only two remaining residents for the first time all year.