

Trumbull Housing Authority Regular Meeting
August 2, 2022
6:00 pm by ZOOM

AGENDA

Call to Order
Pledge of Allegiance
Roll Call
Resident Comments
Approval of Minutes - July 14, 2022 Special Meeting
June 28, 2022 Regular Meeting
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

- Name Change for Community Development Director

Executive Session

- Discussion of Legal Representation and Legal Fees
- Discussion of the Updated Consultant's Proposal

Old Business

Resident Comments

Adjournment

Trumbull Authority Regular Meeting

Tuesday, August 2, 2022 at 6:00 pm

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81262584361?pwd=Q3gwcXFuVm5vZG9Bb0RxaUQpYz09>

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Webinar ID: 812 6258 4361

Trumbull Housing Authority – June 28, 2022

Trumbull Housing Authority Virtual Meeting
June 28, 2022
6:00 pm

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

Also Present: Interim Executive Director Paulette Mack; Dawn Cantafio, Community Development Director; Daisy Torres, Congregate Manager and Heather LeMoult

Absent: Kathleen McGannon

The meeting was called to order by Mrs. Anderson at 6:07 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

None.

Approval of Minutes

1. **Motion was made by Ms. Pederson to approve the Trumbull Housing Authority regular meeting minutes of February 22, 2022 as written. Seconded by Ms. Pflueger and approved by unanimous consent.**
2. **Motion was made by Ms. Pflueger to approve the Trumbull Housing Authority regular meeting minutes of May 24, 2022 as written. Seconded by Ms. Pederson and approved by unanimous consent.**
3. **Motion was made by Ms. Pflueger to approve the Trumbull Housing Authority Special Meeting minutes of June 6, 2022. Seconded by Ms. Pederson and approved by unanimous consent**

Report of Community Development Director

Mrs. Cantafio reported the following:

1. FEMA information is still under review. They expect a check from them in the next few weeks.
2. SSHP CNA grant for the elevator is moving forward and should be ready by the end of the week to be submitted to CHFA.
3. An invoice was submitted to UI for the last nine refrigerators eligible for reimbursement. They expect a check within the next few weeks.
4. Review of the Welcome Packet information continues as well as a revision of the Policies and Procedures for 2022 with updating and consolidating from three booklets to one.
5. Received information from Millennium stating that the State may request a Utility Allowance Study because of the energy efficiencies done in the Village. They may be looking to see if the THA is establishing and looking at the efficiencies that have come about over the last several years. This would include new refrigerators, heat pumps and windows. Heather LeMoult is working with Mrs. Cantafio on collecting the information so that if a request is made, they have the information on hand. They only need information from a sampling of residents. Mrs. Cantafio clarified the State may request the information if they are looking for any grant information or UI indicates the THA has been reimbursed on some efficiencies. They would then want to know how the THA looks at the efficiencies due to the amount of money granted for the improvements. Frank Stellato, from Millennium, indicated this is what they do in many housing

Trumbull Housing Authority – June 28, 2022

authorities. She noted this has been requested in the past from the THA and it would be an update of that information. When she has more specifics, she will pass it along to the Board.

Treasurer’s Report and Discussion of Financials

Mrs. Bova reported 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 year-end.

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:

	<u>6/30/2021</u>	<u>4/30/22</u>	<u>5/31/22</u>	<u>YTD Change</u>
Stern Village				
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
Excess Cash	\$ (46,759)	\$ (38,579)	\$ (22,175)	
Congregate				
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 year-end Excess Cash calculations. It’s anticipated that no Excess Cash will be generated for the 2022 fiscal year.

Trumbull Housing Authority – June 28, 2022

Tenant Accounts Receivable balances as follows:

	<u>6/30/2021</u>	<u># of Tenants</u>	<u>5/31/22</u>	<u># of Tenants</u>
Stern Village				
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>9</u>
Total	\$ 13,044	98	\$ (482)	62
Congregate				
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.

Mrs. Anderson will take her questions off line to Mr. Geel regarding accounts balances. She noted there will be no excess cash at the end of the fiscal year as they had in the past.

Executive Director's Report

Ms. Mack reported the following:

1. There was a change in the bus schedule pick-up time for the Stop and Shop trip to 10:30 am that was not passed along to her. She spoke with Greater Bridgeport and starting last Wednesday, pick-up returned to its normal time at 9:30 am.
2. The Maintenance Staff is busy. They receive a steady flow of work orders. Her concern is that Stern Village has 13 vacancies with three units needing extensive work. She sent information to Mrs. McGannon and Mrs. Anderson regarding the situation and noted the wait list will be opened up for September 1. She would like the units complete and available for occupancy by that time.
3. At the construction meeting, one unit is still being fully rehabbed and should be done by mid-July.
4. Unit 131 had a miscommunication between United Cleaning, Ms. Mack and Steve. She was instructed to order windows and within a month a United Cleaning subcontractor ordered windows as well. They cannot have two contractors ordering supplies and this is being worked out between the two individuals. She also indicated there was a mistake of putting cabinets for the kitchen on the wrong account which is being addressed. Nothing has been done with the \$27,000 because of this situation.
5. Staff will be entitled to medical, vision and dental on July 1.
6. Renter's rebates are being facilitated by Ms. Gillis. The money will come out in December.
7. DOH check for \$23,000 was received last week and as well as a donation of \$211 from Stop and Shop.

Discussion was held regarding the 13 units needing rehab and the wait list opening. Three units need extensive work that would take several days to complete. The wait list will be open from September 1 through October 31. Ms. Mack noted residents are leaving for various reasons. Question was raised why the wait list couldn't open sooner to address the vacancies. Ms. Mack

Trumbull Housing Authority – June 28, 2022

noted her concern is with the Maintenance Staff having the time to complete the units among their other duties. Ms. LeMoult noted she chose the above dates because she is updating the information on the application with Mrs. Cantafio. The process to open the wait list includes choosing the dates and marketing in various places such as the papers and other senior centers. Mrs. Anderson noted the sense of the Board is to start sooner rather than later. Ms. LeMoult will move forward with the process. Rentals may not be available immediately but the individuals would be made aware of a possible delay until they are finished. Mrs. Cantafio will review the last draft. Mrs. Bova noted five of the thirteen units should be easy to have back on-line soon. A meeting will be held next week to discuss the situation and work to get them ready. Mrs. Anderson will update the Board on any decisions made.

The \$211 from Stop and Shop came from the sale of Community Bags where a portion of the sales is given to various organizations.

Maintenance Activity Report

Ms. Mack noted the work orders are coming in at a steady pace and some of them require more attention than others such as broken appliances. We still have clogs in the Congregate and Village with residents pouring grease down the drains.

Update on Staffing Report

Mrs. Anderson will be setting up a follow-up meeting with the Consultant. This additional meeting was not part of her original contract. **Motion was made by Ms. Pflueger to approve up to three hours for a consulting meeting with Allison. Seconded by Mrs. Bova and approved by unanimous consent.**

Congregate Updates

Ms. Mack reported the following:

1. They are having a problem with the food service and will have a meeting on July 1 to let them know that there will be some changes in the food service. It is becoming very expensive on the part of the THA.
2. There are three units in the Congregate – two are ready to rent and one that will take a while to clean.
3. Elevator work is satisfactory.
4. Residents wanted a coffee maker and coffee pots which have been provided.
5. Ms. Torres updated the condition of the units vacant in the Congregate noting that she has two units with residents moving in around July 15. The remaining unit has a potential resident once the unit is ready. Some individuals will be leaving the Congregate due to various reasons including the rent increase and moving to other facilities.
6. Ms. Torres noted the residents are happy with the food service and the new coffee maker.

Unfinished Business

No unfinished business.

New Business

1. Ms. Pflueger noted they have been discussing attorney fees. This is one of the most expensive line items in the budget. She suggested they put this out to bid to see if they can get a better deal. This process will start in the month of July and discussed at a future Board meeting.
2. Mrs. Cantafio noted during the application process for the CNA grant for the elevator panel, she spoke with Kent Lewis and requested he review all of the documents before we submit. He

Trumbull Housing Authority – June 28, 2022

asked if we needed a Resolution of Signing Authority with the new Interim Executive Director. She contacted Kim Black at CHFA and she indicated the THA needs to have someone able to sign off as the work is completed as Ms. Polansky, former Executive Director, is on the current paperwork. Ms. Black sent a draft of a Resolution of Signing Authority. This has been reviewed by Mrs. McGannon and Mrs. Anderson. It needs to be completed before we can submit anything to CHFA. Banking will be added to the document. The Interim Executive Director is already a signatory on the account bank. The Interim Executive Director would still require approval of the Board to transact any business for the Authority. **Motion was made by Ms. Pflueger to accept and approve the Resolution of Signing as amended. Seconded by Ms. Pederson. Roll Call vote was taken – Bova – Yes; Anderson – Yes; Ms. Pederson – Yes and Ms. Pflueger – Yes. Approved by unanimous consent.**

Resident Comments

Mrs. Bova noted events for the residents have started again and are gaining more interest. Bingo attendance is growing, they have ice cream trips, a trip to Captains Cove and other activities planned.

Adjournment

There being no further business, motion was made by Mrs. Bova to adjourn the meeting at 7:50 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

Trumbull Housing Authority Special Meeting – July 14, 2022

Trumbull Housing Authority Virtual Special Meeting

July 14, 2022

6:00 pm

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

The meeting was called to order by Mrs. McGannon at 6:03 pm followed by the Pledge of Allegiance and Roll Call.

Motion by Charlene Pederson, seconded by Laurel Anderson for the board to enter Executive session to continue discussion with Dr. Allyson Maida, staffing consultant.

Motion was approved by unanimous consent.

The board entered Executive session at 6:05 pm.

Dr. Maida also entered Executive session.

Motion by Charlene Pederson, seconded by Sarah Pflueger to come out of Executive session at 8:08 pm.

Motion was approved by unanimous consent.

Motion by Laurel Anderson, seconded by Charlene Pederson to extend Dr. Maida's services for the purpose of development for approximately one month.

Motion approved by unanimous consent.

Motion by Laurel Anderson, seconded by Charlene Pederson to adjourn.

Motion was approved by unanimous consent.

Next regular meeting: August 2, 2022 6 pm

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 June 30, 2022, and the related operating statement with the budget for the year 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
July 22, 2022

Trumbull Housing Authority

Balance Sheet

June 2022

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
1111 TD Bank	113,704	(10,281)	103,423
1112 Stern Village Development Funds	(330)	(65)	(395)
1113.3 STIF	507,458	854	508,311
1117 Petty Cash	175	0	175
TOTAL CASH	621,006	(9,492)	611,514
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	(482)	2,851	2,369
1122.1 Accounts Receivable - Manual	5,741	(1,555)	4,186
1123.1 Allowance for Collection Loss	(745)	(1,000)	(1,744)
TOTAL ACCOUNTS RECEIVABLE	4,514	296	4,811
OTHER CURRENT ASSETS			
1129 Sundry AR-Stern Center	342,830	13,051	355,881
1129.8 Sundry AR- New 501(c)3	1,110	0	1,110
1191 Cash - Security Deposits	11,109	0	11,109
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	9,974	(8,127)	1,847
TOTAL OTHER CURRENT ASSETS	368,030	4,924	372,954
TOTAL CURRENT ASSETS	993,550	(4,272)	989,279
NONCURRENT ASSETS			
WORK IN PROGRESS			
1305 HTCC Funding & Expenses	49,900	(49,900)	0
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

June 2022

Program: State Elderly

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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
TOTAL WORK IN PROGRESS	5,732,399	(49,900)	5,682,499

FIXED ASSETS

1410 Land	85,140	0	85,140
1420 Buildings	4,774,645	0	4,774,645
1425 Building Equipment	693,009	15,326	708,335
1430 Furniture & Equipment	706,003	0	706,003
1440 Capital Improvements	640,513	549,900	1,190,413
1470 Maintenance Equipment	16,163	0	16,163
1480 Maintenance Vehicles	34,492	0	34,492
1495 Accumulated Depreciation	(6,245,630)	(57,915)	(6,303,546)
TOTAL FIXED ASSETS	704,334	507,311	1,211,645

TOTAL NONCURRENT ASSETS

6,436,734 457,411 6,894,145

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2101 Other Liabilities Union Dues	(45)	0	(45)
2114 Deposit Liability	(11,389)	0	(11,389)

Trumbull Housing Authority

Balance Sheet

June 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)
2119.3 Deferred Revenue	0	(23,755)	(23,755)
2135 Accrued Payroll	(4,035)	(2,558)	(6,593)
2135.1 Accrued Compensated Absence	(8,745)	(6,387)	(15,132)
2137 Accrued P.I.L.O.T.	(47,786)	(2,089)	(49,875)
2220.3 Prepaid Rents	(5,385)	1,555	(3,830)
TOTAL OTHER CURRENT LIABILITIES	(77,965)	(33,234)	(111,199)

ACCOUNTS PAYABLE

2110 Administration Fund Creditors	(9,561)	(4,147)	(13,708)
2111 Accounts Payable	(48,838)	(2,896)	(51,733)
TOTAL ACCOUNTS PAYABLE	(58,398)	(7,042)	(65,441)

TOTAL CURRENT LIABILITIES

(136,363) (40,276) (176,639)

EQUITY

2830.1 Income & Expense Clearance	(144,480)	0	(144,480)
2830.1 Income & Expense Clearance (Current Year)	(74,279)	(412,863)	(487,142)
2900 Net Investment in Capital Assets	(6,369,060)	0	(6,369,060)
2910 Unrestricted Net Position	(706,102)	0	(706,102)
TOTAL EQUITY	(7,293,921)	(412,863)	(7,706,784)

PROOF

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Trumbull Housing Authority
Operating Statement
Twelve Months Ending 06/30/2022
Program: State Elderly Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME								
3100 Rental Income Base	62,893	55,545	7,348	723,247	666,540	56,707	666,540	56,707
3100.1 Rental Income-Excess of Base	18,822	23,380	(4,558)	250,657	280,560	(29,903)	280,560	(29,903)
3120 Excess Utilities	0	0	0	58	0	58	0	58
3210 Vacancy Loss	(5,700)	(3,946)	(1,754)	(53,900)	(47,355)	(6,545)	(47,355)	(6,545)
TOTAL RENTAL INCOME	76,015	74,979	1,036	920,062	899,745	20,317	899,745	20,317
OTHER INCOME								
3510 Sales & Service To Tenants	0	150	(150)	799	1,800	(1,001)	1,800	(1,001)
3610 Interest Income	854	50	804	1,481	600	881	600	881
3620 Other Income	(23,705)	100	(23,805)	2,491	1,200	1,291	1,200	1,291
3620.1 Laundry Income	0	800	(800)	9,379	9,600	(221)	9,600	(221)
3620.3 Miscellaneous Income	0	0	0	5,200	0	5,200	0	5,200
3680 Other Income-UI Incentives	900	0	900	1,237	0	1,237	0	1,237
3970 Donations	500,000	0	500,000	500,000	0	500,000	0	500,000
TOTAL OTHER INCOME	478,049	1,100	476,949	520,586	13,200	507,386	13,200	507,386
ADMINISTRATIVE								
4120 Salaries	29,732	15,403	(14,329)	212,944	184,835	(28,109)	184,835	(28,109)
4130 Legal & Other Outside Services	3,354	1,000	(2,354)	16,426	12,000	(4,426)	12,000	(4,426)
4131 Bookkeeping	2,000	1,200	(800)	19,200	14,400	(4,800)	14,400	(4,800)
4131.1 Audit Fees	638	750	113	7,650	9,000	1,350	9,000	1,350
4131.2 Independent Controller	3,960	4,767	807	53,460	57,200	3,740	57,200	3,740
4151 Office Supplies	442	600	158	6,920	7,200	280	7,200	280
4153 Travel	173	125	(48)	455	1,500	1,045	1,500	1,045
4159 Other Office Expense	866	417	(449)	10,811	5,000	(5,811)	5,000	(5,811)
4159.1 Other Office Advertising	0	208	208	780	2,500	1,720	2,500	1,720
4159.2 Other Office Computer	643	900	257	13,513	10,800	(2,713)	10,800	(2,713)
4159.3 Other Office Telephone	47	467	420	5,248	5,600	352	5,600	352
4159.5 Dues	0	0	0	1,192	0	(1,192)	0	(1,192)
4159.7 Other Office Postage	116	0	(116)	484	0	(484)	0	(484)
4160 Pensions & Other-Health Ins.	3,295	4,000	705	34,596	48,000	13,404	48,000	13,404
4160.1 Pension & Other - 457	663	700	37	8,108	8,400	292	8,400	292
4160.4 Pension & Other - Life	(41)	150	191	1,481	1,800	319	1,800	319
4161 Payroll Taxes	3,039	2,711	(328)	33,824	32,532	(1,292)	32,532	(1,292)
TOTAL ADMINISTRATIVE	48,926	33,397	(15,529)	427,091	400,767	(26,324)	400,767	(26,324)
TENANT SERVICES								
4200 Tenant Services	0	0	0	4,973	0	(4,973)	0	(4,973)
TOTAL TENANT SERVICES	0	0	0	4,973	0	(4,973)	0	(4,973)
UTILITIES								
4310 Water	3,222	2,583	(638)	28,207	31,000	2,793	31,000	2,793
4320 Electric	1,593	2,563	969	26,866	30,750	3,884	30,750	3,884
4330 Gas	172	190	18	4,343	2,275	(2,068)	2,275	(2,068)
4350 Cable/Television	286	350	64	3,355	4,200	845	4,200	845
TOTAL UTILITIES	5,273	5,685	413	62,771	68,225	5,454	68,225	5,454

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4410 Salaries Maintenance	17,502	13,210	(4,291)	171,525	158,524	(13,001)	158,524	(13,001)
4420 Supplies	2,466	1,583	(883)	33,297	19,000	(14,297)	19,000	(14,297)
4430 Contract Services	6,621	1,042	(5,579)	25,098	12,500	(12,598)	12,500	(12,598)
4430.2 Exterminating Contracts	70	100	30	2,805	1,200	(1,605)	1,200	(1,605)
4430.3 Heating	0	2,621	2,621	25,484	31,450	5,966	31,450	5,966
4430.5 Misc Elec & Plumbing	723	0	(723)	4,598	0	(4,598)	0	(4,598)
4430.7 Snow Removal	0	167	167	1,348	2,000	653	2,000	653
4440 Maint. Shop Equip.	224	771	547	4,120	9,250	5,130	9,250	5,130
4490 Miscellaneous Operating and Maint. - Appliances	(10,706)	933	11,639	10,859	11,200	341	11,200	341
TOTAL MAINTENANCE	16,900	20,427	3,527	279,133	245,124	(34,009)	245,124	(34,009)
OTHER								
4710 Refuse Removal	248	1,679	1,432	19,503	20,150	648	20,150	648
4711 Insurance	8,132	4,383	(3,749)	56,691	52,600	(4,091)	52,600	(4,091)
4711.3 Worker's Compensation	719	917	198	8,605	11,000	2,395	11,000	2,395
4715 P.I.L.O.T.	2,089	2,089	0	25,707	25,072	(635)	25,072	(635)
TOTAL OTHER	11,187	9,069	(2,119)	110,506	108,822	(1,684)	108,822	(1,684)
4820 Provision For Collection Loss	1,000	0	(1,000)	1,000	0	(1,000)	0	(1,000)
CAPITAL GRANTS								
5980 Grant Income - Capital Grant	0	0	0	3,990	0	3,990	0	3,990
TOTAL CAPITAL GRANTS	0	0	0	3,990	0	3,990	0	3,990
CAPITAL								
6600 Depreciation Expense	57,915	0	(57,915)	72,022	0	(72,022)	0	(72,022)
TOTAL CAPITAL	57,915	0	(57,915)	72,022	0	(72,022)	0	(72,022)
SURPLUS	412,863	7,501	405,362	487,142	90,007	397,135	90,007	397,135

Trumbull Housing Authority

Balance Sheet

June 2022

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	62,701	(3,637)	59,064
1113.3 STIF Investment 1235575430	9,483	16	9,499
1117 Petty Cash	200	0	200
TOTAL CASH	72,384	(3,621)	68,763
TOTAL CHECKING/SAVINGS	72,384	(3,621)	68,763
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	2,091	(867)	1,224
1122.9 Accounts Receivable - Manual	1,804	(704)	1,100
1123.1 Allowance For Collection Loss	(587)	(1,597)	(2,184)
TOTAL ACCOUNTS RECEIVABLE	3,308	(3,168)	140
OTHER CURRENT ASSETS			
1210 Other Prepaid Expense	13,922	0	13,922
1211 Unexpired Insurance	1,229	(972)	257
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
TOTAL OTHER CURRENT ASSETS	14,954	(972)	13,981
TOTAL CURRENT ASSETS	90,646	(7,761)	82,885
FIXED ASSETS			
1405.1 Legal Costs	1,368	(1,368)	0
1406.1 Small Cities Grant 2019	892,692	(892,692)	0
1420 Buildings	2,812,579	(20,863)	2,791,716
1425 Building Equipment	14,841	1,110,932	1,125,773
1430 Furniture & Equipment	94,348	0	94,348
1440 Capital Improvements	335,416	20,863	356,279
1480 Maintenance Vehicles	3,832	0	3,832
1495 Accumulated Depreciation	(2,937,028)	(59,053)	(2,996,081)
TOTAL FIXED ASSETS	1,218,048	157,819	1,375,867
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Administration Fund Creditors	(8,894)	5,413	(3,481)
2111 Accounts Payable	(23,557)	16,000	(7,558)
TOTAL ACCOUNTS PAYABLE	(32,451)	21,412	(11,039)
OTHER CURRENT LIABILITIES			
2114 Deposit Liability	(2,000)	(50)	(2,050)
2114.1 Deposit Liability	250	0	250
2119 Sundry Accounts Payable	(342,831)	(13,051)	(355,881)
2119.9 Sundry AP-DOH	(2,717)	(21,896)	(24,613)
2135 Accrued Salaries & Wages	(1,215)	(603)	(1,817)
2135.1 Accrued Compensated Absences	(5,699)	(544)	(6,243)
2137 Accrued P.I.L.O.T	(6,769)	662	(6,107)
2220.1 Deferred Revenue-Subsidy	(15,808)	15,808	0
2220.2 Deferred Revenue-RAP	(15,489)	6,548	(8,941)

Trumbull Housing Authority

Balance Sheet

June 2022

Program: Congregate

Project: Consolidated

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2220.3 Prepaid Rents

(1,804)

704

(1,100)

TOTAL OTHER CURRENT LIABILITIES

(394,081)

(12,421)

(406,503)

TOTAL CURRENT LIABILITIES

(426,533)

8,991

(417,542)

TOTAL EQUITY

2830.1 Income & Expense Clearing

(839,077)

0

(839,077)

2830.1 Income & Expense Clearing (Current Year)

(18,884)

(159,048)

(177,933)

2830.1 Income & Expense Clearing (Unclosed 2021)

565

0

565

2900 Net Investment in Capital Assets

(1,215,578)

0

(1,215,578)

2910 Unrestricted Net Position

1,190,812

0

1,190,812

TOTAL TOTAL EQUITY

(882,162)

(159,048)

(1,041,210)

PROOF

0

0

0

Trumbull Housing Authority
Operating Statement
Twelve Months Ending 06/30/2022
Program: Congregate Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME								
3100 Rental Income Base	13,198	13,687	(489)	158,532	164,244	(5,713)	164,244	(5,713)
3102.3 Rental Income-RAP	2,642	2,153	489	31,549	25,836	5,713	25,836	5,713
3210 Vacancy Loss	(1,534)	(792)	(742)	(10,114)	(9,504)	(610)	(9,504)	(610)
TOTAL RENTAL INCOME	14,306	15,048	(742)	179,966	180,576	(610)	180,576	(610)
OTHER INCOME								
3510 Sales & Services To Tenants	0	42	(42)	0	500	(500)	500	(500)
3610 Interest Income	16	1	15	28	10	18	10	18
3620 Other Income	(25)	42	(67)	1,996	500	1,496	500	1,496
3620.2 Laundry Income	0	350	(350)	5,688	4,200	1,488	4,200	1,488
3620.3 Miscellaneous Income	0	0	0	16,171	0	16,171	0	16,171
TOTAL OTHER INCOME	(9)	434	(443)	23,883	5,210	18,673	5,210	18,673
CAPITAL GRANTS								
3680 Other Income-UI Incentives	0	0	0	29,721	0	29,721	0	29,721
3980 Grant Income - Capital Grant - Unrestricted	209,723	0	209,723	212,235	0	212,235	0	212,235
TOTAL CAPITAL GRANTS	209,723	0	209,723	241,956	0	241,956	0	241,956
ADMINISTRATIVE								
4120 Salaries	4,064	3,484	(580)	42,410	41,805	(605)	41,805	(605)
4130 Outside Services	134	75	(59)	7,895	900	(6,995)	900	(6,995)
4131 Bookkeeping	250	150	(100)	2,400	1,800	(600)	1,800	(600)
4131.1 Audit Fees	119	83	(35)	1,425	1,000	(425)	1,000	(425)
4132 Independent Controller	495	596	101	6,683	7,150	468	7,150	468
4151 Office Supplies	25	50	25	1,399	600	(799)	600	(799)
4151.1 Telephone & Answering Service	317	250	(67)	2,694	3,000	306	3,000	306
4153 Travel	0	0	0	5	0	(5)	0	(5)
4159 Other Office Expense	341	125	(216)	2,663	1,500	(1,163)	1,500	(1,163)
4159.1 Credit Checks	0	125	125	45	1,500	1,455	1,500	1,455
4160 Pension & Other-Health Ins.	401	699	298	6,325	8,388	2,063	8,388	2,063
4160.1 Pension & Other 457	126	123	(3)	1,540	1,470	(70)	1,470	(70)
4160.4 Pension & Other Life	12	15	3	181	182	1	182	1
4161 Payroll Taxes	474	470	(3)	5,306	5,645	339	5,645	339
TOTAL ADMINISTRATIVE	6,756	6,245	(511)	80,969	74,940	(6,029)	74,940	(6,029)
UTILITIES								
4310 Water	111	875	764	10,227	10,500	273	10,500	273
4320 Electric	808	1,679	872	22,611	20,150	(2,461)	20,150	(2,461)
4330 Gas	706	1,021	315	9,951	12,250	2,299	12,250	2,299
4350 Cable Television	(282)	310	592	3,513	3,720	207	3,720	207
TOTAL UTILITIES	1,342	3,885	2,543	46,302	46,620	318	46,620	318
MAINTENANCE								
4410 Salaries Maintenance	1,960	1,468	(493)	18,788	17,614	(1,174)	17,614	(1,174)
4420 Supplies	20	154	134	656	1,850	1,194	1,850	1,194
4430 Contract Services	(4,516)	1,025	5,541	21,255	12,300	(8,955)	12,300	(8,955)
4430.2 Exterminating Contracts	0	42	42	670	500	(170)	500	(170)
4430.5 Elevator Maint. Contract	3,006	175	(2,831)	3,006	2,100	(906)	2,100	(906)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4430.6 Heating Contracts	0	394	394	0	4,725	4,725	4,725	4,725
4440 Maint. Shop Equip	0	0	0	160	0	(160)	0	(160)
4490 Miscellaneous Operating & Maintenance	0	331	331	204	3,970	3,766	3,970	3,766
TOTAL MAINTENANCE	470	3,588	3,118	44,738	43,059	(1,679)	43,059	(1,679)
OTHER								
4710 Refuse Removal	198	188	(9)	2,148	2,260	113	2,260	113
4711 Insurance	987	550	(437)	7,756	6,600	(1,156)	6,600	(1,156)
4711.3 Worker's Compensation	96	90	(6)	1,291	1,080	(211)	1,080	(211)
4715 P.I.L.O.T.	(662)	335	997	3,023	4,019	996	4,019	996
TOTAL OTHER	619	1,163	545	14,218	13,959	(259)	13,959	(259)
RESERVE PROVISIONS								
4820 Provision for Collection Loss	1,597	0	(1,597)	1,597	0	(1,597)	0	(1,597)
6600 Depreciation Expense	59,053	0	(59,053)	77,446	0	(77,446)	0	(77,446)
TOTAL RESERVE PROVISIONS	60,650	0	(60,650)	79,043	0	(79,043)	0	(79,043)
SERVICES INCOME								
7010 Tenants' Contrib-Core Services	14,937	18,050	(3,113)	199,339	216,600	(17,262)	216,600	(17,262)
7011 Meal Income	0	0	0	25	0	25	0	25
7030.1 State Subsidy-Core	22,797	10,750	12,047	146,789	129,000	17,789	129,000	17,789
7030.2 State Subsidy-Expanded Core	(1,679)	2,025	(3,704)	24,300	24,300	0	24,300	0
TOTAL SERVICES INCOME	36,055	30,825	5,230	370,453	369,900	553	369,900	553
SERVICES EXPENSE								
8101 Bookkeeping	745	746	1	9,083	8,950	(133)	8,950	(133)
8102 Housing Management Salaries	2,240	1,536	(704)	18,902	18,434	(468)	18,434	(468)
8105 Health Insurance	106	43	(63)	1,675	512	(1,163)	512	(1,163)
8105.1 Fringe Benefits-Pension	34	217	183	410	2,603	2,193	2,603	2,193
8106 Payroll Taxes 8106	336	368	33	3,758	4,418	660	4,418	660
8107 Worker's Compensation	17	16	(1)	228	190	(38)	190	(38)
8108 Contract Services	10,560	11,354	794	136,008	136,250	242	136,250	242
8201 Chore Service Salary	1,439	1,182	(257)	16,689	14,186	(2,503)	14,186	(2,503)
8202 Cleaning Of Common Areas	0	296	296	0	3,546	3,546	3,546	3,546
8204 Cleaning Supplies	0	196	196	3,615	2,350	(1,265)	2,350	(1,265)
8301.1 Food Services - Exc.	12,866	12,264	(602)	149,111	147,168	(1,943)	147,168	(1,943)
8303 Supplies/Utensils	517	179	(338)	1,418	2,145	727	2,145	727
8304 Utilities Expense	268	383	115	4,842	4,598	(244)	4,598	(244)
8402 Supplies	0	21	21	51	250	199	250	199
9001 Resident Services Coordinator	1,912	1,485	(427)	14,166	17,820	3,654	17,820	3,654
9002 Wellness/Preventive Program	150	540	390	13,100	6,480	(6,620)	6,480	(6,620)
TOTAL SERVICES EXPENSE	31,190	30,825	(365)	373,055	369,900	(3,155)	369,900	(3,155)
SURPLUS	159,048	601	158,448	177,933	7,208	170,725	7,208	170,725

**Trumbull Housing Authority
Financial Highlights for June 30, 2022**

For the year ended June 30, 2022, the overall gain of the Housing Authority was \$665,075, which includes \$741,956 in Capital grant proceeds during the year. Further, the operating gain before capital grants and depreciation was \$72,587, of which, \$59,164 is attributable to Stern Village, and \$13,423 to Congregate.

Stern Village had a current month's operating loss of (\$29,222) compared to the budgeted gain of \$7,501. The results are lower than expected due to removal of \$23,755 in unspent insurance proceeds from revenue in the current month and a five-week month for payroll. Stern Village finished the year \$20,317 over projected rental revenues due largely to tenant turnover early in the year. For expenses, salaries were the most significant cost overrun due to staff transition towards the end of the year.

For Congregate, the current month's operating gain was \$8,378 compared to a budgeted gain of \$601. The month's gain is due to recognizing additional rental subsidies received from DOH in June, while expenses were overall consistent with budgeted amounts. For the year, Congregate met budgeted rental amounts with expenses coming within budgeted amounts except for Legal and other outside services (CNA fee).

The overall cash position of the Authority including reserves is \$680,277. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

	6/30/2021	5/31/2022	6/30/2022	YTD Change
Stern Village				
Cash	\$ 104,160	\$ 113,549	\$ 103,203	\$ (957)
Accounts Payable	\$ 75,128	\$ 58,398	\$ 65,441	\$ 9,687
Interprogram Loan	\$ 378,049	\$ 342,831	\$ 355,881	\$ (22,168)
Reserves	\$ 506,831	\$ 507,142	\$ 507,142	\$ 311
<i>Excess Cash</i>	\$ (46,759)	\$ (22,175)	\$ (73,436)	
Congregate				
Cash	\$ 90,274	\$ 62,871	\$ 59,264	\$ (31,010)
Accounts Payable	\$ 26,174	\$ 32,421	\$ 35,652	\$ (9,478)
Interprogram Loan	\$ 378,049	\$ 342,831	\$ 355,881	\$ 22,168
Reserves	\$ 9,471	\$ 9,483	\$ 9,499	\$ 28

Village cash still includes unspent insurance proceeds of \$23,755. Management is still waiting for supplies to finish the fire loss work. There is no excess cash during the year due to cost overruns occurring during staff transition and other planned expenditures in excess of budget for maintenance related items.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2021</u>	<u># of Tenants</u>	<u>6/30/2022</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (3,314)	50	\$ (2,953)	46
Over One Month Rent	\$ 3,051	4	\$ 3,578	4
Inactive AR	\$ 13,307	44	\$ 1,744	10
Total	<u>\$ 13,044</u>	<u>98</u>	<u>\$ 2,369</u>	<u>60</u>
Congregate				
One Month or Less	\$ 606	5	\$ (960)	4
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 15,515	11	\$ 2,184	5
Total	<u>\$ 16,121</u>	<u>16</u>	<u>\$ 1,224</u>	<u>9</u>