

Trumbull Housing Authority Regular Meeting
September 27, 2022
6:00 pm by ZOOM

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Resident Comments

Approval of Minutes of August 2, 2022

Report of Director of Finance

Report of Congregate Manager

Treasurer's Report and Discussion of Financials

Executive Director's Report

Unfinished Business

- Sidewalk Repair Bid
- Questionnaire
- Congregate A/C Units

New Business

- Grants
- Repairs to Village and Congregate

Resident Comments

Executive Session

- Review Consultant's Report on Continued Training and Further Discussion of Legal Services

Adjournment

Trumbull Housing Authority Regular Meeting

Sep 27, 2022 6:00 PM

<https://us06web.zoom.us/j/84122854829?pwd=T29yMlZVMW5neUZhQ2RobHVwTk0yQT09>

Webinar ID: 841 2285 4829

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Trumbull Housing Authority - August 2, 2022

Trumbull Housing Authority Virtual Meeting
August 2, 2022
6:00 pm

Commissioners Present: Chairman, Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson (left at 7:00 pm) and Sara Pflueger

Also Present: Interim Executive Director Paulette Mack (left at 7:22 pm); Dawn Cantafio, Community Development Director (left at 7:22 pm); Daisy Torres, Congregate Manager (left at 6:58 pm) and Accountant Jason Geel (left at 6:22 pm)

The meeting was called to order by Mrs. McGannon at 6:06 pm followed by the Pledge of Allegiance and Roll Call.

Motion was made by Ms. Pederson to move the Treasurer's Report and Discussion of Financials out of order. Seconded by Mrs. Anderson and approved unanimously.

Treasurer's Report and Discussion of Financials.

Mrs. Bova reported for the year ending 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:

Stern Village	<u>6/30/2021</u>	<u>5/31/22</u>	<u>6/30/22</u>	<u>YTD Change</u>
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

Trumbull Housing Authority - August 2, 2022

Excess Cash \$ (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>5/31/22</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	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 1,744</u>	<u>10</u>
Total	\$ 13,044	98	\$ 2,369	62

Congregate

One Month or Less	\$ 606	5	\$ (960)	4
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 2,184</u>	<u>5</u>
Total	\$ 16,121	16	\$ 1,224	9

Mrs. Anderson questioned if there was a plan to move cash from the reserves to the Congregate. Mr. Geel noted the \$13,000 gain has stabilized the interfund. He feels they are now at a comfortable cash level to start the new year. Discussion was held regarding the \$9,700 in reserves. Mr. Geel noted this will keep the cash flowing until September and at that time consideration should be made to move money monthly. The State would be happy to see the reserves increase.

Discussion was held regarding the final payment to Millennium. Mr. Geel noted DOH money would be used for this payment. They need to make sure the punch list is complete before payment is authorized for this retention amount. Once it is paid, there is no recourse if something is wrong. Certificates of Occupancy need to be obtained before payment is made. Mr. Geel has submitted a draft Construction Certification to Millennium for review.

Last year's audit has not been completed. This should be completed within the next month to avoid any problems with the State. Mrs. Cantafio will continue to follow-up on this. Discussion was held regarding securing bids for new accountants. A recommendation was given by Mr. Geel to Mrs. Anderson and Mrs. McGannon. There is little interest in such a small account.

Mrs. Anderson requested a meeting with Mr. Geel to review year-end reports.

Mr. Geel left the meeting at 6:22 pm.

Trumbull Housing Authority - August 2, 2022

Resident Comments

None.

Approval of Minutes

1. **Motion was made by Mrs. Anderson to approve the minutes of the Trumbull Housing Authority Special Meeting on July 14, 2022. Seconded by Ms. Pflueger and approved by unanimous consent.**
2. **Motion was made by Ms. Pflueger to approve the minutes of the Trumbull Housing Authority Regular Meeting of June 28, 2022. Seconded by Mrs. Bova and approved with one abstention from Mrs. McGannon.**

Report of Community Development Director

Mrs. Cantafio reported the following:

1. FEMA application was accepted and they are waiting for reimbursement.
2. Paperwork is complete for CHFA for the elevator project. CONE will be setting a start date for work to begin once all paperwork is submitted.
3. Discussion was held with Kent Lewis. Once all the current open grants are closed out, they can begin to apply for additional funding.
4. Money was received from UI for the nine refrigerators in Stern Village.
5. Heather, Ms. Mack and Mrs. Cantafio have completed the Welcome Packet for new residents.
6. Work orders are being closed out. She is working with Maintenance Staff to help them stay on top of the Work Orders. Her report will be sent to the Board each month as an update.
7. Work is being done on the Policy and Procedures. They are translating some into Spanish.
8. Mr. Chin has helped them update the website and will continue to be the point of contact.
9. Housing applications are being accepted from August 1 through September 30.
10. Ms. Mack met with the staff. There will be a new purchasing policy that will provide more specific information on where funds are spent and the amount spent. Ms. Cantafio will also be doing product ordering to see if they can save money. A meeting will be held with Maintenance to get them organized and onboard with this new procedure.

Executive Director's Report

Ms. Mack reported the following:

1. Work Orders are being completed. There was a recent problem with grease which will be rectified.
2. A few residents are aging in place and are calling for assistance. She will be initiating a home care program which will allow residents to select some type of assistance according to their needs. This will be for both the Village and the Congregate.
3. DOH check was received.
4. A quote has been received for the work to be done on the sidewalk and curb in front of the Congregate. It was felt this quote was reasonable for the work to be completed. The company is on the approve list with the Town, is reliable and does good work.
5. A new employee was hired for the kitchen which is working out well.
6. A new maintenance employee was hired to start on August 15 for 120 days per the union. This will help with the 13 units that need to be rehabbed.
7. Housing applications are being accepted from August 1 through September 30. Two residents from the Congregate are moving to the Village this month.
8. Mrs. McGannon suggested contact be made with Marilyn Moore regarding funding.

Trumbull Housing Authority - August 2, 2022

9. Mrs. Anderson requested Ms. Mack to send her weekly report to the Board as an update.

Maintenance Activity Report

Covered under Interim Executive Director's Report.

Update on Staffing Report

Covered under Interim Executive Director's Report.

Congregate Updates

Mrs. McGannon thanked Ms. Torres for her work filling four units in the Congregate and working in the Dining Room when needed.

Ms. Torres reported the following:

1. Three more units will be empty in the near future. Residents are being recruited and the units should be filled quickly.
2. The air-conditioning units that cover the hallways and the elevator are in need of replacement. They had them inspected because the circuit breaker kept blowing. They found a mouse infestation that has caused the problems (chewing of wires and nesting). All resident units are functioning. Ms. Mack will contact the exterminator. Mrs. Anderson questioned if the units are repairable. Ms. Torres noted these units are no longer manufactured (size and type) and the entire setup would need to be reconfigured.
3. Lunch program was discussed. Residents are slowly coming back. Thank you to Fernando for assisting. Mrs. McGannon distributed a questionnaire asking the Congregate residents about the lunch program and included a place for comments. Questionnaires have been completed. Mrs. McGannon will tabulate the results and share with the Board.

Unfinished Business

No Unfinished Business.

New Business

1. Name Change for Community Development Director – It was agreed to change Mrs. Cantafio's title to Director of Finance since she has been working a great deal with the financial side of the THA. **Motion was made by Mrs. Bova to change Mrs. Cantafio's title to Director of Finance. Seconded by Mrs. Pederson and approved unanimously.**

Executive Session

Motion was made by Ms. Pflueger to enter into Executive Session at 6:56 pm to discuss Legal Representation and Legal Fees and the Updated Staffing Consultant's Proposal. Invited are Board members, Ms. Mack and Mrs. Cantafio. Seconded by Mrs. Anderson and approved by unanimous consent. (Ms. Pederson left the meeting at 7:00 pm prior to the Executive Session).

Ms. Torres left the regular meeting at 6:58 pm. Ms. Mack and Mrs. Cantafio left the Executive Session at 7:22 pm.

Motion was made by Mrs. Anderson to exit Executive Session at 7:37 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Trumbull Housing Authority - August 2, 2022

Motion was made by Mrs. Anderson to accept the Memorandum of Understanding for consulting services dated July 27, 2022 from Allyson Maida. Seconded by Mrs. Bova and approved unanimously.

Old Business

No Old Business.

Resident Comments

No Resident Comments.

Adjournment

There being no further business, motion was made by Mrs. Anderson to adjourn the meeting at 7:41 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

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

For the two-month period ended August 31, 2022, the overall loss of the Housing Authority was (\$3,307). However, the operating gain before capital grants and depreciation was \$21,605, of which, \$9,293 is attributable to Stern Village and \$12,312 to Congregate.

Stern Village had a current month's operating loss of (\$113) compared to a budgeted gain of \$7,500. The month's loss is due to various maintenance contract services incurred totaling over \$13,000 putting maintenance overbudget for the month by over \$9,000. The most significant of these costs being hedging, trimming and tree work. Legal fees were also significantly overbudget due to general labor matters this year. It's also noted that August is a five-week payroll month impacting payroll related costs for the month. Despite the current month operating results, the property is expected to reach budgeted surpluses this year, generating \$9,293 of the budgeted \$15,000 surplus so far this year.

For Congregate, the current month's operating gain was \$5,876 compared to a budgeted gain of \$1,083. The month's gain is due primarily to lower-than-average utility costs and a \$4,396 grant funding from FEMA to cover prior year COVID costs. For the year, revenue is underbudget due to vacancies, but expenses are underbudget as well, contributing to positive operating results.

The overall cash position of the Authority including reserves is \$691,072. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

	<u>6/30/2022</u>	<u>7/31/2022</u>	<u>8/31/2022</u>	<u>YTD Change</u>
Stern Village				
Cash	\$ 103,203	\$ 83,804	\$ 75,162	\$ (28,041)
Accounts Payable	\$ 65,441	\$ 65,844	\$ 75,486	\$ (10,045)
Interprogram Loan	\$ 355,881	\$ 366,466	\$ 384,808	\$ 28,927
Reserves	\$ 507,142	\$ 507,142	\$ 508,311	\$ 1,169
<i>Excess Cash</i>	<i>\$ (73,436)</i>	<i>\$ (72,086)</i>	<i>\$ (91,005)</i>	
Congregate				
Cash	\$ 59,264	\$ 49,106	\$ 97,900	\$ 38,636
Accounts Payable	\$ 35,652	\$ 9,035	\$ 7,467	\$ 28,185
Interprogram Loan	\$ 355,881	\$ 366,466	\$ 384,808	\$ (28,927)
Reserves	\$ 9,499	\$ 9,499	\$ 9,499	\$ -

Village cash still includes unspent insurance proceeds of \$23,755. Management is still waiting for supplies to finish the fire loss work, with a \$2,500 bill included in August operations. Congregate received the first quarter DOH funding in August which will enable additional repayment to Village in September. Congregate had made an approximately \$15,000 payment to Village in August.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2022</u>	<u># of Tenants</u>	<u>8/31/2022</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (2,953)	46	\$ (3,179)	62
Over One Month Rent	\$ 3,578	4	\$ 4,630	6
Inactive AR	\$ 1,744	10	\$ 2,410	8
Total	<u>\$ 2,369</u>	<u>60</u>	<u>\$ 3,861</u>	<u>76</u>
Congregate				
One Month or Less	\$ (960)	5	\$ (622)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 2,184	4	\$ 2,869	5
Total	<u>\$ 1,224</u>	<u>9</u>	<u>\$ 2,247</u>	<u>10</u>

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 August 31, 2022, and the related operating statement with the budget for the two months 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
September 21, 2022

Trumbull Housing Authority

Balance Sheet

August 2022

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
1111 TD Bank	84,130	(8,566)	75,565
1112 Stern Village Development Funds	(501)	(78)	(578)
1113.3 STIF	508,311	0	508,311
1117 Petty Cash	175	0	175
TOTAL CASH	592,116	(8,644)	583,473
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	2,077	1,783	3,860
1122.1 Accounts Receivable - Manual	5,019	(540)	4,479
1123.1 Allowance for Collection Loss	(1,744)	0	(1,744)
TOTAL ACCOUNTS RECEIVABLE	5,352	1,243	6,595
OTHER CURRENT ASSETS			
1129 Sundry AR-Stern Center	367,834	16,973	384,808
1129.8 Sundry AR- New 501(c)3	1,110	0	1,110
1191 Cash - Security Deposits	11,116	795	11,911
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	(2,599)	(4,446)	(7,045)
TOTAL OTHER CURRENT ASSETS	380,467	13,322	393,789
TOTAL CURRENT ASSETS	977,935	5,922	983,857
NONCURRENT ASSETS			
WORK IN PROGRESS			
1305 HTCC Funding & Expenses	0	3,626	3,626
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

August 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	616	483,502
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	5,682,499	4,242	5,686,741

FIXED ASSETS

1410 Land	85,140	0	85,140
1420 Buildings	4,774,645	0	4,774,645
1425 Building Equipment	708,335	0	708,335
1430 Furniture & Equipment	706,003	0	706,003
1440 Capital Improvements	1,190,413	0	1,190,413
1470 Maintenance Equipment	16,163	0	16,163
1480 Maintenance Vehicles	34,492	0	34,492
1495 Accumulated Depreciation	(6,309,547)	(6,002)	(6,315,549)
TOTAL FIXED ASSETS	1,205,643	(6,002)	1,199,641

TOTAL NONCURRENT ASSETS

6,888,143 (1,760) 6,886,382

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2101 Other Liabilities Union Dues	(45)	0	(45)
2114 Deposit Liability	(11,389)	(1,492)	(12,881)

Trumbull Housing Authority

Balance Sheet

August 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	(23,755)	2,500	(21,255)
2135 Accrued Payroll	(6,593)	0	(6,593)
2135.1 Accrued Compensated Absence	(15,132)	0	(15,132)
2137 Accrued P.I.L.O.T.	(27,890)	(2,183)	(30,072)
2220.3 Prepaid Rents	(4,663)	540	(4,123)
TOTAL OTHER CURRENT LIABILITIES	(90,046)	(635)	(90,681)

ACCOUNTS PAYABLE

2110 Administration Fund Creditors	(13,921)	(3,896)	(17,818)
2111 Accounts Payable	(51,922)	(5,745)	(57,668)
TOTAL ACCOUNTS PAYABLE	(65,844)	(9,642)	(75,486)

TOTAL CURRENT LIABILITIES

(155,890) (10,277) (166,167)

EQUITY

2830.1 Income & Expense Clearance	(631,621)	0	(631,621)
2830.1 Income & Expense Clearance (Current Year)	(3,404)	6,115	2,711
2900 Net Investment in Capital Assets	(6,369,060)	0	(6,369,060)
2910 Unrestricted Net Position	(706,102)	0	(706,102)
TOTAL EQUITY	(7,710,188)	6,115	(7,704,073)

PROOF

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Trumbull Housing Authority
Operating Statement
Two Months Ending 08/31/2022
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	63,943	60,833	3,110	128,746	121,667	7,079	730,000	(601,254)
3100.1 Rental Income-Excess of Base	19,830	20,417	(587)	38,846	40,833	(1,988)	245,000	(206,154)
3120 Excess Utilities	125	0	125	125	0	125	0	125
3210 Vacancy Loss	(5,650)	(3,042)	(2,608)	(12,950)	(6,083)	(6,867)	(36,500)	23,550
TOTAL RENTAL INCOME	78,248	78,208	39	154,767	156,417	(1,650)	938,500	(783,733)
OTHER INCOME								
3510 Sales & Service To Tenants	1,093	146	947	1,093	292	801	1,750	(657)
3610 Interest Income	0	25	(25)	0	50	(50)	300	(300)
3620 Other Income	(150)	208	(358)	0	417	(417)	2,500	(2,500)
3620.1 Laundry Income	0	813	(813)	2,256	1,625	631	9,750	(7,494)
3620.3 Miscellaneous Income	2,500	0	2,500	2,500	0	2,500	0	2,500
TOTAL OTHER INCOME	3,443	1,192	2,251	5,849	2,383	3,466	14,300	(8,451)
ADMINISTRATIVE								
4120 Salaries	14,633	15,788	1,155	33,577	31,576	(2,001)	189,456	155,879
4130 Legal & Other Outside Services	6,799	1,125	(5,674)	7,767	2,250	(5,517)	13,500	5,733
4131 Bookkeeping	5,960	6,000	40	11,920	12,000	80	72,000	60,080
4131.1 Audit Fees	638	750	113	1,275	1,500	225	9,000	7,725
4151 Office Supplies	489	604	115	533	1,208	675	7,250	6,717
4153 Travel	0	42	42	0	83	83	500	500
4159 Other Office Expense	647	1,750	1,103	1,136	3,500	2,364	21,000	19,864
4159.1 Other Office Advertising	735	167	(568)	1,235	333	(902)	2,000	765
4159.2 Other Office Computer	38	0	(38)	77	0	(77)	0	(77)
4159.3 Other Office Telephone	218	396	178	420	792	372	4,750	4,330
4159.7 Other Office Postage	5	0	(5)	125	0	(125)	0	(125)
4160 Pensions & Other-Health Ins.	2,147	3,750	1,603	4,789	7,500	2,711	45,000	40,211
4160.1 Pension & Other - 457	686	708	22	1,235	1,417	181	8,500	7,265
4160.4 Pension & Other - Life	0	0	0	107	0	(107)	0	(107)
4161 Payroll Taxes	2,615	3,019	404	5,088	6,039	950	36,231	31,143
TOTAL ADMINISTRATIVE	35,610	34,099	(1,511)	69,284	68,198	(1,086)	409,187	339,903
TENANT SERVICES								
4200 Tenant Services	209	0	(209)	209	0	(209)	0	(209)
TOTAL TENANT SERVICES	209	0	(209)	209	0	(209)	0	(209)
UTILITIES								
4310 Water	2,493	2,583	90	5,308	5,167	(141)	31,000	25,692
4320 Electric	1,822	2,667	844	3,340	5,333	1,993	32,000	28,660
4330 Gas	112	208	96	223	417	194	2,500	2,277
4350 Cable/Television	544	350	(194)	839	700	(139)	4,200	3,361
TOTAL UTILITIES	4,972	5,808	836	9,710	11,617	1,907	69,700	59,990
MAINTENANCE								
4410 Salaries Maintenance	17,297	14,405	(2,893)	30,207	28,810	(1,397)	172,858	142,651
4420 Supplies	792	1,980	1,189	2,493	3,961	1,468	23,765	21,272
4430 Contract Services	9,570	1,396	(8,174)	14,380	2,792	(11,588)	16,750	2,370
4430.2 Exterminating Contracts	1,250	100	(1,150)	1,320	200	(1,120)	1,200	(120)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4430.3 Heating	628	2,792	2,164	1,961	5,583	3,623	33,500	31,540
4430.5 Misc Elec & Plumbing	2,009	0	(2,009)	2,009	0	(2,009)	0	(2,009)
4430.7 Snow Removal	0	167	167	0	333	333	2,000	2,000
4440 Maint. Shop Equip.	337	375	38	636	750	114	4,500	3,864
4490 Miscellaneous Operating and Maint. - Appliances	0	1,042	1,042	0	2,083	2,083	12,500	12,500
TOTAL MAINTENANCE	31,882	22,256	(9,626)	53,005	44,512	(8,493)	267,073	214,068
OTHER								
4710 Refuse Removal	1,778	1,679	(98)	4,005	3,358	(647)	20,150	16,145
4711 Insurance	4,505	4,833	328	9,011	9,667	656	58,000	48,989
4711.3 Worker's Compensation	665	1,042	377	1,022	2,083	1,061	12,500	11,478
4715 P.I.L.O.T.	2,183	2,183	0	4,365	4,365	0	26,190	21,825
TOTAL OTHER	9,130	9,737	607	18,403	19,473	1,070	116,840	98,437
4820 Provision For Collection Loss	0	0	0	712	0	(712)	0	(712)
CAPITAL								
6600 Depreciation Expense	6,002	0	(6,002)	12,004	0	(12,004)	0	(12,004)
TOTAL CAPITAL	6,002	0	(6,002)	12,004	0	(12,004)	0	(12,004)
SURPLUS	(6,115)	7,500	(13,615)	(2,711)	15,000	(17,711)	90,000	(92,711)

Trumbull Housing Authority

Balance Sheet

August 2022

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	48,906	48,793	97,700
1113.3 STIF Investment 1235575430	9,499	0	9,499
1117 Petty Cash	200	0	200
TOTAL CASH	58,605	48,793	107,399
TOTAL CHECKING/SAVINGS	58,605	48,793	107,399
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	1,797	450	2,247
1122.9 Accounts Receivable - Manual	2,083	225	2,308
1123.1 Allowance For Collection Loss	(2,184)	0	(2,184)
TOTAL ACCOUNTS RECEIVABLE	1,696	675	2,371
OTHER CURRENT ASSETS			
1210 Other Prepaid Expense	13,922	0	13,922
1211 Unexpired Insurance	(347)	(604)	(951)
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
TOTAL OTHER CURRENT ASSETS	13,377	(604)	12,774
TOTAL CURRENT ASSETS	73,678	48,865	122,543
FIXED ASSETS			
1420 Buildings	2,791,716	0	2,791,716
1425 Building Equipment	1,125,773	0	1,125,773
1430 Furniture & Equipment	94,348	0	94,348
1440 Capital Improvements	356,279	0	356,279
1480 Maintenance Vehicles	3,832	0	3,832
1495 Accumulated Depreciation	(3,002,535)	(6,454)	(3,008,988)
TOTAL FIXED ASSETS	1,369,413	(6,454)	1,362,960
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Administration Fund Creditors	(3,600)	(119)	(3,719)
2111 Accounts Payable	(5,435)	1,686	(3,749)
TOTAL ACCOUNTS PAYABLE	(9,035)	1,568	(7,467)
OTHER CURRENT LIABILITIES			
2114 Deposit Liability	(2,050)	(100)	(2,150)
2114.1 Deposit Liability	250	0	250
2119 Sundry Accounts Payable	(367,835)	(1,953)	(369,787)
2119.9 Sundry AP-DOH	(24,613)	6,154	(18,459)
2135 Accrued Salaries & Wages	(1,817)	0	(1,817)
2135.1 Accrued Compensated Absences	(6,243)	0	(6,243)
2137 Accrued P.I.L.O.T	(3,399)	(377)	(3,776)
2220.1 Deferred Revenue-Subsidy	19,239	(39,638)	(20,399)
2220.2 Deferred Revenue-RAP	(4,313)	(8,419)	(12,732)
2220.3 Prepaid Rents	(2,083)	(225)	(2,308)
TOTAL OTHER CURRENT LIABILITIES	(392,865)	(44,557)	(437,421)
TOTAL CURRENT LIABILITIES	(401,899)	(42,989)	(444,888)

Trumbull Housing Authority

Balance Sheet

August 2022

Program: Congregate

Project: Consolidated

TOTAL EQUITY

2830.1 Income & Expense Clearing	(1,017,010)	0	(1,017,010)
2830.1 Income & Expense Clearing (Current Year)	18	578	596
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	(1,041,193)	578	(1,040,614)

PROOF

0	0	0
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Trumbull Housing Authority
Operating Statement
Two Months Ending 08/31/2022
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	12,844	13,475	(632)	26,216	26,950	(735)	161,700	(135,485)
3102.3 Rental Income-RAP	5,157	4,525	632	9,785	9,050	735	54,300	(44,516)
3210 Vacancy Loss	(1,250)	(900)	(350)	(2,750)	(1,800)	(950)	(10,800)	8,050
TOTAL RENTAL INCOME	16,750	17,100	(350)	33,250	34,200	(950)	205,200	(171,950)
OTHER INCOME								
3610 Interest Income	0	0	0	0	1	(1)	5	(5)
3620 Other Income	0	188	(188)	1,209	375	834	2,250	(1,041)
3620.2 Laundry Income	0	317	(317)	926	633	293	3,800	(2,874)
3620.3 Miscellaneous Income	4,396	0	4,396	4,396	0	4,396	0	4,396
TOTAL OTHER INCOME	4,396	505	3,892	6,532	1,009	5,523	6,055	477
ADMINISTRATIVE								
4120 Salaries	3,879	3,673	(206)	7,338	7,346	8	44,075	36,737
4130 Outside Services	1,316	208	(1,108)	1,503	417	(1,087)	2,500	997
4131 Bookkeeping	745	750	5	1,490	1,500	10	9,000	7,510
4131.1 Audit Fees	119	138	19	238	275	38	1,650	1,413
4151 Office Supplies	0	83	83	42	167	125	1,000	958
4151.1 Telephone & Answering Service	200	250	50	385	500	115	3,000	2,615
4159 Other Office Expense	101	313	212	166	625	459	3,750	3,584
4159.1 Credit Checks	90	0	(90)	105	0	(105)	0	(105)
4160 Pension & Other-Health Ins.	404	654	250	902	1,308	405	7,846	6,944
4160.1 Pension & Other 457	130	138	8	235	277	42	1,661	1,426
4160.4 Pension & Other Life	0	0	0	12	0	(12)	0	(12)
4161 Payroll Taxes	408	478	71	793	957	164	5,740	4,947
TOTAL ADMINISTRATIVE	7,392	6,685	(706)	13,208	13,370	163	80,222	67,014
UTILITIES								
4310 Water	646	1,096	450	1,479	2,192	713	13,150	11,671
4320 Electric	2,446	2,208	(238)	3,254	4,417	1,163	26,500	23,246
4330 Gas	432	935	503	939	1,871	932	11,223	10,284
4350 Cable Television	291	310	19	582	620	38	3,720	3,138
TOTAL UTILITIES	3,815	4,549	734	6,253	9,099	2,846	54,593	48,340
MAINTENANCE								
4410 Salaries Maintenance	1,922	1,564	(358)	3,356	3,128	(229)	18,766	15,410
4420 Supplies	82	146	63	271	292	20	1,750	1,479
4430 Contract Services	760	1,354	594	1,699	2,708	1,010	16,250	14,551
4430.2 Exterminating Contracts	195	42	(153)	195	83	(112)	500	305
4430.5 Elevator Maint. Contract	0	250	250	3,313	500	(2,813)	3,000	(313)
4430.6 Heating Contracts	0	250	250	0	500	500	3,000	3,000
4490 Miscellaneous Operating & Maintenance	0	356	356	0	711	711	4,268	4,268
TOTAL MAINTENANCE	2,959	3,961	1,002	8,834	7,922	(911)	47,534	38,700
OTHER								
4710 Refuse Removal	198	190	(8)	615	380	(235)	2,280	1,665
4711 Insurance	614	653	38	1,229	1,305	76	7,830	6,601
4711.3 Worker's Compensation	18	107	89	35	213	178	1,278	1,243

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
OTHER								
4715 P.I.L.O.T.	377	377	0	753	753	0	4,518	3,765
TOTAL OTHER	1,206	1,326	120	2,632	2,651	19	15,906	13,274
RESERVE PROVISIONS								
6600 Depreciation Expense	6,454	0	(6,454)	12,908	0	(12,908)	0	(12,908)
TOTAL RESERVE PROVISIONS	6,454	0	(6,454)	12,908	0	(12,908)	0	(12,908)
SERVICES INCOME								
7010 Tenants' Contrib-Core Services	12,322	12,806	(484)	25,128	25,612	(484)	153,672	(128,544)
7030.1 State Subsidy-Core	17,794	17,794	0	35,588	35,588	0	213,528	(177,940)
7030.2 State Subsidy-Expanded Core	2,025	2,025	0	4,050	4,050	0	24,300	(20,250)
TOTAL SERVICES INCOME	32,141	32,625	(484)	64,766	65,250	(484)	391,500	(326,734)
SERVICES EXPENSE								
8101 Bookkeeping	745	750	5	1,490	1,500	10	9,000	7,510
8102 Housing Management Salaries	1,817	1,575	(242)	3,270	3,149	(121)	18,896	15,626
8105 Health Insurance	107	237	131	238	475	236	2,847	2,609
8105.1 Fringe Benefits-Pension	35	0	(35)	63	0	(63)	0	(63)
8106 Payroll Taxes 8106	289	339	50	562	678	116	4,066	3,504
8107 Worker's Compensation	100	21	(79)	199	42	(158)	250	51
8108 Contract Services	11,009	12,093	1,084	21,845	24,186	2,341	145,114	123,269
8201 Chore Service Salary	1,750	2,157	407	3,123	4,313	1,190	25,880	22,757
8204 Cleaning Supplies	0	211	211	0	423	423	2,536	2,536
8301.1 Food Services - Exc.	12,866	13,031	165	25,733	26,063	330	156,376	130,644
8303 Supplies/Utensils	1,509	165	(1,344)	1,509	331	(1,178)	1,985	476
8304 Utilities Expense	392	0	(392)	630	0	(630)	0	(630)
8402 Supplies	0	21	21	0	42	42	250	250
9001 Resident Services Coordinator	1,382	1,485	104	2,607	2,970	363	17,820	15,213
9002 Wellness/Preventive Program	41	540	499	41	1,080	1,039	6,480	6,439
TOTAL SERVICES EXPENSE	32,039	32,625	586	61,310	65,250	3,940	391,500	330,190
SURPLUS	(578)	1,083	(1,662)	(596)	2,167	(2,762)	13,000	(13,596)