



TRUMBULL HOUSING AUTHORITY VIRTUAL REGULAR BOARD MEETING AGENDA

DATE: NOVEMBER 30, 2021

TIME: 4:30 PM

Join the Meeting Online

<https://us06web.zoom.us/j/85185503871?pwd=c3RTQXlBdHEySEF2U24xMnhMeE8zQT09>

Webinar ID: 851 8550 3871

Password: 128532

Join by telephone: (301) 715-8592

Webinar ID: 851 8550 3871

Password: 128532

During Resident Comments: If you would like to speak, press *9 on your phone during resident comments when asked.

-
1. Call to Order
 2. Roll Call and Pledge of Allegiance
 3. Resident Comments
 4. Executive Session
 5. Reading and Approval of Minutes for October 26, 2021 Regular THA Board Meeting.
 6. Treasurer's Report & Discussion of Financials
 7. Executive Director's Report & Maintenance Activity Report
 8. Congregate Updates
 9. Unfinished Business
 10. New Business
 11. Resident Comments
 12. Adjournment

Trumbull Housing Authority – October 26, 2021

Trumbull Housing Authority Virtual Meeting
October 26, 2021
4:30 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Suzanne Donofrio, Charlene Pederson

Also Present: Executive Director, Harriet Polansky and Attorney Chris Hodgson (only present for Executive Session)

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

Resident Comments

No resident comments.

Executive Session

Motion was made by Ms. Pederson to enter into Executive Session at 4:33 pm to discuss a union issue. Invited to the Executive Session were the THA Board members, Attorney Hodgson and Ms. Polansky. Motion was made by Mrs. Anderson to exit Executive Session at 5:20 pm. Seconded by Ms. Pederson and approved unanimously. **Motion was made by Mrs. Anderson to approve the vaccination incentive as discussed in Executive Session. Seconded by Mrs. Donofrio and approved unanimously.**

Past Minutes

Motion was made by Mrs. Anderson to approve the minutes of September 28, 2021 as presented. Seconded by Ms. Pederson and approved by unanimous consent.

Treasurer's Report and Discussion of Financials

Mrs. Bova presented the financials for July 1, 2021 to September 30, 2021. The overall gain of the Housing Authority was \$61,327. Further, the Operating Gain, before capital grants and depreciation, was \$38,920, of which \$34,098 is attributable to the Village and \$4,822 to Congregate.

For Stern Village, the current month's Operating Gain was \$13,638 compared to the budgeted gain of \$7,501. The higher than expected gain is attributable to a five-week payroll month. For the year, rental revenues have met budgeted amounts while total expenses have been slightly under budget primarily due to lower administrative expenses.

For Congregate, the current month's Operating Gain was \$949 compared to a budgeted gain of \$601. Congregate has exceeded expectations so far this year due to limited maintenance work required to date.

The overall cash position of the Authority, including reserves, is \$713,074 which includes \$36,725 reserved for renovation costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

	<u>6/30/2021</u>	<u>8/31/21</u>	<u>9/30/21</u>	YTD Change
Stern Village				
Cash	\$ 104,160	\$ 101,819	\$ 63,966	\$ (40,194)
Accounts Payable	\$ 75,128	\$ 69,732	\$ 72,220	\$ 2,908
Interprogram Loan	\$ 378,049	\$ 402,164	\$ 386,804	\$ 8,755
Reserves	\$ 506,831	\$ 506,922	\$ 506,955	\$ 124
Excess Cash	\$ (46,759)	\$ (49,458)	\$ (93,389)	
Congregate				
Cash	\$ 90,274	\$ 100,887	\$ 139,104	\$ 48,830
Accounts Payable	\$ 26,174	\$ 34,286	\$ 57,320	\$ (31,146)
Interprogram Loan	\$ 378,049	\$ 402,164	\$ 386,804	\$ (8,755)
Reserves	\$ 9,471	\$ 9,473	\$ 9,473	\$ 3

Congregate cash has increased due to UI Energy Incentive funds along with a month of retained funds due to Village. It's anticipated that a majority of the incentive funds are to be expended on projects in the coming months. Village cash decreased due to payment of Radon abatement work related to the SSHP project totaling \$61,000. It's expected that these funds will be reimbursed upon project closeout later this year.

Trumbull Housing Authority – October 26, 2021

Ms. Polansky noted SSHP stands for State Sponsored Housing Portfolio.

Tenant Accounts Receivable balances as follows:

	<u>6/30/20201</u>	<u># of Tenants</u>	<u>8/31/21</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (3,314)	50	\$ (2,109)	53
Over One Month Rent	\$ 3,051	4	\$ 1,846	3
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 1,180</u>	<u>6</u>
Total	\$ 13,044	98	\$ 836	62
Congregate				
One Month or Less	\$ 606	5	\$ 2,731	7
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	\$ 4,915	11

Tenant balances remain predominantly current and staff is working with residents to settle small credit balances at the Village. Congregate balances due for active residents were paid in October 2021.

Mrs. Anderson questioned the \$40,000 drop in the Stern checking account. She asked Ms. Polansky if they had approved the expenditure of \$61,000 out of the operating budget and to clarify if they expect to receive that money back. Ms. Polansky noted a decision was made to take the funds from the operating account and discussed the possible receipt of substantial funding. Discussion was held regarding the radon mitigation. Mrs. Anderson was unaware the THA had to pay up front for the work with the expectation/possibility of getting the money returned. Ms. Polansky is relatively sure they will get the money back and also receive additional funds for vacancies and the last submittal. The Asset Manager hopes to close out by the end of the year or early January. Mrs. Bova discussed the problems with certain apartments that required additional equipment to mitigate the radon problems. This caused increased expenditures. Mrs. Anderson requested that any other time when doing work under a grant that requires expending their own money to this extent, the Board be told up front about this expenditure.

Mrs. Anderson would like Mr. Geel to discuss the audit fees. It is in the budget for \$9,000 and they have expended some money but it is unknown if it is for the current year. They have not talked about who is conducting the audit for June 30, 2021 but the auditors are taking close to a year to conduct their audit. She is not comfortable with that situation, is unsure of the last time they went out to bid and would like a status.

Mrs. Anderson also requested Mr. Geel to be prepared to discuss the following accounts at the next meeting:

Stern Village:

1. Account #4320 – below budget but would like to know why
2. Account #4420 – almost half of the money for the year has been spent in the first three months
3. Account #4430.5 - \$1,350 already spent; not budgeted

Congregate:

1. Account #8108 – over budget by \$2,233
2. Account #9002 – over budget by \$4,793
3. Account #4130 – over budget by \$4,600

Executive Director's Report

Ms. Polansky noted the following:

1. Thanked residents for wearing masks in the Community Room, the laundry room and the Congregate.
2. Both Pfizer and Moderna boosters are available and she encouraged residents to make appointments. Residents were reminded to bring their vaccination cards so they can document accordingly.
3. Anyone who requires a care giver to help them when their circumstances change should make an appointment with the Administration for the care giver forms that outline the requirements. This is to ensure the residents are getting the help they need and to prevent unauthorized individuals from living at Stern Village. Residents in the Congregate will be requesting a vaccination card from their care givers to be kept in a confidential file.
4. Residents are still smoking in their apartments. There are no exceptions to this rule. There are designated smoking areas. The contractor cleaning the heat pumps found a lot of nicotine in them or saw there were ashtrays full of

Trumbull Housing Authority – October 26, 2021

cigarettes. The nicotine build-up damages the heat pumps. Letters have been sent to resident with nicotine build-up in their heat pumps and Heather is setting up meetings with these residents to find a solution.

5. Inspections will start on November 2 and will take approximately two weeks. Everything in the interior of the apartments will be checked including mechanicals and plumbing. They will also be looking at sanitary conditions, smoking violations and over-abundance of items.
6. Mrs. Bova noted the Stern Village Resident Association will be hosting a Halloween party on Friday. Response has been slow but she expects to have more residents sign up at the last minute.
7. Mrs. Bova noted the Resident Association elections will be held November 16. Nomination forms are available with November 4 as the deadline for submissions. Current board members will not be placing their names in for re-election. Mrs. Bova will remain but, due to personal circumstances, cannot remain as president. She is hoping the residents will start to mingle and get more involved in some of the activities.
8. Residents have volunteered to teach a crocheting class, ZUMBA and chair exercises.
9. Thanked Bill Roman for donating two new computers which have been installed in the Community Room with internet.
10. Creative Culinary will be ending their contract providing food in the Congregate. Other options are being explored.

Congregate Updates

Ms. Polansky noted the following:

1. The new flooring is being installed in the Congregate. This should be completed in two weeks and will be a quiet installation done at night.
2. A&B Mechanical did a check on the heat and hot water. There are a few apartments where adjustments need to be made.
3. There was an issue with a guard not understanding what to do when the pull cord is activated. This has been taken addressed.
4. CNA is being completed.

Unfinished Business

No unfinished business.

New Business

Discussion of HASIP (Housing Authority Small Improvement Program) Grant for a Safety Program for Stern Village Residents – Ms. Polansky noted she is able to apply for a safety program to assist the residents of Stern Village through HASIP. The money comes from CHFA (Connecticut Housing Finance Authority). She requested the board to allow her to sign the application. The funds would be used to purchase safety kits which would include one lantern, one radio and additional batteries. This would help residents move about the Village during a power outage, at night or early in the morning. Fire Marshall Megan Murphy has agreed to discuss fire prevention and safety at the December residents meeting. Funding request is for \$5,000 and twenty to thirty additional kits will be purchased. **Motion was made by Mrs. Anderson to authorize Harriet Polansky, as Executive Director, to sign the HASIP grant for a safety program. Seconded by Mrs. Bova and approved by unanimous consent.**

Resident Comments

Michelle #166 was concerned about the cleaning of the heat pump in her unit. She does not smoke but her heat pump was filthy. The inspector thought it was nicotine build-up but then told her the unit pulls the dirt from the outside into the unit. Mrs. Bova noted not all the dirty pumps are from smoking but from outside allergens and dirt. Ms. Polansky will look into this with the contractor.

Adjournment

Motion was made by Mrs. Donofrio to adjourn the meeting at 6:07 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

**Trumbull Housing Authority
Financial Highlights for October 31, 2021**

From July 1, 2021 to October 31, 2021, the overall gain of the Housing Authority was \$56,999. Further, the Operating gain before capital grants and depreciation was \$37,547 of which, \$35,136 is attributable to the Village and \$2,411 to Congregate.

For Stern Village, the current month's operating gain was \$1,087 compared to the budgeted gain of \$7,501. The lower than expect gain is attributable to annual HVAC cleaning performed this month totaling \$19,100 which is a budgeted item. For the year, total expenses continue to be under budget with the primary exception being legal due to multiple tenant matters. The overall gain for the year is about \$5,000 over the budgeted amount.

For Congregate, the current month's operating loss was (\$2,411) compared to a budgeted gain of \$601. Current month loss is primarily attributable to wellness costs totaling \$3,950 for WIFI access for the residents. Wellness is overbudget for the year, however, the Authority expects \$2,500 in COVID funds from FEMA to help reduce overage and plans to submit another application for funds to cover the \$5,700 spent for COVID/wellness earlier in the year.

The overall cash position of the Authority, including reserves is \$676,405. Construction payables total \$30,202.

A snapshot of program balances are as follows:

	6/30/2021	9/30/2021	10/31/2021	YTD Change
Stern Village				
Cash	\$ 104,160	\$ 63,966	\$ 20,834	\$ (83,326)
Accounts Payable	\$ 75,128	\$ 72,220	\$ 62,912	\$ 12,216
Interprogram Loan	\$ 378,049	\$ 386,804	\$ 397,144	\$ 19,095
Reserves	\$ 506,831	\$ 506,955	\$ 506,993	\$ 162
<i>Excess Cash</i>	\$ (46,759)	\$ (93,389)	\$ (109,886)	
Congregate				
Cash	\$ 90,274	\$ 139,104	\$ 117,736	\$ 27,462
Accounts Payable	\$ 26,174	\$ 57,320	\$ 47,162	\$ (20,988)
Interprogram Loan	\$ 378,049	\$ 386,804	\$ 397,144	\$ (19,095)
Reserves	\$ 9,471	\$ 9,474	\$ 9,474	\$ 3

Congregate cash has increased due to UI Energy Incentive funds along with a month of retained funds due to Village. A payment was made to the Village of approximately \$42,000 in early November. Village cash decreased due to payment of Radon abatement work related to the SSHP project totaling \$61,000. It's expected that these funds, will be reimbursed upon project closeout later this year.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2021</u>	<u># of Tenants</u>	<u>10/31/2021</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (3,314)	50	\$ (4,111)	57
Over One Month Rent	\$ 3,051	4	\$ 2,283	3
Inactive AR	\$ 13,307	44	\$ 1,388	7
Total	\$ 13,044	98	\$ (440)	67
Congregate				
One Month or Less	\$ 606	5	\$ (292)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 15,515	11	\$ 2,184	2
Total	\$ 16,121	16	\$ 1,892	7

Tenant balances remain predominantly current, and staff is working with residents to settle small credit balances at the Village.

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 October 31, 2021, and the related operating statement with the budget for the four-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
November 19, 2021

Trumbull Housing Authority

Balance Sheet

October 2021

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
1111 TD Bank	63,791	(43,131)	20,659
1113.3 STIF	506,955	38	506,993
1117 Petty Cash	175	0	175
TOTAL CASH	570,921	(43,094)	527,828
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	785	(1,226)	(440)
1122.1 Accounts Receivable - Manual	5,987	294	6,281
1123.1 Allowance for Collection Loss	(745)	0	(745)
TOTAL ACCOUNTS RECEIVABLE	6,028	(932)	5,096
OTHER CURRENT ASSETS			
1129 Sundry AR-Stern Center	386,804	10,340	397,144
1129.8 Sundry AR- New 501(c)3	1,060	0	1,060
1191 Cash - Security Deposits	2,462	1,186	3,648
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	10,552	2,702	13,253
TOTAL OTHER CURRENT ASSETS	403,883	14,228	418,111
TOTAL CURRENT ASSETS	980,832	(29,798)	951,035
NONCURRENT ASSETS			
WORK IN PROGRESS			
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	75,529	4,250	79,779
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
1406.081 CIP - Doors - Exterior Doors - SSHP	247,950	0	247,950

Trumbull Housing Authority

Balance Sheet

October 2021

Program: State Elderly

Project: Consolidated

NONCURRENT ASSETS

WORK IN PROGRESS

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	36,755	0	36,755
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
1406.46 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	5,717,422	4,250	5,721,672

FIXED ASSETS

1410 Land	85,140	0	85,140
1420 Buildings	4,774,645	0	4,774,645
1425 Building Equipment	687,359	0	687,359
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	(6,235,371)	(1,282)	(6,236,654)
TOTAL FIXED ASSETS	708,943	(1,282)	707,661

TOTAL NONCURRENT ASSETS

6,426,366 2,968 6,429,333

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2101 Other Liabilities Union Dues	(45)	0	(45)
2114 Deposit Liability	(2,467)	(1,186)	(3,653)
2114.9 Manual Entry	(280)	0	(280)
2117.1 Employee Pension	0	(1,442)	(1,442)

Trumbull Housing Authority

Balance Sheet

October 2021

Program: State Elderly

Project: Consolidated

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2117.3 Employee Med Premiums Withheld	0	1,442	1,442
2119 Sundry Accounts Payable	(300)	0	(300)
2135 Accrued Payroll	(4,035)	0	(4,035)
2135.1 Accrued Compensated Absence	(21,047)	0	(21,047)
2137 Accrued P.I.L.O.T.	(51,330)	18,806	(32,524)
2220.3 Prepaid Rents	(5,631)	(294)	(5,925)
TOTAL OTHER CURRENT LIABILITIES	(85,135)	17,326	(67,809)

ACCOUNTS PAYABLE

2110 Administration Fund Creditors	(29,184)	11,009	(18,175)
2111 Accounts Payable	(43,037)	(1,700)	(44,737)
TOTAL ACCOUNTS PAYABLE	(72,220)	9,309	(62,912)

TOTAL CURRENT LIABILITIES

(157,355) 26,635 (130,720)

EQUITY

2830.1 Income & Expense Clearance	(6,295,667)	0	(6,295,667)
2830.1 Income & Expense Clearance (Current Year)	(30,201)	195	(30,006)
2900 Net Investment in Capital Assets	(243,943)	0	(243,943)
2910 Unrestricted Net Position	(680,032)	0	(680,032)
TOTAL EQUITY	(7,249,843)	195	(7,249,648)

PROOF

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Trumbull Housing Authority
Operating Statement
Four Months Ending 10/31/2021
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	58,457	55,545	2,912	232,580	222,180	10,400	666,540	(433,960)
3100.1 Rental Income-Excess of Base	21,280	23,380	(2,100)	87,637	93,520	(5,883)	280,560	(192,923)
3120 Excess Utilities	0	0	0	58	0	58	0	58
3210 Vacancy Loss	(3,050)	(3,946)	896	(17,100)	(15,785)	(1,315)	(47,355)	30,255
TOTAL RENTAL INCOME	76,687	74,979	1,708	303,175	299,915	3,260	899,745	(596,570)
OTHER INCOME								
3510 Sales & Service To Tenants	0	150	(150)	0	600	(600)	1,800	(1,800)
3610 Interest Income	38	50	(12)	163	200	(37)	600	(437)
3620 Other Income	10	100	(90)	1,794	400	1,394	1,200	594
3620.1 Laundry Income	3,071	800	2,271	4,808	3,200	1,608	9,600	(4,792)
3620.3 Miscellaneous Income	0	0	0	84	0	84	0	84
TOTAL OTHER INCOME	3,118	1,100	2,018	6,848	4,400	2,448	13,200	(6,352)
ADMINISTRATIVE								
4120 Salaries	14,574	15,403	829	61,436	61,612	175	184,835	123,399
4130 Legal & Other Outside Services	3,774	1,000	(2,774)	5,882	4,000	(1,882)	12,000	6,118
4131 Bookkeeping	1,200	1,200	0	4,800	4,800	0	14,400	9,600
4131.1 Audit Fees	638	750	113	2,550	3,000	450	9,000	6,450
4131.2 Independent Controller	4,400	4,767	367	17,600	19,067	1,467	57,200	39,600
4151 Office Supplies	619	600	(19)	2,256	2,400	144	7,200	4,944
4153 Travel	0	125	125	98	500	402	1,500	1,402
4159 Other Office Expense	397	417	20	1,560	1,667	107	5,000	3,440
4159.1 Other Office Advertising	60	208	148	690	833	143	2,500	1,810
4159.2 Other Office Computer	2,321	900	(1,421)	4,407	3,600	(807)	10,800	6,393
4159.3 Other Office Telephone	263	467	204	1,215	1,867	651	5,600	4,385
4159.5 Dues	0	0	0	815	0	(815)	0	(815)
4159.7 Other Office Postage	0	0	0	55	0	(55)	0	(55)
4160 Pensions & Other-Health Ins.	527	4,000	3,473	11,796	16,000	4,204	48,000	36,204
4160.1 Pension & Other - 457	661	700	39	2,846	2,800	(46)	8,400	5,554
4160.4 Pension & Other - Life	148	150	2	590	600	10	1,800	1,210
4161 Payroll Taxes	2,033	2,711	678	8,774	10,844	2,070	32,532	23,758
TOTAL ADMINISTRATIVE	31,612	33,397	1,785	127,369	133,589	6,220	400,767	273,398
4200 Tenant Services	0	0	0	243	0	(243)	0	(243)
UTILITIES								
4310 Water	2,017	2,583	566	10,080	10,333	254	31,000	20,920
4320 Electric	1,699	2,563	864	6,167	10,250	4,083	30,750	24,583
4330 Gas	71	190	119	606	758	152	2,275	1,669
4350 Cable/Television	291	350	59	1,055	1,400	345	4,200	3,145
TOTAL UTILITIES	4,078	5,685	1,608	17,909	22,742	4,833	68,225	50,317
MAINTENANCE								
4410 Salaries Maintenance	11,885	13,210	1,325	53,015	52,841	(174)	158,524	105,509
4420 Supplies	1,782	1,583	(198)	10,036	6,333	(3,703)	19,000	8,964
4430 Contract Services	1,659	1,042	(617)	5,160	4,167	(994)	12,500	7,340
4430.2 Exterminating Contracts	70	100	30	210	400	190	1,200	990

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4430.3 Heating	19,100	2,621	(16,479)	21,690	10,483	(11,207)	31,450	9,760
4430.5 Misc Elec & Plumbing	0	0	0	1,352	0	(1,352)	0	(1,352)
4430.7 Snow Removal	0	167	167	0	667	667	2,000	2,000
4440 Maint. Shop Equip.	0	771	771	1,573	3,083	1,511	9,250	7,677
4490 Miscellaneous Operating and Maint. - Appliances	0	933	933	1,287	3,733	2,446	11,200	9,913
TOTAL MAINTENANCE	34,495	20,427	(14,068)	94,324	81,708	(12,616)	245,124	150,800
OTHER								
4710 Refuse Removal	1,530	1,679	149	6,278	6,717	439	20,150	13,873
4711 Insurance	4,190	4,383	194	17,591	17,533	(58)	52,600	35,009
4711.3 Worker's Compensation	724	917	193	2,818	3,667	849	11,000	8,182
4715 P.I.L.O.T.	2,089	2,089	0	8,356	8,357	1	25,072	16,716
TOTAL OTHER	8,533	9,069	536	35,042	36,274	1,232	108,822	73,780
CAPITAL								
6600 Depreciation Expense	1,282	0	(1,282)	5,130	0	(5,130)	0	(5,130)
TOTAL CAPITAL	1,282	0	(1,282)	5,130	0	(5,130)	0	(5,130)
SURPLUS	(195)	7,501	(7,696)	30,006	30,002	4	90,007	(60,001)

Trumbull Housing Authority

Balance Sheet

October 2021

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	138,904	(21,367)	117,536
1113.3 STIF Investment 1235575430	9,474	1	9,474
1117 Petty Cash	200	0	200
TOTAL CASH	148,577	(21,367)	127,211
TOTAL CHECKING/SAVINGS	148,577	(21,367)	127,211
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	4,915	(3,023)	1,892
1122.9 Accounts Receivable - Manual	(560)	2,373	1,813
1123.1 Allowance For Collection Loss	(587)	0	(587)
TOTAL ACCOUNTS RECEIVABLE	3,768	(650)	3,118
OTHER CURRENT ASSETS			
1210 Other Prepaid Expense	1,056	0	1,056
1211 Unexpired Insurance	1,707	327	2,033
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
TOTAL OTHER CURRENT ASSETS	2,565	327	2,892
TOTAL CURRENT ASSETS	154,911	(21,690)	133,221
FIXED ASSETS			
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	(2,923,651)	(1,672)	(2,925,323)
TOTAL FIXED ASSETS	1,231,425	(1,672)	1,229,753
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Administration Fund Creditors	(9,781)	(4,166)	(13,947)
2111 Accounts Payable	(47,538)	(27,200)	(74,738)
TOTAL ACCOUNTS PAYABLE	(57,320)	(31,366)	(88,685)
OTHER CURRENT LIABILITIES			
2114 Deposit Liability	(1,600)	(50)	(1,650)
2114.1 Deposit Liability	250	0	250
2119 Sundry Accounts Payable	(386,804)	31,183	(355,621)
2119.9 Sundry AP-DOH	(2,717)	0	(2,717)
2135 Accrued Salaries & Wages	(1,215)	0	(1,215)
2135.1 Accrued Compensated Absences	(6,347)	0	(6,347)
2137 Accrued P.I.L.O.T	(7,379)	2,955	(4,424)
2220.1 Deferred Revenue-Subsidy	(8,385)	13,325	4,940
2220.2 Deferred Revenue-RAP	(17,598)	2,741	(14,857)

Trumbull Housing Authority

Balance Sheet

October 2021

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)

2900 Net Investment in Capital Assets

2910 Unrestricted Net Position

TOTAL TOTAL EQUITY

PROOF

	(2,304)	491	(1,813)
	<u>(434,098)</u>	<u>50,645</u>	<u>(383,453)</u>
	<u>(491,417)</u>	<u>19,279</u>	<u>(472,138)</u>
	(901,083)	0	(901,083)
	(31,076)	4,083	(26,993)
	(74,696)	0	(74,696)
	111,936	0	111,936
	<u>(894,918)</u>	<u>4,083</u>	<u>(890,835)</u>
	<u>0</u>	<u>0</u>	<u>0</u>

Trumbull Housing Authority
Operating Statement
Four Months Ending 10/31/2021
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	13,099	13,687	(588)	53,198	54,748	(1,550)	164,244	(111,046)
3102.3 Rental Income-RAP	2,741	2,153	588	10,162	8,612	1,550	25,836	(15,674)
3210 Vacancy Loss	(440)	(792)	352	(2,200)	(3,168)	968	(9,504)	7,304
TOTAL RENTAL INCOME	15,400	15,048	352	61,160	60,192	968	180,576	(119,416)
OTHER INCOME								
3510 Sales & Services To Tenants	0	42	(42)	0	167	(167)	500	(500)
3610 Interest Income	1	1	0	3	3	0	10	(7)
3620 Other Income	0	42	(42)	1,996	167	1,830	500	1,496
3620.2 Laundry Income	1,056	350	706	1,801	1,400	401	4,200	(2,399)
TOTAL OTHER INCOME	1,057	434	623	3,800	1,737	2,064	5,210	(1,410)
CAPITAL GRANTS								
3680 Other Income-UI Incentives	0	0	0	28,758	0	28,758	0	28,758
3980 Grant Income - Capital Grant - Unrestricted	0	0	0	2,512	0	2,512	0	2,512
TOTAL CAPITAL GRANTS	0	0	0	31,270	0	31,270	0	31,270
ADMINISTRATIVE								
4120 Salaries	3,227	3,484	256	13,713	13,935	222	41,805	28,092
4130 Outside Services	1,973	75	(1,898)	6,809	300	(6,509)	900	(5,909)
4131 Bookkeeping	150	150	0	600	600	0	1,800	1,200
4131.1 Audit Fees	119	83	(35)	475	333	(142)	1,000	525
4132 Independent Controller	550	596	46	2,200	2,383	183	7,150	4,950
4151 Office Supplies	0	50	50	543	200	(343)	600	57
4151.1 Telephone & Answering Service	231	250	19	894	1,000	106	3,000	2,106
4159 Other Office Expense	78	125	47	207	500	293	1,500	1,293
4159.1 Credit Checks	0	125	125	0	500	500	1,500	1,500
4160 Pension & Other-Health Ins.	277	699	422	2,232	2,796	564	8,388	6,156
4160.1 Pension & Other 457	126	123	(3)	541	490	(51)	1,470	929
4160.4 Pension & Other Life	16	15	(1)	66	61	(5)	182	116
4161 Payroll Taxes	317	470	154	1,375	1,882	507	5,645	4,270
TOTAL ADMINISTRATIVE	7,064	6,245	(819)	29,654	24,980	(4,674)	74,940	45,286
UTILITIES								
4310 Water	1,034	875	(159)	3,672	3,500	(172)	10,500	6,828
4320 Electric	2,066	1,679	(387)	8,851	6,717	(2,134)	20,150	11,299
4330 Gas	905	1,021	116	2,009	4,083	2,074	12,250	10,241
4350 Cable Television	573	310	(263)	1,737	1,240	(497)	3,720	1,983
TOTAL UTILITIES	4,579	3,885	(694)	16,269	15,540	(729)	46,620	30,351
MAINTENANCE								
4410 Salaries Maintenance	1,321	1,468	147	5,604	5,871	267	17,614	12,010
4420 Supplies	0	154	154	0	617	617	1,850	1,850
4430 Contract Services	3,644	1,025	(2,619)	4,587	4,100	(487)	12,300	7,713
4430.2 Exterminating Contracts	0	42	42	95	167	72	500	405
4430.5 Elevator Maint. Contract	0	175	175	0	700	700	2,100	2,100
4430.6 Heating Contracts	0	394	394	0	1,575	1,575	4,725	4,725
4440 Maint. Shop Equip	0	0	0	160	0	(160)	0	(160)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4490 Miscellaneous Operating & Maintenance	0	331	331	0	1,323	1,323	3,970	3,970
TOTAL MAINTENANCE	4,964	3,588	(1,376)	10,446	14,353	3,907	43,059	32,613
OTHER								
4710 Refuse Removal	170	188	18	698	753	56	2,260	1,563
4711 Insurance	615	550	(65)	2,462	2,200	(262)	6,600	4,138
4711.3 Worker's Compensation	109	90	(19)	434	360	(74)	1,080	646
4715 P.I.L.O.T.	335	335	0	1,340	1,340	0	4,019	2,679
TOTAL OTHER	1,229	1,163	(66)	4,934	4,653	(281)	13,959	9,025
RESERVE PROVISIONS								
6600 Depreciation Expense	1,672	0	(1,672)	6,688	0	(6,688)	0	(6,688)
TOTAL RESERVE PROVISIONS	1,672	0	(1,672)	6,688	0	(6,688)	0	(6,688)
SERVICES INCOME								
7010 Tenants' Contrib-Core Services	17,193	18,050	(857)	70,430	72,200	(1,771)	216,600	(146,171)
7011 Meal Income	25	0	25	25	0	25	0	25
7030.1 State Subsidy-Core	11,300	10,750	550	44,464	43,000	1,464	129,000	(84,536)
7030.2 State Subsidy-Expanded Core	2,025	2,025	0	11,280	8,100	3,180	24,300	(13,020)
TOTAL SERVICES INCOME	30,543	30,825	(282)	126,199	123,300	2,899	369,900	(243,702)
SERVICES EXPENSE								
8101 Bookkeeping	700	746	46	2,800	2,983	183	8,950	6,150
8102 Housing Management Salaries	1,418	1,536	118	6,027	6,145	118	18,434	12,408
8105 Health Insurance	(19)	43	61	593	171	(422)	512	(81)
8105.1 Fringe Benefits-Pension	33	217	184	144	868	724	2,603	2,459
8106 Payroll Taxes 8106	224	368	144	974	1,473	499	4,418	3,444
8107 Worker's Compensation	19	16	(3)	77	63	(13)	190	113
8108 Contract Services	10,172	11,354	1,182	46,468	45,417	(1,051)	136,250	89,782
8201 Chore Service Salary	1,364	1,182	(182)	5,661	4,729	(932)	14,186	8,525
8202 Cleaning Of Common Areas	0	296	296	0	1,182	1,182	3,546	3,546
8204 Cleaning Supplies	0	196	196	314	783	469	2,350	2,036
8301.1 Food Services - Exc.	12,045	12,264	219	48,225	49,056	831	147,168	98,943
8303 Supplies/Utensils	0	179	179	120	715	595	2,145	2,025
8304 Utilities Expense	445	383	(62)	1,615	1,533	(82)	4,598	2,983
8402 Supplies	0	21	21	0	83	83	250	250
9001 Resident Services Coordinator	1,223	1,485	262	4,065	5,940	1,875	17,820	13,755
9002 Wellness/Preventive Program	3,950	540	(3,410)	10,363	2,160	(8,203)	6,480	(3,883)
TOTAL SERVICES EXPENSE	31,575	30,825	(750)	127,444	123,300	(4,144)	369,900	242,456
SURPLUS	(4,083)	601	(4,684)	26,993	2,403	24,590	7,208	19,785