



TRUMBULL HOUSING AUTHORITY VIRTUAL REGULAR BOARD MEETING AGENDA

DATE: December 21, 2021

TIME: 4:30 PM

Join the Meeting Online

<https://us06web.zoom.us/j/87110086872?pwd=SmpFb2Q4NlYxaGpqUjFUSU8wWVUzQT09>

Webinar ID: 871 1008 6872

Password: 297334

Join by telephone: (301) 715-8592

Webinar ID: 871 1008 6872

Password: 297334

-
1. Call to Order
 2. Roll Call and Pledge of Allegiance
 3. Resident Comments
 4. Reading and Approval of Minutes for November 30, 2021 Regular THA Board Meeting.
 5. Treasurer's Report & Discussion of Financials
 6. Executive Director's Report & Maintenance Activity Report
 7. Congregate Food Services
 8. Unfinished Business
THC missing from the narrative in the 2019 audit. Creation of a policy for bank accounts exceeding \$200,000. Additional policies may be necessary based on the audit report.
 9. New Business
 10. Resident Comments
 11. Adjournment

Trumbull Housing Authority Virtual Meeting – November 30, 2021

Trumbull Housing Authority Virtual Meeting
November 30, 2021
4:30 pm

Commissioners Present: Chairman Kathleen McGannon (left meeting at 5:04 pm), Maureen Bova, Laurel Anderson, Suzanne Donofrio, Charlene Pederson

Also Present: Executive Director, Harriet Polansky and Accountant Jason Geel

The meeting was called to order by Mrs. McGannon at 4:31 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 and Ms. Polansky. Motion was made by Mrs. McGannon to exit Executive Session at 5:00 pm. Seconded by Mr. Anderson and approved unanimously. **Motion was made by Mrs. Anderson that the Trumbull Housing Authority will not pursue defense of the grievance filed by the union regarding the day after Christmas. Seconded by Mrs. Bova and approved by unanimous consent.**

Mrs. McGannon left the meeting at 5:04 pm. Vice-Chairman Mrs. Anderson chaired the remainder of the meeting.

Past Minutes

Motion was made by Ms. Pederson to approve the minutes of October 26, 2021 as presented. Seconded by Mrs. Bova and approved by unanimous consent.

Treasurer's Report and Discussion of Financials

Mrs. Bova presented the financials for 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 over-budget 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.

Trumbull Housing Authority Virtual Meeting – November 30, 2021

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:

Stern Village	<u>6/30/2021</u>	<u>9/30/21</u>	<u>10/31/21</u>	<u>YTD Change</u>
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
Excess Cash	\$ (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:

Stern Village	<u>6/30/20201</u>	<u># of Tenants</u>	<u>10/31/21</u>	<u># of Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (4,111)	57
Over One Month Rent	\$ 3,051	4	\$ 2,283	3
Inactive AR	\$ <u>13,307</u>	<u>44</u>	\$ <u>1,388</u>	<u>7</u>
Total	\$ 13,044	98	\$ (440)	67

Congregate				
One Month or Less	\$ 606	5	\$ (292)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ <u>15,515</u>	<u>11</u>	\$ <u>2,184</u>	<u>2</u>
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.

Mrs. Anderson was concerned about the cash value of the Village as of October 31 and requested the current cash balance which was \$87,979. Mr. Geel noted the expenditures for radon and PILOT were large and the balances were closer than they ordinarily would be. Congregate cash value is up with the DOH check.

Trumbull Housing Authority Virtual Meeting – November 30, 2021

Ms. Polansky noted

1. UniteCT is working with two residents asking for assistance with rent. One resident's request has been approved and she is waiting to hear on the second request.
2. SSHP closeout will be near the end of January. There will be reimbursements but the amount is unknown. There is a large vacancy loss which should be reimbursed.
3. If Congregate didn't have the funds, it would have been taken from the reserves.
4. Mr. Geel noted another large expense were insurances which just went through and were paid.
5. Mr. Geel noted all of the \$61,000 would be reimbursed. Anything above that amount is unknown such as soft costs.

Executive Director's Report

Ms. Polansky noted the following:

1. Happy Chanukah to those who celebrate.
2. She is working closely with the FEMA representative to try to get back some of the expenditures for COVID-19 in the fourth quarter of 2020 and this year. Total request is \$32,000. Unsure of how much will be reimbursed out of that amount but they will get back \$2,500 from a previous COVID-10 application.
3. The grant for the Housing Authority Small Improvement Program has been approved for approximately \$4,000. This is for the safety kits for the residents in the Village. Check should be received next week.
4. Working with Mr. Geel and Millennium on the closing documents for the SSHP project. Hoping to close out the project late January 2022.
5. In the Village, they have rehabbed fourteen units and five are under construction, totaling nineteen, from the 2020 funding. Three units are scheduled for next year and hopefully more to come. Stoves and refrigerators will hopefully be delivered in December or January.
6. Smoke detectors are obsolete and they are in the process of replacing every smoke detector in Stern Village with new ones. The cost will be split between HTCC rehabs and Village.
7. Maintenance Activities:
 - a. From November 1 to November 29, there were seventeen work orders for the Congregate and sixty-six for the Village.
 - b. Maintenance has been in the midst of inspections, three days a week. This is a time-consuming process and was not done last year due to COVID-19. Several apartments have an overabundance of items and they are addressing this with the tenants. The back door is considered an egress door and must not be blocked.
 - c. The alarms in three buildings needed to be rewired since they were not functioning properly.
 - d. Maintenance is clearing the fallen leaves from the 16.19 acres of land, which is time-consuming.
 - e. Maintenance is responding to several plumbing issues. Residents have been told not to flush sanitary wipes or food down the toilets.
 - f. Some work orders take a few minutes to resolve, others can take hours, depending on the issues.
 - g. Maintenance has painted the two laundry rooms in the Congregate and painted the two public restrooms in the Congregate.
 - h. Assisting residents with heat pumps settings, fixed pole lights, starting prepping for snow removal. Peppers Landscaping was called for extra assistance in the event of a big storm.
8. All residents are urged to get their booster shots through a local pharmacy or the Trumbull Health Department. You must call to schedule an appointment. Daisy is working to see how many residents still need a booster. DOH has been contacted to see if they are again going to bring booster clinics to the authorities for the residents.

Trumbull Housing Authority Virtual Meeting – November 30, 2021

9. One of the residents, Lisa Kish, is having a Holiday Tree Decorating Event in the Community Room this Saturday from 1 pm – 4 pm. All residents are invited and asked to bring an ornament. Facemasks are a must.
10. Trumbull High School Choir will be at the Community Room on December 22 at 12:45 pm to sing holiday songs.
11. Coffee is available at the Community Room any time of day, Monday – Friday. Residents are urged to come in and relax, watch a movie, play a game or a round of pool.

Mrs. Anderson thanked Ms. Polansky for her Maintenance Department Report and requested more information on each request so that the Board can have a more useful tool moving forward.

Mrs. Anderson also requested proof of vaccination from the choir members to keep the residents safe.

An update on the status of the permit issue was requested. Mrs. Anderson questioned if the Town would be able to give COs on the work that was done. She felt that if the Town needs to break into walls, etc., the THA should not be held responsible. Ms. Polansky didn't think there would be any problems. No electrical work needs to be inspected and the plumbing can be accessed through a panel that is removed. **Money should be held on the contract until the THA knows they will be held harmless for any repairs.** Mrs. Anderson felt strongly that the issues are the contractor's responsibility and she didn't want to have problems with the town over permits, repairs, etc. that were overseen by them. The problem should not be on the Town. It was noted that the Town Building Inspector will be setting up dates next week for inspections.

Congregate Updates

Ms. Polansky noted the following:

1. The new floors and painted walls look amazing in the Congregate. Daisy has been instructed to get new furniture for the lobby area using the Bob's Gift Card for \$2,000.
2. By December 15, the Congregate will be at full capacity.
3. Investigative Consultants, the security company, is going to provide a special holiday dinner for the Congregants. Details to come.
4. Entertainment will start in December in the Congregate. The individual coming has been fully vaccinated. Paulette and Daisy are working on a calendar of events to include a pizza party, hot chocolate and cookies, lighting ceremony, door decorating contest and much more. They are trying to get residents more involved in activities. Mrs. Bova has spoken with Kim to put entertainment together for the Village residents. They are starting in January to plan for February and March.

Unfinished Business

New Business

No New Business.

Resident Comments

Debbie VanScoy and six Congregate residents commented on the food service currently being used. In general, they all expressed that the food was not good, cold at times, unable to chew meat, soups were not edible.

1. Maryanne noted the first week was fine but after that the food has gone down the tubes. Spoke on the problems of the food being served and noting they are getting ½ portions. Meals are \$11 and residents should be refunded.

Trumbull Housing Authority Virtual Meeting – November 30, 2021

2. Elaine noted the condition of the food being served was poor and that they should be able to send the meal back if it is unacceptable.
3. Kathy noted the food was terrible and they were tired of the selections.
4. Peggy noted the food, especially soups, was terrible.
5. Thelma noted the food was awful, including the soups, and that the food is often cold.
6. Carol noted she has her food held for her and she picks it up at 1pm. She noticed her portions are smaller than those served in the Dining Room.
7. Debbie asked for help from the Board to fix this problem. She noted there is a committee but the Board needs to back them up. Ms. Polansky has spoken with Jeff, who in turn, spoke with the Chef, but nothing has changed. Residents are eating cookies because they will not eat what is served.

Ms. Polansky noted she spoke with Jeff today and a meeting will be set up later in the week to discuss this problem. Ms. VanScoy again requested that a representative from the Board attend the meeting and Mrs. Anderson noted either she or Mrs. McGannon would be in attendance. Daisy is also aware of this situation.

Next Meeting

The next meeting will be held December 21 by ZOOM. **Mrs. Anderson requested Ms. Polansky to review old minutes and any unfinished business should be placed on the agenda.**

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 5:51 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

**Trumbull Housing Authority
Financial Highlights for September 30, 2021**

From July 1, 2021 to November 30, 2021, the overall gain of the Housing Authority was \$48,127. Further, the Operating gain before capital grants and depreciation was \$31,629, of which, \$27,129 is attributable to the Village, and \$4,400 to Congregate.

For Stern Village, the current month's operating loss was (\$8,007) compared to the budgeted gain of \$7,501. The loss is primarily attributable to a five-week payroll month, \$6,000 in contract services to prune and trim trees related to storm damage and annual housing software billing. For the year, rental revenues have met budgeted amounts with maintenance expense now over budget for the year by \$20,199. This overage is expected to get lower as the year progresses as it includes the full annual payment for HVAC cleaning.

For Congregate, the current month's operating gain was \$2,089 compared to a budgeted gain of \$601. Congregate has exceeded expectations so far this year due to limited maintenance work required to date despite legal expected to exceed budgeted amount by \$7,000 for the year.

The overall cash position of the Authority, including reserves is \$659,096. Payables include construction payables totaling \$30,202.

A snapshot of program balances are as follows:

	6/30/2021	10/30/2021	11/30/2021	YTD Change
Stern Village				
Cash	\$ 104,160	\$ 20,834	\$ 39,457	\$ (64,703)
Accounts Payable	\$ 75,128	\$ 62,912	\$ 63,698	\$ 11,430
Interprogram Loan	\$ 378,049	\$ 397,144	\$ 376,230	\$ (1,819)
Reserves	\$ 506,831	\$ 506,993	\$ 506,993	\$ 162
<i>Excess Cash</i>	\$ (46,759)	\$ (109,886)	\$ (94,553)	
Congregate				
Cash	\$ 90,274	\$ 117,736	\$ 103,172	\$ 12,898
Accounts Payable	\$ 26,174	\$ 47,162	\$ 22,110	\$ 4,064
Interprogram Loan	\$ 378,049	\$ 397,144	\$ 376,230	\$ 1,819
Reserves	\$ 9,471	\$ 9,474	\$ 9,474	\$ 3

Village cash decreased since the beginning of the year 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. Cash balances of the Congregate program will continue to be evaluated for paying down the Village loan when possible.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2021</u>	<u># of Tenants</u>	<u>11/30/2021</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (3,314)	50	\$ (2,526)	50
Over One Month Rent	\$ 3,051	4	\$ 2,389	4
Inactive AR	\$ 13,307	44	\$ 446	7
Total	<u>\$ 13,044</u>	<u>98</u>	<u>\$ 309</u>	<u>61</u>
Congregate				
One Month or Less	\$ 606	5	\$ (294)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 15,515	11	\$ 2,349	3
Total	<u>\$ 16,121</u>	<u>16</u>	<u>\$ 2,055</u>	<u>8</u>

Tenant balances remain predominantly current, with the largest overdue balance in full December 2021.

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 November 30, 2021, and the related operating statement with the budget for the five-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
December 14, 2021

Trumbull Housing Authority

Balance Sheet

November 2021

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
1111 TD Bank	20,659	18,646	39,306
1112 Stern Village Development Funds	0	(24)	(24)
1113.3 STIF	506,993	0	506,993
1117 Petty Cash	175	0	175
TOTAL CASH	527,828	18,623	546,450
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	(440)	748	308
1122.1 Accounts Receivable - Manual	6,281	(1,168)	5,113
1123.1 Allowance for Collection Loss	(745)	0	(745)
TOTAL ACCOUNTS RECEIVABLE	5,096	(420)	4,676
OTHER CURRENT ASSETS			
1129 Sundry AR-Stern Center	397,144	(20,914)	376,230
1129.8 Sundry AR- New 501(c)3	1,060	0	1,060
1191 Cash - Security Deposits	3,648	1,311	4,959
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	13,253	(4,132)	9,122
TOTAL OTHER CURRENT ASSETS	418,111	(23,735)	394,376
TOTAL CURRENT ASSETS	951,035	(5,532)	945,503
1126 Rehabilitation Funds Rec. 02/03	0	115	115
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	79,779	700	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

Trumbull Housing Authority

Balance Sheet

November 2021

Program: State Elderly

Project: Consolidated

NONCURRENT ASSETS

WORK IN PROGRESS

1406.075 CIP - Thermal/Moisture - Siding - SSHP	37,945	0	37,945
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	36,755	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	5,721,672	700	5,722,372

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	(6,236,654)	(1,282)	(6,237,936)
TOTAL FIXED ASSETS	707,661	(1,282)	706,379

TOTAL NONCURRENT ASSETS

6,429,333 (582) 6,428,751

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2101 Other Liabilities Union Dues	(45)	(272)	(317)
2114 Deposit Liability	(3,653)	(1,311)	(4,964)

Trumbull Housing Authority

Balance Sheet

November 2021

Program: State Elderly

Project: Consolidated

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2114.9 Manual Entry	(280)	0	(280)
2117.1 Employee Pension	(1,442)	0	(1,442)
2117.3 Employee Med Premiums Withheld	1,442	0	1,442
2119 Sundry Accounts Payable	(300)	0	(300)
2135 Accrued Payroll	(4,035)	0	(4,035)
2135.1 Accrued Compensated Absence	(21,047)	0	(21,047)
2137 Accrued P.I.L.O.T.	(32,524)	(2,089)	(34,613)
2220.3 Prepaid Rents	(5,925)	1,168	(4,757)
TOTAL OTHER CURRENT LIABILITIES	(67,809)	(2,504)	(70,312)

ACCOUNTS PAYABLE

2110 Administration Fund Creditors	(18,175)	(1,964)	(20,139)
2111 Accounts Payable	(44,737)	1,178	(43,559)
TOTAL ACCOUNTS PAYABLE	(62,912)	(786)	(63,698)

TOTAL CURRENT LIABILITIES

(130,720) (3,290) (134,010)

EQUITY

2830.1 Income & Expense Clearance	(144,480)	0	(144,480)
2830.1 Income & Expense Clearance (Current Year)	(30,006)	9,289	(20,717)
2900 Net Investment in Capital Assets	(6,369,060)	0	(6,369,060)
2910 Unrestricted Net Position	(706,102)	0	(706,102)
TOTAL EQUITY	(7,249,648)	9,289	(7,240,359)

PROOF

0 0 0

Trumbull Housing Authority
Operating Statement
Five Months Ending 11/30/2021
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	58,715	55,545	3,170	291,295	277,725	13,570	666,540	(375,245)
3100.1 Rental Income-Excess of Base	21,146	23,380	(2,234)	108,783	116,900	(8,117)	280,560	(171,777)
3120 Excess Utilities	0	0	0	58	0	58	0	58
3210 Vacancy Loss	(3,000)	(3,946)	946	(20,100)	(19,731)	(369)	(47,355)	27,255
TOTAL RENTAL INCOME	76,861	74,979	1,882	380,036	374,894	5,142	899,745	(519,709)
OTHER INCOME								
3510 Sales & Service To Tenants	0	150	(150)	0	750	(750)	1,800	(1,800)
3610 Interest Income	0	50	(50)	163	250	(87)	600	(437)
3620 Other Income	50	100	(50)	1,844	500	1,344	1,200	644
3620.1 Laundry Income	0	800	(800)	4,808	4,000	808	9,600	(4,792)
3620.3 Miscellaneous Income	0	0	0	84	0	84	0	84
TOTAL OTHER INCOME	50	1,100	(1,050)	6,898	5,500	1,398	13,200	(6,302)
ADMINISTRATIVE								
4120 Salaries	20,038	15,403	(4,635)	81,475	77,015	(4,460)	184,835	103,360
4130 Legal & Other Outside Services	2,565	1,000	(1,565)	8,447	5,000	(3,447)	12,000	3,553
4131 Bookkeeping	1,200	1,200	0	6,000	6,000	0	14,400	8,400
4131.1 Audit Fees	638	750	113	3,188	3,750	563	9,000	5,813
4131.2 Independent Controller	6,600	4,767	(1,833)	24,200	23,833	(367)	57,200	33,000
4151 Office Supplies	104	600	496	2,360	3,000	640	7,200	4,840
4153 Travel	0	125	125	98	625	527	1,500	1,402
4159 Other Office Expense	406	417	11	1,966	2,083	118	5,000	3,034
4159.1 Other Office Advertising	0	208	208	690	1,042	352	2,500	1,810
4159.2 Other Office Computer	4,870	900	(3,970)	9,277	4,500	(4,777)	10,800	1,523
4159.3 Other Office Telephone	313	467	154	1,528	2,333	805	5,600	4,072
4159.5 Dues	0	0	0	815	0	(815)	0	(815)
4159.7 Other Office Postage	58	0	(58)	113	0	(113)	0	(113)
4160 Pensions & Other-Health Ins.	2,118	4,000	1,882	13,914	20,000	6,086	48,000	34,086
4160.1 Pension & Other - 457	848	700	(148)	3,694	3,500	(194)	8,400	4,706
4160.4 Pension & Other - Life	148	150	2	738	750	12	1,800	1,062
4161 Payroll Taxes	2,654	2,711	57	11,428	13,555	2,127	32,532	21,104
TOTAL ADMINISTRATIVE	42,560	33,397	(9,163)	169,929	166,986	(2,943)	400,767	230,838
TENANT SERVICES								
4200 Tenant Services	713	0	(713)	956	0	(956)	0	(956)
TOTAL TENANT SERVICES	713	0	(713)	956	0	(956)	0	(956)
UTILITIES								
4310 Water	2,023	2,583	560	12,103	12,917	814	31,000	18,897
4320 Electric	2,380	2,563	182	8,547	12,813	4,265	30,750	22,203
4330 Gas	242	190	(52)	848	948	100	2,275	1,427
4350 Cable/Television	282	350	68	1,338	1,750	412	4,200	2,862
TOTAL UTILITIES	4,927	5,685	758	22,836	28,427	5,592	68,225	45,389
MAINTENANCE								
4410 Salaries Maintenance	15,142	13,210	(1,932)	68,158	66,052	(2,106)	158,524	90,366
4420 Supplies	3,717	1,583	(2,134)	13,753	7,917	(5,836)	19,000	5,247

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4430 Contract Services	7,622	1,042	(6,580)	12,782	5,208	(7,574)	12,500	(282)
4430.2 Exterminating Contracts	70	100	30	280	500	220	1,200	920
4430.3 Heating	736	2,621	1,885	22,426	13,104	(9,322)	31,450	9,024
4430.5 Misc Elec & Plumbing	563	0	(563)	1,915	0	(1,915)	0	(1,915)
4430.7 Snow Removal	0	167	167	0	833	833	2,000	2,000
4440 Maint. Shop Equip.	161	771	610	1,734	3,854	2,120	9,250	7,516
4490 Miscellaneous Operating and Maint. - Appliances	0	933	933	1,287	4,667	3,380	11,200	9,913
TOTAL MAINTENANCE	28,011	20,427	(7,584)	122,334	102,135	(20,199)	245,124	122,790
OTHER								
4710 Refuse Removal	1,705	1,679	(26)	7,983	8,396	413	20,150	12,168
4711 Insurance	4,190	4,383	194	21,781	21,917	136	52,600	30,819
4711.3 Worker's Compensation	724	917	193	3,542	4,583	1,042	11,000	7,458
4715 P.I.L.O.T.	2,089	2,089	0	10,445	10,447	2	25,072	14,627
TOTAL OTHER	8,708	9,069	361	43,750	45,343	1,592	108,822	65,072
CAPITAL								
6600 Depreciation Expense	1,282	0	(1,282)	6,412	0	(6,412)	0	(6,412)
TOTAL CAPITAL	1,282	0	(1,282)	6,412	0	(6,412)	0	(6,412)
SURPLUS	(9,289)	7,501	(16,790)	20,717	37,503	(16,786)	90,007	(69,290)

Trumbull Housing Authority

Balance Sheet

November 2021

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	117,536	(14,565)	102,972
1113.3 STIF Investment 1235575430	9,474	0	9,474
1117 Petty Cash	200	0	200
TOTAL CASH	127,211	(14,565)	112,646
TOTAL CHECKING/SAVINGS	127,211	(14,565)	112,646
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	1,892	163	2,055
1122.9 Accounts Receivable - Manual	1,813	2	1,815
1123.1 Allowance For Collection Loss	(587)	0	(587)
TOTAL ACCOUNTS RECEIVABLE	3,118	165	3,283
OTHER CURRENT ASSETS			
1210 Other Prepaid Expense	1,056	0	1,056
1211 Unexpired Insurance	2,033	(605)	1,428
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
TOTAL OTHER CURRENT ASSETS	2,892	(605)	2,287
TOTAL CURRENT ASSETS	133,221	(15,005)	118,216
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	(2,925,323)	(1,672)	(2,926,995)
TOTAL FIXED ASSETS	1,229,753	(1,672)	1,228,081
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Administration Fund Creditors	(13,947)	11,910	(2,037)
2111 Accounts Payable	(74,738)	54,666	(20,072)
TOTAL ACCOUNTS PAYABLE	(88,685)	66,576	(22,110)
OTHER CURRENT LIABILITIES			
2114 Deposit Liability	(1,650)	0	(1,650)
2114.1 Deposit Liability	250	0	250
2119 Sundry Accounts Payable	(355,621)	(20,609)	(376,230)
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	(4,424)	(335)	(4,759)
2220.1 Deferred Revenue-Subsidy	4,940	(25,000)	(20,060)
2220.2 Deferred Revenue-RAP	(14,857)	(3,536)	(18,393)

Trumbull Housing Authority

Balance Sheet

November 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

	(1,813)	(2)	(1,815)
	<u>(383,453)</u>	<u>(49,482)</u>	<u>(432,935)</u>
	<u>(472,138)</u>	<u>17,094</u>	<u>(455,044)</u>
	(839,077)	0	(839,077)
	(26,993)	(417)	(27,410)
	(1,215,578)	0	(1,215,578)
	1,190,812	0	1,190,812
	<u>(890,835)</u>	<u>(417)</u>	<u>(891,252)</u>
	<u>0</u>	<u>0</u>	<u>0</u>

Trumbull Housing Authority
Operating Statement
Five Months Ending 11/30/2021
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	12,917	13,687	(770)	66,115	68,435	(2,320)	164,244	(98,129)
3102.3 Rental Income-RAP	2,923	2,153	770	13,085	10,765	2,320	25,836	(12,751)
3210 Vacancy Loss	0	(792)	792	(2,200)	(3,960)	1,760	(9,504)	7,304
TOTAL RENTAL INCOME	15,840	15,048	792	77,000	75,240	1,760	180,576	(103,576)
OTHER INCOME								
3510 Sales & Services To Tenants	0	42	(42)	0	208	(208)	500	(500)
3610 Interest Income	0	1	(1)	3	4	(1)	10	(7)
3620 Other Income	0	42	(42)	1,996	208	1,788	500	1,496
3620.2 Laundry Income	0	350	(350)	1,801	1,750	51	4,200	(2,399)
TOTAL OTHER INCOME	0	434	(434)	3,800	2,171	1,629	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	4,043	3,484	(559)	17,756	17,419	(337)	41,805	24,049
4130 Outside Services	285	75	(210)	7,094	375	(6,719)	900	(6,194)
4131 Bookkeeping	150	150	0	750	750	0	1,800	1,050
4131.1 Audit Fees	119	83	(35)	594	417	(177)	1,000	406
4132 Independent Controller	825	596	(229)	3,025	2,979	(46)	7,150	4,125
4151 Office Supplies	0	50	50	543	250	(293)	600	57
4151.1 Telephone & Answering Service	63	250	187	957	1,250	293	3,000	2,043
4159 Other Office Expense	1,158	125	(1,033)	1,365	625	(740)	1,500	135
4159.1 Credit Checks	0	125	125	0	625	625	1,500	1,500
4160 Pension & Other-Health Ins.	398	699	301	2,630	3,495	865	8,388	5,758
4160.1 Pension & Other 457	161	123	(39)	702	613	(89)	1,470	768
4160.4 Pension & Other Life	16	15	(1)	82	76	(6)	182	100
4161 Payroll Taxes	414	470	57	1,789	2,352	563	5,645	3,856
TOTAL ADMINISTRATIVE	7,632	6,245	(1,387)	37,286	31,225	(6,061)	74,940	37,654
UTILITIES								
4310 Water	1,601	875	(726)	5,273	4,375	(898)	10,500	5,227
4320 Electric	1,140	1,679	540	9,990	8,396	(1,595)	20,150	10,160
4330 Gas	406	1,021	615	2,415	5,104	2,689	12,250	9,835
4350 Cable Television	291	310	19	2,028	1,550	(478)	3,720	1,692
TOTAL UTILITIES	3,437	3,885	448	19,706	19,425	(281)	46,620	26,914
MAINTENANCE								
4410 Salaries Maintenance	1,682	1,468	(215)	7,287	7,339	53	17,614	10,327
4420 Supplies	50	154	104	50	771	721	1,850	1,800
4430 Contract Services	2,148	1,025	(1,123)	6,735	5,125	(1,610)	12,300	5,565
4430.2 Exterminating Contracts	0	42	42	95	208	113	500	405
4430.5 Elevator Maint. Contract	0	175	175	0	875	875	2,100	2,100
4430.6 Heating Contracts	0	394	394	0	1,969	1,969	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	1,654	1,654	3,970	3,970
TOTAL MAINTENANCE	3,880	3,588	(292)	14,326	17,941	3,615	43,059	28,733
OTHER								
4710 Refuse Removal	170	188	18	868	942	74	2,260	1,393
4711 Insurance	615	550	(65)	3,077	2,750	(327)	6,600	3,523
4711.3 Worker's Compensation	109	90	(19)	543	450	(93)	1,080	537
4715 P.I.L.O.T.	335	335	0	1,675	1,675	0	4,019	2,344
TOTAL OTHER	1,229	1,163	(66)	6,163	5,816	(346)	13,959	7,796
RESERVE PROVISIONS								
6600 Depreciation Expense	1,672	0	(1,672)	8,360	0	(8,360)	0	(8,360)
TOTAL RESERVE PROVISIONS	1,672	0	(1,672)	8,360	0	(8,360)	0	(8,360)
SERVICES INCOME								
7010 Tenants' Contrib-Core Services	17,371	18,050	(679)	87,801	90,250	(2,450)	216,600	(128,800)
7011 Meal Income	0	0	0	25	0	25	0	25
7030.1 State Subsidy-Core	11,300	10,750	550	55,764	53,750	2,014	129,000	(73,236)
7030.2 State Subsidy-Expanded Core	2,025	2,025	0	13,305	10,125	3,180	24,300	(10,995)
TOTAL SERVICES INCOME	30,696	30,825	(129)	156,895	154,125	2,770	369,900	(213,006)
SERVICES EXPENSE								
8101 Bookkeeping	975	746	(229)	3,775	3,729	(46)	8,950	5,175
8102 Housing Management Salaries	1,773	1,536	(236)	7,799	7,681	(118)	18,434	10,635
8105 Health Insurance	105	43	(62)	698	213	(484)	512	(186)
8105.1 Fringe Benefits-Pension	43	217	174	187	1,085	898	2,603	2,416
8106 Payroll Taxes 8106	293	368	75	1,267	1,841	574	4,418	3,151
8107 Worker's Compensation	19	16	(3)	96	79	(17)	190	94
8108 Contract Services	10,163	11,354	1,191	56,631	56,771	140	136,250	79,619
8201 Chore Service Salary	1,610	1,182	(427)	7,270	5,911	(1,359)	14,186	6,916
8202 Cleaning Of Common Areas	0	296	296	0	1,478	1,478	3,546	3,546
8204 Cleaning Supplies	214	196	(18)	528	979	451	2,350	1,822
8301.1 Food Services - Exc.	12,112	12,264	152	60,337	61,320	983	147,168	86,831
8303 Supplies/Utensils	0	179	179	120	894	774	2,145	2,025
8304 Utilities Expense	350	383	34	1,964	1,916	(49)	4,598	2,634
8402 Supplies	0	21	21	0	104	104	250	250
9001 Resident Services Coordinator	1,325	1,485	160	5,390	7,425	2,035	17,820	12,430
9002 Wellness/Preventive Program	(713)	540	1,253	9,650	2,700	(6,950)	6,480	(3,170)
TOTAL SERVICES EXPENSE	28,268	30,825	2,557	155,713	154,125	(1,588)	369,900	214,187
SURPLUS	417	601	(184)	27,410	3,003	24,407	7,208	20,202