

North Mankato Housing and Redevelopment Authority
615 Nicollet Avenue, North Mankato, MN 56003
Regular Meeting
Tuesday, June 18, 2019 – 9:15 a.m.
Location: Koppen Gardens Community Room

AGENDA

PUBLIC HEARING – 9:00 A.M.
-Presentation of Revised –Five Year Capital Plan

- A. Call to Order/Roll Call by Secretary
- B. Amendments to Agenda
- C. Open Meeting Resident
- D. Approval of Minutes: May 29, 2019
- F. Approval of Financials: May 2019
- F. Approval of Checks: May Checks #14939-14940, EFT
June Checks #14641-14955, EFT
- G. Occupancy:
- H. Old Business:
- I. New Business:
 - Election of Officers
 - Property Insurance Renewal
 - Maintenance Wage Rate – Resolution # 2019.0618.01
 - Five-Year Action Plan-No revisions- Resolution #2019.0618.02
 - Civil Rights Certification – Approval Five-Year Plan
 - Depreciation Schedule – Resolution #2019.0618.03
 - Approval of Revised Budget fiscal year ending June 30, 2019
Resolution # 2019.0618.04
 - Approval of Budget fiscal year ending June 30, 2020
Resolution #2019.0618.05
 - Bad Debt Write off – Resolution #2019.06.18.06
 - PHAS Score
 - HUD Audit Approval
- J. Next Meeting: July 23, 2019
- K. Adjournment Regular Meeting
- J. Closed Meeting Employee Salary Discussion

**MEETING MINUTES FROM EXECUTIVE BOARD MEETING
NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY
1001 Belgrade Avenue, North Mankato, MN 56003
9:15 a.m., May 29, 2019**

Roll Call

Members Present: John Daley, Chair
Billy Steiner,
Jennifer Drganc

Members Absent: Leon Bembenek,
Loren Morgan

Others Present: Kristen Mallak, SMR Management

Amendments to Agenda

Change of meeting date from May 28th to May 29th and the addition of check #14938.

Open Meeting Residents

None appeared.

Approval of Meeting Minutes

Board Member Drganc moved, seconded by Board Member Steiner, to approve the minutes of March 26, 2019, HRA Regular meeting. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Approval of Financials

SMR representative Mallak reported there has been many plumbing issues recently due to the age of the building and corroded pipes. This will be an on going problem. The cash is still continuing to recover after the remodel and recommended looking at moving another CD into the checking account. Board Member Steiner moved, seconded by Board Member Drganc to approve the financials. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Approval of Checks

Board Member Steiner moved, seconded by Board Member Drganc, to approve the March, April and May checks. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Occupancy

All units are filled with no anticipated move outs.

Old Business

None.

New Business

Approval of Audit

SMR representative Mallak stated that the audit has been submitted and she has received notice from HUD that there were no findings. Chair Daley reported he did not see any concerns with the Audit. Board Member steiner moved, seconded by Board Member Drganc to approve the audit. Vote on the motion: Aye 3, Nay 0. Motion carried.

Set Next Meeting Date

Board Chair Daley moved, seconded by Board Member Drganc to set the next meeting-Annual Meeting for June 18, 2019, at 9:15 am. Vote on the motion: Aye 3, Nay 0. Motion carried.

Adjournment

Adjourned at 9:26 a.m.

Chair

Secretary

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BALANCE SHEET

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ACCT DESCRIPTION

ASSETS

111101	Cash General Fund	\$ 9,572.70
111700	Petty Cash	100.00
112200	Tenants Accounts Receivable	5,018.33
116200	General Fund Investments	211,649.68
121100	Prepaid Insurance	2,091.43
140002	Development Cost	1,169,610.66
140003	Development Cost Contra	(3,499,845.86)
140005	Accumulated Depreciation	(2,648,488.24)
140006	Land	195,668.66
140007	Building	1,590,070.25
140008	Furniture, Machine, Equipment-Dwell	54,102.32
140009	Furniture, Machine, Equipment-Admin	27,300.92
140016	Land Improvements	219,146.95
140017	Building Improvements	2,004,008.88
140055	Mod Cost Complete	2,258,775.20
	Mod Cost Incomplete	110,686.00
	Capital Fund Operations Contra	
	Capital Fund Non Exp Contra	

TOTAL ASSETS

\$ 1,709,467.88

SURPLUS & LIABILITIES

211400	Tenants Security Deposits	\$ 14,702.46
211410	Tenants Pet Deposits	2,400.00
211499	Security Deposit Interest	(270.23)
213501	Accrued Absences - Current	3,371.76
213502	Accrued Absences - Non-current	3,945.76
213700	Payment in Lieu of Taxes	(741.48)
213701	Pilot Current Year	6,837.16
280200	Investments in Capital Assets	962,901.09
280600	Unrestricted Net Assets	582,291.56
	Capital Fund Advances	(110,686.00)
	Current Year Net Activity	(134,029.80)

TOTAL SURPLUS & LIABILITIES

\$ 1,709,467.88

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SUBSIDIARY SCHEDULES

MOD COST INCOMPLETE

721480 Cf 2018 Building Improvements \$ 110,686.00

TOTAL MOD COST INCOMPLETE \$ 110,686.00

CAPITAL FUNDS ADVANCES

802918 Capital Fund 2018 Advances \$ (110,686.00)

TOTAL CAPITAL FUNDS NON-EXP. \$ (110,686.00)

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STATEMENT OF OPERATING RECEIPTS & EXPENSES

		CURRENT ACTIVITY	YTD BALANCE	YTD PROBATE BUDGET	OVER)/UNDER BUDGET
INCOME					
311000	Dwelling Rental	\$ 19,253.00	\$ 208,930.00	\$ 211,575.83	\$ 2,645.83
312000	Excess Utilities	0	2,910.00	2,823.33	(86.67)
319000	Nondwelling Rental	250.00	2,750.00	2,750.00	0
	TOTAL RENTAL INCOME	19,503.00	214,590.00	217,149.16	2,559.16
361000	Investment Interest	\$.26	\$ 119.18	\$ 3,116.67	\$ 2,997.49
369000	Other Tenant Income	1,913.25	21,363.39	23,741.67	2,378.28
369500	Other Income -- Non recurring	0	460.95	0	(460.95)
802000	Hud Operating Subsidy	9,339.00	112,703.00	106,241.67	(6,461.33)
	TOTAL OTHER OPERATING RECEIPTS	11,252.51	134,646.52	133,100.01	(1,546.51)
	TOTAL RECEIPTS	30,755.51	349,236.52	350,249.17	1,012.65
EXPENSES					
413000	Legal Expense	0	0	916.67	916.67
414000	Training	1,070.00	1,169.00	275.00	(894.00)
415000	Travel	0	154.00	458.33	304.33
417000	Accounting Fees	290.00	2,630.00	3,116.67	486.67
417100	Audit Expense	3,270.00	3,270.00	3,483.33	213.33
419000	Office Expenses	267.90	4,130.32	2,740.83	(1,389.49)
419200	Advertising	0	0	550.00	550.00
419300	Telephone	596.68	5,384.19	4,583.33	(800.86)
419400	Sundry-Administrative	499.00	6,285.22	7,131.67	846.45
419500	Outside Management	5,250.00	56,250.00	55,000.00	(1,250.00)
	TOTAL ADMINISTRATIVE EXPENSES	11,243.58	79,272.73	78,255.83	(1,016.90)
422000	Recreation, Publication & Othe	336.32	3,272.59	7,333.33	4,060.74
423000	Tenant Contract Costs	0	0	550.00	550.00
	TOTAL TENANT SERVICES EXPENSE	336.32	3,272.59	7,883.33	4,610.74
431000	Water	514.62	7,259.48	8,800.00	1,540.52
432000	Electricity	2,649.81	35,856.31	36,666.67	810.36
433000	Gas	2,194.55	19,674.34	23,833.33	4,158.99
439000	Other Utility Expense	324.61	6,976.74	11,000.00	4,023.26
439100	Garbage Disposal	354.93	5,329.94	9,900.00	4,570.06
	TOTAL UTILITIES EXPENSE	6,038.52	75,096.81	90,200.00	15,103.19
441000	Maintenance Labor	5,942.88	63,961.81	63,020.83	(940.98)
441045	Employee Benefits Maintenance	1,522.57	12,029.45	11,935.00	(94.45)
442000	Materials	46.18	7,663.02	8,479.17	816.15
443000	Contract Costs	20.88	9,481.14	5,958.33	(3,522.81)
443090	Contracts - Cable TV	1,353.42	14,145.49	15,033.33	887.84

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STATEMENT OF OPERATING RECEIPTS & EXPENSES

	CURRENT ACTIVITY	YTD BALANCE	YTD PROBATE BUDGET	OVER)/UNDER BUDGET
443200 Heating & Cooling	0	766.75	4,125.00	3,358.25
443300 Snow Removal	457.50	2,777.50	1,237.50	(1,540.00)
443400 Elevator	841.44	10,032.82	10,541.67	508.85
443500 Landscape & Grounds	0	711.27	1,833.33	1,122.06
443600 Unit Turnaround	0	649.40	1,833.33	1,183.93
443700 Electrical Contracts	169.24	4,310.10	4,583.33	273.23
443800 Plumbing	726.00	4,303.00	3,666.67	(636.33)
443900 Extermination	235.80	927.26	1,100.00	172.74
444000 Janitorial	831.26	3,361.08	3,208.33	(152.75)
444100 Routine contracts	0	4,937.87	0	(4,937.87)
TOTAL MAINTENANCE EXPENSE	12,147.17	140,057.96	136,555.82	(3,502.14)
451000 Insurance - Flood & Bond	59.50	654.50	733.33	78.83
451001 Insurance - Property	1,334.25	14,676.75	13,420.00	(1,256.75)
451002 Insurance - Liability	345.42	3,949.62	2,310.00	(1,639.62)
451003 Insurance - Work Comp	176.17	2,074.60	2,016.67	(57.93)
452000 Payments In Lieu Of Taxes	591.69	6,837.16	6,242.50	(594.66)
457000 Collection Loss	0	0	348.33	348.33
TOTAL GENERAL EXPENSE	2,507.03	28,192.63	25,070.83	(3,121.80)
 TOTAL ROUTINE EXPENSE	 32,272.62	 325,892.72	 337,965.81	 12,073.09
 TOTAL EXPENSE	 32,272.62	 325,892.72	 337,965.81	 12,073.09

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Date	Index	Description	Current Month	Year To Date
04 30	111101	Cash General Fund		
		Beginning Balance		10,765.76 Dr
05 31	111101	J010073 MAY19 Cash Disbursements	30,275.57 Cr	
05 10	111101	J300002 Operating Subsidy *	9,339.00 Dr	
05 13	111101	J300005 Caretaker Apt Rent *	19,014.00 Dr	
05 14	111101	J300007 Laundry *	729.25 Dr	
05 31	111101	J300009 Interest *	.26 Dr	
		Current Total	1,193.06 Cr	
		Ending Balance		9,572.70 Dr
04 30	111700	Petty Cash		
		Beginning Balance		100.00 Dr
		Ending Balance		100.00 Dr
04 30	112200	Tenants Accounts Receivable		
		Beginning Balance		3,345.33 Dr
05 31	112200	001926 To Record May 19 Rental R	20,437.00 Dr	
05 13	112200	000053 Rent	18,764.00 Cr	
		Current Total	1,673.00 Dr	
		Ending Balance		5,018.33 Dr
04 30	112517	Accounts Receivable Hud - CF 17		
04 30	114500	Accrued Interest		
04 30	116200	General Fund Investments		
		Beginning Balance		211,649.68 Dr
		Ending Balance		211,649.68 Dr
04 30	121100	Prepaid Insurance		
		Beginning Balance		4,006.77 Dr
05 31	121100	001927 To Write Off Insurance	1,915.34 Cr	
		Current Total	1,915.34 Cr	
		Ending Balance		2,091.43 Dr
04 30	140002	Development Cost		
		Beginning Balance		1169,610.66 Dr
		Ending Balance		1169,610.66 Dr
04 30	140003	Development Cost Contra		
		Beginning Balance		3499,845.86 Cr
		Ending Balance		3499,845.86 Cr
04 30	140005	Accumulated Depreciation		
		Beginning Balance		2648,488.24 Cr
		Ending Balance		2648,488.24 Cr
04 30	140006	Land		
		Beginning Balance		195,668.66 Dr
		Ending Balance		195,668.66 Dr

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04 30	140007	Building		
		Beginning Balance		1590,070.25 Dr
		Ending Balance		1590,070.25 Dr
04 30	140008	Furniture, Machine, Equipment-Dwell		
		Beginning Balance		54,102.32 Dr
		Ending Balance		54,102.32 Dr
04 30	140009	Furniture, Machine, Equipment-Admin		
		Beginning Balance		27,300.92 Dr
		Ending Balance		27,300.92 Dr
04 30	140016	Land Improvements		
		Beginning Balance		219,146.95 Dr
		Ending Balance		219,146.95 Dr
04 30	140017	Building Improvements		
		Beginning Balance		2004,008.88 Dr
		Ending Balance		2004,008.88 Dr
04 30	140055	Mod Cost Complete		
		Beginning Balance		2258,775.20 Dr
		Ending Balance		2258,775.20 Dr
04 30	211100	Accounts Payable Vendors		
04 30	211200	Accounts Payables - Capital Asset		
04 30	211400	Tenants Security Deposits		
		Beginning Balance		14,702.46 Cr
		Ending Balance		14,702.46 Cr
04 30	211410	Tenants Pet Deposits		
		Beginning Balance		2,400.00 Cr
		Ending Balance		2,400.00 Cr
04 30	211499	Security Deposit Interest		
		Beginning Balance		270.23 Dr
		Ending Balance		270.23 Dr
04 30	211701	Payroll Deduction - FED WH		
		Beginning Balance		186.81 Cr
05 03	211701	005001 Eftps	186.81 Dr	
05 21	211701	005003 Bruce Ahlschlager	160.14 Cr	
05 21	211701	005004 Robert J Dekruif	26.67 Cr	
05 21	211701	005005 Eftps	186.81 Dr	
05 22	211701	005012 Eftps	204.92 Dr	
05 30	211701	005014 Bruce Ahlschlager	178.25 Cr	
05 30	211701	005015 Robert J Dekruif	26.67 Cr	
		Current Total	186.81 Dr	

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		Ending Balance		
04 30	211702	Payroll Deduction - Fica/Med		
		Beginning Balance		221.17 Cr
05 03	211702	005001 Eftps	221.17 Dr	
05 21	211702	005003 Bruce Ahlschlager	135.11 Cr	
05 21	211702	005004 Robert J Dekruif	86.06 Cr	
05 21	211702	005005 Eftps	221.17 Dr	
05 22	211702	005012 Eftps	233.46 Dr	
05 30	211702	005014 Bruce Ahlschlager	147.40 Cr	
05 30	211702	005015 Robert J Dekruif	86.06 Cr	
		Current Total	221.17 Dr	
		Ending Balance		
04 30	211703	Payroll Deduction State W/H		
		Beginning Balance		102.00 Cr
05 06	211703	005002 Mn Dept Of Revenue	102.00 Dr	
05 21	211703	005003 Bruce Ahlschlager	84.00 Cr	
05 21	211703	005004 Robert J Dekruif	18.00 Cr	
05 21	211703	005006 Mn Dept Of Revenue	102.00 Dr	
05 23	211703	005013 Mn Dept Of Revenue	113.00 Dr	
05 30	211703	005014 Bruce Ahlschlager	95.00 Cr	
05 30	211703	005015 Robert J Dekruif	18.00 Cr	
		Current Total	102.00 Dr	
		Ending Balance		
04 30	211705	Payroll Deduction Pension		
05 21	211705	014914 Security Benefits	105.97 Dr	
05 21	211705	014915 Security Benefits	100.00 Dr	
05 21	211705	005003 Bruce Ahlschlager	205.97 Cr	
05 30	211705	005014 Bruce Ahlschlager	215.60 Cr	
05 30	211705	014939 Security Benefits	100.00 Dr	
05 30	211705	014940 Security Benefits	115.60 Dr	
		Current Total		
		Ending Balance		
04 30	213400	Accrued Utilities		
04 30	213501	Accrued Absences - Current		
		Beginning Balance		3,371.76 Cr
		Ending Balance		3,371.76 Cr
04 30	213502	Accrued Absences - Non-current		
		Beginning Balance		3,945.76 Cr
		Ending Balance		3,945.76 Cr
04 30	213700	Payment in Lieu of Taxes		
		Beginning Balance		741.48 Dr
		Ending Balance		741.48 Dr

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04 30	213701	Pilot Current Year		
		Beginning Balance		6,245.47 Cr
05 31	213701	J110002 Current Year Pilot	<u>591.69 Cr</u>	
		Current Total	591.69 Cr	
		Ending Balance		6,837.16 Cr
04 30	224000	Prepaid Rent		
04 30	280200	Investments in Capital Assets		
		Beginning Balance		962,901.09 Cr
		Ending Balance		962,901.09 Cr
04 30	280600	Unrestricted Net Assets		
		Beginning Balance		582,291.56 Cr
		Ending Balance		582,291.56 Cr
04 30	311000	Dwelling Rental		
		Beginning Balance		189,677.00 Cr
05 31	311000	001926 To Record May 19 Rental R	<u>19,253.00 Cr</u>	
		Current Total	19,253.00 Cr	
		Ending Balance		208,930.00 Cr
04 30	312000	Excess Utilities		
		Beginning Balance		2,910.00 Cr
		Ending Balance		2,910.00 Cr
04 30	319000	Nondwelling Rental		
		Beginning Balance		2,500.00 Cr
05 13	319000	000053 Caretaker Apt Rent	<u>250.00 Cr</u>	
		Current Total	250.00 Cr	
		Ending Balance		2,750.00 Cr
04 30	361000	Investment Interest		
		Beginning Balance		118.92 Cr
05 31	361000	000055 Interest	<u>.26 Cr</u>	
		Current Total	.26 Cr	
		Ending Balance		119.18 Cr
04 30	369000	Other Tenant Income		
		Beginning Balance		19,450.14 Cr
05 31	369000	001926 To Record May 19 Rental R	<u>1,184.00 Cr</u>	
05 14	369000	000054 Laundry	<u>729.25 Cr</u>	
		Current Total	1,913.25 Cr	
		Ending Balance		21,363.39 Cr
04 30	369500	Other Income - Non recurring		
		Beginning Balance		460.95 Cr
		Ending Balance		460.95 Cr

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04 30	413000	Legal Expense		
04 30	414000	Training		
		Beginning Balance		99.00 Dr
05 21	414000	014935 Smr Management	<u>1,070.00 Dr</u>	
		Current Total	1,070.00 Dr	
		Ending Balance		1,169.00 Dr
04 30	415000	Travel		
		Beginning Balance		154.00 Dr
		Ending Balance		154.00 Dr
04 30	417000	Accounting Fees		
		Beginning Balance		2,340.00 Dr
05 21	417000	014918 C Naber & Associates	<u>290.00 Dr</u>	
		Current Total	290.00 Dr	
		Ending Balance		2,630.00 Dr
04 30	417100	Audit Expense		
05 21	417100	014924 Jmsc Futurity	<u>3,270.00 Dr</u>	
		Current Total	3,270.00 Dr	
		Ending Balance		3,270.00 Dr
04 30	419000	Office Expenses		
		Beginning Balance		3,862.42 Dr
05 21	419000	014931 Nan Mckay & Associates In	199.00 Dr	
05 21	419000	005007 Consolidated	<u>68.90 Dr</u>	
		Current Total	267.90 Dr	
		Ending Balance		4,130.32 Dr
04 30	419200	Advertising		
04 30	419300	Telephone		
		Beginning Balance		4,787.51 Dr
05 21	419300	014916 Robert J Dekruif	40.00 Dr	
05 21	419300	014926 Mas Communications	215.49 Dr	
05 29	419300	014938 Bruce Ahlschlager	80.00 Dr	
05 21	419300	005007 Consolidated	<u>261.19 Dr</u>	
		Current Total	596.68 Dr	
		Ending Balance		5,384.19 Dr
04 30	419400	Sundry-Administrative		
		Beginning Balance		5,786.22 Dr
05 21	419400	014921 Housing Data Systems Inc	120.00 Dr	
05 21	419400	014932 Mn Nahro	214.00 Dr	
05 21	419400	005009 Md Payroll Advisors	160.00 Dr	
05 31	419400	005017 Bank Fees	<u>5.00 Dr</u>	
		Current Total	499.00 Dr	
		Ending Balance		6,285.22 Dr

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04 30	419500	Outside Management		
		Beginning Balance		51,000.00 Dr
05 21	419500	014935 Smr Management	<u>5,250.00 Dr</u>	
		Current Total	5,250.00 Dr	
		Ending Balance		56,250.00 Dr
04 30	422000	Recreation, Publication & Other		
		Beginning Balance		2,936.27 Dr
05 21	422000	014919 Culligan	35.25 Dr	
05 21	422000	014922 J D Truffles	206.80 Dr	
05 21	422000	014933 Petty Cash	<u>94.27 Dr</u>	
		Current Total	336.32 Dr	
		Ending Balance		3,272.59 Dr
04 30	423000	Tenant Contract Costs		
04 30	431000	Water		
		Beginning Balance		6,744.86 Dr
05 21	431000	005008 City Of North Mankato (43	<u>514.62 Dr</u>	
		Current Total	514.62 Dr	
		Ending Balance		7,259.48 Dr
04 30	432000	Electricity		
		Beginning Balance		33,206.50 Dr
05 21	432000	005011 Xcel Energy (27,360)	<u>2,649.81 Dr</u>	
		Current Total	2,649.81 Dr	
		Ending Balance		35,856.31 Dr
04 30	433000	Gas		
		Beginning Balance		17,479.79 Dr
05 31	433000	005016 Centerpoint Energy (3782)	<u>2,194.55 Dr</u>	
		Current Total	2,194.55 Dr	
		Ending Balance		19,674.34 Dr
04 30	439000	Other Utility Expense		
		Beginning Balance		6,652.13 Dr
05 21	439000	005008 City Of North Mankato	<u>324.61 Dr</u>	
		Current Total	324.61 Dr	
		Ending Balance		6,976.74 Dr
04 30	439100	Garbage Disposal		
		Beginning Balance		4,975.01 Dr
05 21	439100	005010 Waste Management	<u>354.93 Dr</u>	
		Current Total	354.93 Dr	
		Ending Balance		5,329.94 Dr
04 30	441000	Maintenance Labor		
		Beginning Balance		58,018.93 Dr
05 21	441000	005003 Bruce Ahlschlager	1,766.16 Dr	
05 21	441000	005004 Robert J Dekruif	<u>1,125.00 Dr</u>	

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05 30	441000	005014 Bruce Ahlschlager	1,926.72 Dr	
05 30	441000	005015 Robert J Dekruif	<u>1,125.00 Dr</u>	
		Current Total	5,942.88 Dr	
		Ending Balance		63,961.81 Dr
04 30	441045	Employee Benefits Maintenance		
		Beginning Balance		10,506.88 Dr
05 21	441045	014914 Security Benefits	123.64 Dr	
05 21	441045	014917 Bruce Ahlschlager	378.60 Dr	
05 21	441045	014937 Usuable Life	209.66 Dr	
05 03	441045	005001 Eftps	221.17 Dr	
05 21	441045	005005 Eftps	221.17 Dr	
05 22	441045	005012 Eftps	233.46 Dr	
05 30	441045	014940 Security Benefits	<u>134.87 Dr</u>	
		Current Total	1,522.57 Dr	
		Ending Balance		12,029.45 Dr
04 30	441050	Accrued Absences - Maint		
04 30	442000	Materials		
		Beginning Balance		7,616.84 Dr
05 21	442000	014925 Lloyd Lumber CO	21.53 Dr	
05 29	442000	014938 Bruce Ahlschlager	<u>24.65 Dr</u>	
		Current Total	46.18 Dr	
		Ending Balance		7,663.02 Dr
04 30	443000	Contract Costs		
		Beginning Balance		9,460.26 Dr
05 29	443000	014938 Bruce Ahlschlager	<u>20.88 Dr</u>	
		Current Total	20.88 Dr	
		Ending Balance		9,481.14 Dr
04 30	443090	Contracts - Cable TV		
		Beginning Balance		12,792.07 Dr
05 21	443090	005007 Consolidated	<u>1,353.42 Dr</u>	
		Current Total	1,353.42 Dr	
		Ending Balance		14,145.49 Dr
04 30	443200	Heating & Cooling		
		Beginning Balance		766.75 Dr
		Ending Balance		766.75 Dr
04 30	443300	Snow Removal		
		Beginning Balance		2,320.00 Dr
05 21	443300	014936 Steve Starrett Constructi	<u>457.50 Dr</u>	
		Current Total	457.50 Dr	
		Ending Balance		2,777.50 Dr
04 30	443400	Elevator		
		Beginning Balance		9,191.38 Dr

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Date	Index	Description	Current Month	Year To Date
05 21	443400	014927 Minnesota Elevator Inc	<u>841.44 Dr</u>	
		Current Total	841.44 Dr	
		Ending Balance		10,032.82 Dr
04 30	443500	Landscape & Grounds		
		Beginning Balance		711.27 Dr
		Ending Balance		711.27 Dr
04 30	443600	Unit Turnaround		
		Beginning Balance		649.40 Dr
		Ending Balance		649.40 Dr
04 30	443700	Electrical Contracts		
		Beginning Balance		4,140.86 Dr
05 21	443700	014930 Mtu Onsite Energy	<u>169.24 Dr</u>	
		Current Total	169.24 Dr	
		Ending Balance		4,310.10 Dr
04 30	443800	Plumbing		
		Beginning Balance		3,577.00 Dr
05 21	443800	014923 Jetter Clean Inc	160.00 Dr	
05 21	443800	014934 Schwickert's	<u>566.00 Dr</u>	
		Current Total	726.00 Dr	
		Ending Balance		4,303.00 Dr
04 30	443900	Extermination		
		Beginning Balance		691.46 Dr
05 21	443900	014920 Ecolab Pest Elimination	<u>235.80 Dr</u>	
		Current Total	235.80 Dr	
		Ending Balance		927.26 Dr
04 30	444000	Janitorial		
		Beginning Balance		2,529.82 Dr
05 21	444000	014928 Melcher's Power-Vac Inc	540.00 Dr	
05 21	444000	014929 Mrci	<u>291.26 Dr</u>	
		Current Total	831.26 Dr	
		Ending Balance		3,361.08 Dr
04 30	444100	Routine contracts		
		Beginning Balance		4,937.87 Dr
		Ending Balance		4,937.87 Dr
04 30	451000	Insurance - Flood & Bond		
		Beginning Balance		595.00 Dr
05 31	451000	001927 To Write Off Insurance	<u>59.50 Dr</u>	
		Current Total	59.50 Dr	
		Ending Balance		654.50 Dr
04 30	451001	Insurance - Property		
		Beginning Balance		13,342.50 Dr

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Date	Index	Description	Current Month	Year To Date
05 31	451001	001927 To Write Off Insurance	<u>1,334.25 Dr</u>	
		Current Total	1,334.25 Dr	
		Ending Balance		14,676.75 Dr
04 30	451002	Insurance - Liability		
		Beginning Balance		3,604.20 Dr
05 31	451002	001927 To Write Off Insurance	<u>345.42 Dr</u>	
		Current Total	345.42 Dr	
		Ending Balance		3,949.62 Dr
04 30	451003	Insurance - Work Comp		
		Beginning Balance		1,898.43 Dr
05 31	451003	001927 To Write Off Insurance	<u>176.17 Dr</u>	
		Current Total	176.17 Dr	
		Ending Balance		2,074.60 Dr
04 30	452000	Payments In Lieu Of Taxes		
		Beginning Balance		6,245.47 Dr
05 31	452000	J110001 Current Year Pilot	<u>591.69 Dr</u>	
		Current Total	591.69 Dr	
		Ending Balance		6,837.16 Dr
04 30	457000	Collection Loss		
04 30	485000	Depreciation - Current		
04 30	485100	Depreciation- CF		
04 30	612000	Gain/Loss Equipment		
04 30	721480	Cf 2018 Building Improvements		
		Beginning Balance		110,686.00 Dr
		Ending Balance		110,686.00 Dr
04 30	802000	Hud Operating Subsidy		
		Beginning Balance		103,364.00 Cr
05 10	802000	000052 Operating Subsidy	<u>9,339.00 Cr</u>	
		Current Total	9,339.00 Cr	
		Ending Balance		112,703.00 Cr
04 30	802916			
04 30	802917	Cf 501-17 Advances		
04 30	802918	Capital Fund 2018 Advances		
		Beginning Balance		110,686.00 Cr
		Ending Balance		110,686.00 Cr
04 30	941410	Cf 16 Administration		

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Date	Index	Description	Current Month	Year To Date
04 30	941430	Cf 16 Fees & Costs		
04 30	941460	CF16 Dwelling Structure		
04 30	961430	Cf 17 Fees & Costs		
04 30	961450	CF 2017 Site Improvement		
04 30	961460	CF 2017 Dwelling Structure		

Line Count: 185

.00

Id: 7584 North Mankato Housing Authority
J#: 1 CURRENT PD. CHECKS #1

Current Period: 5/19
Tran Date: 5/19

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Seq#	CHECK#	DATE	Description	Account#	Debits	Credits
1	14914		Security Benefits	211705	105.97	
2				441045	123.64	
3	14915		Security Benefits	211705	100.00	
4	14916		Robert J Dekruif	419300	40.00	
5	14917		Bruce Ahlschlager	441045	378.60	
6	14918		C Naber & Associates	417000	290.00	
7	14919		Culligan	422000	35.25	
8	14920		Ecolab Pest Elimination	443900	235.80	
9	14921		Housing Data Systems Inc	419400	120.00	
10	14922		J D Truffles	422000	206.80	
11	14923		Jetter Clean Inc	443800	160.00	
12	14924		Jmsc Futurity	417100	3,270.00	
13	14925		Lloyd Lumber CO	442000	21.53	
14	14926		Mas Communications	419300	215.49	
15	14927		Minnesota Elevator Inc	443400	841.44	
16	14928		Melcher's Power-Vac Inc	444000	540.00	
17	14929		Mrci	444000	291.26	
18	14930		Mtu Onsite Energy	443700	169.24	
19	14931		Nan Mckay & Associates Inc	419000	199.00	
20	14932		Mn Nahro	419400	214.00	
21	14933		Petty Cash	422000	94.27	
22	14934		Schwicker's	443800	566.00	
23	14935		Smr Management	419500	5,250.00	
24				414000	1,070.00	
25	14936		Steve Starrett Constructio	443300	457.50	
26	14937		Usuable Life	441045	209.66	
27	14938		Bruce Ahlschlager	419300	80.00	
28				442000	24.65	
29				443000	20.88	
30	5001		Eftps	211701	186.81	

Id: 7584 North Mankato Housing Authority
J#: 1 CURRENT PD. CHECKS #1

Current Period: 5/19
Tran Date: 5/19

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Seq#	CHECK#	DATE	Description	Account#	Debits	Credits
31	5001		Eftps	211702	221.17	
32				441045	221.17	
33	5002		Mn Dept Of Revenue	211703	102.00	
34	5003		Bruce Ahlschlager	441000	1,766.16	
35				211701		160.14
36				211702		135.11
37				211703		84.00
38				211705		205.97
39	5004		Robert J Dekruif	441000	1,125.00	
40				211701		26.67
41				211702		86.06
42				211703		18.00
43	5005		Eftps	441045	221.17	
44				211701	186.81	
45				211702	221.17	
46	5006		Mn Dept Of Revenue	211703	102.00	
47	5007		Consolidated	443090	1,353.42	
48				419000	68.90	
49				419300	261.19	
50	5008		City Of North Mankato	439000	324.61	
51			City Of North Mankato (43,	431000	514.62	
52	5009		Md Payroll Advisors	419400	160.00	
53	5010		Waste Management	439100	354.93	
54	5011		Xcel Energy (27,360)	432000	2,649.81	
55	5012		Eftps	211702	233.46	
56				441045	233.46	
57				211701	204.92	
58	5013		Mn Dept Of Revenue	211703	113.00	
59	5014		Bruce Ahlschlager	211705		215.60
60				441000	1,926.72	
61				211701		178.25
62				211702		147.40
63				211703		95.00
64	5015		Robert J Dekruif	211703		18.00
65				211701		26.67
66				211702		86.06
67				441000	1,125.00	
68	5016		Centerpoint Energy (3782)	433000	2,194.55	
69	5017		Bank Fees	419400	5.00	

Id: 7584 North Mankato Housing Authority
J#: 1 CURRENT PD. CHECKS #1

Current Period: 5/19
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Seq#	CHECK#	DATE	Description	Account#	Debits	Credits
70	14939		Security Benefits	211705	100.00	
71	14940		Security Benefits	211705	115.60	
72				441045	134.87	
73	0		MAY19 Cash Disbursements	111101		30,275.57-
			Proof:	.00	2529887800	31,758.50 * 31,758.50-*

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J#: 7 CURRENT PD. JOURNAL

Current Period: 5/19 Page 4
Tran Date: 5/19 6/06/19

Seq#	SKIP	DATE	Description	Account#	Tran Amount
1	1926		To Record May 19 Rental Re	112200	20,437.00
2			To Record May 19 Rental Re	311000	19,253.00-
3			To Record May 19 Rental Re	369000	1,184.00-
4	1927		To Write Off Insurance	451000	59.50
5				451001	1,334.25
6				451002	345.42
7				451003	176.17
8				121100	1,915.34-
** Totals **				271730600*	.00

Id: 7584 North Mankato Housing Authority
J#: 11 AUTO ENTRIES JOURNAL

Current Period: 5/19 Page 5
Tran Date: 5/19 6/06/19

Seq#	SKIP	DATE	Description	Account#	Tran Amount
1			Current Year Pilot	452000	591.69
2				213701	591.69-
			** Totals **	66570100*	.00

Id: 7584 North Mankato Housing Authority
J#: 30 Bank Entries

Current Period: 5/19 Page 6
Tran Date: 5/19 6/06/19

Seq#	SKIP	DATE	Description	Account#	Tran Amount
1	52	51019	Operating Subsidy	802000	9,339.00-
2	0	51019	Operating Subsidy *	111101	9,339.00
3	53	51319	Rent	112200	18,764.00-
4			Caretaker Apt Rent	319000	250.00-
5	0	51319	Caretaker Apt Rent *	111101	19,014.00
6	54	51419	Laundry	369000	729.25-
7	0	51419	Laundry *	111101	729.25
8	55	53119	Interest	361000	.26-
9	0	53119	Interest *	111101	.26
** Totals **				240760400*	.00

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BUDGET PROGRESS / PUM REPORT

ACCT	DESCRIPTION	----- ACTUAL AMOUNT	----- PUM	----- BUDGET AMOUNT	----- PUM
INCOME					
311000	Dwelling Rental	\$ 208,930.00	\$ 260.19	\$ 230,810.00	\$ 263.48
312000	Excess Utilities	2,910.00	3.62	3,080.00	3.52
319000	Nondwelling Rental	2,750.00	3.42	3,000.00	3.42
	TOTAL RENTAL INCOME	214,590.00	267.24	236,890.00	270.42
361000	Investment Interest	\$ 119.18	\$.15	\$ 3,400.00	\$ 3.88
369000	Other Tenant Income	21,363.39	26.60	25,900.00	29.57
369500	Other Income - Non recurring	460.95	.57		
802000	Hud Operating Subsidy	112,703.00	140.35	115,900.00	132.31
	TOTAL OTHER OPERATING RECEIPTS	134,646.52	167.68	145,200.00	165.75
	TOTAL RECEIPTS	349,236.52	434.91	382,090.00	436.18
EXPENSES					
413000	Legal Expense			1,000.00	1.14
414000	Training	1,169.00	1.46	300.00	.34
415000	Travel	154.00	.19	500.00	.57
417000	Accounting Fees	2,630.00	3.28	3,400.00	3.88
417100	Audit Expense	3,270.00	4.07	3,800.00	4.34
419000	Office Expenses	4,130.32	5.14	2,990.00	3.41
419200	Advertising			600.00	.68
419300	Telephone	5,384.19	6.71	5,000.00	5.71
419400	Sundry-Administrative	6,285.22	7.83	7,780.00	8.88
419500	Outside Management	56,250.00	70.05	60,000.00	68.49
	TOTAL ADMINISTRATIVE EXPENSES	79,272.73	98.72	85,370.00	97.45
422000	Recreation, Publication & Othe	3,272.59	4.08	8,000.00	9.13
423000	Tenant Contract Costs			600.00	.68
	TOTAL TENANT SERVICES EXPENSE	3,272.59	4.08	8,600.00	9.82
431000	Water	7,259.48	9.04	9,600.00	10.96
432000	Electricity	35,856.31	44.65	40,000.00	45.66
433000	Gas	19,674.34	24.50	26,000.00	29.68
439000	Other Utility Expense	6,976.74	8.69	12,000.00	13.70
439100	Garbage Disposal	5,329.94	6.64	10,800.00	12.33
	TOTAL UTILITIES EXPENSE	75,096.81	93.52	98,400.00	112.33
441000	Maintenance Labor	63,961.81	79.65	68,750.00	78.48
441045	Employee Benefits Maintenance	12,029.45	14.98	13,020.00	14.86
442000	Materials	7,663.02	9.54	9,250.00	10.56
443000	Contract Costs	9,481.14	11.81	6,500.00	7.42
443090	Contracts - Cable TV	14,145.49	17.62	16,400.00	18.72
443200	Heating & Cooling	766.75	.95	4,500.00	5.14

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BUDGET PROGRESS / PUM REPORT

ACCT	DESCRIPTION	----- ACTUAL ----- AMOUNT	PUM	----- BUDGET ----- AMOUNT	PUM
443300	Snow Removal	2,777.50	3.46	1,350.00	1.54
443400	Elevator	10,032.82	12.49	11,500.00	13.13
443500	Landscape & Grounds	711.27	.89	2,000.00	2.28
443600	Unit Turnaround	649.40	.81	2,000.00	2.28
443700	Electrical Contracts	4,310.10	5.37	5,000.00	5.71
443800	Plumbing	4,303.00	5.36	4,000.00	4.57
443900	Extermination	927.26	1.15	1,200.00	1.37
444000	Janitorial	3,361.08	4.19	3,500.00	4.00
444100	Routine contracts	4,937.87	6.15		
	TOTAL MAINTENANCE EXPENSE	140,057.96	174.42	148,970.00	170.06
451000	Insurance - Flood & Bond	654.50	.82	800.00	.91
451001	Insurance - Property	14,676.75	18.28	14,640.00	16.71
451002	Insurance - Liability	3,949.62	4.92	2,520.00	2.88
451003	Insurance - Work Comp	2,074.60	2.58	2,200.00	2.51
452000	Payments In Lieu Of Taxes	6,837.16	8.51	6,810.00	7.77
457000	Collection Loss			380.00	.43
	TOTAL GENERAL EXPENSE	28,192.63	35.11	27,350.00	31.22
	TOTAL ROUTINE EXPENSE	325,892.72	405.84	368,690.00	420.88
	TOTAL EXPENSE	325,892.72	405.84	368,690.00	420.88

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BUDGET PROGRESS REPORT

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ACCT	DESCRIPTION	-----YEAR TO DATE----- ACTUAL	BUDGET	-PERCENTAGE- OF BUDGET
INCOME				
311000	Dwelling Rental	\$ 208,930.00	\$ 230,810.00	90.52%
312000	Excess Utilities	2,910.00	3,080.00	94.48
319000	Nondwelling Rental	2,750.00	3,000.00	91.67
	TOTAL RENTAL INCOME	214,590.00	236,890.00	90.59
361000	Investment Interest	\$ 119.18	\$ 3,400.00	3.51%
369000	Other Tenant Income	21,363.39	25,900.00	82.48
369500	Other Income - Non recurring	460.95	0	0
802000	Hud Operating Subsidy	112,703.00	115,900.00	97.24
	TOTAL OTHER OPERATING RECEIPTS	134,646.52	145,200.00	92.73
	TOTAL RECEIPTS	349,236.52	382,090.00	91.40
EXPENSES				
413000	Legal Expense	0	1,000.00	0
414000	Training	1,169.00	300.00	389.67
415000	Travel	154.00	500.00	30.80
417000	Accounting Fees	2,630.00	3,400.00	77.35
417100	Audit Expense	3,270.00	3,800.00	86.05
419000	Office Expenses	4,130.32	2,990.00	138.14
419200	Advertising	0	600.00	0
419300	Telephone	5,384.19	5,000.00	107.68
419400	Sundry-Administrative	6,285.22	7,780.00	80.79
419500	Outside Management	56,250.00	60,000.00	93.75
	TOTAL ADMINISTRATIVE EXPENSES	79,272.73	85,370.00	92.86
422000	Recreation, Publication & Oth	3,272.59	8,000.00	40.91
423000	Tenant Contract Costs	0	600.00	0
	TOTAL TENANT SERVICES EXPENSE	3,272.59	8,600.00	38.05
431000	Water	7,259.48	9,600.00	75.62
432000	Electricity	35,856.31	40,000.00	89.64
433000	Gas	19,674.34	26,000.00	75.67
439000	Other Utility Expense	6,976.74	12,000.00	58.14
439100	Garbage Disposal	5,329.94	10,800.00	49.35
	TOTAL UTILITIES EXPENSE	75,096.81	98,400.00	76.32
441000	Maintenance Labor	63,961.81	68,750.00	93.04
441045	Employee Benefits Maintenance	12,029.45	13,020.00	92.39

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ACCT	DESCRIPTION	-----YEAR TO DATE----- ACTUAL	BUDGET	-PERCENTAGE- OF BUDGET
442000	Materials	7,663.02	9,250.00	82.84
443000	Contract Costs	9,481.14	6,500.00	145.86
443090	Contracts - Cable TV	14,145.49	16,400.00	86.25
443200	Heating & Cooling	766.75	4,500.00	17.04
443300	Snow Removal	2,777.50	1,350.00	205.74
443400	Elevator	10,032.82	11,500.00	87.24
443500	Landscape & Grounds	711.27	2,000.00	35.56
443600	Unit Turnaround	649.40	2,000.00	32.47
443700	Electrical Contracts	4,310.10	5,000.00	86.20
443800	Plumbing	4,303.00	4,000.00	107.58
443900	Extermination	927.26	1,200.00	77.27
444000	Janitorial	3,361.08	3,500.00	96.03
444100	Routine contracts	4,937.87	0	0
	TOTAL MAINTENANCE EXPENSE	140,057.96	148,970.00	94.02
451000	Insurance - Flood & Bond	654.50	800.00	81.81
451001	Insurance - Property	14,676.75	14,640.00	100.25
451002	Insurance - Liability	3,949.62	2,520.00	156.73
451003	Insurance - Work Comp	2,074.60	2,200.00	94.30
452000	Payments In Lieu Of Taxes	6,837.16	6,810.00	100.40
457000	Collection Loss	0	380.00	0
	TOTAL GENERAL EXPENSE	28,192.63	27,350.00	103.08
	TOTAL ROUTINE EXPENSE	325,892.72	368,690.00	88.39
	TOTAL EXPENSE	325,892.72	368,690.00	88.39

Account#	Account Title	Current	Balance
111101	Cash General Fund	1,193.06-	9,572.70
111700	Petty Cash		100.00
112200	Tenants Accounts Receivable	1,673.00	5,018.33
112517	Accounts Receivable Hud - CF 1		.00
114500	Accrued Interest		.00
116200	General Fund Investments		211,649.68
121100	Prepaid Insurance	1,915.34-	2,091.43
140002	Development Cost		1,169,610.66
140003	Development Cost Contra		3,499,845.86-
140005	Accumulated Depreciation		2,648,488.24-
140006	Land		195,668.66
140007	Building		1,590,070.25
140008	Furniture, Machine, Equipment-Dw		54,102.32
140009	Furniture, Machine, Equipment-Ad		27,300.92
140016	Land Improvements		219,146.95
140017	Building Improvements		2,004,008.88
140055	Mod Cost Complete		2,258,775.20
211100	Accounts Payable Vendors		.00
211200	Accounts Payables - Capital As		.00
211400	Tenants Security Deposits		14,702.46-
211410	Tenants Pet Deposits		2,400.00-
211499	Security Deposit Interest		270.23
211701	Payroll Deduction - FED WH	186.81	.00
211702	Payroll Deduction - Fica/Med	221.17	.00
211703	Payroll Deduction State W/H	102.00	.00
211705	Payroll Deduction Pension		.00
213400	Accrued Utilities		.00
213501	Accrued Absences - Current		3,371.76-
213502	Accrued Absences - Non-current		3,945.76-
213700	Payment in Lieu of Taxes		741.48
213701	Pilot Current Year	591.69-	6,837.16-
224000	Prepaid Rent		.00
280200	Investments in Capital Assets		962,901.09-
280600	Unrestricted Net Assets		582,291.56-
	** Subtotal **	1,517.11-	23,343.80
311000	Dwelling Rental	19,253.00-	208,930.00-
312000	Excess Utilities		2,910.00-
319000	Nondwelling Rental	250.00-	2,750.00-
361000	Investment Interest	.26-	119.18-
369000	Other Tenant Income	1,913.25-	21,363.39-
369500	Other Income - Non recurring		460.95-
413000	Legal Expense		.00
414000	Training	1,070.00	1,169.00
415000	Travel		154.00
417000	Accounting Fees	290.00	2,630.00
417100	Audit Expense	3,270.00	3,270.00
419000	Office Expenses	267.90	4,130.32
419200	Advertising		.00
419300	Telephone	596.68	5,384.19
419400	Sundry-Administrative	499.00	6,285.22
419500	Outside Management	5,250.00	56,250.00
422000	Recreation, Publication & Othe	336.32	3,272.59
423000	Tenant Contract Costs		.00

Account#	Account Title	Current	Balance
431000	Water	514.62	7,259.48
432000	Electricity	2,649.81	35,856.31
433000	Gas	2,194.55	19,674.34
439000	Other Utility Expense	324.61	6,976.74
439100	Garbage Disposal	354.93	5,329.94
441000	Maintenance Labor	5,942.88	63,961.81
441045	Employee Benefits Maintenance	1,522.57	12,029.45
441050	Accrued Absences - Maint		.00
442000	Materials	46.18	7,663.02
443000	Contract Costs	20.88	9,481.14
443090	Contracts - Cable TV	1,353.42	14,145.49
443200	Heating & Cooling		766.75
443300	Snow Removal	457.50	2,777.50
443400	Elevator	841.44	10,032.82
443500	Landscape & Grounds		711.27
443600	Unit Turnaround		649.40
443700	Electrical Contracts	169.24	4,310.10
443800	Plumbing	726.00	4,303.00
443900	Extermination	235.80	927.26
444000	Janitorial	831.26	3,361.08
444100	Routine contracts		4,937.87
451000	Insurance - Flood & Bond	59.50	654.50
451001	Insurance - Property	1,334.25	14,676.75
451002	Insurance - Liability	345.42	3,949.62
451003	Insurance - Work Comp	176.17	2,074.60
452000	Payments In Lieu Of Taxes	591.69	6,837.16
457000	Collection Loss		.00
485000	Depreciation - Current		.00
485100	Depreciation- CF		.00
612000	Gain/Loss Equipment		.00
	** Subtotal **	10,856.11	89,359.20
721480	Cf 2018 Building Improvements		110,686.00
	** Subtotal **	.00	110,686.00
802000	Hud Operating Subsidy	9,339.00-	112,703.00-
802916			.00
802917	Cf 501-17 Advances		.00
802918	Capital Fund 2018 Advances		110,686.00-
	** Subtotal **	9,339.00-	223,389.00-
941410	Cf 16 Administration		.00
941430	Cf 16 Fees & Costs		.00
941460	CF16 Dwelling Structure		.00
961430	Cf 17 Fees & Costs		.00
961450	CF 2017 Site Improvement		.00
961460	CF 2017 Dwelling Structure		.00
	** Subtotal **	.00	.00
	** Total **	.00	.00

North Mankato Housing Authority
615 Nicollet Ave
North Mankato, MN 56003-3866
May 31, 2019

7584

Bank Reconciliation

Page 1

Account 111101 P/H CHECKING

A/C#

Bank statement balance, May 31, 2019	\$ 19,728.22
Less: Outstanding checks - see listing	<u>10,155.52</u>
Correct bank balance, May 31, 2019	<u>\$ 9,572.70</u>

* * * * *

General ledger balance, April 30, 2019		\$ 10,765.76
Add: Deposits for the month	<u>\$ 29,082.51</u>	<u>29,082.51</u>
Total		39,848.27
Less: Checks issued	<u>\$ 30,275.57</u>	<u>30,275.57</u>
Correct general ledger balance, May 31, 2019		<u>\$ 9,572.70</u>

* * * * *

North Mankato Housing Authority
615 Nicollet Ave
North Mankato, MN 56003-3866
May 31, 2019

7584

Bank Reconciliation

Page 2

Account 111101 P/H CHECKING

A/C#

Outstanding checks:

Date	Check Number	Payee	Account Code	Check Amount
5/22/19	5012	Eftps	441045	\$ 671.84
5/23/19	5013	Mn Dept Of Revenue	211703	113.00
8/21/18	14686	Mtu Onsite Energy	443700	399.81
12/20/18	14806	Estate Of Nancy Woodrum	112200	12.17
1/25/19	14830	Gatchell Imaging Products Inc	419000	50.69
4/25/19	14911	Gatchell Imaging Products Inc	419000	50.69
5/21/19	14914	Security Benefits	211705	229.61
5/21/19	14915	Security Benefits	211705	100.00
5/21/19	14916	Robert J Dekruif	419300	40.00
5/21/19	14918	C Naber & Associates	417000	290.00
5/21/19	14919	Culligan	422000	35.25
5/21/19	14920	Ecolab Pest Elimination	443900	235.80
5/21/19	14921	Housing Data Systems Inc	419400	120.00
5/21/19	14922	J D Truffles	422000	206.80
5/21/19	14923	Jetter Clean Inc	443800	160.00
5/21/19	14924	Jmsc Futurity	417100	3,270.00
5/21/19	14925	Lloyd Lumber Co	442000	21.53
5/21/19	14926	Mas Communications	419300	215.49
5/21/19	14927	Minnesota Elevator Inc	443400	841.44
5/21/19	14928	Melcher's Power-Vac Inc	444000	540.00
5/21/19	14929	Mrci	444000	291.26
5/21/19	14930	Mtu Onsite Energy	443700	169.24
5/21/19	14931	Nan Mckay & Associates Inc	419000	199.00
5/21/19	14932	Mn Nahro	419400	214.00
5/21/19	14933	Petty Cash	422000	94.27
5/21/19	14934	Schwicker's	443800	566.00
5/21/19	14936	Steve Starrett Construction	443300	457.50
5/21/19	14937	Usuable Life	441045	209.66
5/30/19	14939	Security Benefits	211705	100.00
5/30/19	14940	Security Benefits	441045	250.47

Total

\$ 10,155.52

Note: Please notify us if you have voided any outstanding checks.

Date: 06/04/2019
Time: 14:52:49

North Mankato Housing & Redevelopment Authority

Page: 1

Register - Basic Listing

Public Housing

From: 05/30/2019 To: 05/31/2019

May entries after mtg

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
014939	05/30/2019	Security Benefit	Payment	100.00	457
014940	05/30/2019	Security Benefit	Payment	250.47	401a pera
EFT	05/30/2019	Bruce Ahlschlager	Payment	1,290.47	5/31 pr auto
EFT	05/30/2019	ROBERT J DEKRUIF	Payment	994.27	8/31 pr auto
EFT	05/30/2019	BANK CHARGES	Payment	5.00	
EFT	05/31/2019	CenterPoint Energy	Payment	2,194.55	AUTO MAY 3/6-4/4/19
Total:				(4,834.76)	

Date: 06/04/2019
Time: 14:52:56

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report

Public Housing

From: 05/30/2019 To: 05/31/2019

Page: 1

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
05/30/2019	EFT	Bruce Ahlschlager	Payment	1,290.47	
		A4410 Labor - Maintenance	1,926.72		
		2117.1 Social Security Withheld	-119.46		
		2117.11 Medicare Withheld	-27.94		
		2117.2 Federal Income Tax Withheld	-178.25		
		2117.3 State Income Tax Withheld	-95.00		
		2117.5 Retirement	-215.60		
05/30/2019	EFT	ROBERT J DEKRUIJF	Payment	994.27	
		A4410 Labor - Maintenance	1,125.00		
		2117.1 Social Security Withheld	-69.75		
		2117.11 Medicare Withheld	-16.31		
		2117.2 Federal Income Tax Withheld	-26.67		
		2117.3 State Income Tax Withheld	-18.00		
05/30/2019	EFT	BANK CHARGES	Payment	5.00	
			0.00		
05/30/2019	014939	Security Benefit	Payment	100.00	
		2117.5 Retirement	100.00		
05/30/2019	014940	Security Benefit	Payment	250.47	
		2117.5 Retirement	250.47		
05/31/2019	EFT	CenterPoint Energy	Payment	2,194.55	
		A4330 Gas	2,194.55		

Date: 06/12/2019
Time: 14:23:52

North Mankato Housing & Redevelopment Authority

Register - Basic Listing

Public Housing

From: 06/01/2019 To: 06/12/2019

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
014941	06/12/2019	ROBERT J DEKRUIF	Payment	40.00	JUNE PHONE
014942	06/12/2019	Bruce Ahlschlager	Payment	378.60	JUNE INS REIMBMT
014943	06/12/2019	C. Naber & Associates	Payment	190.00	41212;5/28/19;MAY SERVICE
014944	06/12/2019	The Free Press	Payment	14.48	109319;6/15 ADS
014945	06/12/2019	Housing Data Systems, Inc.	Payment	261.90	227672 &227654
014946	06/12/2019	Jetter Clean Inc.	Payment	320.00	M61170;5/23;503/504 KIT SINKS
014947	06/12/2019	MAS COMMUNICATIONS	Payment	0.63	190500167101;6/1; MAY SERVICE
014948	06/12/2019	McGowan Water Conditioning, Inc.	Payment	18.85	595688;5/16; 3-40#SALT
014949	06/12/2019	Minnesota Elevator, Inc	Payment	716.52	807590;6/12;PHONE DAMAGE
014950	06/12/2019	Menards-Mankato	Payment	366.77	CRD THRU 6/12 BAL DUE
014951	06/12/2019	MRCI	Payment	291.26	649179;5/31; MAY SERVICES
014952	06/12/2019	Philadelphia Indemnity Insurance Company	Payment	751.00	FLOOD INS -8/19/20
014953	06/12/2019	BOB KRUEZER	Payment	450.00	675951;BOILER CHECKS
014954	06/12/2019	EMPLOYEE SCREENING REPORTS	Payment	40.00	520192120;5/31;WAL TANG
014955	06/12/2019	SMR MANAGEMENT	Payment	5,250.00	91031;6/1 MAN FEE
EFT	06/12/2019	irs	Payment	671.84	941 auto
EFT	06/12/2019	mn dept rev	Payment	113.00	w/h
EFT	06/12/2019	CenterPoint Energy	Payment	1,452.03	4/4-5/6/19 gas
EFT	06/12/2019	City of North Mankato	Payment	1,181.29	3/29-5/3/19 USAGE
EFT	06/12/2019	CONSOLIDATED COMMUNICATIONS	Payment	1,683.51	5/15-6/7/19
EFT	06/12/2019	MD PAYROLL ADVISORS	Payment	160.00	16632;6/6/19 PAYROLL PROCESS
EFT	06/12/2019	WM of Southern Minnesota MA	Payment	476.34	MAY SERVICE
EFT	06/12/2019	Xcel Energy	Payment	979.99	4/8-5/9/19 USEAGE
Total:				(	15,808.01)

Date: 06/12/2019
Time: 14:23:57

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report

Public Housing

From: 06/01/2019 To: 06/12/2019

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
06/12/2019	EFT	irs	Payment	671.84	
		2117.2 Federal Income Tax Withheld	671.84		
06/12/2019	EFT	mn dept rev	Payment	113.00	
		2117.3 State Income Tax Withheld	113.00		
06/12/2019	EFT	CenterPoint Energy	Payment	1,452.03	
		A4330 Gas	1,452.03		
06/12/2019	EFT	City of North Mankato	Payment	1,181.29	
		A4310 Water	633.36		
		A4390 Other Utilities Expense	547.93		
06/12/2019	EFT	CONSOLIDATED	Payment	1,683.51	
		A4190 Office Expense	68.90		
		A4390 Other Utilities Expense	1,353.42		
		A4193 Telephone	261.19		
06/12/2019	EFT	MD PAYROLL ADVISORS	Payment	160.00	
		A4190 Office Expense	160.00		
06/12/2019	EFT	WM of Southern Minnesota MA	Payment	476.34	
		A4391 Garbage Removal	476.34		
06/12/2019	EFT	Xcel Energy	Payment	979.99	
		A4320 Electricity	979.99		
06/12/2019	014941	ROBERT J DEKRUIF	Payment	40.00	
		A4193 Telephone	40.00		
06/12/2019	014942	Bruce Ahlschlager	Payment	378.60	
		A4410.45 Maintenance Benefits	378.60		
06/12/2019	014943	C. Naber & Associates	Payment	190.00	
		A4170 Accounting Fees	190.00		
06/12/2019	014944	The Free Press	Payment	14.48	
		A4192 Advertising	14.48		
06/12/2019	014945	Housing Data Systems, Inc.	Payment	261.90	
		A4190 Office Expense	261.90		
06/12/2019	014946	Jetter Clean Inc.	Payment	320.00	
		A4438 Plumbing Contracts	320.00		
06/12/2019	014947	MAS COMMUNICATIONS	Payment	0.63	
		A4193 Telephone	0.63		
06/12/2019	014948	McGowan Water Conditioning, Inc.	Payment	18.85	
		A4441 Routine Maintenance	18.85		
06/12/2019	014949	Minnesota Elevator, Inc	Payment	716.52	
		A4434 Elevator Maintenance	716.52		
06/12/2019	014950	Menards-Mankato	Payment	366.77	
		A4420 Materials	366.77		
06/12/2019	014951	MRCI	Payment	291.26	
		A4440 Janitorial Contracts	291.26		

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
06/12/2019	014952	Philadelphia Indemnity Insurance A4510	Payment 751.00	751.00	
06/12/2019	014953	BOB KRUEZER A4440	Payment 450.00	450.00	
06/12/2019	014954	EMPLOYEE/SCREENING REPORTS A4194	Payment 40.00	40.00	
06/12/2019	014955	SMR MANAGEMENT A4195	Payment 5,250.00	5,250.00	

North Mankato HRA

Board Resolution Number 2019.0618.01

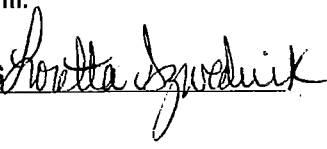
IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The PHA Wage Determination Rate for 7/1/2019 – 6/30/2021 HUD Form 4750 is approved.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 18th day of June, 2019.

John Daley, Chairperson

Board Member

Maintenance Wage Rate Decision		U.S. Department of Housing and Urban Development Office of Labor Relations		HUD FORM 52158 (06/2006)	
Agency Name: North Mankato HRA 615 Nicollet Avenue North Mankato MN 56003		LR 2000 Agency ID No: MN093A		Wage Decision Type: ☒ Routine Maintenance ☐ Nonroutine Maintenance	
		Effective Date: July 1, 2019		Expiration Date: June 30, 2021	
The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.					
Loretta Szweduk, CIRS HUD Labor Relations (Name, Title, Signature)		 5-17-19 Date			
WORK CLASSIFICATION(S)		HOURLY WAGE RATES			
		BASIC WAGE		FRINGE BENEFIT(S) (if any)	
Maintenance Worker Cleaning		\$14.09 \$12.00		As provided by HRA n/a	
		☐ The agency employee benefit program has been determined by HUD to be acceptable for meeting the prevailing fringe benefit requirements. (HUD Labor Relations: If applicable, check box and initial below.) LR Staff Initial			
		FOR HUD USE ONLY LR2000: Log in: Log out:			

North Mankato HRA

Board Resolution Number 2019.0618.02

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The 2015 to 2019 Five Year Action Plan reviewed a public meeting – no changes were made.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 18th day of June, 2019.

John Daley, Chairperson

Board Member

Capital Fund Program - Five-Year Action Plan

Part I: Summary						
PHA Name: North Mankato Housing and Redevelopment Autho		Locality (City/County & State) ☒ Original 5-Year Plan ☐ Revised 5-Year Plan (Revision No:)				
PHA Number: MN019						
A.	Development Number and Name	Work Statement for Year 1 2015	Work Statement for Year 2 2016	Work Statement for Year 3 2017	Work Statement for Year 4 2018	Work Statement for Year 5 2019
	NORTH MANKATO HRA (MN019000001)	\$67,338.00	\$70,050.00	\$84,710.00	\$120,322.00	\$70,050.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2015	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH MANKATO HRA (MN019000001)			\$67,338.00
ID0001	Operations(Operations (1406))	Funds used for lawn care, snow removal, cleaning supplies, office supplies and pest control in building containing 72 Public Housing Units.		\$67,338.00
	Subtotal of Estimated Cost			\$67,338.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2016		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH MANKATO HRA (MN019000001)			\$70,050.00
ID0002	Administrative/Administration (1410)-Other	Davis Bacon compliance for outside contractor to administer and preform all payroll compliance required.		\$3,201.25
ID0003	Architect fees(Non-Dwelling Interior (1480)-Other,Dwelling Unit-Site Work (1480)-Other)	Funds used for architect to develop scope of work, bid process and monitoring of contractors during mechanical room update.		\$14,902.30
ID0004	Mechanical Room Upgrades(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Central Chiller,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other)	Heating and water piping modifications, replacement of air handling unit, gas line entrance replacement, removal of pressure booster pump at building containing 72 Public Housing Units. There is no asbestos or lead based paint to disturb. Dispose of old equipment per HRA policy.		\$51,946.45
	Subtotal of Estimated Cost			\$70,050.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2017	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH MANKATO HRA (MN019000001)			\$84,710.00
ID0009	Parking Lot(Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Interior (1480)-Other)	Remove and replacement of asphalt parking lot located to the west and north of building containing 72 Public Housing Units. No piping or contamination present.		\$13,250.00
ID0005	Painting(Non-Dwelling Interior (1480)-Common Area Painting)	Painting of 7 hallways(floors 1-7) in building containing 72 Public Housing Units. No removal of walls or ceilings.		\$12,800.00
ID0006	Carpet(Non-Dwelling Interior (1480)-Common Area Flooring)	Replacement of hallway carpet on 7 floors in building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos. No Lead Based Paint present.		\$18,580.00
ID0008	Architect fees(Dwelling Unit-Site Work (1480)-Other,Non-Dwelling Interior (1480)-Other)	Architect fees for redesign, surveying, bidding, scope of work and monitoring of parking lot, camera and first floor remodel projects.		\$11,000.00
ID0027	Security System/Camera(Non-Dwelling Construction - Mechanical (1480)-Other)	Upgrade of security camera system to include additional cameras at building containing 72 Public Housing Units. Non-invasive to walls or ceilings.		\$29,080.00
	Subtotal of Estimated Cost			\$84,710.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH MANKATO HRA (MN019000001)			\$120,322.00
ID0013	Office upgrades, Door, Flooring and Paint (Non-Dwelling Interior (1480)-Common Area Finishes, Non-Dwelling Interior (1480)-Common Area Flooring, Non-Dwelling Interior (1480)-Doors, Non-Dwelling Interior (1480)-Storage Area)	Redesign of office entrance. Moving the door from the hallway to the main entrance then replacement of flooring and paint in building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos and LBP.		\$9,636.00
ID0010	Windows (Non-Dwelling Exterior (1480)-Windows)	Remove and Replace of all 1st floor windows with high efficiency windows at building containing 72 Public Housing Units. Minimally invasive to walls, may require disturbance and mitigation of any asbestos. No Lead Based Paint present.		\$76,598.00
ID0011	Flooring (Non-Dwelling Interior (1480)-Common Area Flooring)	Replacement of all flooring on the 1st floor includes hallways and common spaces at building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos.		\$16,446.00
ID0012	Community Room (Non-Dwelling Interior (1480)-Appliances, Non-Dwelling Interior (1480)-Common Area Kitchens, Non-Dwelling Interior (1480)-Common Area Finishes)	Upgrades of the community room to include flooring, painting, cabinets, appliances and furniture at building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos. Remove and replace refrigerator and electric range.		\$17,642.00
	Subtotal of Estimated Cost			\$120,322.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	NORTH MANKATO HRA (MN019000001)			\$70,050.00
ID0014	Roofing(Non-Dwelling Exterior (1480)-Roofs)	Remove and replace of rubber membrane roof and drainage on building containing 72 Public Housing Units.		\$5,388.00
ID0015	Lighting/Electrical/Heat(Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Interior (1480)-Electrical)	Upgrade to light fixtures, electrical and heating elements in building containing 72 Public Housing Units. Non-invasive to walls or ceilings.		\$5,388.00
ID0016	Doors(Dwelling Unit-Interior (1480)-Interior Doors,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Interior (1480)-Doors)	Replacement of interior and exterior doors in building containing 72 Public Housing Units. Which may require disturbance and mitigation of any asbestos		\$5,388.00
ID0017	Bathroom Remodel(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Tubs and Showers,Non-Dwelling Interior (1480)-Common Area Bathrooms)	Remodel of in unit and common area bathrooms in building containing 72 Public Housing Units. Removal and replacement of tile flooring. May require disturbance and mitigation of any asbestos.		\$5,388.00
ID0018	Handicapped Compliant Upgrades(Non-Dwelling Interior (1480)-Other,Dwelling Unit-Interior (1480)-Other)	Upgrade of handicapped accessibility in building containing 72 Public Housing Units. Which will not require disturbance or mitigation of any asbestos. No Lead Based Paint present.		\$5,388.00
ID0019	Trash removal(Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Non-Dwelling Site Work (1480)-Dumpster and Enclosures)	Redesign of trash removal dumpster in building containing 72 Public Housing Units. non-invasive to walls or ceilings.		\$5,388.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0020	Mailboxes(Non-Dwelling Exterior (1480)-Mail Facilities)	Replacement of mail boxes in building containing 72 Public Housing Units. non-invasive to walls or ceilings. Which will not require disturbance or mitigation of any asbestos. No Lead Based Paint present.		\$5,388.00
ID0021	Trash chutes(Non-Dwelling Interior (1480)-Other)	Remove and replace of metal trash chutes in building containing 72 Public Housing Units. non-invasive.		\$5,388.00
ID0022	Common area updates(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Other)	Updates of common area furniture, benches, decor and flooring in building containing 72 Public Housing Units		\$5,388.00
ID0023	Landscaping(Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape)	Replacement of landscaping around building and sidewalks at building containing 72 Public Housing Units. Minimal ground disturbance, no contamination.		\$5,388.00
ID0024	Appliances(Dwelling Unit-Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Laundry Areas)	Remove and replace electrical stoves and refrigerators. Remove and replace laundry washer and natural gas dryers. Dryer natural gas attachments will be non-invasive and will not require replacement.		\$5,388.00
ID0025	Emergency/Fire System(Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection)	Remove and replace of emergency call system and fire protection panel. No hazardous materials, non-invasive to the walls and ceilings.		\$5,388.00
ID0026	Plumbing(Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Plumbing)	Removal and replacement of kitchen and bathroom plumbing fixtures (faucets/hub spouts) at building containing 72 Public Housing Units. non-invasive to walls or ceilings. Which will not require disturbance or mitigation of any asbestos. No Lead Based Paint present.		\$5,394.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity
	Subtotal of Estimated Cost			
				\$70,050.00

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

North Mankato HRA
PHA Name

MN019
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

North Mankato HRA

Board Resolution Number 2019.0618.03

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The PHA Depreciation Report is approved with no changes.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 18th day of June, 2019.

John Daley, Chairperson

Board Member

North Mankato HRA

Board Resolution Number 2019.0618.04

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The PHA Revised Operating Budget 7/1/2018 – 6/30/2019 is approved.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 18th day of June, 2019.

John Daley, Chairperson

Board Member

PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026
(exp. 07/31/2019)

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)**

Previous editions are obsolete form HUD-52574 (08/2005). Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: NORTH MANKATO, HOUSING AUTHORITY PHA Code: MN019

PHA Fiscal Year Beginning: 7/01/18 Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certification and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budgets (*for COCC and all Projects*) approved by Board resolution on: _____
- ☐ Operating Budget submitted to HUD, if applicable, on: _____
- ☒ Operating Budget revision approved by Board resolution on: _____
- ☐ Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operating of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

"OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for instructions and Public reporting burden statement

a. Type of Submission ☐ Original ☒ Revision No.:		b. Fiscal Year Ending 06/30/19	c. No. of months (check one) ☒ 12 mo. ☐ Other (specify)		d. Type of HUD assisted project(s) 01 ☒ PHA/IHA-Owned Rental Housing 02 ☐ IHA Owned Mutual Help Homeownership 03 ☐ PHA/IHA Leased Rental Housing 04 ☐ PHA/IHA Owned Turnkey III Homeownership 05 ☐ PHA/IHA Leased Homeownership			
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) NORTH MANKATO HOUSING AUTHORITY								
f. Address (city, State, zip code) 615 NICOLLET AVE NORTH MANKATO, MN 56003-3866								
g. ACC Number C-636			h. PAS/LOCCS Project No. MN0190001 19J		i. HUD Field Office			
j. No. of Dwelling Units 73		k. No. of Unit Months Available 876		m. No. of Projects ONE				

Line No.	Acct. No.	Description (1)	Actual Last Fiscal Yr. 6/30/18 PUM (2)	☒ Estimates ☐ or Actual Current Budget yr. 6/30/19 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	Amount (to nearest \$10) (7)	
Homebuyers Monthly Payments for:								
010	7710	Operating Expense			0.00			
030	7714	Nonroutine Maintenance Reserve			0.00			
Operating Receipts								
070	3110	Dwelling Rental	263.25	263.48	261.34	228,930		
080	3120	Excess Utilities	3.77	3.52	3.52	3,080		
090	3190	Non dwelling Rental	3.42	3.42	3.42	3,000		
100	Total	Rental Income (sum of lines 070, 080, and 090)	270.44	270.42	268.28	235,010		
110	3610	Interest on General Fund Investments	2.70	3.88	3.88	3,400		
120	3690	Other Income	23.31	29.57	29.57	25,900		
130	Total	Rental Income (sum of lines 100, 110, and 120)	296.45	303.87	301.72	264,310		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries			0.00	0		
145	411045	Administrative Benefits			0.00	0		
150	4130	Legal Expense		1.14	0.57	500		
160	4140	Staff Training		0.34	1.37	1,200		
170	4150	Travel	0.24	0.57	0.34	300		
180	4170	Accounting Fees	3.22	3.88	3.88	3,400		
190	4171	Auditing Fees	2.74	4.34	3.77	3,300		
200	4190	Office Expense	1.82	3.41	5.24	4,590		
200	4192	Advertising & Marketing	0.64	0.68	0.11	100		
200	4193	Telephone	5.14	5.71	6.85	6,000		
200	4194	Other Admin Expense	9.43	8.88	6.83	5,980		
200	4196	Outside Management	68.49	68.49	68.49	60,000		
210	Total	Administrative Expense (sum of line 140 thru line 200)	91.72	97.44	97.45	85,370		
Tenant Services:								
220	4210	Salaries			0.00	0		
225	421045	Tenant Services Benefits			0.00			
230	4220	Recreation, Publications and Other Services	15.91	9.13	4.67	4,000		
240	4230	Contract Costs, Training and Other	0.26	0.68	0.29	250		
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)	16.17	9.81	4.85	4,250		
Utilities:								
260	4310	Water	9.03	10.96	10.96	9,600		
270	4320	Electricity	46.66	45.66	45.66	40,000		
280	4330	Gas	24.94	29.68	27.40	24,000		
290	4340	Fuel			0.00	0		
300	4390	Other Utilities Expense	12.15	13.70	13.70	12,000		
310	4391	Garbage Removal	10.89	12.33	12.33	10,800		
320	Total	Utilities Expense (sum of line 260 thru line 310)	103.67	112.33	110.05	96,400		
					0.00			

Name of PHA/IHA
NORTH MANKATO HOUSING AUTHORITY

Fiscal Year Ending
06/30/19

Line No.	Accl. No.	Description (1)	Actual	☒ Estimates ☐ or Actual	HUD Modifications			
			Last Fiscal Yr. 6/30/18	Current Budget Yr. 6/30/19	PUM	Amount (to nearest \$10)	PUM	Amount (to nearest \$10)
			PUM (2)	PUM (3)	(4)	(5)	(6)	(7)
Ordinary Maintenance and Operation:								
330	4410	Labor	58.61	78.48	83.33	73,000		
335	441045	Maintenance Benefits	14.48	14.86	15.75	13,800		
340	4420	Materials	7.33	10.56	9.99	8,750		
350	4430	Misc contract Costs	6.15	7.42	10.84	9,500		
350	443080	Contract - Cable TV	18.54	18.72	18.26	16,000		
350	4432	Heating & Cooling Contracts	5.27	5.14	2.28	2,000		
350	4433	Snow Removal Contracts	1.76	1.54	3.17	2,780		
350	4434	Elevator Maintenance Contracts	12.58	13.13	13.13	11,500		
350	4435	Landscape & Grounds Contracts	1.22	2.28	1.14	1,000		
350	4436	Unit Turnaround Contracts	2.25	2.28	1.14	1,000		
350	4437	Electrical Contracts	9.71	5.71	5.71	5,000		
350	4438	Plumbing Contracts	7.15	4.57	5.71	5,000		
350	4439	Extermination Contracts	1.02	1.37	1.37	1,200		
350	4440	Janitorial Contracts	4.75	4.00	4.57	4,000		
350	4441	Routine Contracts	4.33		5.73	5,020		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	155.15	170.06	182.13	159,550		
General Expense:								
410	4510	Insurance - Other	0.82	0.91	0.86	750		
410	4510	Insurance - Property	16.28	16.71	18.26	16,000		
410	4510	Insurance - Liability	4.80	2.88	4.91	4,300		
410	4510	Insurance - Work Comp	2.20	2.51	2.57	2,250		
420	4520	Payments in Lieu of Taxes	8.17	7.77	8.11	7,102		
430	4530	Terminal Leave Payments			0.00			
450	4570	Collection Losses		0.43	0.43	380		
460	4590	Other General Expense			0.00			
470	Total	General Expense (sum of lines 410 to 460)	32.27	31.21	35.14	30,782		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	398.98	420.85	429.63	376,352.00		
550	Total	Operating Expenditures (sum of lines 500 and 540)	398.98	420.85	429.63	376,352.00		
Prior Year Adjustments:								
560	8010	Prior Year Adjustments Affecting Residual Receipts			0.00			
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.			0.00			
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	398.98	420.85	429.63	376,352		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	#####	#####	(127.90)	(112,042)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year			0.00			
610	8011	Prior Year Adjustments - (Debit) Credit			0.00			
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)	0.00	0.00	0.00	0		
630	8020	Contributions Earned-Op. Subsidy-Cur. Yr.(before year-end adj)	136.27	132.31	139.32	122,042		
640		Mandatory PFS Adjustments (net):			0.00			
650		Other (specify): CF Operations			0.00			
660		Other (specify):			0.00	0		
670		Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)	0.00	0.00	0.00	0		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	136.27	132.31	139.32	122,042		
690	Total	HUD Contributions (sum of lines 620 and 680)	136.27	132.31	139.32	122,042		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)	33.74	15.33	11.42	10,000		
Enter here and on line 810								

Name of PHA/IHA NORTH MANKATO HOUSING AUTHORITY		Fiscal Year Ending 06/30/19	
	Operating Reserve	PHA/IHA Estimates	HUD Modifications
	Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821 PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

	Part II-Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):		
790	Provision for Operating Reserve - Current Budget Year (check one) ☒ Estimated for FYE ☐ Actual for FYE		
800	Operating Reserve at End of Current Budget Year (check one) ☒ Estimated for FYE ☐ Actual for FYE	N/A	
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	0	
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	0	
830	Cash Reserve Requirement- 25 % Of line 480	0	

Comments

PHA / IHA Approval

Name _____

Title _____

Signature _____

Date _____

Field Office Approval

Name _____

Title _____

Signature _____

Date _____

North Mankato HRA

Board Resolution Number 2019.0618.05

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The PHA Operating Budget 7/01/2019 – 6/30/2020 is approved.

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 18^h day of June, 2019.

John Daley, Chairperson

Board Member

PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026
(exp. 07/31/2019)

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)**

Previous editions are obsolete form HUD-52574 (08/2005). Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 8(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: NORTH MANKATO, HOUSING AUTHORITY PHA Code: MN019

PHA Fiscal Year Beginning: 7/01/19 Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certification and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budgets *(for COCC and all Projects)* approved by Board resolution on: _____
- ☐ Operating Budget submitted to HUD, if applicable, on: _____
- ☐ Operating Budget revision approved by Board resolution on: _____
- ☐ Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operating of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:

Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

*OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for instructions and Public reporting burden statement

a. Type of Submission ☒ Original ☐ Revision No.: _____		b. Fiscal Year Ending 06/30/20	c. No. of months (check one) ☒ 12 mo. ☐ Other (specify) _____		d. Type of HUD assisted project(s)			
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) NORTH MANKATO HOUSING AUTHORITY				01 ☒ PHA/IHA-Owned Rental Housing				
				02 ☐ IHA Owned Mutual Help Homeownership				
				03 ☐ PHA/IHA Leased Rental Housing				
				04 ☐ PHA/IHA Owned Turnkey III Homeownership				
				05 ☐ PHA/IHA Leased Homeownership				
f. Address (city, State, zip code) 615 NICOLLET AVE NORTH MANKATO, MN 56003-3866				I. HUD Field Office				
g. ACC Number C-636		h. PAS/LOCCS Project No. MN0190001 20J						
j. No. of Dwelling Units 73	k. No. of Unit Months Available 876	m. No. of Projects ONE						

Line No.	Acct. No.	Description (1)	Actual Last Fiscal Yr. 6/30/18 PUM (2)	☒ Estimates or Actual Current Budget yr. 6/30/19 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense			0.00			
030	7714	Nonroutine Maintenance Reserve			0.00			
Operating Receipts								
070	3110	Dwelling Rental	263.25	263.48	261.58	229,140		
080	3120	Excess Utilities	3.77	3.52	3.52	3,080		
090	3190	Non dwelling Rental	3.42	3.42	3.42	3,000		
100		Total Rental Income (sum of lines 070, 080, and 090)	270.44	270.42	268.52	235,220		
110	3610	Interest on General Fund Investments	2.70	3.88	3.88	3,400		
120	3690	Other Income	23.31	29.57	29.57	25,900		
130		Total Rental Income (sum of lines 100, 110, and 120)	296.45	303.87	301.96	264,520		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries			0.00	0		
145	411045	Administrative Benefits			0.00	0		
150	4130	Legal Expense		1.14	1.14	1,000		
160	4140	Staff Training		0.34	0.34	300		
170	4150	Travel	0.24	0.57	0.57	500		
180	4170	Accounting Fees	3.22	3.88	3.88	3,400		
190	4171	Auditing Fees	2.74	4.34	6.85	6,000		
200	4190	Office Expense	1.82	3.41	3.64	3,190		
200	4192	Advertising & Marketing	0.64	0.68	0.68	600		
200	4193	Telephone	5.14	5.71	5.71	5,000		
200	4194	Other Admin Expense	9.43	8.88	9.57	8,380		
200	4195	Outside Management	68.49	68.49	71.92	63,000		
210		Total Administrative Expense (sum of line 140 thru line 200)	91.72	97.44	104.30	91,370		
Tenant Services:								
220	4210	Salaries			0.00	0		
225	421045	Tenant Services Benefits			0.00			
230	4220	Recreation, Publications and Other Services	15.91	9.13	9.13	8,000		
240	4230	Contract Costs, Training and Other	0.26	0.68	0.68	600		
250		Total Tenant Services Expense (sum of lines 220, 230, and 240)	16.17	9.81	9.82	8,600		
Utilities:								
260	4310	Water	9.03	10.96	10.96	9,600		
270	4320	Electricity	46.66	45.66	48.52	42,500		
280	4330	Gas	24.94	29.68	25.11	22,000		
290	4340	Fuel			0.00	0		
300	4390	Other Utilities Expense	12.15	13.70	13.70	12,000		
310	4391	Garbage Removal	10.89	12.33	12.33	10,800		
320		Total Utilities Expense (sum of line 260 thru line 310)	103.67	112.33	110.62	96,900		
					0.00			

Name of PHA/IHA
NORTH MANKATO HOUSING AUTHORITY

Fiscal Year Ending
06/30/20

Line No.	Acct. No.	Description (1)	Actual	☒ Estimates	HUD Modifications			
			Last Fiscal	or Actual				
			Yr. 6/30/18	Current Budget Yr. 6/30/19	PUM	Amount (to nearest \$10)	PUM	Amount (to nearest \$10)
			(2)	(3)	(4)	(5)	(6)	(7)
Ordinary Maintenance and Operation:								
330	4410	Labor	58.61	78.48	80.83	70,810		
335	441045	Maintenance Benefits	14.48	14.86	15.05	13,180		
340	4420	Materials	7.33	10.56	10.56	9,250		
350	4430	Misc contract Costs	6.15	7.42	7.42	6,500		
360	443090	Contract - Cable TV	18.54	18.72	18.72	16,400		
350	4432	Heating & Cooling Contracts	5.27	5.14	2.85	2,500		
350	4433	Snow Removal Contracts	1.76	1.54	2.68	2,350		
350	4434	Elevator Maintenance Contracts	12.58	13.13	13.13	11,500		
350	4435	Landscape & Grounds Contracts	1.22	2.28	2.28	2,000		
350	4436	Unit Turnaround Contracts	2.25	2.28	2.28	2,000		
350	4437	Electrical Contracts	9.71	5.71	5.71	5,000		
350	4438	Plumbing Contracts	7.15	4.57	4.57	4,000		
350	4439	Extermination Contracts	1.02	1.37	1.37	1,200		
350	4440	Janitorial Contracts	4.75	4.00	4.00	3,500		
350	4450	Replacement of Equipment	4.33		0.00			
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	155.15	170.06	171.45	150,190		
General Expense:								
410	4510	Insurance - Other	0.82	0.91	0.91	800		
410	4510	Insurance - Property	16.28	16.71	18.26	16,000		
410	4510	Insurance - Liability	4.80	2.88	4.57	4,000		
410	4510	Insurance - Work Comp	2.20	2.51	2.51	2,200		
420	4520	Payments In Lieu of Taxes	8.17	7.77	7.77	6,810		
430	4530	Terminal Leave Payments			0.00			
450	4570	Collection Losses		0.43	0.43	380		
460	4590	Other General Expense			0.00			
470	Total	General Expense (sum of lines 410 to 460)	32.27	31.21	34.46	30,190		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	398.98	420.85	430.65	377,250.00		
550	Total	Operating Expenditures (sum of lines 500 and 540)	398.98	420.85	430.65	377,250.00		
Prior Year Adjustments:								
580	6010	Prior Year Adjustments Affecting Residual Receipts			0.00			
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.			0.00			
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	398.98	420.85	430.65	377,250		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	#####	#####	(128.69)	(112,730)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year			0.00			
610	8011	Prior Year Adjustments - (Debit) Credit			0.00			
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)	0.00	0.00	0.00	0		
630	8020	Contributions Earned-Op. Subsidy-Cur. Yr.(before year-end adj)	136.27	132.31	163.61	143,325		2019 Calculation 95%
640		Mandatory PFS Adjustments (net):			0.00			
650		Other (specify): CF Operations			0.00			
660		Other (specify):			0.00	0		
670		Total Year-End Adjustments/Other (plus or minus lines 640 thru 660)	0.00	0.00	0.00	0		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	136.27	132.31	163.61	143,325		
690	Total	HUD Contributions (sum of lines 620 and 680)	136.27	132.31	163.61	143,325		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	33.74	15.33	34.93	30,595		

Name of PHA/IHA NORTH MANKATO HOUSING AUTHORITY		Fiscal Year Ending 06/30/20
	Operating Reserve	PHA/IHA Estimates
	Part I - Maximum Operating Reserve - End of Current Budget Year	HUD Modifications
740	2821 PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	

	Part II-Provision for and Estimated or Actual Operating Reserve at Fiscal Year End	
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	
790	Provision for Operating Reserve - Current Budget Year (check one) ☒ Estimated for FYE ☐ Actual for FYE	
800	Operating Reserve at End of Current Budget Year (check one) ☒ Estimated for FYE ☐ Actual for FYE	N/A
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	0
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	0
830	Cash Reserve Requirement- 25 % Of line 480	0

Comments

PHA / IHA Approval

Name _____

Title _____

Signature _____

Date _____

Field Office Approval

Name _____

Title _____

Signature _____

Date _____

Operating Budget
Schedule of Administration
Expense Other Than Salary

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting Burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justifications of certain specific amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority:		Locality:			Fiscal Year End:	
NORTH MANKATO HOUSING AUTHORITY		NORTH MANKATO, MN 56003-3866			06/30/20	
(1)	(2)	(3)	(4)	(5)	(6)	
Description	Total	Management	Development	Section 8	Other	
1 Legal Expense (see Special Note in Instruction) 4130	1,000	1,000				
2 Training (list and provide justification) MN NAHRO 4140	300	300				
3 Travel						
Trips To Conventions and Meetings (list and provide justification)	200	200				
4 Other Travel:						
Outside Area of Jurisdiction	0					
5 Within Area of jurisdiction	300	300				
6 Total Travel 4150	500	500	0	0	0	
7 Accounting 4170	3,400	3,400				
8 Auditing 4171	6,000	6,000				
9 Sundry						
Outside mgmt - Security Mgmt & Realty 4195	63,000	63,000				
10 Publications 4194	480	480				
11 Membership Dues and Fees 4194	850	850				
12 Bank Fees and Court Costs - Postage 4190	990	990				
13 Administrative Services Contracts (See below) 4194	5,400	5,400				
14 Other Sundry Expense 4194	1,650	1,650				
15 Telephone, Fax, Electronic Communications 4193	5,000	5,000				
16 Forms, Stationary and Office Supplies 4190	2,200	2,200				
17 Advertising & Marketing 4192	600	600				
18 Total Sundry	80,170	80,170	0	0	0	
Total Administrative Expense Other Than Salaries	91,370	91,370	0	0	0	

#11 Nahro 300.00, Nan McKay 350.00,

#13 Housing Data Systems 2950.00, Screening Services 1200.00, REAC Submission 650.00, MD Payroll Advisors 600

To the best of my knowledge, all of the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Operating Budget
Summary of Budget Data and Justifications

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6 (c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budget receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
NORTH MANKATO HOUSING AUTHORITY	NORTH MANKATO, MN 56003-3866	06/30/20

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total H/A monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

	October-18	19,279.00
	November-18	19,192.00
Average of previous 6 months rent charged, times 2	December-18	18,837.00
	January-19	18,374.00
	February-18	18,644.00
	March-19	20,246.00
	TOTAL	114,572.00

TOTAL: 229,140

Excess Utilities: (Not "for Section 23 Leased housing.") Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas ☐ Electricity ☒ Other ☐ (Specify) _____

2. Comments

A/C & HEATERS

3,075

TOTAL: 3,080

Non dwelling Rent: (Not for Section 23 Leased Housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1	Space Rented	To Whom	Rental Terms
		B AHSCHLAGER	250.00/MONTH

2. Comments

3,000

TOTAL: 3,000

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distributions of interest income between housing programs.

INT ON 210M CD'S	3,400
TOTAL:	3,400

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear and understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

LAUNDRY & VENDING	9,000
CLEANING & MOVE OUTS	800
INSURANCE DIVIDENDS	2,100
CABLE	14,000
TOTAL:	25,900

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary of information below on the basis of information shown on form HUD-52566, Schedule of all Positions and salaries, as follows:

Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.

Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time position is two. $(8/10 + 7/10 + 5/10)$.

Column (3) Enter the portion of total salary expenses shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing

Column (4) Enter the portion of total salary expenses shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.

Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or comprehensive Grant Program).

Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expenses for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation--Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expenses			
			Management (3)	Section 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries 1						
Administration--Technical Salaries 1						
Ordinary Maintenance and Operation--Labor 1	TWO	ONE & ONE PT - MAINT				
Utilities--Labor 1						
Other (Specify) (Legal, etc.) 1						
Extraordinary Maintenance Work Projects 2						
Betterments and Additions Work Projects 2						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

form HUD-52573 (3/85)
ref Handbooks 7475.1

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rate (form HUD-52158) and justify all deviations from these rates.

SEE HUD FORM 52566

Travel, Publication, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Convection and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increase over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

SEE HUD FORM 52571

Utilities: Give an explanation of substantial Requested Budget Year estimated increase over the PUM rate for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utility Expense."

Water	<u>9,800</u>
Electricity	<u>42,500</u>
Gas	<u>22,000</u>
Fuel	<u> </u>
Other Utilities	<u>12,000</u>
Garbage Remova	<u>10,800</u>

TOTAL: 96,900

Ordinary Maintenance & Operation--Materials: Give an explanation of substantial Requested Budget Year estimated increase over the PUM rate of expenditures for matters in the Current Budget Year.

SUPPLIES & MAINTENANCE MATERIALS

9,250

TOTAL: 9,250

Ordinary Maintenance & Operation--Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Heating & Cooling	<u>2,500</u>	Miscellaneous Contracts	<u>1,500</u>
Snow Removal	<u>2,350</u>	MKC	<u>5,000</u>
Elevator Maintenance	<u>11,500</u>	Consolidated	<u>16,400</u>
Landscaping & Grounds	<u>2,000</u>		
Unit Turnaround	<u>2,000</u>		
Electrical	<u>5,000</u>		
Plumbing	<u>4,000</u>		
Extermination	<u>1,200</u>		
Janitorial, Carpet Cleaning Contracts	<u>3,500</u>		
Routine - Fire & Safety Contracts	<u>4,000</u>		
TOTAL:	<u>38,050</u>	MISC TOTAL:	<u>22,900</u>

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

PROPERTY	16,000
LIABILITY	4,000
WORK COMP	2,200
BOND & FLOOD	800
AUTO	
TOTAL	23,000

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given

ADMIN FICA	\$	-	X 7.65%	0
MAINTENANCE FICA	\$	70,805	X 7.65%	5,420
MAINT RETIREMENT & LIFE				4,760
MAINT HEALTH INSURANCE				3,000
TOTAL:				13,180

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed

BAD DEBT - WRITE OFF	
	375
TOTAL:	380

Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-5257D. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

SEE HUD FORM 52567

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract and contract period. Justification must be provided for all contract services proposed for the requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts on the Current Budget Year

Operating Budget Schedule of All Positions and Salaries

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2005)

See back page for instructions and Public reporting burden statement

Name of Housing Authority

Locality

Fiscal Year End

NORTH MANIKATO HOUSING AUTHORITY

NORTH MANIKATO, MN 55003-3886

06/30/20

Position Title and Name By Organizational Unit and Function	(1)	(1a)	(2) Presaid Salary Rate As of (date)	Requested Budget Year		(5) Management	(7) Maintenance	(8) Development	(9) Section 8 Programs	Allocation of Salaries by Program		(12) Method of Allocation
				(3) Salary Rate	(4) No. Months	(6) Amount				(10) Other Programs	(11) Longevity	
Administrative: No salaried ED this budget year OUTSIDE MANAGEMENT - SECURITY MGMT & REALTY (See 4195)		A-NT	63,000			0	0					
Total Administrative:						0	0					
Tenant Services TENANT SERVICES						0	0					
Total Tenant Services:						0	0					
Maintenance: MAINTENANCE - B AHL-SCHLAGER 40 Hrs/Week plus Benefits B DEKRUIJF - Salary Site Mgr 30 Hrs/Week		M M	20.07/HR 27,000	20.67/HR 27,810	12 12	42,995 27,810	42,995 27,810					
Total Maintenance:						70,805						

NO PHA EMPLOYEE REFLECTED IN THE
PROPOSED OPERATING BUDGET IS SERVING
IN A VARIETY OF POSITIONS WHICH WILL
EXCEED 100 PERCENT ALLOCATION OF
HIS/HER TIME.

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Executive Director or Designated Official

Date

North Mankato HRA

Board Resolution Number 2019.0618.06

IT IS HEREBY RESOLVED by the Board of Commissioners of North Mankato Housing and Redevelopment Authority (HRA) that the following be adopted:

The Board of Commissioners has approved the following tenant rental accounts should be written off as collection losses:

Lynn Kearns	\$267.99
Debbra Treat	\$574.00
Kristine Huntington	\$547.17
Michael Jensen	\$1132.50
Ruth Lindberg	\$2.67
 Total	 \$2,524.33

Adopted and approved by the Board of Commissioners of the North Mankato Housing and Redevelopment Authority of Nicollet County, MN, this 18th day of June, 2019.

John Daley, Chairperson

Board Member



U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 04/17/2019

PHA Code:	MN019
PHA Name:	North Mankato Housing and Redevelopment Autho
Fiscal Year End:	06/30/2018

PHAS Indicators	Score	Maximum Score
Physical	39	40
Financial	25	25
Management	22	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	96	100
Designation Status:	Small PHA Deregulation	

Published 04/17/2019

Initial published 08/27/2018

Financial Score Details	Score	Maximum Score
Audited/Non Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	97.26	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.

2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.

3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.

4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund

5. PHAS Interim Rule website: <http://www.hud.gov/offices/real-estate/interim-rule>



U. S. Department of Housing and Urban Development
Minneapolis Field Office
212 Third Avenue South, Suite 150
Minneapolis, Minnesota 55401
<http://www.hud.gov>

May 28, 2019

Ms. Joleen Pfau, Executive Director
North Mankato HRA
615 Nicollet Avenue
North Mankato, MN 56003

SUBJECT: North Mankato HRA
Audit Review for Fiscal Year Ended June 30, 2018.

This letter is to acknowledge receipt of the HRA's Audit Report. We are pleased to note that the report contained no PIH audit findings or questioned costs; therefore, a response is not required.

If you have any questions or concerns pertaining to this letter, please contact Robert Kosloski, Financial Analyst by email at: robert.j.kosloski@hud.gov or by phone at 612-843-6453.

Sincerely,

A handwritten signature in black ink, appearing to read "Lucia M. Clausen", is written over the typed name.

Lucia M. Clausen
Director, Office of Public Housing