



It is the mission of the Mora HRA to provide stable, affordable homes and activities to enrich the lives of people in East Central Minnesota.

HRA Board Regular Meeting Agenda

Date: Wednesday, January 26, 2022
Time: 3:30 PM
Location: Life Enrichment Center, 160 Valhalla Circle, Mora, MN 55051

- 1. Call to Order**
- 2. Roll Call**
- 3. Adopt Agenda**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Regular Meeting Minutes – December 22, 2022
- 6. Consideration of items Removed from Consent Agenda**
- 7. Annual Meeting:**
 - a. Election of Officers
 - b. Board Vacancy
- 8. Budget/Financial Review**
 - a. December 2021 Financials – Analysis
- 9. Management Reports:**
 - a. Eastwood Senior Living
 - b. Mysa House
 - c. HRA Programs & Maintenance
- 10. Old Business:**
 - a. Executive Director Probationary Period
 - b. 2023 Proposed Budget
 - c. Mysa Budget Approval
- 11. New Business:**
 - a. Garages – HRA Policy and Procedures
 - b. Equipment/tools
 - c. Retirement of debt
- 12. Adjournment**

1. **Call to Order.** The Chair calls the meeting to order.
2. **Roll Call.** Anderson, Folkestad, Jensen, Mathison, Olson
3. **Adopt Agenda.** *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda.)*
4. **Public Comment.** The Board receives public comment.
5. **Consent Agenda.** *(Items listed under the Consent Agenda are considered to be routine by the Board and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered in Item #6.)*
 - a. Regular Meeting Minutes – December 22, 2021. See attached minutes for review and approval.
6. **Consideration of Items Removed from Consent Agenda**
7. **Annual Meeting**
 - a. Election of Officers *(elect Chairman, Vice-Chair, and Secretary)*
 - b. Board Vacancy
8. **Budget/Financial Review**
 - a. November 2021 Financials. See attached combined financial statements for 11/30/21 and a brief analysis.
9. **Management Reports**
 - a. Eastwood Senior Living Facility. See attached report for review and discussion.
 - b. Mysa House. See attached report for review and discussion. Also included is Mysa House's 2022 Budget
 - c. HRA Programs & Maintenance. See attached report for review and discussion.
10. **Old Business**
 - a. Executive Director Probationary Period
 - b. 2023 Proposed Budget
 - c. Mysa Budget Approval *(Approve the Budget that Beth presented in December)*
11. **New Business**
 - a. Garages – HRA Policy and Procedures *(updating policy to address an issue)*
 - b. Equipment/tools *(Discuss the purchasing of an enclosed trailer and Pro-press tool)*
 - c. Retirement of debt *(Discuss the using reserves to pay off loan from City)*
12. **Adjournment.** The next regular meeting is scheduled for Wednesday, February 23, 2022 at 3:30pm.

1. **Call to Order:** The regular meeting of the Housing & Redevelopment Authority of Mora was held at Mora City Hall, 101 S. Lake Street, Mora, MN on December 22, 2021. The meeting was called to order by Chair Olson at 3:30pm.
2. **Roll Call:** Present: Michael Anderson, Robert Jensen, Jake Mathison, Roberta Folkestad and Dennis Olson
Staff Present: Jack L'Heureux, and Adrian Bixby
3. **Approve Agenda:** L'Heureux requested to add Item 10 f. Board Compensation to the agenda. Anderson asked that we also add a six-month review for L'Heureux to move him off of the introductory period. His concern was that L'Heureux should be able to tap into his benefits. Jensen suggested that this should be done in a closed session. After brief discussion it was decided to add this to the January meeting. Motion made by Jensen, seconded by Mathison. Motion unanimously carried to approve the agenda as amended.
4. **Public Comment:** No one spoke at public comment.
5. **Consent Agenda:** Motion made by Anderson and seconded by Mathison, and unanimously carried to adopt the consent agenda as presented.
 - a. Regular Meeting Minutes – November 24, 2021
6. **Consideration of Items Removed from Consent Agenda:** No items were removed from the consent agenda.
7. **Budget/Financial Review:** L'Heureux presented the November 2021 financial reports to the board. He asked the board about how much detail they prefer when reporting on the financial. The board felt that the current information was adequate to make most decisions. The board would ask for additional information if they had a specific question. L'Heureux reported on the YTD Revenues, Expenses, and Operating Income. He also reviewed the Current ratio for each program which showed a vast improvement over the November 2020 figures. He stated that we are moving in the right direction. He commented on how funding works, specifically for Pine Crest and HCV programs. Funding from HUD for Pine Crest is based on historical data going back two years (e.g. 2021 funding is based on 2019 historical data). We are watching this closely to ensure proper funding going forward. The HCV funding is based on past needs and current spending. We have an increasing balance which we need to distribute, or we can lose future funding. He informed the board that they issued three Vouchers in December and are watching how it impacts our reserves. Bixby explained that there is a formula in the Two-Year Plan that helps us decide on our voucher utilization.

L'Heureux also thanked Bixby, Kiewell . and Crawford for their hard work this past year. It was Crawford's leadership with Bixby and Kiewell's hard work that made it possible to have this significant turnaround.

8. Management Reports

- a. Eastwood Senior Living Facility: Ron Donacik, Walker Methodist, presented the November report. He stated that they had 4 admission in December and currently are at 23 residents. Revenue was down by \$8,828 and Expenses were down by \$6,601. He stated that staffing is the most critical issue. They need to hire mainly on the evening shifts. He discussed their recruiting efforts. Olson asked Donacik about the effectiveness and fairness of sign-on bonuses. Donacik stated that they have not been very effective thus far. There is an industry wide shortages of staff and recruitment has become very competitive. Donacik went over the vaccination rate and stated that there is no COVID in the building. He also discussed that they currently have 8 hours a week designated for community outreach. The board asked about this service. Donacik stated that the Outreach person comes from another facility. She has

been successfully in filling that property. She will meet with various partners in the community to increase Eastwood's exposure. Donacik asked about the budget process for this year. He specifically asked if he had to present it to the City Council. The board informed him there was a change in plans. The HRA will not merge into the city organization. The HRA board will be the only ones reviewing Eastwood budget. They expressed their desire to have the budget ready for review by the February Board meeting. Anderson asked about the staffing needed to cover for the increase census. Danacik stated that we would need to fill two fulltime positions on evenings to safely care for 25-26 residents.

- b. Mysa House: Perttula presented the November 2021 Financial Statements to the Board. Other than resident move-outs (2) there wasn't anything unusual about the statements in November. Mysa's net income is ahead of budget by \$22,720 YTD. Perttula presented the 2022 budget. She stated that the budget has already been approved by Minnesota Housing. Items of note on the capital budget was one refrigerator, rug shampooer, and a laptop for the caretaker. Jensen asked about having maintenance move each refrigerator annually to clean behind them to lengthen the life of the refrigerator and the cleaning of the dryer vents. Perttula stated that the dryer vents were cleaned about two years ago. She will consider putting that on the preventative maintenance plan.

Olson asked Perttula about damaged to the a garage door. Perttula stated that a resident damaged a garage door with her car. They charged the resident for the damage. Resident appealed and D. W. Jones review committee reversed the charge. Olson suggested that next time they should have the resident turn it into their car insurance. The insurance company would pay for property damage without applying the deductible.

- c. HRA Programs & Maintenance: L'Heureux gave the board an update on the HRA. Otterson was hired as a Maintenance Tech on November 15th and is working out very well. Kiewell is very appreciative of the additional help. Moffatt continues her training and has been able to assist Bixby with some of the work. Bixby and L'Heureux are currently going through HUD training. L'Heureux has finished the 13 modules on HUD. He stated that this self-paced training has been good. Bixby has completed 6 of the 13 modules. L'Heureux stated that there will be other training sessions to be completed (e.g. EIV training, Cyber Security Training, Fair Housing, etc.) The HRA is currently working on the 2023 Budget, a rough draft will be reviewed at this board meeting. Mathison has been added to HUD's Secured Site. He will be the coordinator for our various programs with authorization to approve employees and give assignments.

Snow plowing is going good. The residents have been very cooperative and Kiewell has been able to plow in a timely fashion because of their cooperation. There was an outbreak of COVID at Pine Crest, but all tenants are now off isolation protocol.

9. Old Business

- a. None

10. New Business

- a. 2021 Audit Report: L'Heureux reviewed the 2021 Audit Report with the board. There was discussion regarding the operation reserve. The Auditor's letter to the board identified an issue with a decline in Operation Reserve from 6% in FY 2020 audit to a (-1%) for FY2021 Audit. Anderson asked what impact that it will have on the HRA. L'Heureux suggested reviewing the information with out accountant and get back to the board on its implication. L'Heureux also reviewed the auditor's finding found on pages 36-38 of the auditor's report. There were three

finding that needed to have a corrective action plan developed. Finding 2021-001 addressed a loan that was made by the city to the HRA for working capital for Eastwood. L'Heureux explained that the loan was never recording on the HRA financial statements. He contacted the fee accountant and supplied her with the information so that it could be properly recorded. A policy and procedure with development and implemented to prevent this from happening again. Finding 2021-002 address the drawing down on reserves. Apparently, reserves funds were drawn down but the funds were not disbursed within the required three business days. Mathison asked if the fund were ultimately disbursed. L'Heureux stated that they were. He also stated that going forward the HRA will strictly follow the HUD guidelines and disburse the funds in a timely manner. Finding 2021-003 filing of required reports. In FY 2021 the HRA failed to file HUD 60002 report as required by HUD. The report was due 90 days after the end of the fiscal year. Unfortunately, the HRA was in transition, and no one knew to file the report. L'Heureux stated that he and Bixby are working on a spreadsheet that will list all required reports and timelines for filing. Both Bixby and L'Heureux are continuing their training on HUD requirements and will work with our HUD representative to ensure no report gets missed.

Motion by Jensen and seconded by Mathison to accept the Audit Report as presented. Motion Carried. Motion by Mathison and seconded by Jensen to approve the Corrective Action Plan as presented. Motion Carried.

- b. 2023 Proposed Budget: L'Heureux presented a draft version of the 2023 Proposed Budget. L'Heureux presented a draft budget that assumes:

- i. A 3% salary increase
- ii. A 3% retirement contribution
- iii. Stable census
- iv. Staffing changes: Move the Administrative Assistant to full time with additional duties.

The board discuss the inclusion of Board Compensation. L'Heureux stated that this draft did not currently include that that item but is very supportive of putting it in. There was some discussion about when the original suspension of Board Compensation took place that it would sunset on January 2022.

Jensen asked about what amount was budgeted for the Maysa House payment. L'Heureux that it was budgeted at the current level. The board discussed backing that down to ensure that not all those funds be used for Operation. L'Heureux was very supportive of that request. He stated that he will work with the accountant to fine tune the 2023 budget to include these items and report back at the January meeting.

- c. Ehler's Reimbursement/Contribution: L'Heureux presented a copy of the check from Ehlers for \$36,053.00. He stated that is was a contribution to the HRA. The board discuss the contribution from Ehler's. L'Heureux presented four potential options for the use of the funds.
- i. Use it for Management Operations (not recommended by L'Heureux)
 - ii. Transfer the funds to the Future Development account to be used at a later date.
 - iii. Pay down the loan from the city of Mora
 - iv. Pay down the special assessment

Based on the previous reports on the 2021 Audit and the first draft of the 2023 budget the board

decided that L'Heureux should do more research regarding the current condition of all our programs and come with a proposal at the January Board meeting.

- d. Update Bank Authorizations: L'Heureux stated that we needed to update the bank authorization due to Olson retiring from the board. L'Heureux presented Resolution 2021-02 updating the Bank Authorization. Motion to approve the Resolution 2021-02 as presented was made by Folkestad and seconded by Anderson. Motion carried.
 - e. Dennis Olson's Retirement: L'Heureux expressed his sincere thank you to Dennis Olson for his many year of service on the HRA Board. Olson was presented with a round of applause and thank You from the other board members.
 - f. Board Compensation: The board delayed action on this items until the next board meeting but instructed L'Heureux to have money included in the 2023 Budget.
11. Adjournment: Motioned by Jensen and seconded by Mathison to adjourn the meeting at 6:05 PM. Motion carried.

Draft minutes respectfully submitted by Jack L'Heureux, Executive Director. Approved by the Board of Directors on January 26, 2022.

Robert Jensen

Jake Mathison



It is the mission of the Mora HRA to provide stable, affordable homes and activities to enrich the lives of people in East Central Minnesota.

MEMORANDUM

To: Mora HRA Board of Directors
 From: Jack L'Heureux, Executive Director
 Date: 01/26/2022
 RE: December 2021 Financial Statement Highlights

Below please find the December 2021 Financial Statement Summary:

	YTD (9 months)	Budget	Variance
Revenue:	\$1,298,657.57	\$1,182,807.00	\$115,850.43
Expenses	\$1,072,596.45	\$1,119,166.00	(\$ 46,569.55)
Operating Income (Loss)*	\$ 226,061.12	\$ 63,641.00	\$162,420.12

*Before Depreciation

The HRA Continues to be ahead of budget YTD. The improvement over 2020 is illustrated by the Current Ratio and the MOR (Months of Reserves).

Mora HRA Current Ratio				
YTD	Management	Pine Crest	HCV	Dala House
2021	15.40	1.94	30.9	2.11
2020	3.36	.925	1.49	1.88

Mora HRA Current Month of Reserves (MOR)				
YTD	Management	Pine Crest	HCV	Dala House
2021	8.43	1.88	3.46	(0.136)
2020	0.966	(0.58)	0.31	0.413

For the 9 months YTD the Management, Pine Crest and HCV are performing at an improved level. The one program of concern is the Dala House. However, we did have a rent increase in November so it only shows two months at the new rent level.

Monthly Analysis:

Program	Monthly Variance from Budget	Explanation
Management Revenue:	\$33,705	This positive results is due to the donation from Ehlers
Management Expenses	\$1,565	The lower than budget expense is due to no Real Estate Taxes hit in December.

Pine Crest Revenue:	(\$7,476)	The revenue for the month does not include the HUD subsidies due to the voucher being locked. It was unlocked in January and will show up on the January financial statements.
Pine Crest Expenses:	(\$6,890)	The facility was over budget due to Audit Expense (\$3,000), Unit Turn Over Expense (\$2,670), and payment for work associated with the 5 Year Plan. (\$1,420)
HCV Revenue	\$3,295	Ahead of budget
HCV Expenses	(\$2,475)	Over budget due to Audit expense (\$2,800)
Dala House Revenue	\$5,171	Ahead of budget due to strong census and rent increase in November
Dala House Expenses	(\$2,932)	Over budget for the month due to r5oof repair (\$2,139), Unit Turnover (\$1,133)

Board Action: Understand the statement as presented, ask questions for further understanding.

HOUSING & REDEVELOPMENT AUTHORITY OF MORIA
BALANCE SHEET
December 31, 2021

	Management	Pinecrest	HCV	Dala	TOTALS
Cash-Operating	68,460.62			13,878.81	435,518.54
Cash-Reserves	67,169.10	76,436.65	276,742.46	27,359.96	94,529.06
Receivables	59,029.07	4,393.65	14,178.30	(273.00)	77,328.02
Due from Projects	18,195.95				18,195.95
Deferred and Prepaid charges	129,861.95	284.07	819.45	160.42	131,125.89
Total Current Assets	342,716.69	81,114.37	291,740.21	41,126.19	756,697.46
Capital Assets, net of Depreciation	434,119.34	414,250.01	-	468,044.01	1,316,413.36
Total Assets	776,836.03	495,364.38	291,740.21	509,170.20	2,073,110.82
Accounts Payable					
Due to Management	5,259.99	18,698.86	1,549.00	10,700.87	36,208.72
Accrued Liabilities	10,755.68	9,897.75	5,112.69	3,185.51	18,195.95
Deferred Credits	6,238.99	13,134.90	2,758.21	5,089.32	31,738.11
Total Current Liabilities	22,254.66	41,731.51	9,419.90	19,465.62	92,871.69
Long Term Debt	215,817.64	9,425.69	-	818,238.01	1,043,481.34
Total Liabilities	238,072.30	51,157.20	9,419.90	837,703.63	1,136,353.03
Invested in Capital Assets, net of Debt					
Restricted Net Position	434,119.34	414,250.01	-	(354,239.63)	494,129.72
Unrestricted Net Position	104,644.39	29,957.17	10,141.42	27,359.96	37,501.38
Total Equity	538,763.73	444,207.18	282,320.31	(328,533.43)	936,757.79
Total Liability/Equity	776,836.03	495,364.38	291,740.21	509,170.20	2,073,110.82
	164%	48%	394%	-5%	
Operating Reserve %					

HOUSING & REDEVELOPMENT AUTHORITY OF MORA
INCOME & EXPENSE STATEMENT
For the 8 months Ended December 31, 2021

	9		9		9		9		TOTALS
	Management	Month Budget	Pinecrest	Month Budget	HCV	Month Budget	Data	Month Budget	
INCOME									
Grant Income	58,982.00	59,001	70,050.50	67,500	752,673.04	711,900	28,654.39	28,500	910,359.93
Rental Income	-	-	121,420.00	121,103	-	-	92,205.00	92,434	213,625.00
Management Income	30,249.60	41,615	-	-	-	-	-	-	30,249.60
Other Income	86,110.33	14,618	14,465.33	12,863	25,004.43	18,225	18,842.95	15,049	144,423.04
Total Operating Income	175,341.93	115,234	205,935.83	201,465	777,677.47	730,125	139,702.34	135,983	1,298,657.57
EXPENSES									
Administration	18,736.05	18,391	41,944.07	62,501	78,329.57	88,583	20,580.26	20,303	159,589.95
Utilities	3,675.34	3,488	27,641.06	28,125	-	-	15,053.77	16,230	46,370.17
Maintenance	4,127.95	5,515	45,061.50	60,999	-	-	29,929.82	39,734	79,119.27
Other General Expenses	30,882.43	29,000	28,466.39	27,374	2,093.73	3,750	43,692.51	38,414	105,135.06
HAP Expenses	54,260.00	54,260	-	-	628,122.00	622,500	-	-	682,382.00
Total Operating Expenses	111,681.77	110,653	143,113.02	178,999	708,545.30	714,833	109,256.36	114,681	1,072,596.45
Operating Income (Loss)	63,660.16	4,581	62,822.81	22,466	69,132.17	15,292	30,445.98	21,302	226,061.12
Depreciation	8,097.85	-	37,344.00	-	-	-	50,319.00	-	95,760.85
NET INCOME	55,562.31	4,581	25,478.81	22,466	69,132.17	15,292	(19,873.02)	21,302	130,300.27

HOUSING & REDEVELOPMENT AUTHORITY OF MORA
BALANCE SHEET
December 31, 2020

	Management	Pinecrest	HCV	Data	TOTALS
Cash-Operating	51,142.29	34,765.96	30,199.61	22,038.02	138,145.88
Cash-Reserves	67,253.91			23,872.93	91,126.84
Receivables	87,601.57	2,864.11	650.00	(11.67)	91,104.01
Deferred and Prepaid charges	1,813.53	1,222.63	634.81	420.60	4,091.57
Total Current Assets	207,811.30	38,852.70	31,484.42	46,319.88	324,468.30
Capital Assets, net of Depreciation	444,976.48	427,818.38	-	508,006.85	1,380,801.71
Total Assets	652,787.78	466,671.08	31,484.42	554,326.73	1,705,270.01
Accounts Payable	8,923.99	30,696.85	7,269.43	12,726.54	59,616.81
Accrued Liabilities	13,975.61	11,304.36	1,517.71	11,324.40	38,122.08
Deferred Credits	38,599.24		12,293.39	547.92	51,440.55
Total Current Liabilities	61,498.84	42,001.21	21,080.53	24,598.86	149,179.44
Long Term Debt	117,952.69	9,916.21	-	830,433.61	958,302.51
Total Liabilities	179,451.53	51,917.42	21,080.53	855,032.47	1,107,481.95
Invested in Capital Assets, net of Debt	444,976.48	427,818.38	-	(329,535.36)	543,259.50
Restricted Net Position			(875.58)	23,872.93	22,997.35
Unrestricted Net Position	28,359.77	(13,064.72)	11,279.47	4,956.69	31,531.21
Total Equity	473,336.25	414,753.66	10,403.89	(300,705.74)	597,788.06
Total Liability/Equity	652,787.78	466,671.08	31,484.42	554,326.73	1,705,270.01
Operating Reserve %	11%	-6%	4%	5%	

HOUSING & REDEVELOPMENT AUTHORITY OF MORA
INCOME & EXPENSE STATEMENT
For the 8 months Ended December 31, 2020

INCOME	Management	Pincrest	HCV	Data	TOTALS
Grant Income	108,634.00	42,496.00	314,183.61	32,990.10	498,303.71
Rental Income	-	127,025.00	-	92,980.00	220,005.00
Management Income	124,619.52	-	-	-	124,619.52
Other Income	27,473.74	14,163.96	1,594.72	25,932.95	69,165.37
Total Operating Income	260,727.26	183,684.96	315,778.33	151,903.05	912,093.60
EXPENSES					
Administration	110,258.19	66,986.10	43,482.48	21,307.73	242,034.50
Utilities	3,371.45	28,720.32	-	13,392.98	45,484.75
Maintenance	11,680.52	79,555.24	-	25,908.32	117,144.08
Other General Expenses	42,504.01	27,368.70	5,103.57	47,334.56	122,310.84
HAP Expenses	100,084.00	-	272,432.00	-	372,516.00
Total Operating Expenses	267,898.17	202,630.36	321,018.05	107,943.59	899,490.17
Operating Income (Loss)	(7,170.91)	(18,945.40)	(5,239.72)	43,959.46	12,603.43
Depreciation	7,792.65	41,634.00	-	50,598.00	100,024.65
NET INCOME	(14,963.56)	(60,579.40)	(5,239.72)	(6,638.54)	(87,421.22)



Management Report to the Board of the HRA of Mora for December, 2021

What follows is a Summary Management Report from Walker Methodist to the HRA and City of Mora.

Finance:

The December statement is attached.

- Monthly/YTD Revenue Variance: (\$13,981)/(\$35,576)
- Monthly/YTD Expenses Variance: (\$7,375)/\$104,010
- Monthly/YTD EBITDA Variance: (\$21,356)/\$67,434

Revenue Notes: \$13,981 under budget

- Rental revenue was under budgeted revenue by \$2,400
 - Census averaged 21.3 on a budget of 25 (up from 19.9 last month)
 - At present, we are at 23 on a budget of 26 in January with 2 warm leads
- Housing Revenue Services revenue was under budget by \$11,586, which is up from November (\$5,864)
 - We gained on the package 1&2, but we lost 2 package-3 and 1 package-5, which created this additional shortfall.

Expense Notes: \$7,375 over budget

- Bonus provided to all team members for COVID/Holiday.
 - \$8,750
- Administration: Over by \$1,100
 - Health Insurance Premiums higher due to increased number of team members wanting insurance

Covid – 19:

- 2 new employee cases – no resident cases

Staff:

- Open positions include: 2 FT Evening RA & 1 PT Evening RA, 1 PT NOC RA, 1 FT Cook, 2 PT Life Enrichment Assistants.

Ron Donacik

Eastwood Senior Living
Unaudited Income Statement
For the Nine Months Ending Friday, December 31, 2021

	Current Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
OPERATING REVENUE						
Housing Resident Service Revenue	71,714	83,300	(11,586)	602,251	628,140	(25,889)
Rental Revenue	31,290	33,726	(2,436)	227,275	244,584	(17,309)
Culinary Services	(19)	-	(19)	216	-	216
Fees & Charges	-	-	-	4,331	-	4,331
Other Revenue	60	-	60	2,075	-	2,075
TOTAL OPERATING REVENUES	103,045	117,026	(13,981)	836,148	872,724	(36,576)
OPERATING EXPENSES						
Health Services	54,519	49,771	(4,748)	349,924	393,499	43,575
Therapeutic Recreation/Life Enrichment	4,172	4,316	144	31,258	38,357	7,099
Culinary Services	18,564	17,065	(1,499)	131,134	144,130	12,996
Housekeeping and Laundry	1,692	1,690	(2)	13,663	13,918	255
Environmental Services	5,616	3,036	(2,580)	26,109	27,238	1,129
Utilities	2,880	3,154	274	27,870	31,625	3,755
Administration	11,745	14,661	2,916	99,559	122,393	22,834
Sales and Marketing	1,569	755	(814)	6,083	6,795	712
Property and Related	148	148	-	1,330	1,329	(1)
Employee Taxes and Benefits	10,484	9,418	(1,066)	63,962	75,618	11,656
TOTAL OPERATING EXPENSES	111,389	104,014	(7,375)	750,892	854,902	104,010
EARNINGS BEFORE INTEREST, TAX, DEPRECIATION AND AMORTIZATION (EBITDA)						
	(8,344)	13,012	(21,356)	85,256	17,822	67,434
EBITDA %	(8.10%)	11.12%		10.20%	2.04%	
Depreciation Expense	10,348	11,183	835	89,802	100,854	11,052
Interest & Amortization Expense	6,706	7,107	401	60,468	64,213	3,745
OPERATING INCOME (LOSS) BEFORE OVERHEA	(25,398)	(5,278)	(20,120)	(65,014)	(147,245)	82,231
Investment Income	-	-	-	1	-	1
NET INCOME (LOSS)	(25,398)	(5,278)	(20,120)	(65,013)	(147,245)	82,232

Eastwood Senior Living
 Unaudited Income Statement
 For the Nine Months Ending Friday, December 31, 2021

	Current Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
RESIDENT DAYS:	-	-	-	-	-	-
OPERATING REVENUE						
Housing Resident Service Revenue:						
324-440-40-11120 IL/AL - EW SERVICES	-	-	-	288	-	288
324-440-40-13110 MC - PRIVATE PAY SERVICES	33,068	42,380	(9,312)	271,903	283,620	(11,717)
324-440-40-13120 MC - EW SERVICES	38,568	40,920	(2,352)	332,454	344,520	(12,066)
324-440-40-15110 HS RESIDENT ASSISTANT SERVICES	-	-	-	(2,784)	-	(2,784)
324-440-40-19110 HS HEALTH SERVICE SUPPLIES	78	-	78	389	-	389
Total Housing Resident Service Revenue	71,714	83,300	(11,586)	602,251	628,140	(25,889)
Rental Revenue:						
324-400-42-20010 AL - RENT	-	-	-	494	-	494
324-400-42-20510 MC - RENT	30,890	34,526	(3,636)	225,749	251,784	(26,035)
324-400-42-21515 IL - 2ND PERSON RENT	400	-	400	1,032	-	1,032
324-400-42-49025 MARKET RATE LOSS	-	(800)	800	-	(7,200)	7,200
Total Rental Revenue	31,290	33,726	(2,436)	227,275	244,584	(17,309)
Culinary Services:						
324-450-40-31410 GUEST MEAL SALES	(19)	-	(19)	216	-	216
Total Culinary Services	(19)	-	(19)	216	-	216
Fees & Charges:						
324-495-41-62110 COMMUNITY FEE	-	-	-	4,331	-	4,331
Total Fees & Charges	-	-	-	4,331	-	4,331
Other Revenue:						
324-495-47-99110 MISCELLANEOUS INCOME	60	-	60	1,108	-	1,108
324-495-47-99120 GPO INCENTIVES	-	-	-	966	-	966
Total Other Revenue	60	-	60	2,075	-	2,075
TOTAL OPERATING REVENUES	103,045	117,026	(13,981)	836,148	872,724	(36,576)
OPERATING EXPENSES						

	Current Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Health Services:						
324-540-50-10600 SUPERVISOR/MANAGER/DIRECTOR	8,643	5,561	(3,082)	59,956	49,333	(10,623)
324-540-50-10602 SUPERVISOR/MANAGER/DIRECTOR - FLEX	46	-	(46)	2,407	-	(2,407)
324-540-50-10604 SUPERVISOR/MANAGER/DIRECTOR - STD	-	6	6	-	49	49
324-540-50-10620 RN STAFF	6,429	-	(6,429)	31,146	-	(31,146)
324-540-50-10621 RN STAFF - OT	89	-	(89)	1,803	-	(1,803)
324-540-50-10622 RN STAFF - FLEX	347	-	(347)	1,212	-	(1,212)
324-540-50-10640 LPN STAFF	-	5,091	5,091	5,347	40,580	35,233
324-540-50-10641 LPN STAFF - OT	-	-	-	562	-	(562)
324-540-50-10642 LPN STAFF - FLEX	-	-	-	(1,076)	-	1,076
324-540-50-10644 LPN STAFF - STD	-	18	18	-	161	161
324-540-50-10650 NAR STAFF	34,962	36,454	1,492	211,009	280,361	69,352
324-540-50-10651 NAR STAFF - OT	960	1,323	363	10,775	11,174	399
324-540-50-10652 NAR STAFF - FLEX	778	-	(778)	(819)	-	819
324-540-50-10653 NAR STAFF - FLEX CASHOUT	-	-	-	7,033	-	(7,033)
324-540-50-10654 NAR STAFF - STD	-	134	134	-	1,190	1,190
324-540-50-10700 TRAINING HOURS	-	-	-	-	-	-
324-540-50-10701 TRAINING WAGES	179	-	(179)	9,763	-	(9,763)
324-540-50-10900 SUPERVISOR/MANAGER/DIRECTOR HRS	-	-	-	-	-	-
324-540-50-10920 RN STAFF HRS	-	-	-	-	-	-
324-540-50-10921 RN STAFF - OT HRS	-	-	-	-	-	-
324-540-50-10940 LPN STAFF HRS	-	-	-	-	-	-
324-540-50-10941 LPN STAFF - OT HRS	-	-	-	-	-	-
324-540-50-10950 NAR STAFF HRS	-	-	-	-	-	-
324-540-50-10951 NAR STAFF - OT HRS	-	-	-	-	-	-
324-540-50-10953 NAR STAFF - FLEX CASHOUT HRS	-	-	-	-	-	-
324-540-50-21220 PURCH LABOR - RN	-	-	-	219	-	(219)
324-540-50-31310 PURCH SVCS - INFECTIOUS WAST DISP	-	58	58	-	525	525
324-540-50-40119 SUPPLIES- OTHER MEDICAL	1,029	1,000	(29)	7,408	9,000	1,592
324-540-50-40170 SUPPLIES- PROGRAM OTHER	58	125	67	389	1,125	736
324-540-50-80110 EQUIPMENT REPAIRS	148	-	(148)	148	-	(148)
324-540-50-80210 MINOR EQUIPMENT	473	-	(473)	1,203	-	(1,203)
324-540-50-90010 CONTINUING EDUCATION	-	-	-	50	-	(50)
324-540-50-90030 MEETINGS & SEMINARS	-	-	-	52	-	(52)
324-540-50-90090 TRAVEL EXPENSE	377	-	(377)	1,338	-	(1,338)
324-540-50-90095 MISCELLANEOUS	-	-	-	-	-	-
Total Health Services	54,519	49,771	(4,748)	349,924	393,499	43,575
Therapeutic Recreation/Life Enrichment:						
324-610-50-10605 STAFF	3,931	3,759	(172)	29,137	33,348	4,211
324-610-50-10606 STAFF - OT	-	-	-	12	-	(12)
324-610-50-10607 STAFF - FLEX	21	-	(21)	(432)	-	432
324-610-50-10608 STAFF - FLEX CASHOUT	-	-	-	1,145	-	(1,145)

	Current Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
324-610-50-10609 STAFF - STD	-	15	15	-	133	133
324-610-50-10700 TRAINING HOURS	-	-	-	-	-	-
324-610-50-10701 TRAINING WAGES	-	-	-	45	-	(45)
324-610-50-10905 STAFF HRS	-	-	-	-	-	-
324-610-50-10906 STAFF - OT HRS	-	-	-	-	-	-
324-610-50-10908 STAFF - FLEX CASHOUT HRS	-	-	-	-	-	-
324-610-50-31270 PURCH SVCS - ENTERTAINERS & SPEAKERS	-	167	167	150	1,500	1,350
324-610-50-40170 SUPPLIES- PROGRAM OTHER	123	125	2	1,105	1,125	20
324-610-50-80210 MINOR EQUIPMENT	-	83	83	-	750	750
324-610-50-90010 CONTINUING EDUCATION	-	-	-	-	-	-
324-610-50-90093 INTERNAL FOOD EXPENSE	-	167	167	-	1,500	1,500
324-610-50-90095 MISCELLANEOUS	97	-	(97)	97	-	(97)
Total Therapeutic Recreation/Life Enrichment	4,172	4,316	144	31,258	38,357	7,099
Culinary Services:						
324-700-50-10600 SUPERVISOR/MANAGER/DIRECTOR	3,975	1,982	(1,993)	27,049	15,800	(11,249)
324-700-50-10601 SUPERVISOR/MANAGER/DIRECTOR - OT	527	76	(451)	4,408	670	(3,738)
324-700-50-10602 SUPERVISOR/MANAGER/DIRECTOR - FLEX	-	-	-	375	-	(375)
324-700-50-10604 SUPERVISOR/MANAGER/DIRECTOR - STD	-	2	2	-	17	17
324-700-50-10605 STAFF	7,463	7,630	167	53,870	61,295	7,425
324-700-50-10606 STAFF - OT	-	194	194	462	1,722	1,260
324-700-50-10607 STAFF - FLEX	170	-	(170)	1,195	-	(1,195)
324-700-50-10608 STAFF - FLEX CASHOUT	-	-	-	662	-	(662)
324-700-50-10609 STAFF - STD	-	28	28	-	250	250
324-700-50-10700 TRAINING HOURS	-	-	-	-	-	-
324-700-50-10701 TRAINING WAGES	-	-	-	155	-	(155)
324-700-50-10900 SUPERVISOR/MANAGER/DIRECTOR HRS	-	-	-	-	-	-
324-700-50-10901 SUPERVISOR/MANAGER/DIRECTOR - OT HRS	-	-	-	-	-	-
324-700-50-10905 STAFF HRS	-	-	-	-	-	-
324-700-50-10906 STAFF - OT HRS	-	-	-	-	-	-
324-700-50-10908 STAFF - FLEX CASHOUT HRS	-	-	-	-	-	-
324-700-50-30190 OTHER CONSULTANT FEES	-	-	-	-	-	-
324-700-50-31105 PURCH SVCS - OTHER	-	-	-	-	-	-
324-700-50-40130 SUPPLIES - CHINA / GLASS	-	85	85	163	769	606
324-700-50-40131 SUPPLIES - CHEMICALS	482	228	(254)	1,656	2,051	395
324-700-50-40132 SUPPLIES - PAPER GOODS	476	199	(277)	607	1,794	1,187
324-700-50-40170 SUPPLIES- PROGRAM OTHER	-	-	-	-	-	-
324-700-50-40175 SUPPLIES - UNIFORM	-	57	57	-	513	513
324-700-50-40240 FOOD - GENERAL	5,057	6,583	1,526	38,255	59,250	20,995
324-700-50-40380 FOOD - SPECIAL FUNCTIONS	-	-	-	-	-	-
324-700-50-86010 EQUIP LEASE/RENTAL	413	-	(413)	2,277	-	(2,277)
324-700-50-90095 MISCELLANEOUS	-	-	-	-	-	-

	Current Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Culinary Services	18,564	17,065	(1,499)	131,134	144,130	12,996
Housekeeping and Laundry:						
324-710-50-10605 STAFF	-	1,253	1,253	6,868	9,987	3,119
324-710-50-10606 STAFF - OT	-	16	16	-	141	141
324-710-50-10607 STAFF - FLEX	-	-	-	(309)	-	309
324-710-50-10608 STAFF - FLEX CASHOUT	-	-	-	267	-	(267)
324-710-50-10609 STAFF - STD	-	5	5	-	40	40
324-710-50-10905 STAFF HRS	-	-	-	-	-	-
324-710-50-10906 STAFF - OT HRS	-	-	-	-	-	-
324-710-50-10908 STAFF - FLEX CASHOUT HRS	-	-	-	-	-	-
324-710-50-31315 PURCH SVCS - PEST CONTROL	129	-	(129)	129	-	(129)
324-710-50-40170 SUPPLIES- PROGRAM OTHER	1,469	417	(1,052)	6,614	3,750	(2,864)
324-710-50-90095 MISCELLANEOUS	94	-	(94)	94	-	(94)
Total Housekeeping and Laundry	1,692	1,690	(2)	13,663	13,918	255
Environmental Services:						
324-730-50-10600 SUPERVISOR/MANAGER/DIRECTOR	-	655	655	4,055	5,811	1,756
324-730-50-10604 SUPERVISOR/MANAGER/DIRECTOR - STD	-	1	1	-	6	6
324-730-50-10605 STAFF	3,839	-	(3,839)	6,838	-	(6,838)
324-730-50-10606 STAFF - OT	-	-	-	48	-	(48)
324-730-50-10607 STAFF - FLEX	210	-	(210)	388	-	(388)
324-730-50-10700 TRAINING HOURS	-	-	-	-	-	-
324-730-50-10701 TRAINING WAGES	-	-	-	329	-	(329)
324-730-50-10900 SUPERVISOR/MANAGER/DIRECTOR HRS	-	-	-	-	-	-
324-730-50-10905 STAFF HRS	-	-	-	-	-	-
324-730-50-10906 STAFF - OT HRS	-	-	-	-	-	-
324-730-50-31105 PURCH SVCS - OTHER	-	-	-	-	-	-
324-730-50-31305 PURCH SVCS - TRASH REMOVAL	266	-	(266)	1,340	-	(1,340)
324-730-50-31320 PURCH SVCS - MAINT CONTRACTS	741	1,464	723	6,466	13,172	6,706
324-730-50-31335 PURCH SVCS - BLDG & GROUNDS	210	-	(210)	210	-	(210)
324-730-50-31340 PURCH SVCS - EQUIPMENT	-	-	-	-	-	-
324-730-50-40170 SUPPLIES- PROGRAM OTHER	346	500	154	5,119	4,500	(619)
324-730-50-41110 SUPPLIES - PAINTER	-	-	-	-	-	-
324-730-50-41170 SUPPLIES - TOOLS	-	-	-	-	-	-
324-730-50-80110 EQUIPMENT REPAIRS	-	333	333	-	3,000	3,000
324-730-50-80210 MINOR EQUIPMENT	-	-	-	-	-	-
324-730-50-90090 TRAVEL EXPENSE	-	83	83	1,314	750	(564)
Total Environmental Services	5,616	3,036	(2,580)	26,109	27,238	1,129
Utilities:						
324-740-50-80310 UTILITIES - ELECTRICITY	979	1,800	821	13,974	15,800	1,826

	Current Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
324-740-50-80320 UTILITIES - GAS	1,061	188	(873)	3,903	5,325	1,422
324-740-50-80340 UTILITIES - SEWER & WATER	589	542	(47)	5,278	4,875	(403)
324-740-50-80350 UTILITIES - CABLE	250	625	375	4,714	5,625	911
Total Utilities	2,880	3,154	274	27,870	31,625	3,755
Administration:						
324-800-50-10600 SUPERVISOR/MANAGER/DIRECTOR	-	4,077	4,077	4,056	36,165	32,109
324-800-50-10602 SUPERVISOR/MANAGER/DIRECTOR - FLEX	-	-	-	(1,551)	-	1,551
324-800-50-10603 SUPERVISOR/MANAGER/DIRECTOR - FLEX CASHOUT	-	-	-	1,852	-	(1,852)
324-800-50-10604 SUPERVISOR/MANAGER/DIRECTOR - STD	-	4	4	-	36	36
324-800-50-10900 SUPERVISOR/MANAGER/DIRECTOR HRS	-	-	-	-	-	-
324-800-50-10903 SUPERVISOR/MANAGER/DIRECTOR - FLEX CASHOUT HR	-	-	-	-	-	-
324-800-50-31105 PURCH SVCS - OTHER	157	377	220	2,231	3,393	1,162
324-800-50-31140 PURCH SVCS - BANK FEES	30	30	-	843	270	(573)
324-800-50-31185 MANAGEMENT FEES	5,151	5,851	700	41,806	43,636	1,830
324-800-50-31190 PURCH SVCS - INDEPENDENT ACCOUNTING	817	375	(442)	2,950	3,375	425
324-800-50-31360 PURCH SERV - SHRED IT	56	49	(7)	545	441	(104)
324-800-50-40160 RESIDENT RECOGNITION	97	-	(97)	182	-	(182)
324-800-50-44010 SPECIAL EVENTS	-	-	-	-	-	-
324-800-50-80030 SALES TAX EXPENSE	-	-	-	16	-	(16)
324-800-50-80110 EQUIPMENT REPAIRS	-	-	-	497	-	(497)
324-800-50-80120 EQUIPMENT MAINT CONTRACTS	931	544	(387)	9,974	4,896	(5,078)
324-800-50-86030 COPIER LEASE / RENTAL	677	292	(385)	5,705	2,625	(3,080)
324-800-50-90010 CONTINUING EDUCATION	-	-	-	85	-	(85)
324-800-50-90020 LICENSES & PERMITS	763	500	(263)	5,121	4,500	(621)
324-800-50-90030 MEETINGS & SEMINARS	-	13	13	-	113	113
324-800-50-90040 POSTAGE & DELIVERY	-	42	42	122	375	253
324-800-50-90050 PRINTING	-	-	-	-	-	-
324-800-50-90070 STATIONERY & OFFICE SUPPLIES	607	250	(357)	1,504	2,250	746
324-800-50-90080 SUBSCRIPTIONS	-	17	17	-	150	150
324-800-50-90090 TRAVEL EXPENSE	91	25	(66)	2,632	225	(2,407)
324-800-50-90091 BUSINESS MEALS	-	-	-	-	-	-
324-800-50-90095 MISCELLANEOUS	-	-	-	-	-	-
324-800-50-91010 PROPERTY & LIABILITY INSURANCE	591	362	(229)	4,468	3,258	(1,210)
324-800-50-92010 TELEPHONE	713	708	(5)	6,305	6,373	68
324-800-50-98120 BAD DEBT EXPENSE	1,000	1,000	-	9,000	9,000	-
324-800-50-98255 EMPLOYEE RECOGNITION	64	146	82	1,216	1,312	96
Total Administration	11,745	14,661	2,916	99,559	122,393	22,834
Sales and Marketing:						
324-870-50-10135 SALARIES - COMMISSIONS	120	-	(120)	240	-	(240)
324-870-50-10600 SUPERVISOR/MANAGER/DIRECTOR	1,040	-	(1,040)	2,192	-	(2,192)

	Current Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
324-870-50-10900 SUPERVISOR/MANAGER/DIRECTOR HRS	-	-	-	-	-	-
324-870-50-31405 PURCH SVCS - PUBLIC RELATIONS	-	-	-	-	-	-
324-870-50-31415 PURCH SVCS - NEW AD CREATION	-	-	-	-	-	-
324-870-50-31420 PURCH SVCS - COLLATERAL MATERIAL	-	33	33	2,168	300	300
324-870-50-31450 PURCH SVCS - MEDIA PLACEMENT	216	292	76	6	2,625	457
324-870-50-32010 NETWORKING	-	65	65	6	581	575
324-870-50-32020 SALES EXPENSE	-	180	180	1,140	1,620	480
324-870-50-44010 SPECIAL EVENTS	-	83	83	69	750	681
324-870-50-90050 PRINTING	-	83	83	75	750	675
324-870-50-90060 PROFESSIONAL ORG DUES	-	19	19	-	169	169
324-870-50-90080 SUBSCRIPTIONS	193	-	(193)	193	-	(193)
Total Sales and Marketing Foundation	1,569	755	(814)	6,083	6,795	712

Property and Related:	-	-	-	-	-	-
324-950-50-81020 DEPREC - BUILDING	-	-	-	-	-	-
324-950-50-81030 DEPREC - FFE	-	-	-	-	-	-
324-950-50-81090 AMORTIZATION OF INTANGIBLES	-	-	-	-	-	-
324-950-50-82010 REAL ESTATE TAXES	148	148	-	1,330	1,329	(1)
324-950-50-83010 INTEREST - BONDS SERIES A	-	-	-	-	-	-
324-950-50-83020 INTEREST - BONDS SERIES B	-	-	-	-	-	-
324-950-50-83110 INTEREST - MORTGAGES	-	-	-	-	-	-
Total Property and Related	148	148	-	1,330	1,329	(1)

Employee Taxes and Benefits:	5,424	5,221	(203)	36,197	41,917	5,720
324-980-50-70101 EMPLOYER FICA	243	120	(123)	1,054	964	(90)
324-980-50-70201 FUTA TAXES	122	654	532	963	5,250	4,287
324-980-50-70301 EMPLOYER SUI	3,429	2,240	(1,189)	18,151	17,984	(167)
324-980-50-71101 HEALTH INSURANCE PREMIUM	337	287	(50)	2,431	2,302	(129)
324-980-50-71102 DENTAL INSURANCE PREMIUM	(778)	(740)	38	(5,002)	(5,938)	(936)
324-980-50-71111 HEALTH INSURANCE DEDUCTIONS	(148)	(299)	(151)	(1,080)	(2,403)	(1,323)
324-980-50-71112 DENTAL INSURANCE DEDUCTIONS	642	769	127	4,514	6,178	1,664
324-980-50-73102 401(K) EMPLR CONTRIBUTION	690	1,166	476	6,214	9,364	3,150
324-980-50-74102 WORKERS COMP INSURANCE PREMIUM	522	-	(522)	522	-	(522)
324-980-50-78000 Health Savings Account	0	-	-	(2)	-	2
324-980-50-78001 EMPLOYEE BENEFITS OTHER	-	-	-	-	-	-
Total Employee Taxes and Benefits	10,484	9,418	(1,066)	63,962	75,618	11,656
TOTAL OPERATING EXPENSES	111,389	104,014	(7,375)	750,892	854,902	104,010

EARNINGS BEFORE INTEREST, TAX, DEPRECIATION AND AMORTIZATION (EBITDA)	(8,344)	13,012	(21,356)	85,256	17,822	67,434
---	---------	--------	----------	--------	--------	--------

	Current Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
EBITDA %	(8.10%)	11.12%		10.20%	2.04%	
Depreciation Expense:						
324-950-50-81020 DEPREC - BUILDING	9,394	11,183	1,789	84,085	100,854	16,769
324-950-50-81030 DEPREC - FFE	953	-	(953)	5,717	-	(5,717)
324-950-50-81090 AMORTIZATION OF INTANGIBLES	-	-	-	-	-	-
Total Depreciation Expense	10,348	11,183	835	89,802	100,854	11,052
Interest & Amortization Expense:						
324-950-50-81090 AMORTIZATION OF INTANGIBLES	394	478	84	3,548	4,298	750
324-950-50-83010 INTEREST - BONDS SERIES A	-	6,350	6,350	-	57,146	57,146
324-950-50-83020 INTEREST - BONDS SERIES B	-	280	280	-	2,770	2,770
324-950-50-83110 INTEREST - MORTGAGES	6,312	-	(6,312)	56,920	-	(56,920)
Total Interest & Amortization Expense	6,706	7,107	401	60,468	64,213	3,745
OPERATING INCOME (LOSS) BEFORE OVERHEAD	(25,398)	(5,278)	(20,120)	(65,014)	(147,245)	82,231
Investment Income:						
324-480-48-10110 INTEREST INCOME - UNRESTRICTED SAVINGS	-	-	-	1	-	1
Total Investment Income	-	-	-	1	-	1
NET INCOME (LOSS)	(25,398)	(5,278)	(20,120)	(65,013)	(147,245)	82,232

Eastwood Senior Living
Balance Sheet Detailed
As Of Friday, December 31, 2021

	Balance 12/31/2021	Balance 3/31/2021	Net Change
ASSETS			
CURRENT ASSETS			
Petty Cash	500	500	-
Cash - Checking Operating	60,687	58,243	2,444
Total Cash	<u>61,187</u>	<u>58,743</u>	<u>2,444</u>
Accts Rec - Tenants	39,686	82,888	(43,202)
Allowance for Doubtful Accounts	(22,970)	(19,678)	(3,292)
Total Receivables	<u>16,716</u>	<u>63,210</u>	<u>(46,494)</u>
Prepaid Maint Contracts	1,251	-	1,251
Prepaid Expense - Other	4,671	3,295	1,376
Total Prepaid	<u>5,922</u>	<u>3,295</u>	<u>2,627</u>
Cash - Savings Security Deposits	3,852	5,351	(1,499)
Bond Payment Fund	167,319	51,414	115,905
Bond Operating Reserve Fund	250,053	250,053	-
Bond Debt Service Reserve Fund	387	387	-
Total Restricted Assets	<u>421,611</u>	<u>307,205</u>	<u>114,406</u>
Land	36,536	36,536	-
Building & Improvements	3,178,601	3,174,834	3,767
Construction in Progress	-	42,425	(42,425)
Furniture & Equipment - General	308,363	242,798	65,565
Total Capital Assets	<u>3,523,500</u>	<u>3,496,593</u>	<u>26,907</u>
Accumulated Depreciation - Bldg	(1,249,346)	(1,165,261)	(84,085)
Accumulated Depreciation - FFE	(234,165)	(228,448)	(5,717)
Total Accumulated Depreciation	<u>(1,483,511)</u>	<u>(1,393,709)</u>	<u>(89,802)</u>
Net Capital Assets	<u>2,039,989</u>	<u>2,102,884</u>	<u>(62,895)</u>
Total Assets	<u><u>2,545,425</u></u>	<u><u>2,535,337</u></u>	<u><u>10,088</u></u>
Accounts Payable	11,428	26,105	(14,677)
Other Accrued Expenses	118,682	121,095	(2,413)
Accts Rec - Credit Balance	5,293	-	5,293
Total Accounts Payable	<u>135,403</u>	<u>147,200</u>	<u>(11,797)</u>
Security Deposits	2,439	2,464	(25)
Total Other Payables	<u>2,439</u>	<u>2,464</u>	<u>(25)</u>
Accrued Sales Tax Liability	53	37	16
Accr Real Estate Taxes	-	443	(443)
Total Taxes Payable	<u>53</u>	<u>480</u>	<u>(427)</u>
Accrued Salaries	118,502	117,984	518
Accrued Flex Leave	33,116	31,725	1,391
Total Accrued Payroll Related	<u>151,618</u>	<u>149,709</u>	<u>1,909</u>
Accrued Interest - Bonds Series A	40,471	21,423	19,048
Bonds Payable Series A	3,080,000	3,080,000	-
Mortgages Payable	129,198	66,351	62,847
Original Issue (Discount) Premium	46,630	46,630	-

	Balance 12/31/2021	Balance 3/31/2021	Net Change
Underwriters (Discount)	(77,932)	(77,932)	-
Accumulated Amortization - Original Issue	(5,052)	(3,303)	(1,749)
Accumulated Amortization - Underwriters Disc	8,443	5,520	2,923
Deferred Financing Costs	(63,311)	(63,311)	-
Accumulated Amortization	6,859	4,485	2,374
Total Bond/Note Payables	3,165,306	3,079,863	85,443
Total Payables	3,454,819	3,379,716	75,103
Net Income	(65,015)	(196,662)	131,647
Unrestricted Net Assets	(844,379)	(648,827)	(195,552)
Temporarily Restricted Contributions	-	1,110	(1,110)
Total Equity	(909,394)	(844,379)	(65,015)
Total Liabilities & Equity	2,545,425	2,535,337	10,088

Eastwood Senior Living
Balance Sheet Detailed
As Of Friday, December 31, 2021

	Balance 12/31/2021	Balance 3/31/2021	Net Change
ASSETS			
CURRENT ASSETS			
Petty Cash:			
324-000-11-10105 PETTY CASH	500	500	-
Total Petty Cash	500	500	-
Cash - Checking Operating:			
324-000-11-10120 OPERATING CASH	60,687	58,243	2,444
Total Cash - Checking Operating	60,687	58,243	2,444
Total Cash	61,187	58,743	2,444
Accts Rec - Tenants:			
324-000-11-24110 ACCTS REC - TENANTS	39,686	82,888	(43,202)
Total Accts Rec - Tenants	39,686	82,888	(43,202)
Allowance for Doubtful Accounts:			
324-000-11-24995 ALLOWANCE FOR DOUBTFUL ACCOUNTS	(22,970)	(19,678)	(3,292)
Total Allowance for Doubtful Accounts	(22,970)	(19,678)	(3,292)
Total Receivables	16,716	63,210	(46,494)
Prepaid Maint Contracts:			
324-000-11-43110 PREPAID MAINT CONTRACTS	1,251	-	1,251
Total Prepaid Maint Contracts	1,251	-	1,251
Prepaid Expense - Other:			
324-000-11-49110 PREPAID EXPENSE - OTHER	4,671	3,295	1,376
Total Prepaid Expense - Other	4,671	3,295	1,376
Total Prepaid	5,922	3,295	2,627
Cash - Savings Security Deposits:			
324-000-14-10150 CASH - SAVINGS SECURITY DEPOSITS	3,852	5,351	(1,499)
Total Cash - Savings Security Deposits	3,852	5,351	(1,499)
Bond Payment Fund:			
324-000-14-60110 BOND PAYMENT FUND	167,319	51,414	115,905
Total Bond Payment Fund	167,319	51,414	115,905
Bond Operating Reserve Fund:			
324-000-14-60160 BOND OPERATING RESERVE FUND	250,053	250,053	-

	Balance 12/31/2021	Balance 3/31/2021	Net Change
Total Bond Operating Reserve Fund	250,053	250,053	-
Bond Debt Service Reserve Fund: 324-000-14-60170 BOND DEBT SERVICE RESERVE FUND	387	387	-
Total Bond Debt Service Reserve Fund	387	387	-
Total Restricted Assets	421,611	307,205	114,406
Land: 324-000-16-10010 LAND	36,536	36,536	-
Total Land	36,536	36,536	-
Building & Improvements: 324-000-16-20010 BUILDING & IMPROVEMENTS	3,178,601	3,174,834	3,767
Total Building & Improvements	3,178,601	3,174,834	3,767
Construction in Progress: 324-000-16-20090 CONSTRUCTION IN PROGRESS	-	42,425	(42,425)
Total Construction in Progress	-	42,425	(42,425)
Furniture & Equipment - General: 324-000-16-30110 FURNITURE & EQUIPMENT - GENERAL	308,363	242,798	65,565
Total Furniture & Equipment - General	308,363	242,798	65,565
Total Capital Assets	3,523,500	3,496,593	26,907
Accumulated Depreciation - Bldg: 324-000-17-20110 ACCUMULATED DEPRECIATION - BLDG	(1,249,346)	(1,165,261)	(84,085)
Total Accumulated Depreciation - Bldg	(1,249,346)	(1,165,261)	(84,085)
Accumulated Depreciation - FFE: 324-000-17-30110 ACCUMULATED DEPRECIATION - FFE	(234,165)	(228,448)	(5,717)
Total Accumulated Depreciation - FFE	(234,165)	(228,448)	(5,717)
Total Accumulated Depreciation	(1,483,511)	(1,393,709)	(89,802)
Net Capital Assets	2,039,989	2,102,884	(62,895)
Total Assets	2,545,425	2,535,337	10,088
Accounts Payable: 324-000-20-10010 ACCOUNTS PAYABLE	11,427	26,105	(14,678)
~ Rounding Adjustment ~	1	-	-
Total Accounts Payable	11,428	26,105	(14,677)
Other Accrued Expenses:			

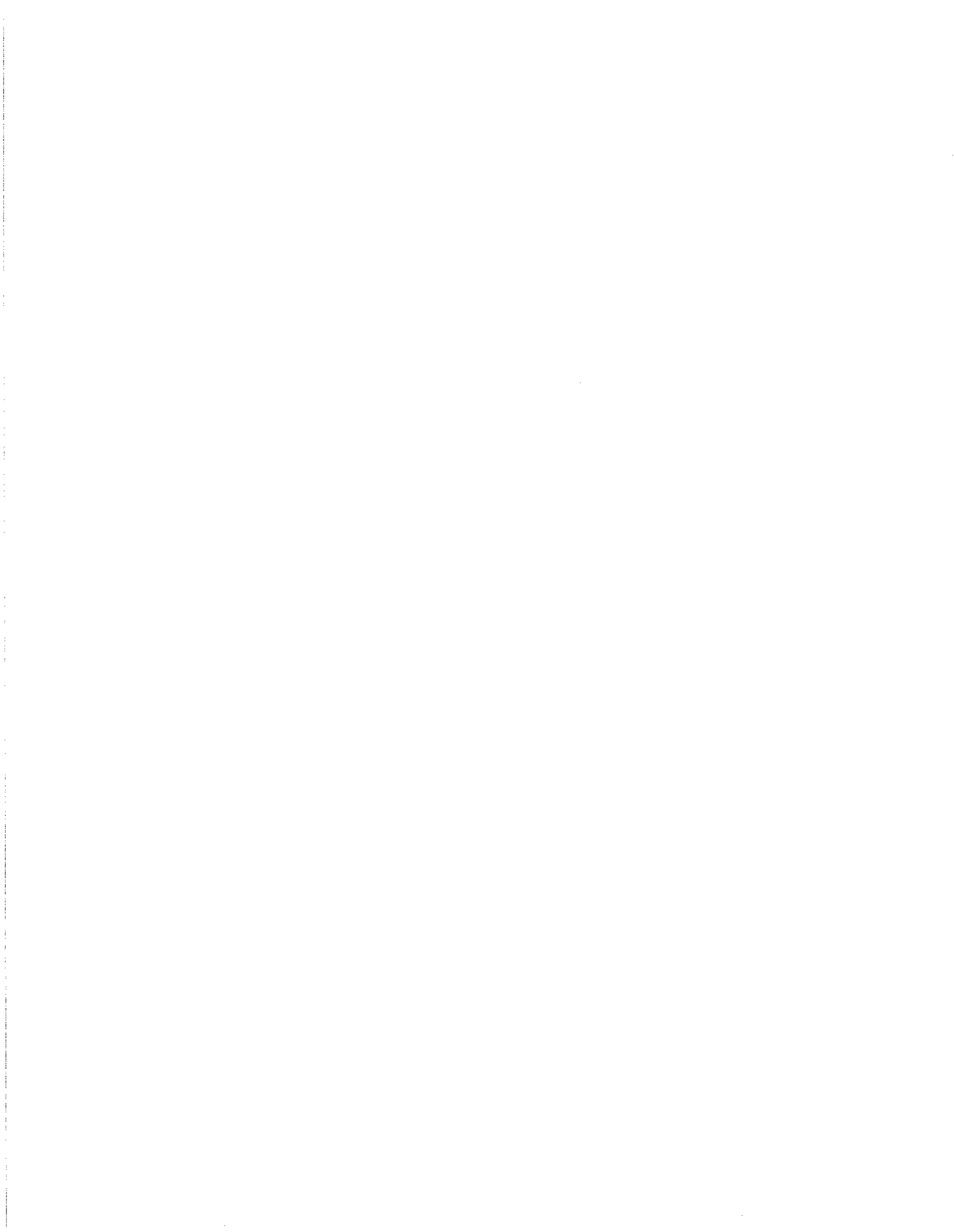
	Balance 12/31/2021	Balance 3/31/2021	Net Change
324-000-20-10095 OTHER ACCRUED EXPENSES	118,682	121,095	(2,413)
Total Other Accrued Expenses	118,682	121,095	(2,413)
Accts Rec - Credit Balance:			
324-000-20-20010 ACCTS REC - CREDIT BALANCE	5,293	-	5,293
Total Accts Rec - Credit Balance	5,293	-	5,293
Total Accounts Payable	135,403	147,200	(11,797)
Security Deposits:			
324-000-20-50020 SECURITY DEPOSITS	2,439	2,464	(25)
Total Security Deposits	2,439	2,464	(25)
Total Other Payables	2,439	2,464	(25)
Accrued Sales Tax Liability:			
324-000-21-20000 ACCRUED SALES TAX LIABILITY	53	37	16
Total Accrued Sales Tax Liability	53	37	16
Accr Real Estate Taxes:			
324-000-21-40000 ACCR REAL ESTATE TAXES	-	443	(443)
Total Accr Real Estate Taxes	-	443	(443)
Total Taxes Payable	53	480	(427)
Accrued Salaries:			
324-000-22-10010 ACCRUED SALARIES	118,502	117,984	518
Total Accrued Salaries	118,502	117,984	518
Accrued Flex Leave:			
324-000-22-10020 ACCRUED FLEX LEAVE	33,116	31,725	1,391
Total Accrued Flex Leave	33,116	31,725	1,391
Total Accrued Payroll Related	151,618	149,709	1,909
Accrued Interest - Bonds Series A:			
324-000-23-40010 ACCRUED INTEREST - BONDS SERIES A	40,471	21,423	19,048
Total Accrued Interest - Bonds Series A	40,471	21,423	19,048
Bonds Payable Series A:			
324-000-27-40010 BONDS PAYABLE SERIES A	3,080,000	3,080,000	-
Total Bonds Payable Series A	3,080,000	3,080,000	-
Mortgages Payable:			
324-000-27-40110 MORTGAGES PAYABLE	129,198	66,351	62,847
Total Mortgages Payable	129,198	66,351	62,847
Original Issue (Discount) Premium:			

	Balance 12/31/2021	Balance 3/31/2021	Net Change
324-000-27-41110 ORIGINAL DISCOUNT/PREMIUM	46,630	46,630	-
Total Original Issue (Discount) Premium	46,630	46,630	-
Underwriters (Discount):			
324-000-27-41120 UNDERWRITER'S DISCOUNT	(77,932)	(77,932)	-
Total Underwriters (Discount)	(77,932)	(77,932)	-
Accumulated Amortization - Original Issue:			
324-000-27-42110 ACCUM AMORTIZATION- ORIGINAL ISSUE	(5,052)	(3,303)	(1,749)
Total Accumulated Amortization - Original Issue	(5,052)	(3,303)	(1,749)
Accumulated Amortization - Underwriters Disc:			
324-000-27-42120 ACCUM AMORT UNDERWRITER'S DISCOUNT	8,443	5,520	2,923
Total Accumulated Amortization - Underwriters Disc	8,443	5,520	2,923
Deferred Financing Costs:			
324-000-18-10120 DEFERRED FINANCING COSTS	(63,311)	(63,311)	-
Total Deferred Financing Costs	(63,311)	(63,311)	-
Accumulated Amortization:			
324-000-18-20110 ACCUMULATED AMORTIZATION	6,859	4,485	2,374
Total Accumulated Amortization	6,859	4,485	2,374
Total Bond/Note Payables	3,165,306	3,079,863	85,443
Total Payables	3,454,819	3,379,716	75,103
Net Income:			
324-400-42-10010 IL/AL - RENT	-	176,354	(176,354)
324-400-42-20010 AL - RENT	494	8,818	(8,324)
324-400-42-20510 MC - RENT	225,749	91,541	134,208
324-400-42-21515 IL - 2ND PERSON RENT	1,032	-	1,032
324-440-40-11110 IL/AL - PRIVATE PAY SERVICES	-	147,856	(147,856)
324-440-40-11120 IL/AL - EW SERVICES	288	291,429	(291,141)
324-440-40-12120 AL - EW SERVICES	-	9,880	(9,880)
324-440-40-13110 MC - PRIVATE PAY SERVICES	271,903	87,607	184,296
324-440-40-13120 MC - EW SERVICES	332,454	202,489	129,965
324-440-40-13520 CS - EW SERVICES	-	(4,370)	4,370
324-440-40-14110 HS SKILLED NURSING SERVICES	-	8,166	(8,166)
324-440-40-15110 HS RESIDENT ASSISTANT SERVICES	(2,784)	(232)	(2,552)
324-440-40-19110 HS HEALTH SERVICE SUPPLIES	389	1,047	(658)
324-450-40-31410 GUEST MEAL SALES	216	152	64
324-480-48-10110 INTEREST INCOME - UNRESTRICTED SAVINGS	1	8	(7)
324-495-41-62110 COMMUNITY FEE	4,331	3,500	831
324-495-41-62410 PET DEPOSIT FEE (NON- REFUNDABLE)	-	300	(300)
324-495-47-99110 MISCELLANEOUS INCOME	1,108	49,017	(47,909)
324-495-47-99120 GPO INCENTIVES	966	114	852

	Balance 12/31/2021	Balance 3/31/2021	Net Change
324-540-50-10600			
SUPERVISOR/MANAGER/DIRECTOR	(59,956)	(62,894)	2,938
324-540-50-10602			
SUPERVISOR/MANAGER/DIRECTOR - FLEX	(2,407)	(2,360)	(47)
324-540-50-10605 STAFF	-	(8,082)	8,082
324-540-50-10620 RN STAFF	(31,146)	(981)	(30,165)
324-540-50-10621 RN STAFF - OT	(1,803)	-	(1,803)
324-540-50-10622 RN STAFF - FLEX	(1,212)	-	(1,212)
324-540-50-10640 LPN STAFF	(5,347)	(47,207)	41,860
324-540-50-10641 LPN STAFF - OT	(562)	(7,894)	7,332
324-540-50-10642 LPN STAFF - FLEX	1,076	(551)	1,627
324-540-50-10644 LPN STAFF - STD	-	(379)	379
324-540-50-10650 NAR STAFF	(211,009)	(278,426)	67,417
324-540-50-10651 NAR STAFF - OT	(10,775)	(28,945)	18,170
324-540-50-10652 NAR STAFF - FLEX	819	(97)	916
324-540-50-10653 NAR STAFF - FLEX CASHOUT	(7,033)	(6,272)	(761)
324-540-50-10701 TRAINING WAGES	(9,763)	(3,094)	(6,669)
324-540-50-21110 PURCH LABOR - HEALTH SERVICES DIR	-	(9,242)	9,242
324-540-50-21220 PURCH LABOR - RN	(219)	(250)	31
324-540-50-21223 PURCH LABOR - NAR	-	(9,716)	9,716
324-540-50-31105 PURCH SVCS - OTHER	-	(2,184)	2,184
324-540-50-40119 SUPPLIES- OTHER MEDICAL	(7,408)	(7,556)	148
324-540-50-40120 SUPPLIES - COVID-19	-	(6,610)	6,610
324-540-50-40170 SUPPLIES- PROGRAM OTHER	(389)	(1,532)	1,143
324-540-50-80110 EQUIPMENT REPAIRS	(148)	-	(148)
324-540-50-80210 MINOR EQUIPMENT	(1,203)	-	(1,203)
324-540-50-90010 CONTINUING EDUCATION	(50)	-	(50)
324-540-50-90030 MEETINGS & SEMINARS	(52)	-	(52)
324-540-50-90090 TRAVEL EXPENSE	(1,338)	(71)	(1,267)
324-540-50-90095 MISCELLANEOUS	-	(297)	297
324-610-50-10605 STAFF	(29,137)	(33,336)	4,199
324-610-50-10606 STAFF - OT	(12)	(222)	210
324-610-50-10607 STAFF - FLEX	432	(411)	843
324-610-50-10608 STAFF - FLEX CASHOUT	(1,145)	-	(1,145)
324-610-50-10701 TRAINING WAGES	(45)	(22)	(23)
324-610-50-31270 PURCH SVCS - ENTERTAINERS & SPEAKERS	(150)	-	(150)
324-610-50-40170 SUPPLIES- PROGRAM OTHER	(1,105)	(1,039)	(66)
324-610-50-90095 MISCELLANEOUS	(97)	-	(97)
324-700-50-10600			
SUPERVISOR/MANAGER/DIRECTOR	(27,049)	(33,468)	6,419
324-700-50-10601			
SUPERVISOR/MANAGER/DIRECTOR - OT	(4,408)	(3,301)	(1,107)
324-700-50-10602			
SUPERVISOR/MANAGER/DIRECTOR - FLEX	(375)	(752)	377
324-700-50-10605 STAFF	(53,870)	(59,058)	5,188
324-700-50-10606 STAFF - OT	(462)	(238)	(224)
324-700-50-10607 STAFF - FLEX	(1,195)	(1,102)	(93)
324-700-50-10608 STAFF - FLEX CASHOUT	(662)	(2,192)	1,530
324-700-50-10701 TRAINING WAGES	(155)	(86)	(69)
324-700-50-30190 OTHER CONSULTANT FEES	-	(1,039)	1,039
324-700-50-40130 SUPPLIES - CHINA / GLASS	(163)	(214)	51
324-700-50-40131 SUPPLIES - CHEMICALS	(1,656)	(1,433)	(223)
324-700-50-40132 SUPPLIES - PAPER GOODS	(607)	(388)	(219)
324-700-50-40170 SUPPLIES- PROGRAM OTHER	-	(229)	229
324-700-50-40175 SUPPLIES - UNIFORM	-	(691)	691
324-700-50-40240 FOOD - GENERAL	(38,255)	(59,967)	21,712
324-700-50-40380 FOOD - SPECIAL FUNCTIONS	-	(20)	20

	Balance 12/31/2021	Balance 3/31/2021	Net Change
324-700-50-86010 EQUIP LEASE/RENTAL	(2,277)	-	(2,277)
324-710-50-10605 STAFF	(6,868)	(14,719)	7,851
324-710-50-10607 STAFF - FLEX	309	536	(227)
324-710-50-10608 STAFF - FLEX CASHOUT	(267)	-	(267)
324-710-50-31315 PURCH SVCS - PEST CONTROL	(129)	-	(129)
324-710-50-40170 SUPPLIES- PROGRAM OTHER	(6,614)	(6,229)	(385)
324-710-50-90095 MISCELLANEOUS	(94)	-	(94)
324-730-50-10600			
SUPERVISOR/MANAGER/DIRECTOR	(4,055)	(7,772)	3,717
324-730-50-10605 STAFF	(6,838)	(296)	(6,542)
324-730-50-10606 STAFF - OT	(48)	(111)	63
324-730-50-10607 STAFF - FLEX	(388)	-	(388)
324-730-50-10701 TRAINING WAGES	(329)	-	(329)
324-730-50-31305 PURCH SVCS - TRASH REMOVAL	(1,340)	(3,188)	1,848
324-730-50-31320 PURCH SVCS - MAINT			
CONTRACTS	(6,466)	(4,547)	(1,919)
324-730-50-31335 PURCH SVCS - BLDG & GROUNDS	(210)	(11,084)	10,874
324-730-50-40170 SUPPLIES- PROGRAM OTHER	(5,119)	(6,071)	952
324-730-50-90090 TRAVEL EXPENSE	(1,314)	(1,680)	366
324-740-50-80310 UTILITIES - ELECTRICITY	(13,974)	(17,946)	3,972
324-740-50-80320 UTILITIES - GAS	(3,903)	(4,456)	553
324-740-50-80340 UTILITIES - SEWER & WATER	(5,278)	(5,473)	195
324-740-50-80350 UTILITIES - CABLE	(4,714)	(7,791)	3,077
324-800-50-10600			
SUPERVISOR/MANAGER/DIRECTOR	(4,056)	(56,763)	52,707
324-800-50-10602			
SUPERVISOR/MANAGER/DIRECTOR - FLEX	1,551	(346)	1,897
324-800-50-10603			
SUPERVISOR/MANAGER/DIRECTOR - FLEX			
CASHOUT	(1,852)	(796)	(1,056)
324-800-50-31105 PURCH SVCS - OTHER	(2,231)	(5,572)	3,341
324-800-50-31140 PURCH SVCS - BANK FEES	(843)	(220)	(623)
324-800-50-31180 PURCH SVCS - OUTSIDE			
COUNSEL	-	(106)	106
324-800-50-31185 MANAGEMENT FEES	(41,806)	(53,683)	11,877
324-800-50-31190 PURCH SVCS - INDEPENDENT			
ACCOUNTING	(2,950)	(11,149)	8,199
324-800-50-31360 PURCH SERV - SHRED IT	(545)	(419)	(126)
324-800-50-40160 RESIDENT RECOGNITION	(182)	(221)	39
324-800-50-80030 SALES TAX EXPENSE	(16)	(10)	(6)
324-800-50-80110 EQUIPMENT REPAIRS	(497)	-	(497)
324-800-50-80120 EQUIPMENT MAINT CONTRACTS	(9,974)	(4,000)	(5,974)
324-800-50-86030 COPIER LEASE / RENTAL	(5,705)	(6,407)	702
324-800-50-90010 CONTINUING EDUCATION	(85)	-	(85)
324-800-50-90020 LICENSES & PERMITS	(5,121)	(4,059)	(1,062)
324-800-50-90030 MEETINGS & SEMINARS	-	(168)	168
324-800-50-90040 POSTAGE & DELIVERY	(122)	(440)	318
324-800-50-90070 STATIONERY & OFFICE	(1,504)	(2,128)	624
324-800-50-90080 SUBSCRIPTIONS	-	(216)	216
324-800-50-90090 TRAVEL EXPENSE	(2,632)	(555)	(2,077)
324-800-50-91010 PROPERTY & LIABILITY			
INSURANCE	(4,468)	(2,946)	(1,522)
324-800-50-92010 TELEPHONE	(6,305)	(7,123)	818
324-800-50-98120 BAD DEBT EXPENSE	(9,000)	(15,000)	6,000
324-800-50-98255 EMPLOYEE RECOGNITION	(1,216)	(4,794)	3,578
324-870-50-10135 SALARIES - COMMISSIONS	(240)	-	(240)
324-870-50-10600			
SUPERVISOR/MANAGER/DIRECTOR	(2,192)	-	(2,192)

	Balance 12/31/2021	Balance 3/31/2021	Net Change
324-870-50-31450 PURCH SVCS - MEDIA PLACEMENT	(2,168)	(1,062)	(1,106)
324-870-50-32010 NETWORKING	(6)	-	(6)
324-870-50-32020 SALES EXPENSE	(1,140)	-	(1,140)
324-870-50-44010 SPECIAL EVENTS	(69)	-	(69)
324-870-50-90040 POSTAGE & DELIVERY	-	1	(1)
324-870-50-90050 PRINTING	(75)	-	(75)
324-870-50-90080 SUBSCRIPTIONS	(193)	-	(193)
324-950-50-81020 DEPREC - BUILDING	(84,085)	(112,499)	28,414
324-950-50-81030 DEPREC - FFE	(5,717)	(20,652)	14,935
324-950-50-81090 AMORTIZATION OF	(3,548)	(4,731)	1,183
324-950-50-82010 REAL ESTATE TAXES	(1,330)	(1,763)	433
324-950-50-83110 INTEREST - MORTGAGES	(56,920)	(91,732)	34,812
324-950-50-86010 EQUIP LEASE/RENTAL	-	(1,098)	1,098
324-980-50-70101 EMPLOYER FICA	(36,197)	(48,078)	11,881
324-980-50-70201 FUTA TAXES	(1,054)	(1,533)	479
324-980-50-70301 EMPLOYER SUI	(963)	(4,713)	3,750
324-980-50-71101 HEALTH INSURANCE PREMIUM	(18,151)	(20,000)	1,849
324-980-50-71102 DENTAL INSURANCE PREMIUM	(2,431)	(2,825)	394
324-980-50-71111 HEALTH INSURANCE DEDUCTIONS	5,002	5,932	(930)
324-980-50-71112 DENTAL INSURANCE DEDUCTIONS	1,080	1,751	(671)
324-980-50-73102 401(k) EMPLR CONTRIBUTION	(4,514)	(7,581)	3,067
324-980-50-74102 WORKERS COMP INSURANCE PREMIUM	(6,214)	(7,962)	1,748
324-980-50-78000 Health Savings Account	(522)	-	(522)
324-980-50-78001 EMPLOYEE BENEFITS OTHER	2	3	(1)
Total Net Income	(65,015)	(196,662)	131,647
Unrestricted Net Assets:			
324-000-30-10010 UNRESTRICTED NET ASSETS	(844,379)	(648,827)	(195,552)
Total Unrestricted Net Assets	(844,379)	(648,827)	(195,552)
Temporarily Restricted Contributions:			
324-490-49-93050 CONTRIBUTIONS - TEMPORARILY RESTRICTED	-	1,110	(1,110)
Total Temporarily Restricted Contributions	-	1,110	(1,110)
Total Equity	(909,394)	(844,379)	(65,015)
Total Liabilities & Equity	2,545,425	2,535,337	10,088



January 19, 2022

RE: Mysa House – November Final

- Occupancy of the (24) apartments:
 - Move-ins – one move in - 92 % Occupancy.
 - Move-outs – 2
- Vacancy
 - Applications in process
- **Financial Summary**
 - **Income**
 - January – MIDCO rebate
 - On 12/31/2020, PPP was reclassified from Income to Accounts Payable, as PPP has not yet been forgiven. This reclassifying entry was reversed January 2021.
 - February – 2nd half 2020 TIF payment, \$9,498.24. Tenant appealed garage door damage, charges were removed, which show as a negative to reimbursements.
 - March – No other income over rents
 - April – No other income over rents.
 - May – No other income over rents
 - June – MIDCO rebate
 - July – MIDCO rebate \$187.36 / TIF \$10,573.21
 - August – No other income over rents
 - September – no other income over rents
 - October – MIDCO rebate
 - November – no other income over rents
 - December – 2021 TIF Payment received in January, booked as a receivable in 2021
 - **Expenses**
 - January – Energy audit.
 - February – Auditing fees from 2020-year end audit.
 - March – Annual property insurance paid.
 - April – noting out of ordinary.
 - May – MH mortgage statement for June was paid in May. Annual elevator contract. A snow removal invoice from January paid, vendor submitted late.
 - June – GMHF loan payment from March was returned and voided because no payment was due, \$17,833.33.
 - July – Nothing out of ordinary
 - August – Nothing out of ordinary
 - September – Installed new ignitors, flame rods and burners in boilers.
 - October – Nothing out of ordinary
 - November – Nothing out of ordinary.
 - December – Snow blower purchased

- **Budget Review**

- Income
 - Rent increase effective 2-1-2021. Rental income is within budget.
- Expenses
 - Audit fees exceed budget.

- **Corrections or Errors**

D.W. Jones Management, Inc. has received loan funds under the Payroll Protection Program (PPP) and intends to apply for forgiveness of these loan funds. D.W. Jones Management, Inc. has allocated PPP funds to this property in the form of a credit toward reimbursable payroll. *To date \$2,598.08 has been credited to this property.*

- **Property Manager Notes:**

- Job Openings: None
- Bingo once a month
- Birthday monthly party
- HRA maintenance is checking boilers daily
- Another Bake sale in November, it was a big hit
- Soup making on Sundays

If you have any questions on the reports submitted, please contact me via the e-mail or phone number listed below

Stacy Worth
Accounting
DW Jones Management, Inc.
218-366-6720
stacyb@dwjonesmanagement.com

Beth Perttula
Property Manager
DW Jones Management, Inc
218-366-6730
bethp@dwjonesmanagement.com

MINNESOTA HOUSING Monthly Operating Report - Form 258 A

Ver. 3

Mysa House

Mora

For the Month of December - 2021

7942

	(1)		(2)	(3)	(4)	(5)
	Actual	Actual	To-Date	Budget To-Date	Annual Budget	
	Month					Comments
1 Apartment Rent Potential	\$16,889.00	\$201,863.00	\$201,884.00	\$201,884.00	\$201,884.00	
2 Parking/Garage Rent Potential	\$660.00	\$7,920.00	\$7,920.00	\$7,920.00	\$7,920.00	
3 Commercial Rent Potential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4 Miscellaneous Rent Potential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5 Gross Potential Rent (Lines 1-4)	\$17,549.00	\$209,783.00	\$209,804.00	\$209,804.00	\$209,804.00	
6 Apartment Vacancy	\$1,418.00	\$3,545.00	\$0.00	\$0.00	\$0.00	
7 Parking/Garage Vacancy	\$0.00	\$0.00	\$317.04	\$317.04	\$317.00	
8 Commercial Vacancy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9 Misc. Unrealized Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10 Employee Rent Credits	\$755.00	\$9,050.00	\$9,000.00	\$9,000.00	\$9,000.00	
11 Out of Service Units	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
12 Rental Concession Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13 Total Rental Loss (Lines 6 -12)	\$2,173.00	\$12,595.00	\$9,317.04	\$9,317.04	\$9,317.00	
14 Net Rental Income (Line 5 less 13)	\$15,376.00	\$197,188.00	\$200,486.96	\$200,486.96	\$200,487.00	
15 - Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
16 Net Rental Collections (Line 14 less 15)	\$15,376.00	\$197,188.00	\$200,486.96	\$200,486.96	\$200,487.00	
17 Tenant Fees	\$25.00	(\$500.00)	\$0.00	\$0.00	\$0.00	
18 Other Income (specify in notes)	\$1,074.98	\$24,470.11	\$18,970.00	\$18,970.00	\$18,970.00	
19 Forfeited Security Deposits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
20 Interest Income (incl. escrows/reserves)	\$25.98	\$146.68	\$443.76	\$443.76	\$443.72	
21 Total Other Income (Lines 17 - 20)	\$1,125.96	\$24,116.79	\$19,413.76	\$19,413.76	\$19,413.72	
22 Total Revenue (Lines 16,21)	\$16,501.96	\$221,304.79	\$219,900.72	\$219,900.72	\$219,900.72	
23 Advertising and Marketing	\$0.00	\$0.00	\$200.04	\$200.04	\$200.00	
24 Property Management Fee	\$1,408.00	\$18,112.00	\$18,432.00	\$18,432.00	\$18,432.00	
25 Professional Fees (specify in notes)	\$0.00	\$8,130.00	\$6,142.68	\$6,142.68	\$6,143.00	
26 Applicant Screening/Collection Exp.	\$25.00	\$100.00	\$0.00	\$0.00	\$0.00	
27 Site Office Expense	\$454.02	\$4,040.09	\$3,729.96	\$3,729.96	\$3,730.00	
28 On-Site Management Payroll	\$793.87	\$3,429.97	\$10,688.04	\$10,688.04	\$10,688.00	
29 Other Administration (specify in notes)	\$17.04	\$2,187.04	\$1,689.96	\$1,689.96	\$1,690.00	
30 Total Administration (Lines 23 - 29)	\$2,697.93	\$35,999.10	\$40,882.68	\$40,882.68	\$40,883.00	
31 Elevator Maint/Contract	\$39.72	\$1,418.83	\$2,229.82	\$2,229.82	\$2,230.00	
32 Security	\$41.12	\$497.20	\$499.87	\$499.87	\$500.00	
33 Rubbish Removal	\$121.40	\$1,355.60	\$1,359.96	\$1,359.96	\$1,360.00	
34 Other Contract Services	\$72.95	\$2,748.04	\$3,000.00	\$3,000.00	\$3,000.00	
35 Unique Operating Expenses (specify in notes)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
36 Maintenance/Janitor Supplies	\$454.88	\$2,577.96	\$2,400.00	\$2,400.00	\$2,400.00	
37 Grounds Maintenance	\$32.00	\$1,956.72	\$1,500.03	\$1,500.03	\$1,500.00	
38 Snow Removal	\$253.74	\$1,756.58	\$5,350.00	\$5,350.00	\$5,350.00	
39 Heat & A/C Repair Services	\$0.00	\$5,093.17	\$750.00	\$750.00	\$750.00	
40 General Repair Services	\$0.00	\$505.09	\$6,999.96	\$6,999.96	\$7,000.00	
41 Paint/Decorating Materials	\$0.00	\$282.40	\$999.96	\$999.96	\$1,000.00	
42 Maintenance & Jan. Payroll	\$2,205.72	\$22,540.10	\$21,162.00	\$21,162.00	\$21,162.00	
43 Other Maint. & Oper. (specify in notes)	\$109.20	\$1,234.99	\$1,200.00	\$1,200.00	\$1,200.00	
44 Total Maintenance (Lines 31 - 43)	\$3,330.73	\$41,966.88	\$47,451.60	\$47,451.60	\$47,452.00	
45 Electricity	\$649.30	\$7,252.93	\$9,999.96	\$9,999.96	\$10,000.00	
46 Water & Sewer	\$245.86	\$6,004.74	\$6,759.96	\$6,759.96	\$6,760.00	
47 Gas and Oil	\$892.48	\$5,325.28	\$6,260.00	\$6,260.00	\$6,260.00	
48 Total Utilities (Lines 45 - 47)	\$1,787.64	\$18,582.95	\$23,019.92	\$23,019.92	\$23,020.00	
49 Property & Liability Insurance Exp.	\$0.00	\$13,406.68	\$12,700.00	\$12,700.00	\$12,700.00	
50 M & O plus Insurance (Lines 30,44,48,49)	\$7,816.30	\$109,955.41	\$124,054.20	\$124,054.20	\$124,055.00	
51 Real Estate Tax Expense	\$13,599.00	\$27,198.00	\$23,711.00	\$23,711.00	\$23,711.00	
52 Total Operating Expenses (Lines 50,51)	\$21,415.30	\$137,153.41	\$147,765.20	\$147,765.20	\$147,765.00	
53 Net Operating Income (Line 22 less 52)	(\$4,913.34)	\$84,151.38	\$72,135.52	\$72,135.52	\$72,134.72	
54 Interest on Amortizing Debt(s)	\$1,826.06	\$22,726.44	\$22,755.00	\$22,755.00	\$22,755.00	
55 MH Annual Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
56 Other/MIP/FA/FAF (specify in notes)	\$0.00	\$0.00	\$720.00	\$720.00	\$720.00	
57 Total Financing (Lines 54 - 56)	\$1,826.06	\$22,726.44	\$23,475.00	\$23,475.00	\$23,475.00	
58 Income from Oper. (Line 53 less 57)	(\$6,739.40)	\$61,424.94	\$48,660.52	\$48,660.52	\$48,659.72	

MINNESOTA HOUSING Monthly Operating Report - Form 258 B

Ver. 3

Mysa House

Mora

For the Month of December - 2021

7942

Part 1	Actual		Budget	Current Balances
	Current Month	Year-To-Date	Year-To-Date	
58 Income from Operations (Line 58 from 258A)	(\$6,739.40)	\$61,424.94	\$48,660.52	
59 Amortization/Depreciation Exp. (if applicable)	\$310,472.00	\$310,472.00	\$0.00	
60 Net Income or (Loss) (Line 58 less 59)	(\$317,211.40)	(\$249,047.06)	\$48,660.52	
61 ADJUSTMENTS TO BUSINESS ACTIVITIES				
62 Adjustments to Operating Assets				
63 Tenant Receivables	\$217.00	\$117.00		
64 Subsidy Receivables	\$0.00	\$0.00		
65 Prepaid Property & Liability Insurance	\$0.00	\$0.00		
66 Tenant Security Deposit Cash	\$0.00	\$0.00		
67 Other (specify in notes)	\$0.00	\$0.00		
68 Adjustments to Operating Liabilities				
69 Accounts Payable	(\$197.16)	(\$847.39)		
70 Accrued Expenses	\$0.00	\$0.00		
71 Prepaid Rent	\$41.00	\$491.69		
72 Accrued Interest	(\$58.94)	(\$58.94)		
73 Accrued Real Estate Taxes	\$0.00	\$0.00		
74 Accrued MIP (Mortgage Insurance)	\$0.00	\$0.00		
75 Tenant Security Deposit Payable	\$0.00	\$0.00		
76 Other (specify in notes)	(\$1,074.98)	(\$1,074.98)		
68 Adjustments to Operating Liabilities				
69 Accounts Payable	(\$197.16)	(\$847.39)		
70 Accrued Expenses	\$0.00	\$0.00		
71 Prepaid Rent	\$41.00	\$491.69		
72 Accrued Interest	(\$58.94)	(\$58.94)		
73 Accrued Real Estate Taxes	\$0.00	\$0.00		
74 Accrued MIP (Mortgage Insurance)	\$0.00	\$0.00		
75 Tenant Security Deposit Payable	\$0.00	\$0.00		
76 Other (specify in notes)	(\$1,074.98)	(\$1,074.98)		
77 Adjustments for Financing Activities				
78 Principal Pmt. on Amortizing Debt(s) (-)	(\$718.33)	(\$8,454.58)		
79 Affiliate Contributions/Advances (+)	\$0.00	\$0.00		
80 Repayments to Affiliate (-)	\$0.00	\$0.00		
81 Annual Partnership Distribution (-)	\$0.00	(\$45,249.00)		
82 Amortization/Depreciation (if applicable) (+)	\$310,472.00	\$310,472.00		
83 Other (specify in notes)	\$0.00	\$0.00		
84 Adjustments for Investing Activities				
85 Deposit to Prop. Tax and Insurance Escrow (-)	(\$3,445.00)	(\$54,807.11)		
86 Withdrawal from Prop. Tax and Insurance Escrow (+)	\$13,599.00	\$39,940.75		
87 Deposit to Residual Receipts (-)	\$0.00	\$0.00		
88 Withdrawal from Residual Receipts (+)	\$0.00	\$0.00		
89 Deposit to Capital Reserves (-)	(\$630.00)	(\$7,560.00)		
90 Withdrawal from Capital Reserves (+)	\$0.00	\$0.00		
91 Capital Improvement Expenditures (-)	(\$2,039.05)	(\$2,039.05)		
92 Deposit to MIP/FA-FAF Income (-)	(\$55.00)	(\$690.00)		
93 Withdrawal from MIP/FA-FAF Escrow (+)	\$0.00	\$663.93		
94 Other (includ. int on res./escrows - specify in notes)	(\$23.27)	(\$101.62)		
95 Total Adjustments (Lines 63 - 94)	\$316,087.27	\$230,802.70		
96 Cash Flow from Operations (Line 60 plus 95)	(\$1,124.13)	(\$18,244.36)		
97 Beginning Cash Balance (Operating Account)	\$35,029.50	\$52,149.73		
98 Adjustments to Cash (specify in notes)	\$0.00	\$0.00		
99 Ending Cash Balance (Operating Account)	\$33,905.37	\$33,905.37		\$33,905.37
100 Components of Operating Cash				
101 Operating checking				\$4,068.72
102 Operating savings				\$29,686.65
103 Payroll Accounts				\$0.00
104 Certificate of Deposit				\$0.00
105 Petty Cash				\$150.00
106 Treasury Bills				\$0.00
107 Other				\$0.00
108 Total Operating Cash (Lines 101 - 107)				\$33,905.37

Part 2		
109 Rent Receivable Balance (tenant & subsidy)		(\$111.00)
110 Prior Years Affiliate Loans & Notes (Short Term)		\$0.00
111 Security Deposit Liability		\$16,711.96
112 Security Deposit Account Balance		\$16,872.58
145 Accounts Payable over 30 days (258 C col. D)		\$0.00

Revised 6/08

**Minnesota Housing
Monthly Operating Report - Form 258 D**

For the Month of December - 2021

7942

Mysa House

Mora

OCCUPANCY		Column A	Column B	Column C
		Sec. 8, 236/RAP, Hollman	All other units	Total
Occupied Units				
1	0-BR	0	0	0
2	1-BR	0	20	20
3	2-BR	0	2	2
4	3-BR	0	0	0
5	4-BR	0	0	0
6	Total Occupied Units	0	22	22
Vacant				
		Sec. 8, 236/RAP, Hollman	All other units	Total
7	0-BR	0	0	0
8	1-BR	0	0	0
9	2-BR	0	2	2
10	3-BR	0	0	0
11	4-BR	0	0	0
12	Total Vacant Units	0	2	2
14	Grand Total	0	24	24

TURNOVER UNITS		This Month	Next Month
15	Move-ins	0	0
16	Move-outs	0	0
17	Net Turnover	0	0

ELDERLY, HANDICAPPED, DISABLED		# of Units	% of Total
18	Number of Units Occupied by Elderly, Handicapped, or Disabled tenants	21	87.5%

Column A:

Project based Section 8 units
Section 236/RAP units
Hollman Units

Column B:

Project based Section 8 units where tenant pays market rate rent
Market rate units
Tax credit units
MARIF units
ELHIF units
Housing Choice - tenant based voucher units

MYSA HOUSE
Balance Sheet
December 31, 2021

Assets

Current Assets

Cash	
Operating Checking	4,068.72
Security Deposit Checking	16,872.58
Operating Savings	29,686.65
Operating Reserves	86,356.86
Petty Cash	150.00
Total Cash	<u>137,134.81</u>

Accounts Receivable	
Accts Rec - Other	10,573.22
Total Accounts Receivable	<u>10,573.22</u>

Deposits & Escrows	
Replacement Reserve	18,506.51
Escrow Property Taxes	4,540.34
Escrow Insurance	11,583.46
Escrow FHA Insurance	395.55
Total Deposits & Escrows	<u>35,025.86</u>

Total Current Assets	182,733.89
----------------------	------------

Fixed Assets

Furniture and Fixtures	614,552.00
Equipment	330,647.00
Building	2,807,254.00
Land	501,491.00

Depreciation & Amortization	
Accumulated Depreciation Equipment	(644,625.00)
Accumulated Depreciation Building	(273,979.00)
Accumulated Depreciation Land Improvements	(121,849.00)
Accumulated Amortization Loan Fees	(16,317.00)
Total Depreciation & Amortization	<u>(1,056,770.00)</u>

Total Fixed Assets	3,197,174.00
--------------------	--------------

Other Assets

Financing Fees	151,074.00
Loan Fees	26,308.50
Total Other Assets	<u>177,382.50</u>

Total Assets	<u>3,557,290.39</u>
---------------------	----------------------------

MYSA HOUSE
Balance Sheet
December 31, 2021

Liabilities & Equity

Liabilities

Current Liabilities

Prepaid Rents	311.69
Accounts Payable	4,109.68
Security Deposits	16,711.96
Total Current Liabilities	<u>21,133.33</u>

Other Current Liabilities

Accrued Interest	1,882.46
Total Other Current Liabilities	<u>1,882.46</u>

Long Term Liabilities

Mortgage Payables - MHFA	531,517.45
Mortgage Payable - MHFA Sr. Pilot	1,000,000.00
Mortgages Payable - GMHF	535,000.00
Mortgages Payable - Deferred	500,000.00
Total Long Term Liabilities	<u>2,566,517.45</u>

Other Liabilities

Due to Limited Partner	(1,988.93)
Deferred Developer Fee	87,068.93
Total Other Liabilities	<u>85,080.00</u>

Total Liabilities	2,674,613.24
-------------------	--------------

Equity

Limited Partner Capital	1,201,519.00
Retained Earnings	(68,006.11)
Current Net Income	(250,835.74)
Total Equity	<u>882,677.15</u>

Total Liabilities & Equity	<u>3,557,290.39</u>
---------------------------------------	----------------------------

MYSA HOUSE Trial Balance

Account Number	Account Name	Opening balance on 12/01/2021	debit	credit	Closing balance on 12/31/2021
1000	Operating Checking	14,195.56	15,659.00	25,785.84	4,088.72
1002	Security Deposit Checking	16,161.44	711.14	0.00	16,872.58
1004	Operating Savings	20,683.94	9,002.71	0.00	29,686.65
1005	Operating Reserves	86,355.32	1.54	0.00	86,356.86
1010	Petty Cash	150.00	0.00	0.00	150.00
1100	Accts Rec - Tenants	217.00	14,574.31	14,791.31	0.00
1102	Accts Rec - Other	9,498.24	10,573.22	9,498.24	10,573.22
1300	Furniture and Fixtures	614,552.00	0.00	0.00	614,552.00
1305	Equipment	330,647.00	0.00	0.00	330,647.00
1306	Accumulated Depreciation Equipment	(455,576.00)	0.00	189,049.00	(644,625.00)
1310	Building	2,807,254.00	0.00	0.00	2,807,254.00
1311	Accumulated Depreciation Building	(193,771.00)	0.00	80,208.00	(273,979.00)
1315	Land	501,491.00	0.00	0.00	501,491.00
1321	Accumulated Depreciation Land Improvements	0.00	0.00	121,849.00	(121,849.00)
1325	Accumulated Depreciation	(86,187.00)	86,187.00	0.00	0.00
1330	Replacement Reserve	17,863.69	642.82	0.00	18,506.51
1340	Escrow Property Taxes	15,870.89	2,268.45	13,599.00	4,540.34
1345	Escrow Insurance	10,398.23	1,185.23	0.00	11,583.46
1360	Escrow FHA Insurance	340.32	55.23	0.00	395.55
1400	Financing Fees	151,074.00	0.00	0.00	151,074.00
1410	Loan Fees	26,308.50	0.00	0.00	26,308.50
1411	Accumulated Amortization Loan Fees	(10,764.00)	0.00	5,553.00	(16,317.00)
2003	Prepaid Rents	(270.69)	15,618.00	15,659.00	(311.69)
2005	Accounts Payable	(4,306.84)	16,778.84	16,581.68	(4,109.68)
2007	Accrued Interest	(1,941.40)	58.94	0.00	(1,882.46)
2010	Security Deposits	(15,990.65)	0.00	721.31	(16,711.96)
2205	Due to Limited Partner	1,988.93	0.00	0.00	1,988.93
2300	Mortgage Payables - MHFA	(532,235.78)	718.33	0.00	(531,517.45)
2305	Mortgage Payable - MHFA Sr. Pilot	(1,000,000.00)	0.00	0.00	(1,000,000.00)
2310	Mortgages Payable - GMHF	(535,000.00)	0.00	0.00	(535,000.00)
2315	Mortgages Payable - Deferred	(500,000.00)	0.00	0.00	(500,000.00)
2465	Deferred Developer Fee	(87,068.93)	0.00	0.00	(87,068.93)
3000	Retained Earnings	68,006.11	0.00	0.00	68,006.11
3250	Limited Partner Capital	(1,201,519.00)	0.00	0.00	(1,201,519.00)
4000	Rental Income	(135,842.00)	0.00	11,887.00	(147,729.00)
4001	Rental Assistance	(49,132.00)	0.00	5,002.00	(54,134.00)
4002	Garage Rent	(7,260.00)	0.00	660.00	(7,920.00)
4010	TIF Income	(20,071.45)	9,498.24	10,573.22	(21,146.43)
4012	Interest Security Deposit	(23.15)	0.00	2.14	(25.29)
4014	Interest Operating Svgs	(42.35)	0.00	2.71	(45.06)
4016	Interest Operating Reserves	(2.69)	0.00	1.54	(4.23)
4090	Interest Income ~ Reserves	(75.66)	0.00	21.73	(97.39)
4099	Other Income	(725.60)	0.00	0.00	(725.60)
4500	Vacancies	2,127.00	1,418.00	0.00	3,545.00
4550	Loss to Lease	(185.00)	0.00	0.00	(185.00)
4700	Resident Mgr Free Rent	8,300.00	755.00	0.00	9,055.00
4709	Reimbursements	600.00	0.00	0.00	600.00
4960	PPP Reimbursement	(2,598.08)	0.00	0.00	(2,598.08)
4995	Application Fees	(75.00)	0.00	25.00	(100.00)
6110	Maint/Repairs Payroll	16,649.42	2,477.76	696.92	18,430.26
6115	Maint/Repairs Supply	1,924.51	354.10	0.00	2,278.61
6120	General Repairs	505.09	0.00	0.00	505.09
6125	Painting & Decorating	282.40	0.00	0.00	282.40
6130	Snow removal	1,502.84	253.74	0.00	1,756.58
6135	Elevator Maint.Contract	934.51	0.00	0.00	934.51
6137	Elevator Phone	444.60	39.72	0.00	484.32
6140	Grounds Maintenance	1,924.72	32.00	0.00	1,956.72
6146	Fire Ext Contract/Repairs	101.50	0.00	0.00	101.50
6147	Fire Alarm Contract/Repairs	1,547.35	72.95	0.00	1,620.30
6150	Janitor Supplies	198.57	100.78	0.00	299.35
6160	Exterminating Contract	1,026.24	0.00	0.00	1,026.24
6165	Heat & A/C Repairs	5,093.17	0.00	0.00	5,093.17

MYSA HOUSE Trial Balance

Account Number	Account Name	Opening balance on 12/01/2021	debit	credit	Closing balance on 12/31/2021
6171	Security System Phone	456.08	41.12	0.00	497.20
6175	Tenant Relations	36.01	25.37	61.38	0.00
6196	Cap Exp - Grounds	0.00	2,039.05	0.00	2,039.05
6210	Electric	6,603.63	649.30	0.00	7,252.93
6215	Water/Sewer	5,758.88	245.86	0.00	6,004.74
6225	Fuel (Oil/Coal.Gas)	4,432.80	892.48	0.00	5,325.28
6230	Trash removal	1,234.20	121.40	0.00	1,355.60
6245	Cable Television	1,125.79	109.20	0.00	1,234.99
6305	Activity Director	2,367.11	568.96	0.00	2,936.07
6306	Activity Director Expenses	280.50	260.92	0.00	541.42
6315	Management Fees	16,704.00	1,408.00	0.00	18,112.00
6320	Auditing	8,130.00	0.00	0.00	8,130.00
6340	Phone	346.12	31.24	0.00	377.36
6342	Property Internet	1,155.00	105.00	0.00	1,260.00
6345	Office Supplies	1,856.07	114.06	0.00	1,970.13
6346	Postage	206.34	203.72	0.00	410.06
6355	Training Expense	22.54	0.00	0.00	22.54
6365	Payroll Taxes	2,033.52	237.82	0.00	2,271.34
6370	Workmans' Comp Ins	1,603.92	187.06	0.00	1,790.98
6375	Bank Charges	126.14	7.00	0.00	133.14
6390	Criminal and credit check	75.00	25.00	0.00	100.00
6395	Other Administrative Expense	85.00	0.00	0.00	85.00
6410	Real Estate Taxes	13,599.00	13,599.00	0.00	27,198.00
6421	Minnesota Minimum Fee	630.00	0.00	0.00	630.00
6422	Rental License	158.86	0.00	0.00	158.86
6424	Elevator License	100.00	0.00	0.00	100.00
6425	Property Insurance	12,742.75	0.00	0.00	12,742.75
6430	Fidelity Coverage	663.93	0.00	663.93	0.00
6435	Other Insurance	0.00	663.93	0.00	663.93
6560	Mortgage Interest	20,900.38	1,885.00	58.94	22,726.44
6565	Security Deposit Interest Liability	142.61	12.31	0.00	154.92
6571	MHFA LIRC Fee	150.00	0.00	0.00	150.00
6572	MHFA Annual Compliance Fee	720.00	0.00	0.00	720.00
6578	Finance Chgs/Service Fees	0.00	10.04	0.00	10.04
8100	Depreciation Expense	0.00	304,919.00	0.00	304,919.00
8200	Amortization Expense	0.00	5,553.00	0.00	5,553.00
Totals:		0.00	522,951.89	522,951.89	0.00

MYSA HOUSE
Income Statement
December 31, 2021

	Month Ending 12/31/2021		Year to Date 12/31/2021	
	Actual	%	Actual	%
Income				
Rental Income				
4000 - Rental Income	11,887.00	77.31	147,729.00	74.85
4001 - Rental Assistance	5,002.00	32.53	54,134.00	27.43
4002 - Garage Rent	660.00	4.29	7,920.00	4.01
Total Rental Income	17,549.00	114.13	209,783.00	106.29
Vacancy, Losses & Concessions				
4500 - Vacancies	(1,418.00)	(9.22)	(3,545.00)	(1.80)
4550 - Loss to Lease	0.00	0.00	185.00	0.09
4700 - Resident Mgr Free Rent	(755.00)	(4.91)	(9,055.00)	(4.59)
Total Vacancy, Losses & Concessions	(2,173.00)	(14.13)	(12,415.00)	(6.29)
Net Rental Income	15,376.00	100.00	197,368.00	100.00
Financial Income				
4012 - Interest Security Deposit	2.14	0.01	25.29	0.01
4014 - Interest Operating Svgs	2.71	0.02	45.06	0.02
4016 - Interest Operating Reserves	1.54	0.01	4.23	0.00
4090 - Interest Income ~ Reserves	21.73	0.14	97.39	0.05
Total Financial Income	28.12	0.18	171.97	0.09
Other Income				
4010 - TIF Income	1,074.98	6.99	21,146.43	10.71
4099 - Other Income	0.00	0.00	725.60	0.37
4709 - Reimbursements	0.00	0.00	(600.00)	(0.30)
4960 - PPP Reimbursement	0.00	0.00	2,598.08	1.32
4995 - Application Fees	25.00	0.16	100.00	0.05
Total Other Income	1,099.98	7.15	23,970.11	12.14
Total Income	16,504.10	107.34	221,510.08	112.23
Expenses				
Payroll & Related				
6110 - Maint/Repairs Payroll	1,780.84	11.58	18,430.26	9.34
6305 - Activity Director	568.96	3.70	2,936.07	1.49
6365 - Payroll Taxes	237.82	1.55	2,271.34	1.15
6370 - Workmans' Comp Ins	187.06	1.22	1,790.98	0.91
Total Payroll & Related	2,774.68	18.05	25,428.65	12.88
Administrative Expenses				
6320 - Auditing	0.00	0.00	8,130.00	4.12
6340 - Phone	31.24	0.20	377.36	0.19
6342 - Property Internet	105.00	0.68	1,260.00	0.64
6345 - Office Supplies	114.06	0.74	1,970.13	1.00
6346 - Postage	203.72	1.32	410.06	0.21
6355 - Training Expense	0.00	0.00	22.54	0.01
6375 - Bank Charges	7.00	0.05	133.14	0.07
6390 - Criminal and credit check	25.00	0.16	100.00	0.05
6395 - Other Administrative Expense	0.00	0.00	85.00	0.04
Total Administrative Expenses	486.02	3.16	12,488.23	6.33
Utilities				
6210 - Electric	649.30	4.22	7,252.93	3.67
6215 - Water/Sewer	245.86	1.60	6,004.74	3.04

MYSA HOUSE
Income Statement
December 31, 2021

	Month Ending 12/31/2021		Year to Date 12/31/2021	
	Actual	%	Actual	%
6225 - Fuel (Oil/Coal.Gas)	892.48	5.80	5,325.28	2.70
6230 - Trash removal	121.40	0.79	1,355.60	0.69
6245 - Cable Television	109.20	0.71	1,234.99	0.63
Total Utilities	2,018.24	13.13	21,173.54	10.73
Operating & Maintenance Expenses				
6175 - Tenant Relations	(36.01)	(0.23)	0.00	0.00
6306 - Activity Director Expenses	260.92	1.70	541.42	0.27
Total Operating & Maintenance Expenses	224.91	1.46	541.42	0.27
Maintenance & Repairs				
6115 - Maint/Repairs Supply	354.10	2.30	2,278.61	1.15
6120 - General Repairs	0.00	0.00	505.09	0.26
6125 - Painting & Decorating	0.00	0.00	282.40	0.14
6130 - Snow removal	253.74	1.65	1,756.58	0.89
6135 - Elevator Maint.Contract	0.00	0.00	934.51	0.47
6137 - Elevator Phone	39.72	0.26	484.32	0.25
6140 - Grounds Maintenance	32.00	0.21	1,956.72	0.99
6146 - Fire Ext Contract/Repairs	0.00	0.00	101.50	0.05
6147 - Fire Alarm Contract/Repairs	72.95	0.47	1,620.30	0.82
6150 - Janitor Supplies	100.78	0.66	299.35	0.15
6160 - Exterminating Contract	0.00	0.00	1,026.24	0.52
6165 - Heat & A/C Repairs	0.00	0.00	5,093.17	2.58
6171 - Security System Phone	41.12	0.27	497.20	0.25
Total Maintenance & Repairs	894.41	5.82	16,835.99	8.53
Management Fees				
6315 - Management Fees	1,408.00	9.16	18,112.00	9.18
Total Management Fees	1,408.00	9.16	18,112.00	9.18
Taxes & Insurance				
6410 - Real Estate Taxes	13,599.00	88.44	27,198.00	13.78
6421 - Minnesota Minimum Fee	0.00	0.00	630.00	0.32
6422 - Rental License	0.00	0.00	158.86	0.08
6424 - Elevator License	0.00	0.00	100.00	0.05
6425 - Property Insurance	0.00	0.00	12,742.75	6.46
6430 - Fidelity Coverage	(663.93)	(4.32)	0.00	0.00
6435 - Other Insurance	663.93	4.32	663.93	0.34
6571 - MHFA LIRC Fee	0.00	0.00	150.00	0.08
6572 - MHFA Annual Compliance Fee	0.00	0.00	720.00	0.36
Total Taxes & Insurance	13,599.00	88.44	42,363.54	21.46
Total Operating Expenses	21,405.26	139.21	136,943.37	69.38
Net Operating Income (Loss)	(4,901.16)	(31.88)	84,566.71	42.85
Non-Operating Expenses				
Capital Expenditures				
6196 - Cap Exp - Grounds	2,039.05	13.26	2,039.05	1.03
Total Capital Expenditures	2,039.05	13.26	2,039.05	1.03
Depreciation & Amortization				
8100 - Depreciation Expense	304,919.00	1,983.08	304,919.00	154.49
8200 - Amortization Expense	5,553.00	36.11	5,553.00	2.81
Total Depreciation & Amortization	310,472.00	2,019.20	310,472.00	157.31

MYSA HOUSE
Income Statement
December 31, 2021

	Month Ending 12/31/2021		Year to Date 12/31/2021	
	Actual	%	Actual	%
Debt Services				
6560 - Mortgage Interest	1,826.06	11.88	22,726.44	11.51
Total Debt Services	<u>1,826.06</u>	<u>11.88</u>	<u>22,726.44</u>	<u>11.51</u>
Other Non-Operating Expenses				
6565 - Security Deposit Interest Liability	12.31	0.08	154.92	0.08
6578 - Finance Chgs/Service Fees	10.04	0.07	10.04	0.01
Total Other Non-Operating Expenses	<u>22.35</u>	<u>0.15</u>	<u>164.96</u>	<u>0.08</u>
Total Non-Operating Expenses	<u>314,359.46</u>	<u>2,044.48</u>	<u>335,402.45</u>	<u>169.94</u>
Net Income (Loss)	<u>(319,260.62)</u>	<u>(2,076.36)</u>	<u>(250,835.74)</u>	<u>(127.09)</u>

**MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)**

Jl Dt.	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
2021	12/01/2021	69	Operating Checking (Balance Forward As of 12/01/2021)								14,195.56
2021	12/02/2021	70	12/2021-400 Deposited 12/01/2021 Settlement:13063754637		MYS188		12758	OARB	725.00		14,920.56
2021	12/02/2021	70	12/2021-401 Deposited 12/02/2021 Settlement:13099214189		MYS188		12826	OARB	192.00		15,112.56
2021	12/02/2021	20738	AP Pymt - Ace Hardware		MYS188		22664	DB		385.84	14,726.92
2021	12/02/2021	20739	AP Pymt - DW Jones Management - Payroll		MYS188		22665	DB		1,182.34	13,544.58
2021	12/02/2021	20740	AP Pymt - DW Jones Management - Reimbursement		MYS188		22666	DB		100.00	13,444.58
2021	12/02/2021	20741	AP Pymt - Minnesota Housing Accounting		MYS188		22667	DB		6,733.33	6,711.25
2021	12/02/2021	20742	AP Pymt - Mora HRA		MYS188		22668	DB		240.00	6,471.25
2021	12/02/2021	20743	AP Pymt - Mora Municipal Utilities		MYS188		22669	DB		390.73	6,080.52
2021	12/03/2021	71	12/2021-402 Deposited 12/03/2021 Settlement:13124507757		MYS188		12888	OARB	273.00		6,353.52
2021	12/05/2021	72	12/2021-403 Deposited 12/05/2021 Settlement:13157971809		MYS188		12998	OARB	710.00		7,063.52
2021	12/06/2021	73	12/2021-1 Deposited 12/06/2021		MYS188		13084	OARB	8,515.00		15,578.52
2021	12/07/2021	74	12/2021-2 Deposited 12/07/2021		MYS188		13306	OARB	5,219.00		20,797.52
2021	12/09/2021	20744	AP Pymt - Culligan of Pine City		MYS188		23423	DB		177.81	20,619.71
2021	12/09/2021	20745	AP Pymt - Midcontinent Communications		MYS188		23424	DB		369.05	20,250.66
2021	12/09/2021	20746	AP Pymt - Quality Disposal Systems		MYS188		23425	DB		112.20	20,138.46
2021	12/09/2021	20747	AP Pymt - RENTAL RESEARCH SERVICES INC		MYS188		23426	DB		50.00	20,088.46
2021	12/10/2021	20748	AP Pymt - VERIZON WIRELESS SPLITS		MYS188		23770	DB		26.85	20,061.61
2021	12/13/2021	75	12/2021-3 Deposited 12/13/2021		MYS188		13619	OARB			20,066.61
2021	12/16/2021	20749	AP Pymt - CTC splits		MYS188		24234	DB	25.00		20,078.20
2021	12/16/2021	20750	AP Pymt - DW Jones Management - Mgmt Fee		MYS188		24235	DB		8.41	18,870.20
2021	12/16/2021	20751	AP Pymt - DW Jones Management - Payroll		MYS188		24236	DB		1,499.87	17,170.33
2021	12/16/2021	20752	AP Pymt - East Central Energy		MYS188		24237	DB		1.00	17,169.33
2021	12/16/2021	20753	AP Pymt - Minnesota Energy Resources		MYS188		24238	DB		892.48	16,276.85
2021	12/16/2021	20754	AP Pymt - MN Dept of Labor and Industry		MYS188		24239	DB		100.00	16,176.85
2021	12/22/2021	20755	AP Pymt - Ace Hardware		MYS188		24797	DB		116.98	16,059.87
2021	12/22/2021	20756	AP Pymt - DW Jones Management - Postage		MYS188		24798	DB		192.11	15,867.76
2021	12/22/2021	20757	AP Pymt - East Central Energy		MYS188		24799	DB		648.30	15,219.46
2021	12/22/2021	20758	AP Pymt - George Hampey		MYS188		24800	DB		314.96	14,904.50
2021	12/28/2021	20759	AP Pymt - Bank Forward - Visa		MYS188		25055	DB		175.94	14,728.56
2021	12/29/2021	20760	AP Pymt - DW Jones Management - Payroll		MYS188		25262	DB		1,274.81	13,453.75
2021	12/29/2021	20761	AP Pymt - Midcontinent Communications		MYS188		25263	DB		378.03	13,075.72
2021	12/30/2021		Funds Transfer: From checking to Savings		MYS188		25589	DB		9,080.00	4,075.72
2021	12/31/2021		Bank Service Charge: RPI		MYS188		26239	DB		7.00	4,068.72
2021	12/31/2021		Operating Checking						15,659.00	25,785.84	(10,126.84)
2021	12/31/2021		Operating Checking								16,161.44
2021	12/31/2021		Security Deposit Checking (Balance Forward As of 12/01/2021)								16,870.44
2021	12/31/2021	76	12/2021-4 Deposited 12/13/2021 Bank Interest Earned		MYS188		13620	OARB	709.00		16,870.44
2021	12/31/2021				MYS188		26239	DB	2.14		16,872.58

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

1 Dt	Doc Dt	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
			for 1002 - Security Deposit Checking								16,872.58
			range for 1002 - Security Deposit Checking						711.14	0.00	711.14
			Operating Savings (Balance Forward As of 12/01/2021)								20,683.94
	12/30/2021		Funds Transfer: From checking to Savings		MYS188		26559	DB	9,000.00		29,683.94
			Bank Interest Earned		MYS188		26239	DB	2.71		29,686.65
			range for 1004 - Operating Savings						9,002.71	0.00	9,002.71
			Operating Reserves (Balance Forward As of 12/01/2021)								86,355.32
	12/31/2021		Fifth 3rd Bank December Interest		MYS188		5403	GJ	1.54		86,356.86
			range for 1005 - Operating Reserves						1.54	0.00	86,356.86
			Petty Cash (Balance Forward As of 12/01/2021)								150.00
			range for 1010 - Petty Cash						0.00	0.00	150.00
			Accts Rec - Tenants (Balance Forward As of 12/01/2021)								217.00
	12/01/2021		Accts Rec - Tenants		MYS188		9924	OARA	14,574.31		14,791.31
	12/01/2021		Accts Rec - Tenants		MYS188		10026	OARA		192.00	14,983.31
	12/02/2021		Accts Rec - Tenants		MYS188		10069	OARA		273.00	15,256.31
	12/04/2021		Accts Rec - Tenants		MYS188		10210	OARA		710.00	15,966.31
	12/06/2021		Accts Rec - Tenants		MYS188		10290	OARA		8,997.31	24,963.62
	12/07/2021		Accts Rec - Tenants		MYS188		10397	OARA		5,219.00	30,182.62
			range for 1100 - Accts Rec - Tenants						14,574.31	14,791.31	0.00
			Accts Rec - Other (Balance Forward As of 12/01/2021)								9,498.24
	12/31/2021		Reverse City of Mora 2020 TIF Payment		MYS188		5408	GJ		9,498.24	0.00
	12/31/2021		City of Mora - 2021 TIF Pymt - Received in January 2022		MYS188		5409	GJ	10,573.22		10,573.22
			range for 1102 - Accts Rec - Other						10,573.22	9,498.24	1,074.98
			Furniture and Fixtures (Balance Forward As of 12/01/2021)								614,552.00
			range for 1300 - Furniture and Fixtures						0.00	0.00	614,552.00
			Equipment (Balance Forward As of 12/01/2021)								330,647.00
			range for 1305 - Equipment						0.00	0.00	330,647.00
			Accumulated Depreciation Equipment (Balance Forward As of 12/01/2021)								(644,625.00)
	12/31/2021		Record 2021 Depreciation Expense		MYS188		5415	GJ	0.00	189,049.00	(455,576.00)
			range for 1306 - Accumulated Depreciation Equipment						0.00	189,049.00	(644,625.00)
			Building (Balance Forward As of 12/01/2021)								2,807,254.00
			range for 1310 - Building						0.00	0.00	2,807,254.00

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

1 Dt.	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
			Accumulated Depreciation Building (Balance Forward As of 12/01/2021)								(193,771.00)
2021	12/31/2021		Record 2021 Depreciation Expense		MYS188		5415	GJ	0.00	80,208.00	(273,979.00)
			for 1311 - Accumulated Depreciation Building								(273,979.00)
			range for 1311 - Accumulated Depreciation Building								(80,208.00)
			Land (Balance Forward As of 12/01/2021)								501,491.00
2021	12/31/2021		for 1315 - Land						0.00	0.00	501,491.00
			range for 1315 - Land								0.00
			Accumulated Depreciation Land Improvements (Balance Forward As of 12/01/2021)								0.00
2021	12/31/2021		Record 2021 Depreciation Expense		MYS188		5415	GJ	35,662.00	35,662.00	(35,662.00)
			Reclassify Accumulated Depreciation		MYS188		5418	GJ	86,187.00	86,187.00	(121,849.00)
			from Conversion								
			for 1321 - Accumulated Depreciation Land Improvements								(121,849.00)
			range for 1321 - Accumulated Depreciation Land Improvements								(121,849.00)
			Accumulated Depreciation (Balance Forward As of 12/01/2021)								(86,187.00)
2021	12/31/2021		Reclassify Accumulated Depreciation		MYS188		5418	GJ	86,187.00	86,187.00	0.00
			from Conversion								
			for 1325 - Accumulated Depreciation								0.00
			range for 1325 - Accumulated Depreciation								86,187.00
			Replacement Reserve (Balance Forward As of 12/01/2021)								17,863.69
2021	12/01/2021		1269689-MH AP Invoice - Minnesota Housing Ac-		MYS188		26156	APA	630.00	630.00	18,493.69
			counting: 1269689-MH pmt Dec 2021								
			4Q MH Interest Statement								
2021	12/31/2021		for 1330 - Replacement Reserve		MYS188		5404	GJ	12.82	12.82	18,506.51
			range for 1330 - Replacement Reserve								18,506.51
			Escrow Property Taxes (Balance Forward As of 12/01/2021)								15,870.89
2021	12/01/2021		1269689-MH AP Invoice - Minnesota Housing Ac-		MYS188		26156	APA	2,267.00	2,267.00	18,137.89
			counting: 1269689-MH pmt Dec 2021								
			4Q MH Interest Statement								
2021	12/31/2021		for 1340 - Escrow Property Taxes		MYS188		5404	GJ	1.45	13,599.00	18,139.34
			range for 1340 - Escrow Property Taxes								4,540.34
			Escrow Insurance (Balance Forward As of 12/01/2021)								4,540.34
2021	12/01/2021		1269689-MH AP Invoice - Minnesota Housing Ac-		MYS188		26156	APA	1,176.00	1,176.00	10,398.23
			counting: 1269689-MH pmt Dec 2021								
			4Q MH Interest Statement								
2021	12/31/2021		for 1345 - Escrow Insurance		MYS188		5404	GJ	7.23	1,185.23	11,583.46
			range for 1345 - Escrow Insurance								1,185.23
			Escrow FHA Insurance (Balance Forward As of 12/01/2021)								340.32
2021	12/01/2021		1269689-MH AP Invoice - Minnesota Housing Ac-		MYS188		26156	APA	55.00	55.00	395.32
			counting: 1269689-MH pmt Dec 2021								
			4Q MH Interest Statement								
2021	12/31/2021		for 1360 - Escrow FHA Insurance		MYS188		5404	GJ	0.23	0.00	395.55
			range for 1360 - Escrow FHA Insurance								395.55
			Financing Fees (Balance Forward As of 12/01/2021)								151,074.00
			range for 1400 - Financing Fees								151,074.00

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

31 Dt.	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
			range for 1400 - Financing Fees								0.00
			Loan Fees (Balance Forward As of 12/01/2021)								26,308.50
			for 1410 - Loan Fees								26,308.50
			range for 1410 - Loan Fees								0.00
			Accumulated Amortization Loan Fees (Balance Forward As of 12/01/2021)								(10,764.00)
			Record 2021 Amortization Expense								(16,317.00)
			for 1411 - Accumulated Amortization Loan Fees								(16,317.00)
			range for 1411 - Accumulated Amortization Loan Fees								(5,553.00)
			Prepaid Rents (Balance Forward As of 12/01/2021)								(270.69)
			12/2021-400 Deposited 12/01/2021 Settlement:13083754637								(995.69)
			Prepaid Rents								(194.00)
			12/01/2021								(2.00)
			Prepaid Rents								(194.00)
			12/02/2021								
			12/2021-401 Deposited 12/02/2021 Settlement:13099214169								79.00
			Prepaid Rents								(194.00)
			12/02/2021								
			12/03/2021								
			12/2021-402 Deposited 12/03/2021 Settlement:13124507757								516.00
			Prepaid Rents								(194.00)
			12/04/2021								
			12/05/2021								
			12/2021-403 Deposited 12/05/2021 Settlement:13157971809								8,515.00
			Prepaid Rents								(311.69)
			12/06/2021								(5,530.69)
			12/06/2021								(311.69)
			Prepaid Rents								(336.69)
			12/07/2021								
			12/07/2021								
			12/2021-2 Deposited 12/07/2021 Prepaid Rents								25.00
			12/13/2021								
			12/2021-3 Deposited 12/13/2021 Prepaid Rents								(311.69)
			12/13/2021								
			12/13/2021								
			for 2003 - Prepaid Rents								(41.00)
			range for 2003 - Prepaid Rents								
			Accounts Payable (Balance Forward As of 12/01/2021)								(4,306.84)
			292552 AP Invoice - Ace Hardware								(4,310.10)
			12/01/2021								3.26
			292703 AP Invoice - Ace Hardware								(4,353.02)
			12/01/2021								42.92
			292940 AP Invoice - Ace Hardware								(4,377.69)
			12/01/2021								24.67
			292950 AP Invoice - Ace Hardware								(4,399.15)
			12/01/2021								21.46
			293209 AP Invoice - Ace Hardware								(4,469.98)
			12/01/2021								70.83
			293324 AP Invoice - Ace Hardware								(4,494.65)
			12/01/2021								24.67
			293448 AP Invoice - Ace Hardware								(4,518.26)
			12/01/2021								23.61
			1209689-MH AP Invoice - Minnesota Housing Accounting								6,733.33
			12/01/2021								(1,251.59)
			12/01/2021								(1,491.99)
			MH12-21 AP Invoice - Mora HRA								(1,663.70)
			Nov 2021 AP Invoice - DW Jones Management - Postage Reimb- Postage								192.11
			12/01/2021								
			MYS188								
			PC-11182021 AP Invoice - George Hampey								64.40
			12/02/2021								
			20738 AP Pymt - Ace Hardware: 230893-pressure washer								320.63
			12/02/2021								
			20738 AP Pymt - Ace Hardware: 291667-keys								6.44
			12/02/2021								4.27
			20738 AP Pymt - Ace Hardware: 291979-filter								25.76
			12/02/2021								
			20738 AP Pymt - Ace Hardware: 292181-nug cleaner								8.59
			12/02/2021								19.95
			20738 AP Pymt - Ace Hardware: 292418-bulbs								
			12/02/2021								
			20738 AP Pymt - Ace Hardware:								

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Id	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
'2021	12/02/2021	20739	250893-carpet cleaner AP Pymt - DW Jones Management - Payroll: 11/15/2021-11/28/2021		MYS188		22665	DB	1,182.34		(10,180.12)
'2021	12/02/2021	20740	AP Pymt - DW Jones Management - Reimbursement: 12105116058-RP M/I packet setup		MYS188		22666	DB	100.00		(10,080.12)
'2021	12/02/2021	20741	AP Pymt - Minnesota Housing Account- ing: 1289689-MH prnt Dec 2021		MYS188		22667	DB	6,733.33		(3,346.79)
'2021	12/02/2021	20742	AP Pymt - Mora HRA: MH12-21-plowing-11/14		MYS188		22668	DB	240.00		(3,106.79)
'2021	12/02/2021	20743	AP Pymt - Mora Municipal Utilities: 09-03001411-00-3-11162021-u-25		MYS188		22669	DB	390.73		(2,716.06)
'2021	12/02/2021	207433300-120	AP Invoice - East Central Energy		MYS188		28471	APA		555.51	(3,271.57)
'2021	12/02/2021	207442102-120	AP Invoice - East Central Energy		MYS188		28470	APA		54.89	(3,326.46)
'2021	12/02/2021	207443302-120	AP Invoice - East Central Energy		MYS188		28469	APA		37.90	(3,364.36)
'2021	12/04/2021	PC-01042022	AP Invoice - George Hampey		MYS188		31228	APA		2,052.79	(5,417.15)
'2021	12/08/2021	0617509934-00	AP Invoice - Minnesota Energy Re- 001-12082021 sources		MYS188		27982	APA		892.48	(6,309.63)
'2021	12/08/2021	207443003-110	AP Invoice - East Central Energy		MYS188		27777	APA		1.00	(6,310.63)
'2021	12/08/2021	PC- 12082021-MYS 188	AP Invoice - George Hampey		MYS188		28738	APA		188.88	(6,499.51)
'2021	12/08/2021	PC-MYS188	AP Invoice - George Hampey		MYS188		28739	APA		61.68	(6,561.19)
'2021	12/09/2021	20744	AP Pymt - Culligan of Pine City: 301X01007904-solar salt		MYS188		23423	DB	177.81		(6,383.38)
'2021	12/09/2021	20745	AP Pymt - Midcontinent Communica- tions: 16761170112324-cable		MYS188		23424	DB	102.59		(6,280.79)
'2021	12/09/2021	20745	AP Pymt - Midcontinent Communica- tions: 16761170112324-elevator phone		MYS188		23424	DB	39.91		(6,240.88)
'2021	12/09/2021	20745	AP Pymt - Midcontinent Communica- tions: 16761170112324-entry		MYS188		23424	DB	41.73		(6,199.15)
'2021	12/09/2021	20745	AP Pymt - Midcontinent Communica- tions: 16761170112324-fire alarm		MYS188		23424	DB	79.82		(6,119.33)
'2021	12/09/2021	20745	AP Pymt - Midcontinent Communica- tions: 16761170112324		MYS188		23424	DB	105.00		(6,014.33)
'2021	12/09/2021	20746	AP Pymt - Quality Disposal Systems: 1149708-garage service		MYS188		23425	DB	112.20		(5,902.13)
'2021	12/09/2021	20747	AP Pymt - RENTAL RESEARCH SER- VICES INC: C861361121-November 2021 background check		MYS188		23426	DB	50.00		(5,852.13)
'2021	12/10/2021	20748	AP Pymt - VERIZON WIRELESS SPLITS: 320-674-0724-phone		MYS188		23770	DB	26.85		(5,825.28)
'2021	12/12/2021	20981392	AP Invoice - CTC splits		MYS188		27862	APA		4.19	(5,829.47)
'2021	12/12/2021	S188	AP Invoice - DW Jones Management - Payroll		MYS188		28219	APA		1,499.87	(7,329.34)
'2021	12/13/2021	1676117011238	AP Invoice - Midcontinent Communica- tions		MYS188		28215	APA		378.03	(7,707.37)
'2021	12/15/2021	09-03001411-00	AP Invoice - Mora Municipal Utilities		MYS188		29906	APA		245.86	(7,953.23)
'2021	12/16/2021	20749	AP Pymt - CTC splits: 20976633-phone		MYS188		24234	DB	4.22		(7,949.01)
'2021	12/16/2021	20749	AP Pymt - CTC splits: 20981392-phone		MYS188		24234	DB	4.19		(7,944.82)
'2021	12/16/2021	20750	AP Pymt - DW Jones Management - Mgmt Fee: Mgmt Fee Nov 2021		MYS188		24235	DB	1,408.00		(6,536.82)
'2021	12/16/2021	20751	AP Pymt - DW Jones Management -		MYS188		24236	DB	1,499.87		(5,036.95)

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Jt Dt	Doc Dt	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
'2021	12/16/2021	20752	Payroll: 11/29/2021-12/12/2021 AP Pymt - East Central Energy:		MYS188		24237	DB	1.00		(5,035.95)
'2021	12/16/2021	20753	207443003-11022021 AP Pymt - Minnesota Energy Re- sources: 0617509934-00001-12062021		MYS188		24238	DB	892.48		(4,143.47)
'2021	12/16/2021	20754	AP Pymt - MN Dept of Labor and Indus- try: ALR0127055X-elevator license		MYS188		24239	DB	100.00		(4,043.47)
'2021	12/22/2021	20755	AP Pymt - Ace Hardware: 292552-nuts/washers/bolts		MYS188		24797	DB	3.25		(4,040.21)
'2021	12/22/2021	20755	AP Pymt - Ace Hardware: 292703-oxy- cleaner/rip towels		MYS188		24797	DB	42.92		(3,997.29)
'2021	12/22/2021	20755	AP Pymt - Ace Hardware: 292950-bulb		MYS188		24797	DB	1.16		(3,996.13)
'2021	12/22/2021	20755	AP Pymt - Ace Hardware: 292950-carpet shampoo		MYS188		24797	DB	20.30		(3,975.83)
'2021	12/22/2021	20755	AP Pymt - Ace Hardware: 293324-plexy/nails		MYS188		24797	DB	24.67		(3,951.16)
'2021	12/22/2021	20755	AP Pymt - Ace Hardware: 292940-wipes/disinfectants		MYS188		24797	DB	24.67		(3,926.48)
'2021	12/22/2021	20756	AP Pymt - DW Jones Management- Postage: Nov 2021 Postage Reimb- 11/30		MYS188		24798	DB	192.11		(3,734.38)
'2021	12/22/2021	20757	AP Pymt - East Central Energy: 207432300-12022021		MYS188		24799	DB	555.51		(3,178.87)
'2021	12/22/2021	20757	AP Pymt - East Central Energy: 207443302-12022021		MYS188		24799	DB	37.90		(3,140.97)
'2021	12/22/2021	20757	AP Pymt - East Central Energy: 207442102-12022021		MYS188		24799	DB	54.89		(3,086.08)
'2021	12/22/2021	20758	AP Pymt - George Hampey: 6852705-cleaning supplies		MYS188		24800	DB	12.89		(3,073.19)
'2021	12/22/2021	20758	AP Pymt - George Hampey: 6852705-copy paper/envelopes		MYS188		24800	DB	12.89		(3,060.30)
'2021	12/22/2021	20758	AP Pymt - George Hampey: 6852705-drip bowls/corners		MYS188		24800	DB	42.82		(3,017.48)
'2021	12/22/2021	20758	AP Pymt - George Hampey: 6852705-filler/oil asorb		MYS188		24800	DB	32.00		(2,985.48)
'2021	12/22/2021	20758	AP Pymt - George Hampey: 6852705-mailing		MYS188		24800	DB	11.61		(2,973.87)
'2021	12/22/2021	20758	AP Pymt - George Hampey: 6852705-printer ink		MYS188		24800	DB	101.17		(2,872.70)
'2021	12/22/2021	20758	AP Pymt - George Hampey: PC- pansettias/for ginger bread house/plas- tic utensils		MYS188		24800	DB	25.37		(2,847.33)
'2021	12/22/2021	20758	prizes/cookies decorating/kitchen uten- sils/crayons		MYS188		24800	DB	64.40		(2,782.93)
'2021	12/22/2021	20758	AP Pymt - George Hampey: 6852705-batteries for detectors		MYS188		24800	DB	11.81		(2,771.12)
'2021	12/25/2021	989569700-1	AP Invoice - VERIZON WIRELESS SPLITS		MYS188		30745	APA		27.05	(2,798.17)
'2021	12/26/2021	12-26-2021-MY	AP Invoice - DW Jones Management - Payroll		MYS188		29437	APA		1,274.81	(4,072.98)
'2021	12/28/2021	20759	AP Pymt - Bank Forward - Visa: 4475-Amazon-exhaust switches		MYS188		25053	DB	175.94		(3,897.04)
'2021	12/28/2021	4475-Beeth-1228	AP Invoice - Bank Forward - Visa 2021		MYS188		29301	APA		175.94	(4,072.98)
'2021	12/29/2021	20760	AP Pymt - DW Jones Management - Payroll: 12/13/2021-12/26/2021		MYS188		25262	DB	1,274.81		(2,798.17)
'2021	12/29/2021	20761	AP Pymt - Midcontinent Communica-		MYS188		25263	DB	10.04		(2,788.13)

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

J.Dt.	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Trxn No	JNL	Debit	Credit	Balance
2021	12/29/2021	20761	ions: 16761170112380 AP Pymt - Midcontinent Communica-		MYS188		25263	DB	109.20		(2,678.93)
2021	12/29/2021	20761	tions: 16761170112380-cable AP Pymt - Midcontinent Communica-		MYS188		25263	DB	39.72		(2,639.21)
2021	12/29/2021	20761	ions: 16761170112380-elevator phone AP Pymt - Midcontinent Communica-		MYS188		25263	DB	72.95		(2,566.26)
2021	12/29/2021	20761	tions: 16761170112380-fire alarm AP Pymt - Midcontinent Communica-		MYS188		25263	DB	105.00		(2,461.26)
2021	12/29/2021	20761	tions: 16761170112380-Internet AP Pymt - Midcontinent Communica-		MYS188		25263	DB	41.12		(2,420.14)
2021	12/30/2021	1149708-12302	AP Invoice - Quality Disposal Systems		MYS188		30385	APA	121.40		(2,541.54)
2021	12/31/2021	18830	021 AP Invoice - DW Jones Management -		MYS188		30595	APA	1,408.00		(3,949.54)
2021	12/31/2021		Mgmt Fee: Mgmt Fee 12/31/2021 Reclassify AP Invoice - George Ham-		MYS188		5410	GJ	135.14		(4,084.68)
2021	12/31/2021	C661361221	pay. activity w/sanitar/craints/bingoprizes AP Invoice - RENTAL RESEARCH SERVICES INC: C861361221-December 2021 back-		MYS188		30224	APA	25.00		(4,109.68)
			ground check								
			for 2005 - Accounts Payable						16,778.84	16,581.68	(4,109.68)
			range for 2005 - Accounts Payable								197.16
			Accrued Interest (Balance Forward As of 12/01/2021)								(1,941.40)
			2021 12/31/2021 76 Adjust Accrued Interest				5414	GJ	58.94		(1,882.46)
			range for 2007 - Accrued Interest						58.94	0.00	(1,882.46)
			Security Deposits (Balance Forward As of 12/01/2021)								58.94
			2021 12/13/2021 76 12/2021-4 Deposited 12/13/2021				13620	OARB		709.00	(15,990.65)
			2021 12/31/2021 December 2021 Sec Dep Liab Interest				5402	GJ	0.00	12.31	(16,696.65)
			range for 2010 - Security Deposits						0.00	721.31	(16,711.96)
			range for 2010 - Security Deposits								(721.31)
			Due to Limited Partner (Balance Forward As of 12/01/2021)						0.00	0.00	1,988.93
			for 2005 - Due to Limited Partner						0.00		1,988.93
			range for 2005 - Due to Limited Partner								0.00
			Mortgage Payables - MHFA (Balance Forward As of 12/01/2021)								(532,235.78)
			2021 12/01/2021 1269689-MH AP Invoice - Minnesota Housing Ac-				26156	APA	718.33		(531,517.45)
			ount Dec 2021 counting: 1269689-MH prnt Dec 2021								(531,517.45)
			range for 2300 - Mortgage Payables - MHFA						718.33	0.00	(531,517.45)
			range for 2300 - Mortgage Payables - MHFA								718.33
			Mortgage Payable - MHFA Sr. Pilot (Balance Forward As of 12/01/2021)						0.00	0.00	(1,000,000.00)
			for 2305 - Mortgage Payable - MHFA Sr. Pilot						0.00		(1,000,000.00)
			range for 2305 - Mortgage Payable - MHFA Sr. Pilot								0.00
			Mortgages Payable - GMHF (Balance Forward As of 12/01/2021)						0.00	0.00	(535,000.00)
			for 2310 - Mortgages Payable - GMHF						0.00		(535,000.00)
			range for 2310 - Mortgages Payable - GMHF								0.00
			Mortgages Payable - Deferred (Balance Forward As of 12/01/2021)						0.00	0.00	(500,000.00)
			for 2315 - Mortgages Payable - Deferred						0.00		(500,000.00)

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	range for 2315 - Mortgages Payable - Deferred															0.00
	Deferred Developer Fee (Balance Forward As of 12/01/2021)															(87,068.93)
	for 2465 - Deferred Developer Fee															(87,068.93)
	range for 2465 - Deferred Developer Fee															0.00
	Retained Earnings (Balance Forward As of 12/01/2021)															68,006.11
	for 3000 - Retained Earnings															68,006.11
	range for 3000 - Retained Earnings															0.00
	Limited Partner Capital (Balance Forward As of 12/01/2021)															(1,201,519.00)
	for 3250 - Limited Partner Capital															(1,201,519.00)
	range for 3250 - Limited Partner Capital															0.00
	Rental Income (Balance Forward As of 12/01/2021)															(135,842.00)
	2021 12/01/2021 Rental Income															(147,729.00)
	for 4000 - Rental Income															(147,729.00)
	range for 4000 - Rental Income															(11,887.00)
	Rental Assistance (Balance Forward As of 12/01/2021)															(49,132.00)
	2021 12/01/2021 Rental Assistance															(54,134.00)
	for 4001 - Rental Assistance															(54,134.00)
	range for 4001 - Rental Assistance															(5,002.00)
	Garage Rent (Balance Forward As of 12/01/2021)															(7,260.00)
	2021 12/01/2021 Garage Rent															(7,920.00)
	for 4002 - Garage Rent															(7,920.00)
	range for 4002 - Garage Rent															(660.00)
	TIF Income (Balance Forward As of 12/01/2021)															(20,071.45)
	2021 12/31/2021 Reverse City of Mora 2020 TIF Payment															(10,573.22)
	2021 12/31/2021 City of Mora - 2021 TIF Pymt- Received															(21,146.43)
	in January 2022															
	for 4010 - TIF Income															(21,146.43)
	range for 4010 - TIF Income															(1,074.98)
	Interest Security Deposit (Balance Forward As of 12/01/2021)															(23.15)
	2021 12/31/2021 Bank Interest Earned: Interest earned															(25.29)
	for 4012 - Interest Security Deposit															(25.29)
	range for 4012 - Interest Security Deposit															(2.14)
	Interest Operating Svgs (Balance Forward As of 12/01/2021)															(42.35)
	2021 12/31/2021 Bank Interest Earned: Interest earned															(45.06)
	for 4014 - Interest Operating Svgs															(45.06)
	range for 4014 - Interest Operating Svgs															(2.71)
	Interest Operating Reserves (Balance Forward As of 12/01/2021)															(2.69)
	2021 12/31/2021 Fifth 3rd Bank December Interest															(4.23)
	for 4016 - Interest Operating Reserves															(4.23)
	range for 4016 - Interest Operating Reserves															(1.54)
	Interest Income ~ Reserves (Balance Forward As of 12/01/2021)															(75.66)
	2021 12/31/2021 4Q MH Interest Statement															(87.98)

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Jt Dt	Doc Dt	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
			for 4090 - Interest Income ~ Reserves						0.00	21.73	(97.39)
			range for 4090 - Interest Income ~ Reserves								(21.73)
			Other Income (Balance Forward As of 12/01/2021)						0.00	0.00	(725.60)
			for 4099 - Other Income								(725.60)
			range for 4099 - Other Income								0.00
			Vacancies (Balance Forward As of 12/01/2021)				9924	OARA	1,418.00	0.00	2,127.00
			for 4500 - Vacancies						1,418.00		3,545.00
			range for 4500 - Vacancies						1,418.00		3,545.00
			Loss to Lease (Balance Forward As of 12/01/2021)						0.00	0.00	1,418.00
			for 4550 - Loss to Lease								(185.00)
			range for 4550 - Loss to Lease								(185.00)
			Resident Mgr Free Rent (Balance Forward As of 12/01/2021)				9924	OARA	755.00	0.00	8,300.00
			for 4700 - Resident Mgr Free Rent						755.00		9,055.00
			range for 4700 - Resident Mgr Free Rent						755.00		9,055.00
			Reimbursements (Balance Forward As of 12/01/2021)						0.00	0.00	600.00
			for 4709 - Reimbursements								600.00
			range for 4709 - Reimbursements								0.00
			PPP Reimbursement (Balance Forward As of 12/01/2021)						0.00	0.00	(2,598.08)
			for 4960 - PPP Reimbursement								(2,598.08)
			range for 4960 - PPP Reimbursement								0.00
			Application Fees (Balance Forward As of 12/01/2021)				10651	OARA	0.00	25.00	(75.00)
			for 4995 - Application Fees						0.00	25.00	(100.00)
			range for 4995 - Application Fees								(25.00)
			Maint/Repairs Payroll (Balance Forward As of 12/01/2021)				28219	APA	348.46		16,649.42
			for 6110 - Maint/Repairs Payroll								16,300.96
			range for 6110 - Maint/Repairs Payroll								17,488.80
			Maint/Repairs Supply (Balance Forward As of 12/01/2021)				28818	APA	3.26		1,924.51
			for 6110 - Maint/Repairs Supply								1,927.77
			range for 6110 - Maint/Repairs Supply								1,928.93
			Application Fees (Balance Forward As of 12/01/2021)				31705	APA	70.83		1,993.76
			for 4995 - Application Fees								2,024.43
			range for 4995 - Application Fees								2,024.43

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Yr	Mo	Day	Doc Dt	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
2021	12	01	2021	293448	293324-plexynails AP Invoice - Ace Hardware:		MYS188		31706	APA	23.61		2,048.04
2021	12	08	2021	PC-188	293448-lights AP Invoice - George Hampey:		MYS188		28738	APA	42.82		2,090.86
2021	12	08	2021	PC-MYS188	12082021-MYS 6852705-drip bowls/corners AP Invoice - George Hampey:		MYS188		28739	APA	11.81		2,102.67
2021	12	28	2021	4475-Beth-1228	6852705-batteries for detectors AP Invoice - Bank Forward - Visa: 4475-Amazon-exhaust switches		MYS188		29301	APA	175.94		2,278.61
					for 6115 - Maint/Repairs Supply						354.10	0.00	2,278.61
					Balance Forward As of 12/01/2021)								354.10
					General Repairs (Balance Forward As of 12/01/2021)						0.00	0.00	505.09
					for 6120 - General Repairs						0.00	0.00	505.09
					Balance Forward As of 12/01/2021)								0.00
					Painting & Decorating (Balance Forward As of 12/01/2021)						0.00	0.00	282.40
					for 6125 - Painting & Decorating						0.00	0.00	282.40
					Balance Forward As of 12/01/2021)								0.00
					Snow removal (Balance Forward As of 12/01/2021)						240.00	0.00	1,502.84
2021	12	01	2021	MH12-21	AP Invoice - Mora HRA: MH12-21-plexing-11/14		MYS188		26081	APA	240.00		1,742.84
2021	12	04	2021	PC-01042022	AP Invoice - George Hampey: gas		MYS188		31228	APA	13.74		1,756.58
					for 6130 - Snow removal						253.74	0.00	1,756.58
					Balance Forward As of 12/01/2021)								253.74
					Elevator Maint.Contract (Balance Forward As of 12/01/2021)						0.00	0.00	934.51
					for 6135 - Elevator Maint.Contract						0.00	0.00	934.51
					Balance Forward As of 12/01/2021)								0.00
2021	12	13	2021	16761170112380	AP Invoice - Midcontinent Communications: 16761170112380-elevator: phone		MYS188		29215	APA	39.72		444.60
					for 6137 - Elevator Phone						39.72	0.00	484.32
					Balance Forward As of 12/01/2021)								484.32
					Grounds Maintenance (Balance Forward As of 12/01/2021)						32.00	0.00	1,924.72
2021	12	08	2021	PC-188	AP Invoice - George Hampey: 12082021-MYS 6852705-filterroll asorb		MYS188		28738	APA	32.00		1,956.72
					for 6140 - Grounds Maintenance						32.00	0.00	1,956.72
					Balance Forward As of 12/01/2021)								32.00
					Fire Ext Contract/Repairs (Balance Forward As of 12/01/2021)						0.00	0.00	101.50
					for 6146 - Fire Ext Contract/Repairs						0.00	0.00	101.50
					Balance Forward As of 12/01/2021)								0.00
2021	12	13	2021	16761170112380	AP Invoice - Midcontinent Communications: 16761170112380-fire alarm		MYS188		29215	APA	72.95		1,547.35
					for 6147 - Fire Alarm Contract/Repairs						72.95	0.00	1,620.30
					Balance Forward As of 12/01/2021)								1,620.30
					for 6147 - Fire Alarm Contract/Repairs						72.95	0.00	1,620.30
					Balance Forward As of 12/01/2021)								72.95

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Jl Dt	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
Janitor Supplies (Balance Forward As of 12/01/2021)											
'2021	12/01/2021	292703	AP Invoice - Ace Hardware: 292703-oxy cleaner/pp towels		MYS188		28821	APA	42.92		198.57
'2021	12/01/2021	292940	AP Invoice - Ace Hardware: 292940-wipes/disinfectants		MYS188		28819	APA	24.67		241.49
'2021	12/01/2021	292950	AP Invoice - Ace Hardware: 292950-carpet shampoo		MYS188		28820	APA	20.30		266.16
'2021	12/08/2021	PC-MYS188	AP Invoice - George Hampey: 6652705-cleaning supplies		MYS188		28739	APA	12.89		286.46
			for 6150 - Janitor Supplies						100.78	0.00	299.35
			range for 6150 - Janitor Supplies								100.78
Exterminating Contract (Balance Forward As of 12/01/2021)											
			for 6160 - Exterminating Contract						0.00	0.00	1,026.24
			range for 6160 - Exterminating Contract								1,026.24
Heat & A/C Repairs (Balance Forward As of 12/01/2021)											
			for 6165 - Heat & A/C Repairs						0.00	0.00	5,093.17
			range for 6165 - Heat & A/C Repairs								5,093.17
Security System Phone (Balance Forward As of 12/01/2021)											
'2021	12/13/2021	1676117011238	AP Invoice - Midcontinent Communications: 16761170112380-entry		MYS188		29215	APA	41.12		456.08
			for 6171 - Security System Phone						41.12	0.00	497.20
			range for 6171 - Security System Phone								41.12
Tenant Relations (Balance Forward As of 12/01/2021)											
'2021	12/08/2021	PC-MYS188	AP Invoice - George Hampey: PC-porcelain/ginger bread house/plastic utensils		MYS188		28739	APA	25.37		36.01
'2021	12/31/2021		Reclassify Tenant Relations to Activity Director: Expenses		MYS188		5407	GJ	61.38		61.38
			for 6175 - Tenant Relations						25.37	61.38	0.00
			range for 6175 - Tenant Relations								(36.01)
Cap Exp - Grounds (Balance Forward As of 12/01/2021)											
'2021	12/04/2021	PC-01042022	AP Invoice - George Hampey: snow blower		MYS188		31228	APA	2,039.05		0.00
			for 6196 - Cap Exp - Grounds						2,039.05	0.00	2,039.05
			range for 6196 - Cap Exp - Grounds								2,039.05
Electric (Balance Forward As of 12/01/2021)											
'2021	12/02/2021	207432300-120	AP Invoice - East Central Energy: 207432300-12022021		MYS188		28471	APA	555.51		6,603.63
'2021	12/02/2021	207442102-120	AP Invoice - East Central Energy: 207442102-12022021		MYS188		28470	APA	54.89		7,159.14
'2021	12/02/2021	207443302-120	AP Invoice - East Central Energy: 207443302-12022021		MYS188		28469	APA	37.90		7,214.03
'2021	12/08/2021	207443300-110	AP Invoice - East Central Energy: 207443300-11022021		MYS188		27777	APA	1.00		7,251.93
			for 6210 - Electric						649.30	0.00	7,252.93
			range for 6210 - Electric								649.30
Water/Sewer (Balance Forward As of 12/01/2021)											
			range for 6150 - Janitor Supplies								5,758.88

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Jt Dt.	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
	12/15/2021	09-03001411-00 AP Invoice - Mora Municipal Utilities: -3-12152021 09-03001411-00-3-12152021-U-15			MYS188		29906	APA	245.86		6,004.74
		for 6215 - Water/Sewer							245.86	0.00	6,004.74
		range for 6215 - Water/Sewer									245.86
	12/08/2021	06175095934-00 AP Invoice - Minnesota Energy Re-001-12082021 sources: 06175095934-00001-12082021			MYS188		27982	APA	892.48		4,432.80
		Fuel (Oil/Coal,Gas) (Balance Forward As of 12/01/2021)									4,432.80
		for 6225 - Fuel (Oil/Coal,Gas)							892.48	0.00	5,325.28
		range for 6225 - Fuel (Oil/Coal,Gas)									892.48
	12/30/2021	1149708-12302 AP Invoice - Quality Disposal Systems: 021 1149708-garbage service			MYS188		30385	APA	121.40		1,234.20
		Trash removal (Balance Forward As of 12/01/2021)									1,234.20
		for 6230 - Trash removal							121.40	0.00	1,355.60
		range for 6230 - Trash removal									121.40
	12/13/2021	1876117011238 AP Invoice - Midcontinent Communica-0 18761170112380-cable			MYS188		29215	APA	109.20		1,125.79
		Cable Television (Balance Forward As of 12/01/2021)									1,125.79
		for 6245 - Cable Television							109.20	0.00	1,234.99
		range for 6245 - Cable Television									109.20
	12/12/2021	12-12-2021-MY AP Invoice - DW Jones Management - S188 Payroll: 11/29/2021-12/12/2021			MYS188		28219	APA	431.68		2,367.11
		Activity Director (Balance Forward As of 12/01/2021)									2,367.11
		for 6305 - Activity Director							431.68	0.00	2,798.79
		range for 6305 - Activity Director									431.68
	12/26/2021	12-26-2021-MY AP Invoice - DW Jones Management - S188 Payroll: 12/13/2021-12/26/2021			MYS188		29437	APA	137.28		2,936.07
		Activity Director (Balance Forward As of 12/01/2021)									2,936.07
		for 6305 - Activity Director							137.28	0.00	2,936.07
		range for 6305 - Activity Director									137.28
	12/01/2021	PC-11182021 AP Invoice - George Hanney; bingo prizes/cookie decorating/kitchen uten-sils/crayons			MYS188		28740	APA	64.40		280.50
		Activity Director Expenses (Balance Forward As of 12/01/2021)									280.50
		for 6306 - Activity Director Expenses							64.40	0.00	344.90
		range for 6306 - Activity Director Expenses									64.40
	12/31/2021	Reclassify Tenant Relations to Activity Director Expenses			MYS188		5407	GJ	25.37		370.27
		for 6306 - Activity Director Expenses									370.27
		range for 6306 - Activity Director Expenses									370.27
	12/31/2021	Reclassify Tenant Relations to Activity Director Expenses			MYS188		5407	GJ	36.01		406.28
		for 6306 - Activity Director Expenses									406.28
		range for 6306 - Activity Director Expenses									406.28
	12/31/2021	Reclassify AP Invoice - George Hanney; activity w/santa/crafts/bingo/prizes			MYS188		5410	GJ	135.14		541.42
		for 6306 - Activity Director Expenses									541.42
		range for 6306 - Activity Director Expenses									541.42
	12/31/2021	18830 AP Invoice - DW Jones Management - Mgmt Fee; Mgmt Fee 12/31/2021			MYS188		30595	APA	1,408.00		16,704.00
		Management Fees (Balance Forward As of 12/01/2021)									16,704.00
		for 6315 - Management Fees							1,408.00	0.00	18,112.00
		range for 6315 - Management Fees									1,408.00
		Auditing (Balance Forward As of 12/01/2021)									18,112.00
		for 6320 - Auditing							1,408.00	0.00	8,130.00
		range for 6320 - Auditing									1,408.00

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Jl Dt.	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
Phone (Balance Forward As of 12/01/2021)											
2021	12/12/2021	20881392	AP Invoice - CTC splits: 20881392-phone		MYS188		27862	APA	4.19		346.12
2021	12/25/2021	985889700-1	AP Invoice - VERIZON WIRELESS SPLITS: 320-674-0724-phone		MYS188		30745	APA	27.05		350.31
for 6340 - Phone											
range for 6340 - Phone											
Property Internet (Balance Forward As of 12/01/2021)											
2021	12/13/2021	0	1676117011238 AP Invoice - Midcontinent Commu- nications: 16761170112380-Internet		MYS188		29215	APA	105.00		1,155.00
for 6342 - Property Internet											
range for 6342 - Property Internet											
Office Supplies (Balance Forward As of 12/01/2021)											
2021	12/08/2021	PC-	AP Invoice - George Hampey: 12082021-MYS 6652705-copy paper/envelopes		MYS188		28738	APA	12.89		1,856.07
2021	12/08/2021	PC-	AP Invoice - George Hampey: 12082021-MYS 6852705-printer/ink		MYS188		28738	APA	101.17		1,868.96
for 6345 - Office Supplies											
range for 6345 - Office Supplies											
Postage (Balance Forward As of 12/01/2021)											
2021	12/01/2021	Nov 2021	AP Invoice - DW Jones Management - Postage Reimb- Postage: Nov 2021 Postage Reimb- MYS188 11/30		MYS188		28320	APA	192.11		1,970.13
2021	12/08/2021	PC-MYS188	AP Invoice - George Hampey: 6852705-mailing		MYS188		28739	APA	11.61		206.34
for 6346 - Postage											
range for 6346 - Postage											
Training Expense (Balance Forward As of 12/01/2021)											
for 6355 - Training Expense											
range for 6355 - Training Expense											
Payroll Taxes (Balance Forward As of 12/01/2021)											
2021	12/12/2021	S188	12-12-2021-MY AP Invoice - DW Jones Management - Payroll: 11/29/2021-12/12/2021		MYS188		28219	APA	129.38		2,033.52
2021	12/26/2021	S188	12-26-2021-MY AP Invoice - DW Jones Management - Payroll: 12/13/2021-12/26/2021		MYS188		29437	APA	108.44		2,162.90
for 6365 - Payroll Taxes											
range for 6365 - Payroll Taxes											
Workmans' Comp Ins (Balance Forward As of 12/01/2021)											
2021	12/12/2021	S188	12-12-2021-MY AP Invoice - DW Jones Management - Payroll: 11/29/2021-12/12/2021		MYS188		28219	APA	99.43		1,603.92
2021	12/26/2021	S188	12-26-2021-MY AP Invoice - DW Jones Management - Payroll: 12/13/2021-12/26/2021		MYS188		29437	APA	87.63		1,703.35
for 6370 - Workmans' Comp Ins											
range for 6370 - Workmans' Comp Ins											
Bank Charges (Balance Forward As of 12/01/2021)											
2021	12/31/2021		Bank Service Charge: Service charge		MYS188		26239	DB	7.00		126.14
											133.14

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Id	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Trxn No	JNL	Debit	Credit	Balance
			for 6375 - Bank Charges						7.00	0.00	133.14
			range for 6375 - Bank Charges								7.00
	12/31/2021	C861361221	Criminal and credit check (Balance Forward As of 12/01/2021)		MYS188		30224	APA	25.00		75.00
			AP Invoice - RENTAL RESEARCH SERVICES INC;								100.00
			C861361221-December 2021 back-ground check								
			for 6390 - Criminal and credit check						25.00	0.00	100.00
			range for 6390 - Criminal and credit check								25.00
			Other Administrative Expense (Balance Forward As of 12/01/2021)						0.00	0.00	85.00
			for 6395 - Other Administrative Expense								85.00
			range for 6395 - Other Administrative Expense								0.00
	12/31/2021		Real Estate Taxes (Balance Forward As of 12/01/2021)		MYS188		5404	GJ	13,599.00		13,599.00
			4Q MH Interest Statement - Property Taxes Paid								27,198.00
			for 6410 - Real Estate Taxes						13,599.00	0.00	27,198.00
			range for 6410 - Real Estate Taxes								13,599.00
			Minnesota Minimum Fee (Balance Forward As of 12/01/2021)						0.00	0.00	630.00
			for 6421 - Minnesota Minimum Fee								630.00
			range for 6421 - Minnesota Minimum Fee								0.00
			Rental License (Balance Forward As of 12/01/2021)						0.00	0.00	158.86
			for 6422 - Rental License								158.86
			range for 6422 - Rental License								0.00
			Elevator License (Balance Forward As of 12/01/2021)						0.00	0.00	100.00
			for 6424 - Elevator License								100.00
			range for 6424 - Elevator License								0.00
			Property Insurance (Balance Forward As of 12/01/2021)						0.00	0.00	12,742.75
			for 6425 - Property Insurance								12,742.75
			range for 6425 - Property Insurance								0.00
	12/31/2021		Fidelity Coverage (Balance Forward As of 12/01/2021)		MYS188		5406	GJ		663.93	663.93
			Reclassify 2Q MH Interest FHA Insurance Payment								0.00
			for 6430 - Fidelity Coverage						0.00	663.93	0.00
			range for 6430 - Fidelity Coverage								(663.93)
	12/31/2021		Other Insurance (Balance Forward As of 12/01/2021)		MYS188		5406	GJ	663.93		0.00
			Reclassify 2Q MH Interest FHA Insurance Payment								663.93
			for 6435 - Other Insurance						663.93	0.00	663.93
			range for 6435 - Other Insurance								663.93
	12/01/2021		Mortgage Interest (Balance Forward As of 12/01/2021)		MYS188		26158	APA	1,885.00		20,900.38
			AP Invoice - Minnesota Housing Accounting: 1266689-MH pmt Dec 2021								22,785.38
	12/31/2021		Adjust Accrued Interest		MYS188		5414	GJ		58.94	22,726.44

MYSA HOUSE
General Ledger Report
For Current Month (12/01/2021 to 12/31/2021)

Jrnl	Doc Dt.	Doc	Memo / Description	Department	Property	Unit	Txn No	JNL	Debit	Credit	Balance
			for 6560 - Mortgage Interest						1,885.00	58.94	22,726.44
			range for 6560 - Mortgage Interest								1,826.06
			Security Deposit Interest Liability (Balance Forward As of 12/01/2021)								142.61
			2021 12/31/2021								154.92
			for 6565 - Security Deposit Interest Liability				5402	GJ	12.31	0.00	154.92
			range for 6565 - Security Deposit Interest Liability								12.31
			MHFA LIRC Fee (Balance Forward As of 12/01/2021)						0.00	0.00	150.00
			for 6571 - MHFA LIRC Fee								150.00
			range for 6571 - MHFA LIRC Fee								0.00
			MHFA Annual Compliance Fee (Balance Forward As of 12/01/2021)						0.00	0.00	720.00
			for 6572 - MHFA Annual Compliance Fee								720.00
			range for 6572 - MHFA Annual Compliance Fee								0.00
			Finance Chgs/Service Fees (Balance Forward As of 12/01/2021)						10.04	0.00	0.00
			2021 12/13/2021 1676117011238 AP Invoice - Midcontinent Communica-				29215	APA	10.04		10.04
			tions: 16761170112380								10.04
			for 6578 - Finance Chgs/Service Fees						10.04	0.00	10.04
			range for 6578 - Finance Chgs/Service Fees								0.00
			Depreciation Expense (Balance Forward As of 12/01/2021)						304,919.00	0.00	304,919.00
			2021 12/31/2021				5415	GJ	304,919.00	0.00	304,919.00
			for 8100 - Depreciation Expense								304,919.00
			range for 8100 - Depreciation Expense								304,919.00
			Amortization Expense (Balance Forward As of 12/01/2021)						5,553.00	0.00	5,553.00
			2021 12/31/2021				5417	GJ	5,553.00	0.00	5,553.00
			for 8200 - Amortization Expense								5,553.00
			range for 8200 - Amortization Expense								5,553.00
			Total						522,951.89	522,951.89	0.00

MYSA HOUSE Check Register

Date	Vendor	Document No	Amount Cleared	Property	Unit		
AP In-voice Date	AP Invoice No	GL account/ Account la- bel	Method	Amount Ap-plied	Memo	Property	Unit
Bank: MYS188 OPERATING - Account No: 5536920							
12/02/2021	10530--DW Jones Management - Reimbursement		20740	100.00	12/31/2021		
11/15/2021	I2105116058-1	6345--Office Supplies	Printed Check	100.00	12105116058-R P M/I packet setup	MYS188--MYS A HOUSE	
12/02/2021	10466--Mora Municipal Utilities		20743	390.73	12/31/2021		
11/16/2021	09-03001411-00-3-11162021	6215--Water/Sewer	Printed Check	390.73	09-03001411-00-3-11162021-u-25	MYS188--MYS A HOUSE	
12/02/2021	10677--Minnesota Housing Account-ing		20741	6,733.33	12/31/2021		
12/01/2021	1269689-MH pmt Dec 2021	6560--Mortgage Interest	Printed Check	1,885.00	1269689-MH pmt Dec 2021	MYS188--MYS A HOUSE	
		1360--Escrow FHA Insurance	Printed Check	55.00	1269689-MH pmt Dec 2021	MYS188--MYS A HOUSE	
		1345--Escrow Insurance	Printed Check	1,178.00	1269689-MH pmt Dec 2021	MYS188--MYS A HOUSE	
		2300--Mortgage Payables - MHFA	Printed Check	718.33	1269689-MH pmt Dec 2021	MYS188--MYS A HOUSE	
		1330--Replacement Reserve	Printed Check	630.00	1269689-MH pmt Dec 2021	MYS188--MYS A HOUSE	
		1340--Escrow Property Taxes	Printed Check	2,267.00	1269689-MH pmt Dec 2021	MYS188--MYS A HOUSE	
12/02/2021	10831--Mora HRA		20742	240.00	12/31/2021		
12/01/2021	MH12-21	6130--Snow removal	Printed Check	240.00	MH12-21-plowing-11/14	MYS188--MYS A HOUSE	
12/02/2021	10500--DW Jones Management - Payroll		20739	1,182.34	12/31/2021		
11/28/2021	11-28-2021-MYS188	6365--Payroll Taxes	Printed Check	102.75	11/15/2021-11/28/2021	MYS188--MYS A HOUSE	
		6370--Workmans ' Comp Ins	Printed Check	82.61	11/15/2021-11/28/2021	MYS188--MYS A HOUSE	
		6305--Activity Director	Printed Check	252.00	11/15/2021-11/28/2021	MYS188--MYS A HOUSE	
		6110--Maintenance Payroll	Printed Check	744.98	11/15/2021-11/28/2021	MYS188--MYS A HOUSE	
12/02/2021	10877--Ace Hardware		20738	385.64	12/31/2021		
11/01/2021	291979	6165--Heat & A/C Repairs	Printed Check	4.27	291979-filter	MYS188--MYS A HOUSE	
11/01/2021	291667	6120--General Repairs	Printed Check	6.44	291667-keys	MYS188--MYS A HOUSE	
11/01/2021	290893	6115--Maintenance Supply	Printed Check	320.63	290893-pressure washer	MYS188--MYS A HOUSE	
		6150--Janitor Supplies	Printed Check	19.95	290893-carpet cleaner	MYS188--MYS A HOUSE	
11/01/2021	292418	6115--Maintenance Supply	Printed Check	8.59	292418-bulbs	MYS188--MYS A HOUSE	
11/01/2021	292181	6150--Janitor Supplies	Printed Check	25.76	292181-rug cleaner	MYS188--MYS A HOUSE	
12/09/2021	10751--Culligan of Pine City		20744	177.81	12/31/2021		
11/30/2021	301X01007904	6115--Maintenance Supply	Printed Check	177.81	301X01007904-solar salt	MYS188--MYS A HOUSE	
12/09/2021	10129--Midcontinent Communications		20745	369.05	12/31/2021		
11/13/2021	16761170112324	6245--Cable Television	Printed Check	102.59	16761170112324-cable	MYS188--MYS A HOUSE	
		6137--Elevator Phone	Printed Check	39.91	16761170112324-elevator phone	MYS188--MYS A HOUSE	
		6342--Property Internet	Printed Check	105.00	16761170112324	MYS188--MYS A HOUSE	
		6147--Fire Alarm Contract/Repair	Printed Check	79.82	16761170112324-fire alarm	MYS188--MYS A HOUSE	
		6171--Security System Phone	Printed Check	41.73	16761170112324-entry	MYS188--MYS A HOUSE	

MYS A HOUSE Check Register

Date	Vendor	Document No	Amount Cleared	Property	Unit		
AP Invoice Date	AP Invoice No	GL account/ Account label	Method	Amount Ap-plied	Memo	Property	Unit
12/09/2021	10424--Quality Disposal Systems		20746	112.20	12/31/2021		
11/30/2021	1149708-11302021	6230--Trash removal	Printed Check	112.20	1149708-garbage service	MYS188--MYS	A HOUSE
12/09/2021	10242--RENTAL RESEARCH SERVICES INC		20747	50.00	12/31/2021		
11/30/2021	C861361121	6390--Criminal and credit chec	Printed Check	50.00	C861361121-November 2021 background check	MYS188--MYS	A HOUSE
12/10/2021	10138--VERIZON WIRELESS SPLITS		20748	26.85	12/31/2021		
11/25/2021	9893659718-1	6340--Phone	Printed Check	26.85	320-674-0724-phone	MYS188--MYS	A HOUSE
12/16/2021	10484--DW Jones Management - Mgmt Fee		20750	1,408.00	12/31/2021		
11/30/2021	18722	6315--Management Fees	Printed Check	1,408.00	Mgmt Fee Nov 2021	MYS188--MYS	A HOUSE
12/16/2021	10512--Minnesota Energy Resources		20753	892.48	12/31/2021		
12/08/2021	0617509934-00001-12082021	6225--Fuel (Oil/Coal.Gas)	Printed Check	892.48	0617509934-0001-12082021	MYS188--MYS	A HOUSE
12/16/2021	10476--MN Dept of Labor and Industry		20754	100.00	12/31/2021		
11/27/2021	ALR0127055X	6424--Elevator License	Printed Check	100.00	ALR0127055X-elevator license	MYS188--MYS	A HOUSE
12/16/2021	10453--East Central Energy		20752	1.00	12/31/2021		
12/08/2021	207443003-11022021	6210--Electric	Printed Check	1.00	207443003-11022021	MYS188--MYS	A HOUSE
12/16/2021	10750--CTC splits		20749	8.41	12/31/2021		
11/12/2021	20976833	6340--Phone	Printed Check	4.22	20976833-phone	MYS188--MYS	A HOUSE
12/12/2021	20981392	6340--Phone	Printed Check	4.19	20981392-phone	MYS188--MYS	A HOUSE
12/16/2021	10500--DW Jones Management - Payroll		20751	1,499.87	12/31/2021		
12/12/2021	12-12-2021-MYS188	6365--Payroll Taxes	Printed Check	129.38	11/29/2021-12/12/2021	MYS188--MYS	A HOUSE
		6370--Workmans ' Comp Ins	Printed Check	99.43	11/29/2021-12/12/2021	MYS188--MYS	A HOUSE
		6110--Maint/Rep airs Payroll	Printed Check	839.38	11/29/2021-12/12/2021	MYS188--MYS	A HOUSE
		6305--Activity Director	Printed Check	431.68	11/29/2021-12/12/2021	MYS188--MYS	A HOUSE
12/22/2021	10453--East Central Energy		20757	648.30	12/31/2021		
12/02/2021	207443302-12022021	6210--Electric	Printed Check	37.90	207443302-12022021	MYS188--MYS	A HOUSE
12/02/2021	207442102-12022021	6210--Electric	Printed Check	54.89	207442102-12022021	MYS188--MYS	A HOUSE
12/02/2021	207432300-12022021	6210--Electric	Printed Check	555.51	207432300-12022021	MYS188--MYS	A HOUSE
12/22/2021	10877--Ace Hardware		20755	116.98	12/31/2021		
12/01/2021	292552	6115--Maint/Rep airs Supply	Printed Check	3.26	292552-nuts/washers/bolts	MYS188--MYS	A HOUSE
12/01/2021	292940	6150--Janitor Supplies	Printed Check	24.67	292940-wipes/disinfectants	MYS188--MYS	A HOUSE
12/01/2021	292950	6115--Maint/Rep airs Supply	Printed Check	1.16	292950-bulb	MYS188--MYS	A HOUSE
		6150--Janitor Supplies	Printed Check	20.30	292950-carpet shampoo	MYS188--MYS	A HOUSE
12/01/2021	292703	6150--Janitor Supplies	Printed Check	42.92	292703-oxy cleaner/pp towels	MYS188--MYS	A HOUSE
12/01/2021	293324	6115--Maint/Rep airs Supply	Printed Check	24.67	293324-plexy/nails	MYS188--MYS	A HOUSE
12/22/2021	10829--George Hampey		20758	314.96	In Transit		
12/08/2021	PC-12082021-MYS188	6140--Grounds Maintenance	Printed Check	32.00	6852705-filter/oil asorb	MYS188--MYS	A HOUSE
		6115--Maint/Rep	Printed Check	42.82	6852705-drip	MYS188--MYS	A HOUSE

MYS HOUSE Check Register

Date	Vendor	Document No	Amount	Cleared	Property	Unit
AP In-voice Date	AP Invoice No	GL account/ Account label	Method	Amount Applied	Memo	
		airs Supply			bowls/corners	A HOUSE
		6345--Office Supplies	Printed Check	101.17	6852705-printer ink	MYS188--MYS A HOUSE
		6345--Office Supplies	Printed Check	12.89	6852705-copy paper/envelopes	MYS188--MYS A HOUSE
12/08/2021	PC-MYS188	6115--Maint/Rep	Printed Check	11.81	6852705-batteries for detectors	MYS188--MYS A HOUSE
		6175--Tenant Relations	Printed Check	25.37	PC-ponsettias/for ginger bread house/plastic utensils	MYS188--MYS A HOUSE
		6346--Postage	Printed Check	11.61	6852705-mailing	MYS188--MYS A HOUSE
		6150--Janitor Supplies	Printed Check	12.89	6852705-cleaning supplies	MYS188--MYS A HOUSE
12/01/2021	PC-11182021	6306--Activity Director	Printed Check	64.40	bingo prizes/cookie decorating/kitchen utensils/crayons	MYS188--MYS A HOUSE
12/22/2021	10735--DW Jones Management - Postage		20756	192.11	12/31/2021	
12/01/2021	Nov 2021 Postage Reimb-MYS188	6346--Postage	Printed Check	192.11	Nov 2021 Postage Reimb-11/30	MYS188--MYS A HOUSE
12/28/2021	10249--Bank Forward - Visa		20759	175.94	In Transit	
12/28/2021	4475-Beth-12282021	6115--Maint/Rep	Printed Check	175.94	4475-Amazon-e	MYS188--MYS A HOUSE
12/29/2021	10129--Midcontinent Communications		20761	378.03	In Transit	
12/13/2021	16761170112380	6137--Elevator Phone	Printed Check	39.72	16761170112380-elevator phone	MYS188--MYS A HOUSE
		6578--Finance Chgs/Service Fee	Printed Check	10.04	16761170112380	MYS188--MYS A HOUSE
		6147--Fire Alarm Contract/Repa	Printed Check	72.95	16761170112380-fire alarm	MYS188--MYS A HOUSE
		6171--Security System Phone	Printed Check	41.12	16761170112380-entry	MYS188--MYS A HOUSE
		6342--Property Internet	Printed Check	105.00	16761170112380-internet	MYS188--MYS A HOUSE
		6245--Cable Television	Printed Check	109.20	16761170112380-cable	MYS188--MYS A HOUSE
12/29/2021	10500--DW Jones Management - Payroll		20760	1,274.81	12/31/2021	
12/26/2021	12-26-2021-MYS188	6110--Maint/Rep	Printed Check	941.46	12/13/2021-12/26/2021	MYS188--MYS A HOUSE
		6370--Workmans ' Comp Ins	Printed Check	87.63	12/13/2021-12/26/2021	MYS188--MYS A HOUSE
		6365--Payroll Taxes	Printed Check	108.44	12/13/2021-12/26/2021	MYS188--MYS A HOUSE
		6305--Activity Director	Printed Check	137.28	12/13/2021-12/26/2021	MYS188--MYS A HOUSE
		Applied Total:		16,778.84		
		Total:		16,778.84		
		Grand Total:		16,778.84		

MYSA HOUSE

Vendor Aging Report

Based on: GL posting Date As of: 12/31/2021

Vendor Name	0-30	31-60	61-90	91-	Total
VERIZON WIRELESS SPLITS	27.05	0.00	0.00	0.00	27.05
RENTAL RESEARCH SERVICES INC	25.00	0.00	0.00	0.00	25.00
Quality Disposal Systems	121.40	0.00	0.00	0.00	121.40
Mora Municipal Utilities	245.86	0.00	0.00	0.00	245.86
DW Jones Management - Mgmt Fee	1,408.00	0.00	0.00	0.00	1,408.00
George Hampey	2,052.79	0.00	0.00	0.00	2,052.79
Ace Hardware	94.44	0.00	0.00	0.00	94.44
Grand Totals	3,974.54	0.00	0.00	0.00	3,974.54



Pine Crest

Management Report

for the month of

December 2021

Occupancy

Total Units	43	Occupied	43	Pre-leased	0
Move-Ins	0	Move Outs	1*	Wait List (1BR/2BR)	57/8

*Tenant moved from Pine Crest to Dala.

Certifications

Completed	3	In Progress	13
-----------	---	-------------	----

Lease Enforcement

Tenant Notice to Vacate	0	HRA Notice to Vacate	0	Evictions in Process	0
Lease Violations	0	Explanation:			

Work Orders Completed

Non-Emergency	10	Emergency	0
---------------	----	-----------	---

Aging Rent Balances

Over 30 Days	\$1,200	Over 60 Days	\$769	Over 90 Days	\$1,807.10*
--------------	---------	--------------	-------	--------------	-------------

*Consist of two tenants. One made a \$700 payment in January.

Dala House

Management Report

for the month of

December 2021

Occupancy

Total Units	24	Occupied	24	Pre-leased	
Move-Ins	1	Move Outs	1	Wait List (1BR/2BR)	25/7

Certifications

Completed	4	In Progress	7
-----------	---	-------------	---

Lease Enforcement

Tenant Notice to Vacate	0	HRA Notice to Vacate	0	Evictions in Process	0
Lease Violations		Explanation: Verbal warning to tenant for leaving window open and having guest wandering the building			

Work Orders Completed

Non-Emergency	5	Emergency	0
---------------	---	-----------	---

Aging Rent Balances

Over 30 Days	0	Over 60 Days	0	Over 90 Days	0
--------------	---	--------------	---	--------------	---

Vasa House

Management Report

for the month of

December 2021

Occupancy

Total Units	22	Occupied	22	Pre-leased	0
Move-Ins	0	Move Outs	0	Wait List	23

Certifications

Completed	2	In Progress	6
-----------	---	-------------	---

Lease Enforcement

Tenant Notice to Vacate	0	HRA Notice to Vacate	0	Evictions in Process	0
Lease Violations		Explanation:			

Work Orders Completed

Non-Emergency	5	Emergency	
---------------	---	-----------	--

Aging Rent Balances

Over 30 Days	\$358	Over 60 Days	\$333*	Over 90 Days	\$774**
--------------	-------	--------------	--------	--------------	---------

*Tenant made two payments in January and is looking to make two payments in February to get caught up.

** we were able to capture \$374 in January

HCV (Sec. 8) – Kanabec/Pine

Management Report

for the month of

December 2021

Vouchers

Leased	78	Shop Mode	4	Port-In	
Port-Out	2	Project Based (Mysa)	12	Wait List	38

Certifications

Completed	12	In Progress	48
-----------	----	-------------	----

Inspections Completed

*All inspections have been completed for 2021, no inspections until 2023

HCV (Sec. 8) – Chisago/Isanti

Management Report

for the month of

December 2021

Vouchers

Leased	70	Shop Mode		Port-In	
Port-Out	0			Wait List	

Certifications

Completed		In Progress	
-----------	--	-------------	--

Inspections Completed

Management Operations

Management Report

December 2021

Activity:

Item:	Comments
Staffing	Staff has been stable.
Updates Updates:	<p>Jack has been working on year end report for USDA. The reports were due in June, but USDA Rep allowed the late reporting. Adrian is training Shalai on HUD paperwork. Training is going good. Jack and Amie worked on the second draft of the 2023 Budget, which will be presented at the board meeting. . Adrian and Jack met with HUD Rep Morgan to go over our two-year tool to determine how many Section 8 Vouchers we can give out. Adrian is working on issuing five vouchers (3 are replacement vouchers and 2 are new vouchers.</p> <p>Pine Crest tenants have requested to use the south door (closest to the garbage shed). They have been using it but do it is self-locking and they don't have keys for it. So, they prop it open creating issues for the building. Anthony had the lock smith re-key the door so now the tenant's unit key will work on the doon. We had boiler problems at Pine Crest. There was a leaky zone valve that caused the boiler pressure to drop significantly over the weekend. There was water coming out of the zone valve into the apartment. Anthony and Adrian helped move the tenant's furniture, fix the zone valve, vacuumed up the water and calmed the tenant. Everything is back together.</p> <p>Snow removal is going good. However, we the snow blower for the Vasa house has broken down twice this year. Mysa House approached Jack stating that they have a relatively new snow blower for sale. Jack authorized the purchase for \$500 after Anthony inspected the machine.</p> <p>One of the furnaces at the LEC broke down (bad computer board). RJ Mechanic repaired it on 1/14/2022. Waiting for the invoice.</p> <p>LEC: Card club continues to meet at the LEC every Tuesdays and Fridays. We had one Christmas party and the Senior Driver Training program has started. They will be here the 3rd Thursday of every month.</p>



It is the mission of the Mora HRA to provide stable, affordable homes and activities to enrich the lives of people in East Central Minnesota.

M E M O R A N D U M

To: Mora HRA Board of Directors
From: Jack L'Heureux, Executive Director
Date: 01/26/2022
RE: Executive Director Probation

Jack L'Heureux was hired on June 14, 2021, as the Program/Administrative Supervisor for the Mora HRA. This was a fulltime position with benefits, which come available after successfully completing a six-month probationary period. That six-month probationary period would be completed on December 14, 2021. However, on November 30, 2021, Mr. L'Heureux was promoted to Executive Director.

This promotion should come with a new six0-month probationary period to ensure that the Board and Mr. L'Heureux are comfortable with the arrangement and that he will continue in the position of Executive Director. That six-month period will end on May 30, 2022.

Mr. L'Heureux agrees with the probationary period for the Executive Director's position to establish a period to judge his performance and fit for the organization. However, he is asking that the probationary period would be for performance only and not tied to the benefits (mainly vacation accruals), since he has met the six months of employment at Mora HRA when combined with the Program/Adm. Supervisor position.

Action to take:

1. Do nothing and tie his benefit accruals to his current position's probationary period.
2. Conduct a probationary review for the Program/Adm. Supervisor Position and if the review is satisfactory allow Mr. L'Heureux access to his accrual benefits (Vacation, etc.).
3. Extend Mr. L'Heureux probation to include his position as the Executive Director but allow him access to his current accruals for vacation.



It is the mission of the Mora HRA to provide stable, affordable homes and activities to enrich the lives of people in East Central Minnesota.

MEMORANDUM

To: Mora HRA Board of Directors
 From: Jack L'Heureux, Executive Director
 Date: 01/26/2022
 RE: 2023 Proposed Operation Budget

Enclosed please find a copy of the proposed 2023 Operation Budget for you review. Notable items:

1. Census projections remain the same as previous budget.
2. There is a 3% salary adjustment for staff
3. 3% retirement plan. I am still working on getting proposals for this plan.
4. Board of Directors Compensation. It will be \$75 per meeting per director
5. Moving the administrative assistant from part-time to full-time with training for additional duties.
6. To save money I am asking to allow the Executive Director to work 9 days a pay period for 72 hours versus 10 days at 80 hours. This would save \$5,657 per year from the original budget.
7. Projected income from Mysa House was reduced from \$45,000 to \$30,000 for HRA operation. Any amount in excess of \$30,000 will be transferred to the Future Development Fund.

8. Operating Revenue:

Management	Pine Crest	HCV	Dala House	Total
\$83,037	\$281,950	\$170,300	\$146,647	\$681,934

9. Operating Expense:

Management -	Pine Crest	HCV	Dala House	Total
\$58,116	\$254,632	\$127,448	\$110,052	\$544,919

10. Change in Operating Reserve:

Management	Pine Crest	HCV	Dala House	Total
\$24,921	\$25,818	\$42,852	\$6,569	\$105,489

Action Recommended:

1. Discuss the 2023 Proposed Budget at the January 26, 2022 Board meeting.
2. Answer any board member questions regarding budget assumptions.
3. Approve the 2023 budget as presented.
4. Not approved the 2023 budget as presented and have the Executive Director work with the fee accountant to make requested changes.



Operating Budget

Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____	Fiscal year ending 03/31/22	No. of months (check one) <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> other (specify) _____	Type of HUD assisted projects(s) 1 PHA/PIA-Owned Rental Housing 2 IHA Owned Mutual Help Homeownership 3 PHA/PIA Leased Rental Housing 4 PHA/PIA Owned Turnkey III Homeownership 5 PHA/PIA Leased Homeownership
Name of Public Housing Agency/Indian Housing Authority (PHA/PIA) Housing and Redevelopment Authority of Mora	Address (city, state, zip code) PO Box 209,160 Vailhalla Circle Mora, MN 55051	HUD Field Office Minneapolis, MN	
ACC Number C-4014	PAS/LOCCS Project No. MN101	No. of Projects 4	
No. of Dwelling Units 43	No. of Unit Months Available 516		

FDS Line No.	Acct. No.	Description	OPERATING BUDGET FYE 2022			OPERATING BUDGET FYE 2023			TOTAL	
			MANAGEMENT	PINECREST	HCV	MANAGEMENT	PINECREST	HCV		DALA
Operating Receipts										
70300	3110	Net Tenant Revenue		150,980						
70400	3120/3690	Tenant Revenue-Other		9,520						125,597
70500	Total	Rental Income		169,470						125,597
70600	3401.1	HUD PHA Operating Grant-CFP			9,200					
70600	3401.2	HUD PHA Operating Grant-Operating Subsidy		90,000						
70700	Total	Fee Revenue		90,000						140,000
70750	3610	Interest on General Fund Investments	200	150	300	65				50
71500	3690	Other Revenue	74,777	9,000	24,000	17,000				17,000
70000	Total	Revenue	74,977	208,620	143,500	143,310				140,987
Operating Expenditures - Administration										
91100	4110	Administrative Salaries	4,651	52,603	63,407	3,080				72,737
91200	4171	Auditing Fees	1,000	5,000	5,000	1,000				6,500
91400	4190.6	Advertising and Marketing	100	200	200	200				400
91500	4182	Employee Benefits-Admin	895	11,231	15,404	704				10,411
91600	4190	Office Expenses	4,475	10,400	19,300	20,987				19,500
91700	4130	Legal Expense								21,587
91800	4150	Travel								
91810	4190	Allocated Overhead	200	200	200	200				400
91900	4170	Other (Accounting Fees)	2,800	3,500	15,000	1,300				13,000
91000	Total	Operating-Administrative	14,121	83,134	118,111	27,971				28,063
Tenant Services										
92400	4220	Tenant Services-Other		200	200					
92500	Total	Tenant Services		200	200					200
Utilities										
93100	4310	Water		850	10,500	7,000				7,500
93200	4320	Electricity		2,000	20,000	6,840				20,000
93300	4330	Gas		1,800	7,000	6,000				7,000
93400	4340	Fuel								
93500	4350	Labor								
93600	4390	Garbage				1,800				2,000
93800	Total	Utilities Expense	4,650	37,500	46,500	21,640				22,500
TOTAL										
			4,650	37,500	46,500	21,640				22,500
										68,200

Name of PHA/IHA
Housing and Redevelopment Authority of Mora

Fiscal Year Ending
03/31/22

FDS Line No.	Acct. No.	Description	OPERATING BUDGET FYE 2022			OPERATING BUDGET FYE 2023				
			MANAGEMENT	PINECREST	HCY	MGMT	PINECREST	HCY	DALA	TOTAL
Ordinary Maintenance and Operation										
94100	4410	Labor	2,544	30,367		23,400	2,675	36,135	24,075	62,885
94200	4420	Materials	2,000	15,000		2,000	800	15,000	1,500	17,300
94300	4430	Contract Costs	1,950	29,900		20,885	2,400	27,900	14,000	44,300
94500	4433	Employee Benefits-Maint.	850	6,065		8,718	718	5,224	7,391	13,333
94000	Total	Maintenance	7,353	81,332		55,003	6,593	84,259	46,966	137,818
General Expense										
96100	4510	Total Insurance Premiums	6,500	20,500	1,500	11,350	4,800	23,600	3,300	43,894
96200	4590	Other General Expense	5,000		3,000		1,000		1,000	2,000
96210	4550	Compensated Absences	500	500			500	500		1,500
96300	4520	Payments in Lieu of Taxes	22,000	6,599			22,000	6,528		28,528
96400	4570	Bad Debt-Tenant Rent		3,500				1,000		1,000
96000	Total	Other General Expenses	34,000	31,099	5,000	11,350	28,300	31,628	4,800	76,922
96900	Total	Operating Expenses	60,124	233,265	123,111	115,064	58,116	249,632	127,448	544,919
97000	Excess	Operating Revenue over Operating Expenses	14,853	35,355	20,389	28,246	24,921	32,318	42,852	36,924
Nonroutine Expenditures										
97100	4610	Extraordinary Maintenance		5,000				5,000		
97200	4620	Casualty Losses-Non Capitalized								
36720	4580	Interest on Notes Payable	4,687	400		1,880				320
90000	Total	Expenses	64,791	238,665	123,111	116,944	58,116	254,632	127,448	544,919
Memo Expenditures										
		Principal payments on debt	31,333	500		15,624		500		17,675
		Transfers to Reserves				6,051				6,051
		Capital Asset Purchases-Reserves		1,000		6,200		1,000		7,200
10000	Net	Change in Operating Reserve	(21,147)	28,455	20,389	(2,109)	24,921	25,818	42,852	6,569

Provision for and Estimated or Actual Unrestricted Net Assets at Fiscal Year End	Unrestricted Net Assets			PHA/IHA Estimates			
	MGMT	PINECREST	HCY	MGMT	PINECREST	HCY	DALA
Unrestricted Net Assets at End of Previous Fiscal Year-Actual for FYE (date)			3/31/2021	41,054	(2,099)	213,188	(4,471)
Change in Unrestricted Net Assets - Current Budget year (check one)			3/31/2021	50,000	50,000	80,000	20,000
<input checked="" type="checkbox"/> Estimated for FYE							
<input type="checkbox"/> Actual through							
Unrestricted Net Assets at End of Current Budget year (check one)			3/31/2021	91,054	47,901	293,188	15,520
Net Change in Unrestricted Net Assets-Requested Budget year Estimated for FYE			3/31/2022	24,921	25,818	42,852	6,569
Unrestricted Net Assets at End of Requested Budget Year Estimated for FYE			3/31/2022	115,975	73,719	336,040	22,089

Operating Budget

Schedule of All Positions and Salaries

Name of Housing Authority: Housing and Redevelopment Authority of Mora	Present Salary Rate as of (date) 11/30/21		Requested Budget Year		Allocation of Salaries by Program				Fiscal Year End 03/31/22			
	Position Title and Name By Organizational Unit and Function	Salary Rate	No. Months	Estimated Payment Amount	Low Rent Public Housing	Management	HCV	FMHA	Method of Allocation			
									LR	M	HCV	F
<u>ADMINISTRATIVE POSITIONS</u>												
Executive Director-36 Hrs Wk J L Heureux	\$ 50,000	\$ 50,985	12	50,985	22,433	1,530	25,493	1,530	44%	3%	50%	3%
Program Admin Supervisor -40 hr/wk A Bixby	\$ 21.00	\$ 50,000	12	50,000	21,750	1,500	25,000	1,748	44%	3%	50%	3%
Administrative Assistant-40 hr/wk S Moffet	\$ 13.00	\$ 15.00	12	31,200	18,720	936	11,544	-	44%	3%	50%	3%
TOTAL ADMINISTRATIVE SALARIES/WAGES												
<u>TENANT SERVICES POSITIONS</u>												
TOTAL TENANT SERVICES SALARIES/WAGES												
<u>MAINTENANCE LABOR</u>												
Maintenance Supervisor-40 hrs/wk-A Kiewell	\$ 51,522.00	\$ 53,500.00	12	53,500	16,050	2,675	10,700	24,075	30%	5%	20%	45%
Maintenance Tech-25 hrs/wk-R Otterman	\$ 15.45	\$ 20,085	12	20,085	20,085	-	-	-	100%	0%	0%	0%
TOTAL MAINTENANCE SALARIES/WAGES												
TOTAL												
					36,135	2,675	10,700	24,075				

Operating Budget
 Schedule of Administrative Expenses
 Other than Salaries

Name of Housing Authority			Locality			Fiscal Year End	
Housing and Redevelopment Authority of Mora			PO Box 209, 160 Valhalla Circle Mora, MN 55051			03/31/22	
FDS Line #	Acct #	Description	Total	Low Rent Pinecrest	Management	HCV	FMHA Data
91200	4171	Auditing Fees	14,000	5,500	1,000	6,500	1,000
91400	4190.6	Advertising & Marketing	1,100	400	200	500	-
91600	Office Expenses						
	4140	Staff Training	500	500			
	4185	Telephone, Fax, Electronic Communications	12,500	4,500	2,000	4,000	2,000
	4190.1	Publications	175	100	75		
	4190.2	Membership Dues and Fees (list organization and amount)	100		100		
	4190.3	Administrative Services Contracts (list and provide justification)	18,500	5,000	1,500	12,000	
	4190.4	Forms, Stationary and Office Supplies	5,300	1,000	800	1,500	2,000
	4190.5	Other Sundry Expense (provide breakdown)	5,500	1,500	500	2,000	1,500
		Board Stipends			4,500		
		Management Fee	16,087				16,087
91600	Total	Office Expenses	58,662	12,600	9,475	19,500	21,587
91700	4140	Legal Expenses	-	-		-	-
91800	4150	Travel	400	200	200	-	
91900	4170	Other (Accounting Fees)	21,300	4,000	2,500	13,000	1,800
		TOTAL ADMINISTRIVE EXPENSES OTHER THAN SALARIES	95,462	22,700	13,375	39,500	24,387

Shared Administrative Expenses	Vasa	PC	Mgmt	HCV	Data
Telephone Verizon	10%	50%	10%	20%	10%
Phone Reimbursement (Midcontinent communications bills projects seperately)				50	
Admin Service contracts:					
Arvig	5%	25%	10%	50%	10%
Pitney Bowes	5%	25%	10%	50%	10%
HDS-quarterly	5%	25%		60%	10%
HDS Annual contract	5%	25%	5%	55%	10%
Office Supplies	5%	25%	10%	50%	10%
Other Sundry	5%	25%	10%	50%	10%
Advertising (unless project specified)	5%	25%	10%	50%	10%

Operating Budget

Summary of Budget Data And Justifications

Name of Housing Authority Housing and Redevelopment Authority of Mora	Locality PO Box 209,160 Valhalla Circle Mora, MN 55051	Fiscal Year Ending 03/31/22
--	--	--------------------------------

Operating Receipts

Dwelling Rental

43 Units Available	PUM	319.05
	x Change Factor	100%
42 Avg Units Occupied as of: 11/30/2021		319.05
	x Occupancy %	98%
13,400 Avg Rent Roll		312.67
	x UMA	516
319.05 Avg Monthly Dwelling Rent Per Unit	Dwelling Rental	<u>161,350</u>

Other Revenue

	Public Housing		Management		
Tenant A/C, heater, freezer charges	1,500	Acct 3120	Management Fees		33,087
Tenant Garage Rent	6,000	Acct 3690	Maintenance Contracts		8,700
Tenant Charges	2,000	Acct 3690	Plowing		11,000
	<u>9,500</u>		Miscellaneous		200
Laundry Income	11,000	Acct 3690.1	Mysn Development Fee		30,000
			Total Other Revenue		<u>82,987</u>

	Vasa	Dola-FMHA	Mysn	LR	Total
Management	17,000	16,087			33,087
Maintenance Contract	7,200		1,500		8,700
Plowing-\$60/hr	3,000	2,500	2,500	3,000	11,000

Ordinary Maintenance & Operation-Contract Costs

Acct	Description	Public Housing	Management	HCV	FMHA
4430.02	Heating and Cooling	1,000	100	-	-
4430.03	Snow Removal	2,000	-	-	1,000
4430.04	Elevator	4,000	-	-	-
4430.05	Landscapa & Grounds	2,000	800	-	1,000
4430.06	Unit Turnaround	7,000	-	-	3,000
4430.07	Electrical	400	250	-	-
4430.08	Plumbing	1,000	-	-	1,000
4430.09	Exterminating	1,000	500	-	1,000
4430.10	Janitorial	3,500	-	-	1,000
4430.11	Routine	4,000	500	-	4,000
4430.12	Misc. Contracts	2,000	250	-	2,000
		<u>27,900</u>	<u>2,400</u>	-	<u>14,000</u>

Insurance

	Public Housing	Management	HCV	FMHA
Property	15,000	4,000	-	11,000
Workers Comp	600	300	1,800	350
Liability	6,500	500	1,500	1,000
Auto	1,500	-	-	-
	<u>23,600</u>	<u>4,800</u>	<u>3,300</u>	<u>12,350</u>

Employee Benefit Contributions

	Public Housing		Management		HCV	FMHA	
	Admin	Maint	Admin	Maint	Admin	Admin	Maint
Fica	4,812	2,764	303	205	5,564	251	1,842
Health Insurance	-	1,436	-	393	1573.8	-	4,466
Retirement-3%	1,887	482	119	80	2,182	98	722
Unemployment-1.5%	944	542	59	40	1,091	49	361
	<u>7,643</u>	<u>5,224</u>	<u>482</u>	<u>718</u>	<u>10,411</u>	<u>398</u>	<u>7,391</u>

TOTALS	
Fica	15,741
Health Insurance and HSA Contribution	7,869
Retirement-3%	5,570
Unemployment-1.5%	3,087
	<u>32,267</u>

PHA Board Resolution
Approving Operating Budget

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

OMB Approval No. 2577-0026
(exp 04/30/16)

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 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: Housing and Redevelopment Authority of Mora PHA Code: MN101
PHA Fiscal Year Beginning: 4/1/2022 Board Resolution Number: 2022-1

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

- X Operating Budget approved by Board resolution on: 4/26/2022 ^{Date}
- 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 regulatory and statutory 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 operation 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 968.110(l)

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
---------------------------------	-----------	------

2022
Budget Approval
Mysa House, Mora

I, hereby approve the 2022 budget as attached and rent amounts as indicated below for Mysa House located in Mora.

2022 management fee as approved on the budget will be \$68.00 per occupied unit per month.

Site Management Payroll will be \$360.00 per month plus applicable payroll taxes and benefits.

Rent Schedule					
Unit Size/Style	Number of Units	Current Rents	Rent Increase	Proposed Rents	
1 bedroom-A-A	4	\$650.00	\$25.00	\$675.00	
1 bedroom-A.1 - A.1	5	\$709.00	\$16.00	\$725.00	
1 bedroom-A.2 - A.2	1	\$709.00	\$16.00	\$725.00	
1 bedroom-A.3 - A.3	1	\$650.00	\$25.00	\$675.00	
1 bedroom-A.4 - A.4	2	\$709.00	\$16.00	\$725.00	
1 bedroom-A.5 - A.5	1	\$709.00	\$16.00	\$725.00	
1 bedroom-A.6 - A.6	1	\$650.00	\$25.00	\$675.00	
1 bedroom-B - B	2	\$665.00	\$25.00	\$690.00	
1 bedroom-B.1 - B.1	2	\$665.00	\$25.00	\$690.00	
1 bedroom-C - C	1	\$709.00	\$16.00	\$725.00	
2 bedroom-D - D	3	\$755.00	\$25.00	\$780.00	
2 bedroom-D.1 - D.1	1	\$915.00	-\$77.00	\$838.00	
Grand Total	24				

Anticipated Gross Rent Potential: \$ 206,856.00

Signature

Date

Title

Unit# 24

Account Description	Financials 2020 Actual	Financials 2021 Budget	Financials 2022 Budget	Variance 2021 (2021 Actual - 2021 Budget)	Variance 2022 (2022 Budget - 2021 Budget)	Variance 2021 (2021 Actual - 2022 Budget)	Variance 2022 (2022 Budget - 2021 Actual)	Amounts per Unit	% Change per Unit
INCOME									

ISC - Rental Income															
4000 - Rental Income	175,647	551,725	202,668	207,950	155,078	-751,057	5,592	7,318	13,505	8,445	9,866	90.0%	-39.3%	2.6%	112,394
4001 - Rental Assistance	0	55,255	0	55,255	-55,255	0	0	2,202	0	0	0	0%	-100%	0%	58,612
4002 - Garage Rent	7,150	7,920	7,920	7,920	770	0	0	298	330	330	330	10.7%	0%	0%	5,940
ISC - Rental Income	182,797	596,500	210,588	214,103	-185,312	5,292	7,817	16,538	8,775	6,892	111.1%	-48.9%	2.5%	167,156	

ISC - Vacancy, Losses & Concessions															
4500 - Vacancies	0	-1,408	0	-3,026	-1,408	1,408	-3,038	0	-98	0	-127	0%	-100%	0%	0
1.45% vacancy rate															
4510 - Vacancies Garage	0	0	-317	0	0	-317	317	0	-13	0	0	0%	0%	-100%	0
4550 - Loss to Lease	0	185	0	-2,229	185	-185	-2,226	0	8	0	-83	0%	-100%	0%	185
4600 - Rental Concessions	-2	0	0	0	2	-2	0	0	0	0	0	0%	0%	0%	0
ISC - Vacancy, Losses & Concessions	-2	-1,223	-317	-5,255	-1,221	986	-4,918	0	-51	-13	-219	0%	-74.5%	184.5%	185

ISC - Financial Income															
4071 - Interest	38	0	0	0	-38	0	0	2	0	0	0	-100%	0%	0%	0
4012 - Interest Security Deposit	173	24	24	-148	-148	-1	1	7	1	1	1	-85.7%	0%	0%	18
4074 - Interest Operating Sigs	23	51	34	49	27	-17	34	1	2	1	2	100%	-50.0%	100%	39
4016 - Interest Replacement Reserves	0	1	251	0	1	250	-251	0	0	10	0	0%	0%	-100%	0
4050 - Interest Income - Reserves	89	144	135	144	55	-10	9	4	6	6	6	50.0%	0%	0%	64
ISC - Financial Income	323	220	444	215	-103	222	-225	13	9	18	9	-30.8%	100%	-50.0%	115

Account Description	2020 Actual	2021 Actual	2021 Budget	2022 Budget	Variance 2021 over 2020	Variance 2021 over 2021	Variance 2022 over 2021	Amounts per Unit					% Change per Unit				
								2021	2022	2023	2024	2025	2026	2027	2028		
ISC - Other Income																	
4070 - Tr Income	18,995	20,071	18,970	21,146	1,076	-1,101	2,176	792	836	793	851	5,694	45.5%	11.5%	20,071		
4088 - Char Income	740	646	0	0	-94	-646	0	31	23	0	0	25.8%	-100%	0%	546		
4705 - Reimbursements	800	-800	0	0	-1,200	600	0	25	-25	0	0	-200%	-100%	0%	-600		
4560 - PPE Reimbursement	0	2,598	0	0	2,598	-2,598	0	108	0	0	0	0%	-100%	0%	2,598		
ISC - Other Income	20,337	22,516	18,970	21,146	2,279	-3,645	2,176	847	942	793	851	11.2%	-16.1%	11.5%	22,516		
TOTAL INCOME	203,466	478,513	229,895	291,977	216,089	-188,828	2,282	8,477	17,488	9,570	9,656	105.7%	-45.1%	1.0%	180,091		

EXPENSE																
ISC - Payroll & Related																
4700 - Resident Mgr Frnd Rent	8,085	9,055	9,000	8,300	970	-65	300	337	377	315	388	11.5%	-0.5%	3.5%	8,790	
5710 - Resid Repairs Payroll	15,830	17,953	17,264	22,920	2,124	-899	6,656	660	748	719	897	12.3%	-8.9%	39.7%	12,705	
main seat																
5505 - Activity Director	1,666	4,476	9,798	12,480	2,809	4,319	3,692	69	109	396	520	189.6%	95.8%	42.1%	1,289	
More worksheets will be done due to new Activity Director																
ISC - Payroll & Related	25,581	31,493	36,062	46,700	5,305	3,565	10,698	1,066	1,312	1,447	1,604	23.1%	17.4%	30.3%	20,784	

ISC - Administrative Expenses																
6310 - Site Mgmt Payroll	0	0	0	4,320	0	0	4,320	0	0	0	180	0%	0%	0%	0	
6315 - Management Fees	18,986	18,432	18,432	19,694	2,064	0	1,162	952	793	793	816	12.6%	0%	6.2%	12,288	
648 per unit																
6320 - Auditing	7,300	8,130	8,142	6,537	830	-1,087	2,394	904	339	296	356	11.5%	-24.5%	39.1%	8,130	
6330 - Legal Expenses	0	0	0	500	0	0	500	0	0	0	21	0%	0%	0%	0	
might have evictions in 2022																
6335 - Advertising	0	200	200	200	200	0	0	0	8	8	8	0%	0%	0%	0	

D.W. Jones Management Inc - Mysza House
Detail Trend - 2022 Budget

RealPage Budgeting
10/12/2021 04:06 PM

Account Description	2020 Actual	2021 Forecast	2021 Budget	Variance 2021 vs 2021 Budget	Variance 2021 over 2021 Forecast	Amounts per Unit				% Change per Unit			
						2020	2021	2022	2023	2021	2022	2023	2024
Upgrade phone	463	381	720	823	-82	102	16	30	34	-15.8%	87.5%	13.3%	258
6342 - Property Internet	1,155	1,280	1,260	108	0	60	48	53	55	10.4%	0%	3.8%	545
6345 - Office Supplies	301	1,775	1,000	1,474	-775	8	13	74	42	-65.20%	-42.2%	0%	1,795
Will not have real page set up fees in 2022													
6346 - Postage	320	204	200	200	-116	0	13	9	8	-32.8%	-11.1%	0%	185
6350 - Office Furniture Equip	0	0	300	300	0	0	0	12	13	0%	0%	0%	0
6355 - Training Expense	-22	23	250	200	45	227	-1	10	3	-200%	500%	-20.0%	23
6365 - Payroll Taxes	1,847	2,238	2,800	3,444	351	844	77	93	108	20.8%	16.1%	33.3%	1,488
More payroll													
6370 - Workmans Camp Ins	1,220	1,420	1,298	1,678	200	-122	51	56	70	15.7%	-8.5%	25.6%	1,770
6375 - Bank Charges	71	145	90	120	74	-55	3	6	4	100%	-32.3%	25.0%	107
6386 - Other Administrative Expense	265	0	0	-265	0	0	11	0	0	-100%	0%	0%	0
ISC - Administrative Expenses	25,268	34,209	32,493	42,233	4,820	9,749	1,220	1,354	1,769	16.5%	-5.0%	30.0%	-25,347

ISC - Utilities													
6210 - Electric	7,716	8,078	10,000	8,484	382	1,822	322	337	417	354	4.7%	22.7%	5,878
6215 - Water Sewer	5,382	6,452	6,760	6,760	1,070	20	224	266	282	282	28.1%	4.8%	4,052
6225 - Fuel (Oil Coal Gas)	3,887	6,231	6,260	6,543	2,354	28	161	260	281	273	61.5%	0.4%	3,231
6230 - Trash removal	1,198	1,316	1,360	1,416	150	14	49	55	57	58	14.3%	1.8%	806
6245 - Cable Television	1,067	1,226	1,200	1,282	161	-28	44	51	50	54	15.9%	-2.0%	523
ISC - Utilities	19,218	23,305	26,680	24,515	4,117	2,245	801	872	1,085	1,021	21.3%	5.7%	-15,380

ISC - Operating & Maintenance Expenses													
6175 - Tenant Relations	0	35	0	0	35	-35	0	2	0	0	0%	-100%	35
6305 - Activity Director Expenses	310	485	1,800	1,500	155	-406	13	19	79	65	46.2%	315.8%	15
Will be doing activities in 2022. No activities in 2021 due to COVID													
ISC - Operating & Maintenance Expenses	310	501	1,800	1,500	191	-1,389	-400	13	79	65	61.5%	273.2%	-51

Account Description	Financial 2020 Actual	Financial 2021 Forecast	Financial 2022 Budget	Variance 2021 (Act vs 2021)	Variance 2022 (Bud vs 2021)	Amounts per Unit						% Change per Unit				Total 2022
						2020	2021	2022	2020	2021	2022	2020	2021	2022		

ISC - Maintenance & Repairs

6115 - Water Repairs Supply	1,501	1,484	1,500	1,500	-107	0	67	62	63	63	-7.5%	1.6%	0%	1,294
6120 - General Repairs	4,156	899	7,630	1,000	-3,465	8,501	174	29	232	42	-83.3%	908.9%	-85.5%	499
Yes do not have the HSA doing maintenance any more contracts is														
6125 - Painting & Decorating	0	300	1,000	1,000	300	700	0	0	13	42	0%	223.1%	0%	0
Only one now out in 2021 might have more in 2022														
6130 - Snow removal	2,484	3,071	5,390	3,600	577	2,229	104	126	223	198	23.1%	74.2%	-36.1%	1,472
Will have more snow fall in 2022														
6135 - Elevator Maint. Contract	945	935	1,000	1,000	-10	65	0	88	42	42	0%	7.7%	0%	935
6138 - Elevator Maintenance Repairs	0	0	750	750	750	5	0	0	31	32	0%	0%	3.2%	0
might have some repairs in 2022														
6137 - Elevator Phone	394	459	460	513	64	-8	33	15	20	21	25.0%	0%	5.0%	388
6140 - Grounds Maintenance	2,570	1,565	1,500	1,700	-1,113	43	200	107	61	63	-43.8%	3.7%	12.7%	1,366
6145 - Fire Ex. Contract Repairs	98	300	300	300	202	0	4	13	13	13	228.9%	0%	0%	0
6147 - Fire Alarm Contract Repairs	1,521	1,931	1,700	1,975	110	70	-25	63	68	71	7.9%	4.4%	-1.4%	1,987
6148 - RFPZ Contract Repairs	0	0	0	250	0	0	0	0	0	10	0%	0%	0%	0
6149 - Fire Sampler Contract Repairs	0	0	300	300	300	0	0	0	13	13	0%	0%	0%	0
6150 - Janitor Supplies	367	303	900	400	-64	597	15	13	38	17	-13.3%	192.3%	-66.5%	102
6150 - Estimating Contract	615	570	700	880	55	130	-120	21	24	24	4.5%	20.8%	-17.2%	280
6155 - Heat & A.C Repairs	97	4,194	750	1,000	4,128	-3,444	280	3	175	31	573.3%	-82.3%	35.2%	4,194
Larger boiler repair/ignitor switch in 2021 should not have in 2022														
6171 - Security System Phone	444	500	590	525	57	0	18	21	21	22	16.7%	0%	4.8%	392
ISC - Maintenance & Repairs	15,180	15,840	23,730	18,299	762	7,790	-7,431	634	968	679	5.1%	48.9%	-31.3%	-12,210

ISC - Taxes & Insurance

6410 - Real Estate Taxes	23,222	27,199	23,711	27,198	3,976	-3,487	949	968	1,133	988	1.3%	17.0%	-12.8%	14,776
6420 - Other Taxes Licenses	12	0	0	0	-12	0	0	0	0	0	0%	0%	0%	0
6421 - Minnesota Minimum Fee	630	630	630	630	0	0	26	26	26	26	0%	0%	0%	630

D.W. Jones Management Inc - Myssa House
Detail Trend - 2022 Budget

Account Description	2020 Actual	2021 Budget	2022 Budget	Variance 2021 2021 Actual - 2021 Budget	Variance 2022 2022 Budget - 2021 Actual	Amounts per Unit			% Change per Unit			
						2020	2021	2022	2020	2021	2022	
8424 - Rental License	0	159	0	159	0	7	0	7	0%	-100%	0%	159
8425 - Elevator License	100	100	0	0	0	4	4	4	0%	0%	0%	0
8425 - Property Insurance	11,548	12,743	14,017	1,194	-43	481	581	584	10.4%	-0.4%	10.4%	12,743
Increase for Insurance in 2022												
8435 - Other Insurance	0	864	714	864	50	28	30	28	0%	7.1%	-8.7%	0
8571 - MHPA/LIRC Fee	150	150	150	0	0	6	6	6	0%	0%	0%	150
8572 - MHPA Annual Compliance Fee	0	720	720	720	0	0	30	30	0%	0%	0%	720
85C - Taxes & Insurance	33,652	42,361	38,728	43,638	6,701	1,488	1,785	1,814	19.5%	-8.5%	12.6%	-28,001

ISC - Capital Expenditures

5190 - Capital Expenditures	0	0	0	0	0	0	0	0	0%	0%	0%	0
5191 - Cap Exp Appliances	0	1,900	2,208	0	1,900	308	0	73	52	0%	15.3%	0
5192 - Cap Exp Flooding	0	0	0	0	3,000	0	0	125	0%	0%	0%	0
5193 - Cap Exp Heat and A/C	0	0	0	0	0	0	0	0	0%	0%	0%	0
5194 - Cap Exp Bldg Interior	0	0	0	0	0	398	0	17	0%	0%	0%	0
5198 - Cap Exp Grounds	0	0	0	0	8,500	0	0	395	0	0%	-100%	0
ISC - Capital Expenditures	0	11,400	7,500	0	11,400	-3,900	0	475	313	0%	-84.1%	0

ISC - Debt Services

5560 - Mortgage Interest	21,196	22,801	23,123	24,423	1,602	882	950	982	7.6%	1.4%	-3.0%	17,124
ISC - Debt Services	21,196	22,801	23,123	24,423	1,602	882	950	982	7.6%	1.4%	-3.0%	-17,124

ISC - Other Non-Operating Expenses

5555 - Security Deposit Interest Liability	151	166	0	166	-165	166	6	7	0	16.7%	-100%	0
5575 - Mike Financial Exp	675	0	0	0	-675	0	0	0	-100%	0%	0%	0
5576 - Finance Chgs Service Fees	18	0	0	0	-18	0	0	0	-100%	0%	0%	0
7000 - Partnership Agmt Fee	18,200	0	0	0	-18,200	0	0	0	-100%	0%	0%	0
7400 - Investor Service Fee	1,589	0	0	0	-1,589	0	0	0	-100%	0%	0%	0

Account Description	Financial 2020 Actual	Financial 2021 Forecast	Financial 2021 Budget	Variance 2021 Over 2020	Variance 2022 Over 2021	Amounts per Unit					% Change per Unit			
						2020	2021	2021 Budget	2022	2022	2021	2022	2021	2022
2320 - Mortgages Payable - TIF	0	-595,054	0	595,054	0	0	-24,836	0	0	0	0%	0%	0%	-595,054
2325 - Mortgages Payable	-10,000	0	0	10,000	0	0	-417	0	0	0	-100%	0%	0%	0
B&C - Long Term Liabilities	-3,056	-547,950	-3,117	-644,834	-671	-127	-27,000	-558	-368	27,658%	-55.7%	8.3%	8.3%	-652,960

B&C - Other Liabilities

2305 - Due to Limited Partner	0	-1,599	0	1,599	0	0	-83	0	0	0	0%	-100%	0%	-1,599
2465 - Deferred Developer Fee	-355,767	-43,290	0	292,507	43,260	0	-13,990	-1,803	0	0	-37.1%	-100%	0%	-43,260
B&C - Other Liabilities	-355,767	-45,249	0	290,516	45,249	0	-13,990	-1,803	0	0	-36.5%	-100%	0%	-45,249

TOTAL LIABILITY

	332,256	651,335	3,117	9,783	319,129	671	13,844	27,141	398	368	86.0%	-39.8%	8.3%	-588,547
--	---------	---------	-------	-------	---------	-----	--------	--------	-----	-----	-------	--------	------	----------

B&C - Cash

1000 - Operating Checking	-574	39,295	0	-39,295	0	0	-28	1,637	0	0	-5948.4%	-100%	0%	12,189
1002 - Security Deposit Checking	223	214	0	-9	0	0	8	0	0	0	0%	-100%	0%	216
1004 - Operating Savings	27,036	-17,959	0	-45,009	17,959	0	1,127	-749	0	0	-165.5%	-100%	0%	-27,955
B&C - Cash	26,685	21,540	0	-5,048	-21,541	0	1,108	890	0	0	-19.0%	-100%	0%	-15,550

B&C - Replacement Reserves

1005 - P&D Reserves	56,352	1	0	-56,352	-1	0	3,890	0	0	0	-100%	0%	0%	0
B&C - Replacement Reserves	-66,357	-1	0	86,332	1	0	-3,999	0	0	0	-100%	0%	0%	0

B&C - Accounts Receivable

1100 - Accts Rec - Tenants	492	-117	0	-509	117	0	21	-5	0	0	-123.8%	-100%	0%	-117
1102 - Accts Rec - Other	9,486	0	0	-9,486	0	0	395	0	0	0	-100%	0%	0%	0
B&C - Accounts Receivable	9,978	-117	0	-10,107	117	0	416	-5	0	0	-101.2%	-100%	0%	-117

Account Description	Financial 2020 Actual		Financial 2021 Forecast		Financial 2022 Budget		Variance 2021		Variance 2022		Amounts per Unit		% Change per Unit			Rolling 12
	2020 Actual	2021 Forecast	2021 Budget	2022 Budget	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022		
Esrow																
1330 - Replacement Reserve	5,652	7,657	-894	1,452	995	-9,587	2,382	278	319	-39	51	14.1%	-112.2%	-255.4%	5,715	
1340 - Esrow Property Taxes	-12,195	14,535	0	5,516	28,740	-14,535	5,516	-504	610	0	273	-221.0%	-100%	0%	16,782	
1345 - Esrow Insurance	2,399	1,355	0	115	-1,003	-1,355	119	98	57	0	5	-12.4%	-100%	0%	-2,178	
1380 - Esrow FIA Insurance	33	28	5	-4	-11	-22	-10	2	1	0	0	-50.0%	-100%	0%	-157	
Esrow	3,039	-23,895	524	-8,113	-28,721	24,608	-9,037	125	-987	36	-336	-893.3%	-104.0%	-865.7%	-23,181	

BSC - Fixed Asset Accounts

1310 - Building	13,504	0	0	0	-13,504	0	579	0	0	0	0	-100%	0%	0%	0
BSC - Fixed Asset Accounts	13,504	0	0	0	-13,504	0	579	0	0	0	0	-100%	0%	0%	0

BSC - Depreciation & Amortization

1306 - Accumulated Depreciation Equipment	-158,037	0	0	0	158,037	0	-7,877	0	0	0	0	-100%	0%	0%	0
1311 - Accumulated Depreciation Building	-80,212	0	0	0	80,212	0	-3,342	0	0	0	0	-100%	0%	0%	0
1325 - Accumulated Depreciation	-35,685	0	0	0	35,685	0	-1,488	0	0	0	0	-100%	0%	0%	0
1401 - Accumulated Amortization Financing Fees	2,882	0	0	0	-2,882	0	138	0	0	0	0	-100%	0%	0%	0
1411 - Accumulated Amortization Loan Fees	-8,394	0	0	0	8,394	0	-349	0	0	0	0	-100%	0%	0%	0
BSC - Depreciation & Amortization	-168,466	0	0	0	168,466	0	-12,836	0	0	0	0	-100%	0%	0%	0

CASH FLOW	-948,097	-405,933	30,488	11,100	542,104	456,428	-19,288	-38,572	-15,514	1,270	453	57.2%	-107.5%	-43.5%	-477,533
-----------	----------	----------	--------	--------	---------	---------	---------	---------	---------	-------	-----	-------	---------	--------	----------

D.W. Jones Management Inc
Mysa House

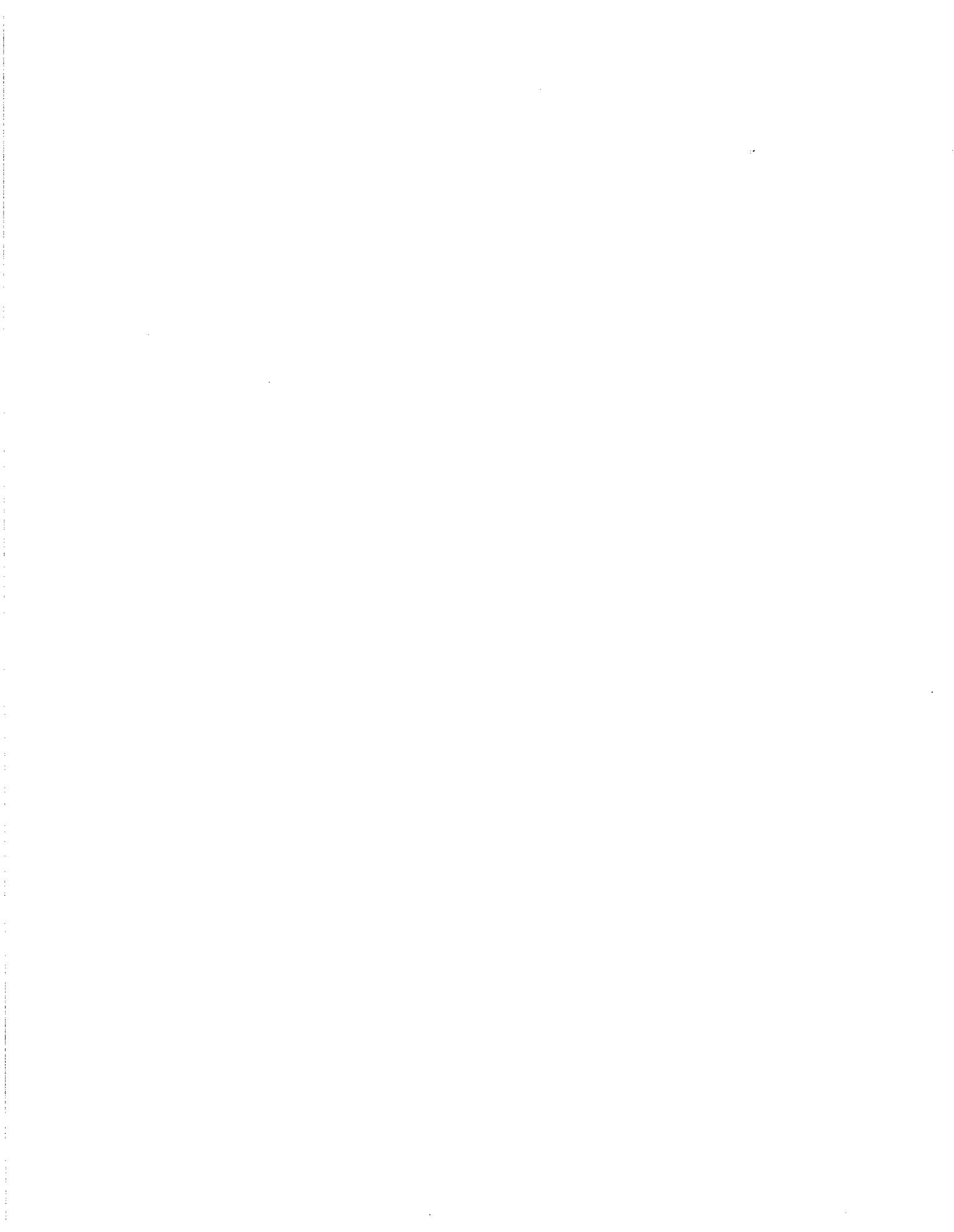
Capital Expense Project Detail

All Projects for the Periods January 2022 through December 2022

GL Account	GL Description	Item	Description	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
5191	Cap Exp Appliances	O Fridge 1@900		2022	86	66	66	66	66	66	66	66	66	66	66	66	860
5191	Cap Exp Appliances	O Stove 2@700		2022	116	116	116	116	116	116	116	116	116	116	116	116	1400
5192	Cap Exp Flooring	O 1bd carpet/Vinyl 1@3000		2022	250	250	250	250	250	250	250	250	250	250	250	250	3,000
5193	Cap Exp Heat and A C	O AC unit 1@900		2022	75	75	75	75	75	75	75	75	75	75	75	75	900
5194	Cap Exp Bldg Interior	O Rug shampooer 1@400		2022	33	33	33	33	33	33	33	33	33	33	33	33	399
5195	Other Operating Expenses	O Laboratories 1@1000		2022	83	83	83	83	83	83	83	83	83	83	83	83	999
Total					623	623	623	623	623	623	623	623	623	623	623	623	7,498

Sari Duleman

9/23/21





It is the mission of the Mora HRA to provide stable, affordable homes and activities to enrich the lives of people in East Central Minnesota.

MEMORANDUM

To: Mora HRA Board of Directors
From: Jack L'Heureux, Executive Director
Date: 01/26/2022
RE: Garages

Pine Crest and Dala House have garages. Unfortunately, there are not enough garages available to meet the demand. We currently have a waiting list. It has come to our attention that some tenants without garages are upset because of a tenant renting a garage is using it for storage instead of housing a vehicle. They asked why the garages are not reserve for tenants with vehicles.

Our current leases do not address this issue. The Pine Crest Garage Lease (see attached) Item 3 does state "...garage is to be used solely for personal storage..." This would indicate that as landlord, we are okay with the garage to be used for personal storage not restricted to storing a vehicle. The Dala Garage lease does not address the issue at all.

Action Recommended:

1. Continue the current policy as detailed in the lease. This can be confusing because Pine Crest and Dala House leases are not the same.
2. Update the leases making them the same for each property allowing the tenant to use the garage to store personal items that are safe and not a fire hazard.
3. Update the leases making them the same for each property detailing the restriction of using the garage for the storage of an operating vehicle and limit other items that can be safely stored in the garage with the vehicle.

Lease Addendum for Pine Crest Manor Garage Rental

Name:

Rental Term from:

Rental Term to:

Garage Number:

Rental Cost: \$50.00 per month

1. All garage rent is due on or before the fifth of each month.
2. Only tenants named in the residential lease may use the garage. Renter may not sub-lease the garage to any other person.
3. The garage is to be used solely for personal storage and under no circumstances shall any business activity be conducted from, in or around the garage. "Garage sales" are not permitted in or around the garage, parking areas or common areas without Landlord's prior written consent.
4. No person shall sleep in the garage at any time or remain in the garage with the door closed.
5. No pets or animals may be kept in the garage.
6. No flammable or combustible liquids or gasses, batteries, fireworks, explosives or any other item or substance, which may be considered dangerous may be kept in the garage.
7. No alterations, additions, or lock changes are allowed without Landlord's prior written consent.
8. Tenant will not abandon or dispose of oil, tires, batteries or other automotive waste at the property.
9. Tenants accepts garage in an "as is" condition.
10. Tenants consent to Landlord entering the garage at any time for emergency reasons or if illegal or unpermitted activity is suspected; and with 24-hour notice for any other purpose.
11. This addendum terminates upon residence termination. Landlord reserves the right to terminate this addendum at any time and for any reason whatsoever with 30 days' notice.
12. Landlord will not be liable for any damage, loss, or injury to persons or property occurring within or about the garage, for any reason. Tenants agree to hold Landlord harmless and indemnify Landlord from any liability resulting from injuries arising from the use of the garage. Landlord does not provide and has no duty to provide security services for tenants protection or their property in the garage.
13. Building insurance coverage is provided as part of the monthly rental cost paid by the renter. However, personal items stored inside the garage, including automobiles, are not covered under this building insurance. Renters are encouraged to include their personal items in their own automobile insurance or renter's policy.

Renter's Name

Date

Mora HRA Director or Representative

Date

Mora Housing Authority, Mora MN
Lease Agreement for Dala House Garage Rental

Name: _____

Date: _____

Rental Term from: _____

Rental Term to:

Garage Number: ____

Rental Cost: \$50.00 per month

All garage rent is due on or before the fifth of each month. A 30 day verbal notice to the Executive Director or a written notice delivered to the office is required to vacate from the first of any particular month.

The renter understands and agrees to pay for the entire term of this agreement and any future lease period.

The renter is responsible for all damages that he/she causes, directly or indirectly, to the garage structure. Damages must be paid within thirty days after repairs have been made by the HRA. (In most cases you automobile insurance coverage will cover such damage.)

The renter will be provided one remote-control device for your garage unit. If the remote control is lost, damaged or misplaced, the renter will be responsible to purchase a new remote control and pay the full cost of replacement.

Renter may not sub-lease their unit to any other person.

Building insurance coverage is provided as part of the monthly rental cost paid by the renter. However, personal items stored inside the garage, including automobiles, are not covered under this building insurance. Renters are encouraged to include their personal items in their own automobile insurance or renter's policy.

Renter's Name

Date

Mora HRA Director or Representative

Date



It is the mission of the Mora HRA to provide stable, affordable homes and activities to enrich the lives of people in East Central Minnesota.

MEMORANDUM

To: Mora HRA Board of Directors
From: Jack L'Heureux, Executive Director
Date: 01/26/2022
RE: Equipment/Tools

The Board of Directors had a discussion last year regarding the purchase of an enclosed trailer for Pine Crest. This trailer would be used to haul the lawnmower to the various property for lawn care and to haul items purchased such as refrigerators, stoves, and counter tops. At the time no decision was made regarding the purchase. I would like the board to re-visit this item. Items to consider:

1. The trailer would be very useful.
2. There is an issue of how to pay for the item. Pine Crest must maintain Months of Reserve (MOR) of at least 1 as part of the improvement plan with HUD to be able to get Shortfall funding. Year to date we are running at 1.88, which is good.
3. Storing the trailer when not in use.
4. Cost: estimated a used trailer for approximately \$5,500

Another items we would like for the Board to consider is the purchase of a ProPress tool. This tool allows Anthony to fix copper water lines without soldering. Currently we have some issues with our water lines at Pine Crest. Many of them have a number of soldered joints due to repairing leaks. With this tool the repair can be done quickly and professionally. Items to consider:

1. The tool would be helpful to have. As the building ages more water line issues will arise.
2. Issue with how to pay for the item. We can add it to our 5-year plan, it would then be paid for by CFP Funds. I had a conversation with our HUD representative. He said CRP funds could be used if we can provide solid justification for the need of the tool.
3. Requires special fittings
4. Estimated Cost: \$3,000 - \$4,000.

Action Recommended:

1. Have board discussion about the HRA needs.
2. Instruct Administration what direction the board would like to pursue.





It is the mission of the Mora HRA to provide stable, affordable homes and activities to enrich the lives of people in East Central Minnesota.

MEMORANDUM

To: Mora HRA Board of Directors
 From: Jack L'Heureux, Executive Director
 Date: 01/26/2022
 RE: Retirement of Debt

On 10/15/2019, the Mora HRA received a working capital loan from the City of Mora for \$160,000 at a 4.5% annual interest rate. I would like to propose paying off that loan early (no penalties for early retirement). To do this I wish to use the following funds:

Source of Funds	Balance as of 01/26/2022	Amount used for Debt Retirement	Amount Remaining
Mgmt. Op Fund	\$ 80,575.00	\$44,000.00	\$36,575.00
Bridges Op Fund	\$ 14,981.93	\$10,000.00	\$ 4,981.93
HRA Future Dev. Fund	\$ 6,223.24	\$ 3,000.00	\$ 3,223.24
LEC Replacement Fund	\$ 12,474.74	\$ 7,000.00	\$ 5,474.74
Eastwood Replacement	\$ 48,467.07	\$26,000.00	\$22,467.07
Total	\$162,721.98	\$90,000.00	\$72,721.98

The balance of the loan as of 02/16/2022 will be \$89,284.71. The retirement of debt will increase the cash flow to the HRA by \$3,000 per month. I would recommend that if there is adequate amount in the operation fund each month that we transfer \$2,000 to build back the fund balances of the above accounts.

Action Recommended:

1. Do nothing and pay off the loan according to the established schedule.
2. Instruct Mr. L'Heureux to transfer the funds from the various accounts according to the above schedule and pay off the loan (motion required).
3. Instruct Mr. L'Heureux to transfer the funds from the various accounts according to a schedule developed by the board and pay off the loan.

