

# MINUTES

## Seymour Housing Authority

COPY RECEIVED  
DATE: 6/11/15  
TIME: 4:15 PM  
TOWN CLERK'S OFFICE

### ➤ 948th Meeting

The 948th Meeting, a Regular Meeting of the Seymour Housing Authority, was held on May 6, 2015 at the **Smithfield Gardens Assisted Living Facility**, in the **Multipurpose Room** located at **26 Smith Street** Seymour, Connecticut and was called to order at 5:35 P.M. by Chairperson White.

### ➤ Roll Call

Answering the Roll Call were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Also present was Executive Director David Keyser and Attorney Gregory J. Stamos.

### ➤ Public Comment Session

None

### ➤ Previous Meeting Minutes

Chairperson White introduced the previous meeting minutes of the 947<sup>th</sup> Special Meeting held on April 8, 2015.

Commissioner Dota motioned to accept the minutes of the 947<sup>th</sup> Special Meeting. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all in favor of the motion to vote aye. Voting aye were Commissioners Bellucci, Dota, Horelick and White. Commissioner Golebieski abstained. Chairperson White declared the motion carried and the minutes of the 947<sup>th</sup> Regular Meeting accepted as presented.

### ➤ Bills & Communications

Chairperson White introduced the Bills. (See Exhibit I).

Commissioner Golebieski motioned to approve the bills as presented and authorize payment of the bills. Commissioner Horelick seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White. Chairperson White declared the motion carried and the bills approved for payment as presented.

# MINUTES

The Executive Director discussed and explained the more pertinent communications. Including the letter from HUD relative to the CFP funding and the reports due to HUD. He explained that although HUD has quoted a number of reports missing to finalize authorization of funds, he reported that the majority of the reports were in HUD's possession.

He also discussed a correspondence relative to an upcoming HUD Energy Audit of the utility bills.

## ➤ **Executive Director's Report**

The Executive Director discussed occupancy results for all properties (See Exhibit II).

## ➤ **Old Business**

None

## ➤ **New Business**

Chairperson White introduced contractor selection Power Washing and Painting Moderate Rental.

The Executive Director discussed the results of the Power Washing and Painting bid as presented on the Bid Tabulation Sheet (See Exhibit III). The Executive Director explained that the low bidder did not complete his qualifications and that the next bidder's prices were beyond what the intended budget expectations were. He recommended that we reject all bids in the best interest of the Seymour Housing Authority. No action was taken and the Executive Director will reject all bids. He stated that the work will be broken down to just power washing and no painting.

Chairperson White introduced the financial reports for the 1<sup>st</sup> quarter of 2015.

The Executive Director discussed and explained the variances and results of operations from the 1<sup>st</sup> quarter as displayed on the quarterly reports for Smithfield Gardens Assisted Living, Moderate Rental Program, Rev Callahan House and Norman Ray House. (See Exhibit IV).

After the Executive Director informed of the results of operations and some brief discussion, Commissioner Golebieski motioned to accept the financial reports as presented. Commissioner Horelick seconded the motion. Chairperson White declared the motion carried.

# MINUTES

## ➤ **Any Other Business**

Commissioners Dota and Bellucci recommended that the Executive Director consider obtaining secretarial help. The Executive Director stated that he has been considering a temporary service, Reitman Temporary Services to provide administrative help. He commented that this group has worked with Hamden, West Haven, and New Haven Housing Authorities in the past. He said he will seek assistance for a 3 to 4 week period at first, then maybe a few days a week or month after that.

The Executive Director stated that a classified ad was placed in the Inner City News, a minority publication, for the remainder of May and all of June. He estimated the cost at \$2,500. He stated it is part of the affirmative marketing program.

He stated that he is updating the senior brochure and that he had hired a professional photographer to take dwelling unit pictures and pictures of the buildings to update the brochure. Commissioner Golebieski recommended that this and the outreach effort be placed on the websites and also Face book.

The Executive Director stated that the Manager of Remote facilities/bookkeeper has resigned. He stated that he has started a replacement search on the CT Jobs website.

Commissioner Bellucci mentioned that he helped the Norman Ray House with a Katherine Matthies Grant application. He also stated that the Callahan House has requested some items as well.

The Executive Director stated that we had gone out to bid for Radon remediation on Chamberlin Rd. He commented that three Radon systems companies had been asked to bid. The bids are not due until May 8, 2015. He stated he will phone pole the Commissioners for the results of the bid and authorization to award.

The Executive Director informed the Commissioners that he had met with Mary McNellis, the Town of Seymour Community Services Director. He stated that Mary offered many services the Town provides, including the Library activities for the residents.

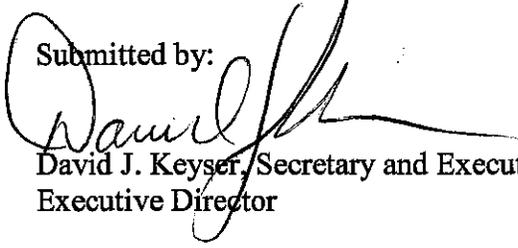
## ➤ **Adjournment**

At 6:26 P.M. Chairperson White asked for a motion to adjourn the 948th meeting of the Seymour Housing Authority. Commissioner Bellucci motioned to adjourn the meeting. Commissioner Golebieski seconded the motion. Chairperson White acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were Commissioners Bellucci, Dota, Golebieski, Horelick and White.

## MINUTES

Chairperson White declared the motion carried and the 948th Meeting, a Regular Meeting, duly adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "David J. Keyser", written over the printed name below.

David J. Keyser, Secretary and Executive Director  
Executive Director

*minutes*  
*Exhibit I*  
**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register**  
**Revolving Fund**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: April 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

**Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000**

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
7	04/02/2015	No	DD	SHA PAYROLL	Payroll #7	No	\$28,219.89
8	04/16/2015	No	DD	SHA PAYROLL	Payroll #8	No	\$28,439.45
9	04/30/2015	No	DD	SHA PAYROLL	Payroll #9	No	\$29,293.10
77	04/09/2015	No	DD	SHA PAYROLL	Payroll #7 Adjustment	No	\$295.44
158	04/21/2015	No	CHK	VSP	VSP	No	\$58.44
7369	04/08/2015	No	CHK	Buddy's Fuel, LLC	Callahan 1B - No heat call	No	\$330.00
7370	04/08/2015	No	CHK	Seymour/Oxford Rotary	Seymour/Oxford Rotary	No	\$125.00
7371	04/08/2015	No	CHK	Shell Credit Card Center	Acc# 065 093 700 Feb&Mar	No	\$383.55
7372	04/15/2015	No	CHK	Aegis Energy Services, Inc.	payment 3 of 3	No	\$1,760.34
7373	04/15/2015	No	CHK	AIG	acct 1024715395	No	\$3,379.00
7374	04/15/2015	No	CHK	Allen's Plumbing Supply	22 chamberlin	No	\$37.98
7375	04/15/2015	No	CHK	American Express	American Express Feb.-March.	No	\$583.17
7376	04/15/2015	No	CHK	American Rooter LLC	1A, 1B, 4A, 4U	No	\$1,131.80
7377	04/15/2015	No	CHK	Apicella, Testa & Company, P.C.	accounting work	No	\$6,283.75
7378	04/15/2015	No	CHK	Aquarion Water Company	acct 200086455	No	\$367.32
7379	04/15/2015	No	CHK	Aquarion Water Company of CT	acct 200086443	No	\$367.32
7380	04/15/2015	No	CHK	Buddy's Fuel, LLC	furnace repair	No	\$190.00
7381	04/15/2015	No	CHK	Callahan House Tenants Associat	April association	No	\$25.00
7382	04/15/2015	No	CHK	chemsearch	acct 500603	No	\$238.04
7383	04/15/2015	No	CHK	Colonial Business Forms	business cards for office	No	\$646.49
7384	04/15/2015	No	CHK	Comcast	acct 8773 40 216 0041287	No	\$423.82
7385	04/15/2015	No	CHK	Comcast	acct 8773 40 216 0027070	No	\$1,245.13
7386	04/15/2015	No	CHK	Comcast	acct 8773 40 216 0069528	No	\$102.90
7387	04/15/2015	No	CHK	Connecticut Housing Finance Aut	project 96089D	No	\$462.02
7388	04/15/2015	No	CHK	Connecticut Post	power washing	No	\$457.16
7389	04/15/2015	No	CHK	David J. Keysar	reimbursement	No	\$228.00
7390	04/15/2015	No	CHK	Direct Energy Services, Llc	acct 02395043-742-8	No	\$3,352.16
7391	04/15/2015	No	CHK	DJP Electric LLC	intercom system	No	\$825.00
7392	04/15/2015	No	CHK	Donald W. Smith, Jr. P.E	security grant work	No	\$2,315.00
7393	04/15/2015	No	CHK	Eversource	acct 51364104042	No	\$2,648.71
7394	04/15/2015	No	CHK	Eversource	acct 51779583004	No	\$1,235.58
7395	04/15/2015	No	CHK	Eversource	acct 57750480048	No	\$1,541.18
7396	04/15/2015	No	CHK	Eversource	acct 51118694017	No	\$45.81
7397	04/15/2015	No	CHK	Eversource	acct 51471483099	No	\$225.37
7398	04/15/2015	No	CHK	Federal Express	March 2015 Invoices	No	\$6.00
7399	04/15/2015	No	CHK	Frontier	acct 203-881-0115-021194-5	No	\$69.49
7400	04/15/2015	No	CHK	Frontier	acct 203-881-2464-110206-5	No	\$282.52
7401	04/15/2015	No	CHK	Frontier	acct 203-888-4579-123179-5	No	\$241.23
7402	04/15/2015	No	CHK	G&K Services	uniforms	No	\$133.02
7403	04/15/2015	No	CHK	Gregory Stamos	march legal charges	No	\$3,822.65
7404	04/15/2015	No	CHK	M. J. Daly, LLC	leaky pipe on dry system	No	\$1,839.00
7405	04/15/2015	No	CHK	Penfield Communications Inc.	power washing ad	No	\$720.00
7406	04/15/2015	No	CHK	Ray House Tenants Association	April association	No	\$25.00
7407	04/15/2015	No	CHK	Robert Lashin	powerwash 4 chamberlin	No	\$200.00
7408	04/15/2015	No	CHK	Seymour Water Pollution Control	acct 1031421	No	\$7,334.90
7409	04/15/2015	No	CHK	Smithfield Gardens Assisted Livin	rent	No	\$4,354.16
7410	04/15/2015	No	CHK	Sprint	acct 453584322	No	\$181.30

*Minutes*  
*Exhibit I*  
**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register**

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: All, 3) Financial Period: April 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

**Bank: Naugatuck Valley Savings & Loan, Bank Account: 0615014177, GL Account: 1000**

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
7411	04/15/2015	No	CHK	Supreme Copy	copiers for recerts	No	\$476.00
7412	04/15/2015	No	CHK	Thomaston Comfort Control	8 Seymour ran out of oil	No	\$168.45
7413	04/15/2015	No	CHK	Winter Bros Waste Systems	April container service	No	\$403.74
7414	04/15/2015	No	CHK	Winter Bros Waste Systems	April container service	No	\$383.60
7415	04/15/2015	No	CHK	Xerox Financial	contract 010-0026454-001	No	\$405.00
7416	04/15/2015	No	CHK	YB Paving	storm 3/20/15-3/21/15	No	\$3,420.00
7417	04/17/2015	No	CHK	Lisa M. Sanchez	Flowers for Maureen's Mother Funer	No	\$147.98
7418	04/29/2015	No	CHK	Aetna	acct 83851327	No	\$3,168.46
7419	04/29/2015	No	CHK	Aflac Attn: Remittance Processing	Aflac Acc# DHF89	No	\$572.02
7420	04/29/2015	No	CHK	American Express	Acc# 6-34000	No	\$368.94
7421	04/29/2015	No	CHK	American Rooter LLC	unit 2x bath sink	No	\$168.50
7422	04/29/2015	No	CHK	Anthem Dental	acct ACT6850861	No	\$993.19
7423	04/29/2015	No	CHK	Apicella, Testa & Company, P.C.	Accounting Service	No	\$225.00
7424	04/29/2015	No	CHK	Belletti's Tree Service	remove ice/snow from roof	No	\$8,750.00
7425	04/29/2015	No	CHK	Builders Hardware	keys	No	\$920.55
7426	04/29/2015	No	CHK	Cbs Bloom's Business Systems	Inv. Period 12.20.14 - 3.20.15	No	\$40.04
7427	04/29/2015	No	CHK	Comcast	acct 8773 40 216 0174468	No	\$82.90
7428	04/29/2015	No	CHK	Comcast	acct 8773 40 216 0178014	No	\$103.72
7429	04/29/2015	No	CHK	David J. Keyser	Reimb for Staples Inv	No	\$61.48
7430	04/29/2015	No	CHK	Europa Enterprises, LLC	8 Brothers Court - Paint	No	\$1,500.00
7431	04/29/2015	No	CHK	Experian	1st Qrt Expense	No	\$207.04
7432	04/29/2015	No	CHK	Friends Of Fur LLC	3 chamberlin	No	\$125.00
7433	04/29/2015	No	CHK	G&K Services	april uniforms	No	\$133.33
7434	04/29/2015	No	CHK	Home Depot Credit Services	acct 6035 3225 0054 4212	No	\$37.94
7435	04/29/2015	No	CHK	Hungerfords Pump Service	repair floats in pump station	No	\$900.00
7436	04/29/2015	No	CHK	Lincoln National Life Insurance C	acct SEYMOURHOU-BL-1001365	No	\$369.32
7437	04/29/2015	No	CHK	New England Septic & Excavating	pump station clean out non-annual	No	\$230.00
7438	04/29/2015	No	CHK	Peter E. Karpovich,	sha vs begnoche summons	No	\$130.60
7439	04/29/2015	No	CHK	Precision Glass & Mirror	4 brothers repair door	No	\$55.00
7440	04/29/2015	No	CHK	Radovich Builders, LLP	35 Chamb. Rd R+R Outlets	No	\$5,135.50
7441	04/29/2015	No	CHK	Robert Lashin	4L	No	\$350.00
7442	04/29/2015	No	CHK	Seton Identification Products	parking signs	No	\$350.30
7443	04/29/2015	No	CHK	Seymour Janitorial Services	common area cleaning	No	\$1,035.00
7444	04/29/2015	No	CHK	St. Treasurer For Merfund	MERF 04-2015	No	\$10,197.60
7445	04/29/2015	No	CHK	Staples Credit Plan	March/April	No	\$670.78

Minutes  
Exhibit I  
Seymour Housing Authority

**General Ledger Cash Payment/Receipt Register  
Smithfield Gardens**

Filter Criteria Includes: 1) Project: 014 - Smithfield Gardens Assisted Living, 2) Payment Date: All, 3) Financial Period: April 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

**Bank: Naugatuck Valley Savings & Loan, Bank Account: 615009087, GL Account: 1120**

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3716	04/06/2015	No	CHK	Balle, Marjorie	PH AP Payment Apr 15	No	\$500.45
3717	04/15/2015	No	CHK	Aquarion Water Company Of Ct	acct 200204656	No	\$367.32
3718	04/15/2015	No	CHK	Belletti's Tree Service	removal of snow/ice from roof	No	\$5,950.00
3719	04/15/2015	No	CHK	Comcast	acct 8773 40 216 0069536	No	\$55.95
3720	04/15/2015	No	CHK	Direct Energy Services, Llc	acct 67282386-587-4	No	\$3,473.67
3721	04/15/2015	No	CHK	Eversource	acct 51083234013	No	\$1,242.99
3722	04/15/2015	No	CHK	Eversource	acct 57476540034	No	\$1,882.47
3723	04/15/2015	No	CHK	Fitz Vogt & Associates, LTD	purchased meal service	No	\$25,586.08
3724	04/15/2015	No	CHK	Frontier	acct 203-888-5093-092806-5	No	\$342.82
3725	04/15/2015	No	CHK	Griffin Hospital Occupational Medi	daivano-burling/Gomez	No	\$130.00
3726	04/15/2015	No	CHK	HD Supply	monthly H/K	No	\$348.34
3727	04/15/2015	No	CHK	Seymour Housing Authority	April management fee	No	\$4,965.00
3728	04/15/2015	No	CHK	Theo Pro Compliance & Consultin	march file approvals	No	\$60.00
3729	04/15/2015	No	CHK	Winter Bros Waste Systems	April container service	No	\$418.48
3730	04/29/2015	No	CHK	Comcast	acct 8773 40 216 0069510	No	\$1,071.68
3731	04/29/2015	No	CHK	Friends Of Fur LLC	unit 109	No	\$120.00
3732	04/29/2015	No	CHK	Kone Inc	repair door clutch	No	\$906.78
3733	04/29/2015	No	CHK	Radovich Builders, LLP	Apt. 114 Replace ballast in light fixtu	No	\$1,720.00
3734	04/29/2015	No	CHK	Robert Lashin	kitchen paint work	No	\$85.00
3735	04/29/2015	No	CHK	SMD Inc	pendant repair	No	\$177.47
3736	04/29/2015	No	CHK	Tony Castle Entertainment	outside entertainment	No	\$135.00
3737	04/29/2015	No	CHK	TPC Associates, Inc.	pull station trbi	No	\$678.00
3738	04/30/2015	No	CHK	Seymour Housing Authority	SG Reimb	No	\$56,284.85

*Minutes  
Exhibit I*  
**Seymour Housing Authority**

**General Ledger Cash Payment/Receipt Register  
Federal**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: April 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

**Bank: TD Banknorth, Bank Account: 424-0200579, GL Account: 1111.4**

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1809	04/13/2015	No	CHK	Callahan House Association	To cover RSC Payroll	No	\$2,692.30
1810	04/21/2015	No	CHK	Donald W. Smith, Jr. P.E	CFP 50114 will Reimb. Operating	No	\$3,500.00
1811	04/22/2015	No	CHK	Seymour Housing Authority	Callahan Early Reimb	No	\$20,000.00
1812	04/27/2015	No	CHK	Callahan House Association	RSC RH/Cal	No	\$2,692.30
1813	04/30/2015	No	CHK	Seymour Housing Authority	Callahan Reimb	No	\$30,504.37
1814	04/30/2015	No	CHK	Seymour Housing Authority	RH Reimb	No	\$27,545.83

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
Moderate Rental**

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: April 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

**Bank: TD Banknorth, Bank Account: 12345, GL Account: 1111.2**

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1687	04/22/2015	No	CHK	Seymour Housing Authority	MR Early Reimb	No	\$20,000.00
1688	04/30/2015	No	CHK	Seymour Housing Authority	MR Reimb	No	\$18,500.43

**Seymour Housing Authority  
General Ledger Cash Payment/Receipt Register  
SHA Development Corporation**

Filter Criteria Includes: 1) Project: SHA Development Corporation, 2) Payment Date: All, 3) Financial Period: April 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: No, 11) Order By: Payment/Receipt Number

**Bank: TD Banknorth, Bank Account: 12345, GL Account: 1000**

**Posted Payments**

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
256	04/30/2015	No	CHK	Apicella, Testa & Company, P.C.	SHA Dev. Portion	No	\$100.00
257	04/30/2015	No	CHK	Housing Development Team, LLC	34 Smith St - March. 2015	No	\$200.00
258	04/30/2015	No	CHK	Seymour Water Pollution Control	Acc# 1031361	No	\$103.80

Cover Letter (S193)	
Check Date :	04/02/2015-1
Period Range :	03/16/2015 TO 03/29/2015
Week Number :	Week #14

Dear Human Resource Consulting Group Client,  
 Please remember to notify us of any tax rate changes you received.  
 - Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	3	1261.37
Total Direct Deposits	24	17626.07
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>21 Items</b>	<b>18887.44</b>

Total Billing Impound		128.18
Total Agency Checks	5	358.03
Total Agency Checks DD	3	250.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group	

**Sum of Checks 19623.65**

<b>Total of Checks Printed</b>	<b>29 Items</b>	
Total Tax Liability		8596.24
Total Workers Comp Liability		0.00

**Total Payroll Liability 28219.89**

Total Direct Deposits 17876.07

**Total Debited From Account 28219.89**

**NEXT PERIOD DATES**

Check Date: 04/16/2015 Week 16  
 Period Begin: 03/30/2015  
 Period End: 04/12/2015  
 Call In Date: 04/13/2015 Week 15

Payroll rep: Murphy Lisa

Tax Report For Payroll (S247)	
Check Date :	04/02/2015-1
Period Range :	03/16/2015 TO 03/29/2015
Week Number :	Week #14

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	25,392.30	3,002.57	21	Semi-Weekly
EE OASDI	0.062000	060687649	25,938.40	1,608.20	21	Semi-Weekly
EE Medicare	0.014500	060687649	25,938.40	376.13	21	Semi-Weekly
ER OASDI	0.062000	060687649	25,938.40	1,608.20	21	Semi-Weekly
ER Medicare	0.014500	060687649	25,938.40	376.13	21	Semi-Weekly
COBRA Credit	-----	060687649	-----	-----	21	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>6,971.23</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>6,971.23</b>		
ER FUI	0.006000	060687649	0.00	-----	21	Quarterly
<b>Total Federal Taxes</b>				<b>6,971.23</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	25,392.30	956.24	21	Weekly CT
<b>Total State Withholding</b>				<b>956.24</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.040000	91-378-04	16,718.70	668.77	21	Quarterly
<b>Total Employer SUI</b>				<b>668.77</b>		
Total Employee Taxes				5,943.14		
Total Employer Taxes without COBRA				2,653.10		
<b>Total Tax Liability without COBRA</b>				<b>8,596.24</b>		
<b>Total Tax Liability with COBRA</b>				<b>8,596.24</b>		
Regular checks				1,261.37		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,876.07		
<b>Total Net Payroll</b>				<b>19,137.44</b>		
Agency Checks				358.03		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				128.18		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>28,219.89</b>		
Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group					
Tax Deposit Checks Void	Tax deposit to be made by Human Resource Consulting Group					
Total Check/Direct Deposits				19,623.65		
Total Direct Deposits				17,876.07		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>28,219.89</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>28,219.89</b>		

Cover Letter (S193)	
Check Date :	03/31/2015-1
Period Range :	03/31/2015 TO 03/31/2015
Week Number :	Week #13

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:	# Checks		
Total Regular Checks	0	0.00	
Total Direct Deposits	0	0.00	
Total Manual Checks	23	0.00	
Total 3rd Party Checks	0	0.00	
Total Void Checks	0	0.00	
Total COBRA Checks	0	0.00	
<b>Total Net Payroll</b>	<b>23 Items</b>		<b>0.00</b>
Total Billing Impound		0.00	
Total Agency Checks	0	0.00	
Total Agency Checks DD	0	0.00	
Total Agency Checks Void	0	0.00	
Total Tax Deposit Checks	Tax deposit to be made by Human Resource Consulting Group		
<b>Sum of Checks</b>			<b>0.00</b>
<b>Total of Checks Printed</b>	<b>0 Items</b>		
Total Tax Liability		295.44	
Total Workers Comp Liability		0.00	
<b>Total Payroll Liability</b>			<b>295.44</b>
Total Direct Deposits		0.00	
<b>Total Debited From Account</b>			<b>295.44</b>

**NEXT PERIOD DATES**

Check Date: 04/02/2015 Week 14  
 Period Begin: 03/16/2015  
 Period End: 03/29/2015  
 Call In Date: 03/30/2015 Week 13

Payroll rep: Sorrentino George

minutes  
Exhibit I

Tax Report For Payroll (S247)	
Check Date :	03/31/2015-1
Period Range :	03/31/2015 TO 03/31/2015
Week Number :	Week #13

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	-----		23	Semi-Weekly
EE OASDI	0.062000	060687649	-----		23	Semi-Weekly
EE Medicare	0.014500	060687649	-----		23	Semi-Weekly
ER OASDI	0.062000	060687649	-----		23	Semi-Weekly
ER Medicare	0.014500	060687649	-----		23	Semi-Weekly
COBRA Credit	-----	060687649	-----		23	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<u>0.00</u>		
<b>Total 941 Liabilities with COBRA</b>				<u>0.00</u>		
ER FUI	0.006000	060687649	-----		23	Quarterly
<b>Total Federal Taxes</b>				<u>0.00</u>		
<b>Employer SUI Withholding</b>						
CT-SUI	-----	91-378-04		295.44		Quarterly
<b>Total Employer SUI</b>				<u>295.44</u>		
Total Employee Taxes				0.00		
Total Employer Taxes without COBRA				295.44		
<b>Total Tax Liability without COBRA</b>				<u>295.44</u>		
<b>Total Tax Liability with COBRA</b>				<u>295.44</u>		
Regular checks				0.00		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				0.00		
<b>Total Net Payroll</b>				<u>0.00</u>		
Agency Checks				0.00		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				0.00		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<u>295.44</u>		
Tax Deposit Checks						Tax deposit to be made by Human Resource Consulting Group
Tax Deposit Checks Void						Tax deposit to be made by Human Resource Consulting Group
Total Check/Direct Deposits				0.00		
Total Direct Deposits				0.00		
<b>Total Amount Debited from your Account before Credit applied</b>				<u>295.44</u>		
<b>Total Amount Debited from your Account after Credit applied</b>				<u>295.44</u>		

minutes Exhibit I

Cover Letter (S193)	
Check Date :	04/16/2015-1
Period Range :	03/30/2015 TO 04/12/2015
Week Number :	Week #16

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

Payroll Totals:	# Checks	
Total Regular Checks	4	2314.86
Total Direct Deposits	26	16789.92
Total Manual Checks	0	0.00
Total 3rd Party Checks	0	0.00
Total Void Checks	0	0.00
Total COBRA Checks	0	0.00
<b>Total Net Payroll</b>	<b>21 Items</b>	<b>19104.78</b>
Total Billing Impound		128.18
Total Agency Checks	5	387.75
Total Agency Checks DD	4	395.00
Total Agency Checks Void	0	0.00
Total Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group
<b>Sum of Checks</b>		<b>20015.71</b>
<b>Total of Checks Printed</b>	<b>30 Items</b>	
Total Tax Liability		8423.74
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>28439.45</b>
Total Direct Deposits		17184.92
<b>Total Debited From Account</b>		<b>28439.45</b>

**NEXT PERIOD DATES**

Check Date: 04/30/2015 Week 18  
 Period Begin: 04/13/2015  
 Period End: 04/26/2015  
 Call In Date: 04/27/2015 Week 17

**Payroll rep: Sorrentino George**

Tax Report For Payroll (S247)	
Check Date :	04/16/2015-1
Period Range :	03/30/2015 TO 04/12/2015
Week Number :	Week #16

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	25,521.63	2,944.19	21	Semi-Weekly
EE OASDI	0.062000	060687649	26,057.77	1,615.60	21	Semi-Weekly
EE Medicare	0.014500	060687649	26,057.77	377.84	21	Semi-Weekly
ER OASDI	0.062000	060687649	26,057.77	1,615.60	21	Semi-Weekly
ER Medicare	0.014500	060687649	26,057.77	377.84	21	Semi-Weekly
COBRA Credit	-----	060687649	-----		21	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>6,931.07</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>6,931.07</b>		
ER FUI	0.006000	060687649	0.00		21	Quarterly
<b>Total Federal Taxes</b>				<b>6,931.07</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	25,521.63	898.58	21	Weekly CT
<b>Total State Withholding</b>				<b>898.58</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.040000	91-378-04	14,851.58	594.09	21	Quarterly
<b>Total Employer SUI</b>				<b>594.09</b>		
Total Employee Taxes				5,836.21		
Total Employer Taxes without COBRA				2,587.53		
<b>Total Tax Liability without COBRA</b>				<b>8,423.74</b>		
<b>Total Tax Liability with COBRA</b>				<b>8,423.74</b>		
Regular checks				2,314.86		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				17,184.92		
<b>Total Net Payroll</b>				<b>19,499.78</b>		
Agency Checks				387.75		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				128.18		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>28,439.45</b>		
Tax Deposit Checks			Tax deposit to be made by Human Resource Consulting Group			
Tax Deposit Checks Void			Tax deposit to be made by Human Resource Consulting Group			
Total Check/Direct Deposits				20,015.71		
Total Direct Deposits				17,184.92		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>28,439.45</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>28,439.45</b>		

**#SEYM Seymour Housing Authority**

<b>Cover Letter (S193)</b>	
Check Date :	04/30/2015-1
Period Range :	04/13/2015 TO 04/26/2015
Week Number :	Week #18

Dear Human Resource Consulting Group Client,

Please remember to notify us of any tax rate changes you received.

- Your friends at HRCG

<b>Payroll Totals:</b>	<b># Checks</b>	
<i>Total Regular Checks</i>	3	1268.11
<i>Total Direct Deposits</i>	27	18392.27
<i>Total Manual Checks</i>	0	0.00
<i>Total 3rd Party Checks</i>	0	0.00
<i>Total Void Checks</i>	0	0.00
<i>Total COBRA Checks</i>	0	0.00
<b>Total Net Payroll</b>	<b>22 Items</b>	<b>19660.38</b>
<i>Total Billing Impound</i>		733.46
<i>Total Agency Checks</i>	4	231.66
<i>Total Agency Checks DD</i>	2	100.00
<i>Total Agency Checks Void</i>	0	0.00
<i>Total Tax Deposit Checks</i>	Tax deposit to be made by Human Resource Consulting Group	
<b>Sum of Checks</b>		<b>20725.50</b>
<b>Total of Checks Printed</b>	<b>28 Items</b>	
Total Tax Liability		8567.60
Total Workers Comp Liability		0.00
<b>Total Payroll Liability</b>		<b>29293.10</b>
Total Direct Deposits		18492.27
<b>Total Debited From Account</b>		<b>29293.10</b>

**NEXT PERIOD DATES**

Check Date: 05/14/2015 Week 20  
Period Begin: 04/27/2015  
Period End: 05/10/2015  
Call In Date: 05/11/2015 Week 19

**Payroll rep: Sorrentino George**

Tax Report For Payroll (S247)	
Check Date :	04/30/2015-1
Period Range :	04/13/2015 TO 04/26/2015
Week Number :	Week #18

Tax Type	Rate	Tax ID	Wages	Amount	# EE's	Frequency
<b>Federal Taxes</b>						
Federal	-----	060687649	26,103.78	3,043.00	22	Semi-Weekly
EE OASDI	0.062000	060687649	26,633.97	1,651.32	22	Semi-Weekly
EE Medicare	0.014500	060687649	26,633.97	386.20	22	Semi-Weekly
ER OASDI	0.062000	060687649	26,633.97	1,651.32	22	Semi-Weekly
ER Medicare	0.014500	060687649	26,633.97	386.20	22	Semi-Weekly
COBRA Credit	-----	060687649	-----		22	Semi-Weekly
<b>Total 941 Liabilities without COBRA</b>				<b>7,118.04</b>		
<b>Total 941 Liabilities with COBRA</b>				<b>7,118.04</b>		
ER FUI	0.006000	060687649	0.00		22	Quarterly
<b>Total Federal Taxes</b>				<b>7,118.04</b>		
<b>State Withholding</b>						
CT State Withholding		6613871-000	26,103.78	938.33	22	Weekly CT
<b>Total State Withholding</b>				<b>938.33</b>		
<b>Employer SUI Withholding</b>						
CT-SUI	0.040000	91-378-04	12,780.46	511.23	22	Quarterly
<b>Total Employer SUI</b>				<b>511.23</b>		
Total Employee Taxes				6,018.85		
Total Employer Taxes without COBRA				2,548.75		
<b>Total Tax Liability without COBRA</b>				<b>8,567.60</b>		
<b>Total Tax Liability with COBRA</b>				<b>8,567.60</b>		
Regular checks				1,268.11		
Manual checks				0.00		
3rd Party Checks				0.00		
Void Checks				0.00		
Direct Deposit Checks				18,492.27		
<b>Total Net Payroll</b>				<b>19,760.38</b>		
Agency Checks				231.66		
Agency Checks DD				0.00		
Agency Checks Void				0.00		
Billing Impound				733.46		
Total Workers Comp				0.00		
<b>Total Payroll Liability</b>				<b>29,293.10</b>		
Tax Deposit Checks		Tax deposit to be made by Human Resource Consulting Group				
Tax Deposit Checks Void		Tax deposit to be made by Human Resource Consulting Group				
Total Check/Direct Deposits				20,725.50		
Total Direct Deposits				18,492.27		
<b>Total Amount Debited from your Account before Credit applied</b>				<b>29,293.10</b>		
<b>Total Amount Debited from your Account after Credit applied</b>				<b>29,293.10</b>		

May 2015

Minutes  
Exhibit II

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# **Housing Authority of the Town of Seymour**

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Executive Director's Report



Minutes  
Exhibit II

**Norman Ray House**

**2015 Year-to-Date Vacancies 1**

Norman Ray House remained fully occupied during April 2015. Norman Ray House has experienced 15 vacancy days since January 1, 2015 and has averaged 15 turn around days per vacancy. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 40 units X 365 days = 14600 days available; 15 days/ 14600 days available = 0.1027% percentage through April 30, 2015.

Beginning with July 1, 2011, HUD is using a new formula being applied to the Operating Subsidy calculation. HUD is allowing for 3% vacancy. Vacancy over the 3% will not be paid in subsidy. For example, Norman Ray House has: 40 units X 12 = 480 unit months available (UMA). 480 X 3% = 14 UMA or 168 days. For the 2114 subsidy calculation year, we have experienced 68 days and have 100 days to use for the balance of the subsidy year calculation (July 1, 2012 to June 30, 2013). For the 2015 subsidy calculation year we have experienced 85 days and have 83 days remaining to use.

**NORMAN RAY HOUSE VACANCY/TURNOVER DAYS 2015**  
**FEDERAL ELDERLY**

UNIT	PRIOR RESIDENT	MOVE-OUT	RESIDENT	NEXT IN-DATE	NO. OF
10	Hilgrenk	2/1/2015	Belinsky	2/16/2015	15

Average number of vacancy days per vacancy: 15

**State Moderate Rental**

**2015 Year-to-Date Vacancies 2**

Moderate Rental remained fully occupied during April 2015. Moderate Rental has experienced 61 vacancy days since January 1, 2015 and averaged 30.5 days per vacancy through February 28, 2015. By using the HUD PHAS Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 81 units X 365 days = 29,565 days available; 61 days/ 29565 days available = 0.2063% percentages through April 30, 2015.

**STATE MODERATE RENTAL VACANCY/TURNOVER DAYS 2015**  
**FAMILY HOUSING**

UNIT	Base Rent	PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
26C	450	Roman	12/31/2015	Reza	2/12/2015	43
34S	440	Ferdina	1/31/2015	Thomas	2/17/2015	18

Average number of vacancy days per vacancy: 30.5

We have experienced \$909 vacancy loss since January 1, 2015. We have budgeted \$1,666 for vacancy loss through April 30, 2015.

Minutes  
Exhibit #

**Smithfield Gardens**

**2015 Year-to-Date Vacancies 6**

Smithfield Gardens Assisted Living experienced one move out and one move-in and one unit remain vacant during April 2015. Smithfield Gardens has experienced 116 vacancy days since January 1, 2015 and averaged 19.33 days per vacancy. By using a standardized Management Operation formula to calculate vacancy percentage, vacancy day percentage would be calculated as follows: 56 units X 365 days = 20,440 days available; 116 days/ 20,440 days available = 0.5675% percentage through April 30, 2015.

SMITHFIELD GARDENS			VACANCY/TURNOVER DAYS			2014
ASSISTED LIVING						
UNIT	CR %	Rent PRIOR RESIDENT	MOVE-OUT	TENANT	NEXT IN-DATE	No Of Days
202	60%	960 Kissler	12/30/2014	Wallonis	2/7/2015	38
113	60%	960 Waniga	1/29/2015	Cookson	2/28/2015	29
215	60%	960 Nimmons	3/9/2015	Olah	3/15/2015	6
226	50%	800 Bailie	3/31/2015	Zaleski	4/11/2015	11
107	50%	800 Berchem	3/31/2015	Vacant		31
116	50%	800 Dimon	4/30/2015	Vacant		1

Average number of vacancy days per vacancy: 33.5

The vacancy loss is approximately \$3,483 since January 1, 2015. We have budgeted \$10,424 for vacancy loss through April 30, 2015.

### Seymour Housing Authority

Smith Acres MR-19, Smith Acres Extension MR-66,

Hofmann Heights MR-008, and Castle Heights MR-19A

### Building Power-Washing & Incidental Painting

Date: April 30, 2015 Time: 3:05 pm

In Attendance: Don Smith, Jr, David Kayser, Nora Birch

Minutes  
Exhibit III

Firm	Project Base Bid (Power Washing & Incidental Painting)	Non-Collusive Affidavit	Addendum #1
Hewitt Const. Servs 138 Huntington Ave New Haven, CT 06512	\$74,400 -	✓	✓
Oriento Const. LLC 86 Halloway St New Haven, CT 06519	\$52,000 -	✓	-
Marshall Painting 140 Earl Ave. Bridgeport, CT	\$22,330 -	✓	✓
Scholar Painting 2 Klankos Village Seymour, CT 06488	\$48,320 -	✓	✓

Minutes  
Exhibit IV

**Seymour Housing Authority  
Operating Statement for the Three Months Ended 03/31/2015  
Reverend Callahan House**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>					
Rental Income	85,402.00	83,000.00	2,402.00	332,000.00	(246,598.00)
Interest Income	284.35	400.00	(115.65)	1,600.00	(1,315.65)
Tenant Charges	258.00	2,825.00	(2,567.00)	11,300.00	(11,042.00)
Other Income	8,428.76	7,443.50	983.26	29,774.00	(21,347.24)
Operating Subsidy	56,233.50	52,600.00	3,733.50	210,000.00	(153,766.50)
<b>TOTAL INCOME</b>	<b>150,604.61</b>	<b>146,168.50</b>	<b>4,436.11</b>	<b>584,674.00</b>	<b>(434,089.39)</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
Wages	24,687.63	25,919.50	1,231.87	103,678.00	78,990.37
Compensated Absences	1,294.26	1,294.25	(0.01)	6,177.00	3,882.74
Legal	2,108.50	1,200.50	(908.00)	4,802.00	2,693.50
Travel	161.77	365.50	203.73	1,462.00	1,300.23
Accounting & Auditing	4,797.46	4,748.75	(48.71)	18,995.00	14,197.54
Office Supplies	1,424.73	1,571.75	147.02	6,287.00	4,862.27
Office Expenses	5,604.02	4,409.75	(1,194.27)	17,639.00	12,034.98
Office Rent	5,224.98	5,225.00	0.02	20,900.00	15,675.02
Tenant Services	4,045.73	3,069.50	(976.23)	12,276.00	8,232.27
<b>TOTAL ADMINISTRATIVE</b>	<b>49,349.06</b>	<b>47,804.50</b>	<b>(1,544.56)</b>	<b>191,218.00</b>	<b>141,889.92</b>
<b>UTILITIES</b>					
Water	3,252.90	6,600.00	3,347.10	26,400.00	23,147.10
Electricity	9,043.91	9,250.00	206.09	37,000.00	27,956.09
Gas	19,755.37	18,750.00	(1,005.37)	75,000.00	55,244.63
Cable	(2,976.09)	(2,925.00)	50.09	(11,700.00)	(8,724.91)
<b>TOTAL UTILITIES</b>	<b>29,077.09</b>	<b>31,675.00</b>	<b>2,597.91</b>	<b>128,700.00</b>	<b>97,622.91</b>
<b>MAINTENANCE</b>					
Wages	5,286.28	5,421.00	134.72	21,684.00	16,397.72
Supplies	1,846.89	3,612.50	1,765.61	14,450.00	12,603.11
Contractors	23,390.21	29,075.00	5,684.79	116,300.00	92,909.79
<b>TOTAL MAINTENANCE</b>	<b>30,523.38</b>	<b>38,108.50</b>	<b>7,585.12</b>	<b>152,434.00</b>	<b>121,310.62</b>
<b>OTHER</b>					
Insurance	5,151.75	5,151.75		20,607.00	15,455.25
Employee Benefits	9,655.42	11,465.25	1,809.83	45,861.00	36,205.58
Collection Losses	903.49	62.50	(840.99)	250.00	(683.49)
Extraordinary Maintenance		4,000.00	4,000.00	16,000.00	16,000.00
Property Taxes	5,334.97	5,132.50	(202.47)	20,530.00	15,195.03
Extra Ordinary Income	(492.00)		492.00		492.00
Property Repl. & Betterments		2,750.00	2,750.00	11,000.00	11,000.00
<b>TOTAL OTHER</b>	<b>20,553.63</b>	<b>28,582.00</b>	<b>8,028.37</b>	<b>114,248.00</b>	<b>93,894.37</b>
<b>TOTAL EXPENSES</b>	<b>129,503.18</b>	<b>148,150.00</b>	<b>18,646.82</b>	<b>584,600.00</b>	<b>455,096.82</b>
<b>SURPLUS</b>	<b>21,101.43</b>	<b>18.50</b>	<b>21,082.93</b>	<b>74.00</b>	<b>21,027.43</b>

FOR INTERNAL USE ONLY  
PREPARED BY MANAGEMENT

Minutes  
Exhibit IV

**Seymour Housing Authority  
Operating Statement for the Three Months Ended 03/31/2015  
Norman Ray House**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>					
Rental Income	29,114.00	28,750.00	2,364.00	107,000.00	(77,886.00)
Tenant Charges	60.00	437.50	(377.50)	1,750.00	(1,690.00)
Other Income	7,974.98	7,118.50	856.48	28,474.00	(20,499.02)
Operating Subsidy	29,282.50	25,000.00	4,282.50	100,000.00	(70,737.50)
<b>TOTAL INCOME</b>	<b>66,411.48</b>	<b>59,306.00</b>	<b>7,105.48</b>	<b>237,224.00</b>	<b>(170,812.52)</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
Wages	12,341.44	12,709.75	368.31	50,839.00	38,497.56
Compensated Absences	586.50	586.50		2,346.00	1,759.50
Legal	389.00	1,100.25	731.25	4,401.00	4,032.00
Travel	79.88	158.75	75.87	623.00	543.12
Accounting & Auditing	2,011.23	2,378.25	366.02	9,505.00	7,493.77
Office Supplies	620.47	663.13	42.66	2,652.50	2,032.03
Office Expenses	2,948.04	2,417.39	(528.65)	9,889.50	8,723.46
Office Rent	2,612.52	2,612.50	(0.02)	10,450.00	7,837.48
Tenant Services	1,075.00	260.00	(825.00)	1,000.00	(75.00)
<b>TOTAL ADMINISTRATIVE</b>	<b>22,642.08</b>	<b>22,871.52</b>	<b>229.44</b>	<b>91,486.00</b>	<b>68,843.92</b>
<b>UTILITIES</b>					
Water	1,970.23	2,375.00	404.77	9,500.00	7,529.77
Electricity	9,088.43	7,500.00	(1,588.43)	30,000.00	20,911.57
Cable	(2,179.54)	(1,500.00)	679.54	(6,000.00)	(3,820.46)
<b>TOTAL UTILITIES</b>	<b>8,879.12</b>	<b>8,375.00</b>	<b>(504.12)</b>	<b>33,500.00</b>	<b>24,620.88</b>
<b>MAINTENANCE</b>					
Wages	2,308.36	2,371.25	65.89	9,485.00	7,176.64
Supplies	470.76	1,182.50	711.74	4,730.00	4,269.24
Contractors	17,292.29	14,500.00	(2,792.29)	58,000.00	40,707.71
<b>TOTAL MAINTENANCE</b>	<b>20,068.41</b>	<b>18,053.75</b>	<b>(2,014.66)</b>	<b>72,215.00</b>	<b>52,148.59</b>
<b>OTHER</b>					
Insurance	2,284.25	2,284.25		9,057.00	6,792.75
Employee Benefits	4,740.38	5,471.25	730.87	21,885.00	17,144.62
Collection Losses	49.98		(49.98)		(49.98)
Extraordinary Maintenance		125.00	125.00	500.00	500.00
Property Taxes	1,805.52	1,875.00	69.48	7,500.00	5,694.48
Property Repl. & Betterments		250.00	250.00	1,000.00	1,000.00
<b>TOTAL OTHER</b>	<b>8,880.13</b>	<b>9,985.50</b>	<b>1,125.37</b>	<b>39,942.00</b>	<b>31,081.87</b>
<b>TOTAL EXPENSES</b>	<b>60,449.74</b>	<b>59,285.77</b>	<b>(1,163.97)</b>	<b>237,143.00</b>	<b>178,693.28</b>
<b>SURPLUS</b>	<b>5,961.74</b>	<b>20.23</b>	<b>5,941.51</b>	<b>81.00</b>	<b>5,880.74</b>

FOR INTERNAL USE ONLY  
PREPARED BY MANAGEMENT

*Minutes  
Exhibit IV*

**Seymour Housing Authority  
Operating Statement for the Three Months Ended 03/31/2015  
Moderate Rental Program**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>					
<b>TENANT RENT</b>					
Rental Income - Base Rent	108,957.00	108,957.00		435,828.00	(326,871.00)
Rental Income - Excess of Base	10,161.00	8,519.50	1,641.50	34,078.00	(23,917.00)
Dwelling Vacancy Loss	(939.00)	(1,250.00)	311.00	(5,000.00)	4,061.00
<b>TOTAL TENANT RENT</b>	<b>118,179.00</b>	<b>116,226.50</b>	<b>1,952.50</b>	<b>464,906.00</b>	<b>(348,727.00)</b>
Interest Income	37.24	25.00	12.24	100.00	(62.76)
Tenant Charges	515.00	875.00	(360.00)	3,500.00	(2,885.00)
Other Income	9,159.00	9,158.00	1.00	36,632.00	(27,473.00)
<b>TOTAL INCOME</b>	<b>127,890.24</b>	<b>126,284.50</b>	<b>1,605.74</b>	<b>505,138.00</b>	<b>(377,247.76)</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
Office Salaries	24,988.88	26,234.75	1,245.87	104,939.00	79,950.14
Compensated Absences	1,301.49	1,301.50	0.01	5,206.00	3,904.51
Legal	2,082.30	2,584.28	531.98	10,337.00	8,284.70
Accounting & Auditing	2,073.83	2,000.00	(73.83)	8,000.00	5,926.37
Office Supplies	1,326.37	1,591.75	265.38	6,387.00	5,040.63
Rent	5,224.98	5,225.00	0.02	20,900.00	15,675.02
Travel	79.03	315.25	236.22	1,261.00	1,181.97
Office Expense	7,997.72	6,558.00	(1,439.72)	26,232.00	18,234.28
Employee Benefits	7,716.43	9,068.25	1,351.82	38,273.00	28,556.57
Payroll Taxes	3,289.59	3,116.75	(172.84)	12,487.00	9,177.41
<b>TOTAL ADMINISTRATIVE</b>	<b>56,050.40</b>	<b>57,995.50</b>	<b>1,945.10</b>	<b>231,982.00</b>	<b>175,931.60</b>
<b>UTILITIES</b>					
Water	(20.17)	100.00	120.17	400.00	420.17
Electricity	389.95	500.00	130.05	2,000.00	1,630.05
Fuel Oil	4.30	500.00	495.70	2,000.00	1,995.70
<b>TOTAL UTILITIES</b>	<b>354.08</b>	<b>1,100.00</b>	<b>745.92</b>	<b>4,400.00</b>	<b>4,045.92</b>
<b>MAINTENANCE</b>					
Maintenance Wages	7,591.68	7,792.50	200.84	31,170.00	23,578.34
Maintenance Materials	1,688.41	5,237.50	3,549.09	20,950.00	19,281.59
Maintenance Contractors	23,041.83	28,975.00	5,933.37	115,900.00	92,858.37
<b>TOTAL MAINTENANCE</b>	<b>32,321.70</b>	<b>42,005.00</b>	<b>9,683.30</b>	<b>168,020.00</b>	<b>135,698.30</b>
<b>OTHER EXPENSES</b>					
Insurance	6,705.00	6,705.00		26,820.00	20,115.00
Mortgage Payments	6,354.73	6,355.00	0.27	25,420.00	19,065.27
Prov for Repair & Replacement	10,124.01	10,124.00	(0.01)	40,498.00	30,371.99
Prov for Collection Losses	2,000.01	2,000.00	(0.01)	8,000.00	5,999.99
<b>TOTAL OTHER EXPENSES</b>	<b>25,183.75</b>	<b>25,184.00</b>	<b>0.25</b>	<b>100,738.00</b>	<b>75,552.25</b>
<b>TOTAL EXPENSES</b>	<b>113,909.93</b>	<b>126,284.50</b>	<b>12,374.57</b>	<b>505,138.00</b>	<b>391,228.07</b>
<b>SURPLUS</b>	<b>13,980.31</b>		<b>13,980.31</b>		<b>13,980.31</b>

FOR INTERNAL USE ONLY  
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Minutes  
Exhibit #4

**INTERIM STATEMENT  
OF OPERATIONS**

**Connecticut Housing Finance Authority  
Asset Management- Multifamily Housing**

CHFA Form HM 6-10 (Rev. 12/06)

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2015	For Period Ended: 1st quarter
CHFA Number:	02014M 02014N	Beginning: 01/01/2015	No. of Units: 56
Mortgagor (Owner):	Smith St Assisted Living LP	HUD Number: None	Prepared By: Marilyn Ferris

LINE ITEM DESCRIPTION	ACCT #	(A)	(B)	(C)	(D)	(E)	(F)	(G)
		2015 BUDGET	1st quarter ACTUAL	BUDGET TO DATE	ACTUAL TO DATE	VARIANCE \$	VARIANCE %	% of GPI
1 Rent Revenue- Gross Potential	5120	625,440	156,360	156,360	156,360	0	0.00%	51.31%
2 Tenant Assistance Payments (HAP Receipts)	5121	515,700	133,774	128,925	133,774	4,849	3.76%	43.90%
3 Rent Revenue- Stores & Commercial	5140	58,404	14,602	14,601	14,602	1	0.01%	4.79%
4 Rent Revenue- Garage & Parking	5170	0	0	0	0	0	0.00%	0.00%
5 Flexible Subsidy Revenue	5180	0	0	0	0	0	0.00%	0.00%
6 Miscellaneous Rent Revenue	5190	0	0	0	0	0	0.00%	0.00%
7 Excess Rent	5191	0	0	0	0	0	0.00%	0.00%
8 Rent Revenue- Insurance	5192	0	0	0	0	0	0.00%	0.00%
9 Special Claims Revenue	5193	0	0	0	0	0	0.00%	0.00%
10 Retained Excess Income	5194	0	0	0	0	0	0.00%	0.00%
<b>11 Total Rent Revenue (GPI @ 100% Occupancy)</b>	<b>5100T</b>	<b>1,199,544</b>	<b>304,736</b>	<b>299,886</b>	<b>304,736</b>	<b>4,850</b>	<b>1.62%</b>	<b>100.00%</b>
12 Apartments- Vacancy	5220	31,272	3,809	7,818	3,809	(4,009)	-51.28%	1.25%
13 Stores & Commercial- Vacancy	5240	0	0	0	0	0	0.00%	0.00%
14 Rental Concessions	5250	0	0	0	0	0	0.00%	0.00%
15 Garage & Parking- Vacancy	5270	0	0	0	0	0	0.00%	0.00%
16 Miscellaneous (other vacancy)	5290	0	0	0	0	0	0.00%	0.00%
<b>17 Total Vacancies</b>	<b>5200T</b>	<b>31,272</b>	<b>3,809</b>	<b>7,818</b>	<b>3,809</b>	<b>(4,009)</b>	<b>-51.28%</b>	<b>1.25%</b>
<b>18 Net Rental Revenue (Rent Revenue Less Vacancy)</b>	<b>5125N</b>	<b>1,168,272</b>	<b>300,927</b>	<b>292,068</b>	<b>300,927</b>	<b>8,859</b>	<b>3.03%</b>	<b>98.75%</b>
19 Elderly & Congregate Serv. Income (attach schedule)	5300	1,528,320	405,776	382,080	405,776	23,696	6.20%	133.16%
20 Financial Revenue- Project Operations	5410	0	10	0	10	10	0.00%	0.00%
21 Revenue from Investments- Residual Receipts	5430	0	0	0	0	0	0.00%	0.00%
22 Revenue from Investments- Replacement Reserves	5440	0	0	0	0	0	0.00%	0.00%
23 Revenue from Investments- Miscellaneous	5490	0	0	0	0	0	0.00%	0.00%
<b>24 Total Financial Revenue</b>	<b>5400T</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>0.00%</b>	<b>0.00%</b>
25 Laundry & Vending Revenue	5910	0	0	0	0	0	0.00%	0.00%
26 NSF & Late Charges		0	50	0	50	50	0.00%	0.02%
27 Damages & Cleaning Fees		192	414	48	414	366	762.50%	0.14%
28 Forfeited Tenant Security Deposits		0	0	0	0	0	0.00%	0.00%
29 Tenant Charges (Total of Line 26-28)	5920	192	464	48	464	416	866.67%	0.15%
30 Interest Reduction Payments	5945	0	0	0	0	0	0.00%	0.00%
31 Miscellaneous Revenue	5990	8,796	2,136	2,199	2,136	(63)	-2.86%	0.70%
<b>32 Total Other Revenue</b>	<b>5900T</b>	<b>8,988</b>	<b>2,600</b>	<b>2,247</b>	<b>2,600</b>	<b>353</b>	<b>15.71%</b>	<b>0.85%</b>
<b>33 TOTAL REVENUE</b>	<b>5000T</b>	<b>2,705,580</b>	<b>709,313</b>	<b>676,395</b>	<b>709,313</b>	<b>32,918</b>	<b>4.87%</b>	<b>232.76%</b>

Minutes  
Exhibit IV

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2015	For Period Ended: 1st quarter
CHFA Number:	02014M 02014N	Beginning: 01/01/2015	HUD Number: None
Mortgagor (Owner):	Smith St Assisted Living LP	Prepared By: Marilyn Ferris	No. of Units: 56

LINE ITEM DESCRIPTION	ACCT #	(A)	(B)	(C)	(D)	(E)	(F)	(G)
		2015 BUDGET	1st quarter ACTUAL	BUDGET TO DATE	ACTUAL TO DATE	VARIANCE \$	%	% of GPI
34 Conventions & Meetings	6203	2,196	180	549	180	(369)	-67.21%	0.06%
35 Management Consultants	6204	0	0	0	0	0	0.00%	0.00%
36 Advertising & Marketing	6210	7,740	1,452	1,935	1,452	(483)	-24.96%	0.48%
37 Apartment Resale Expense (Coops)	6235	0	0	0	0	0	0.00%	0.00%
38 Other Renting Expenses	6250	0	0	0	0	0	0.00%	0.00%
39 Office Salaries	6310	41,736	10,394	10,434	10,394	(40)	-0.38%	3.41%
40 Office Supplies		15,180	3,281	3,795	3,281	(514)	-13.54%	1.08%
41 Telephone & Answering Service		5,064	841	1,266	841	(425)	-8.38%	0.28%
42 Office Expenses (Total of Line 40 & 41)	6311	20,244	4,122	5,061	4,122	(939)	-18.55%	1.35%
43 Office or Model Apartment Rent	6312	0	0	0	0	0	0.00%	0.00%
44 Management Fee	6320	58,416	14,895	14,604	14,895	291	1.99%	4.89%
45 Manager or Superintendent Salaries	6330	63,756	15,001	15,939	15,001	(938)	-5.88%	4.92%
46 Administrative Rent Free Unit	6331	0	0	0	0	0	0.00%	0.00%
47 Legal Expense- Project	6340	2,256	2,055	564	2,055	1,491	264.36%	0.67%
48 Audit Expense	6350	7,500	2,468	1,875	2,468	593	31.63%	0.81%
49 Bookkeeping Fees/Accounting Services	6351	8,004	2,451	2,001	2,451	450	22.49%	0.80%
50 Bad Debts	6370	0	0	0	0	0	0.00%	0.00%
51 Miscellaneous Administrative Expenses	6390	600	120	150	120	(30)	-20.00%	0.04%
<b>52 Total Administrative Expenses</b>	<b>6263T</b>	<b>212,448</b>	<b>53,138</b>	<b>53,112</b>	<b>53,138</b>	<b>26</b>	<b>0.05%</b>	<b>17.44%</b>
53 Fuel Oil/ Coal	6420	0	0	0	0	0	0.00%	0.00%
54 Electricity	6450	30,996	5,148	7,749	5,148	(2,601)	-33.57%	1.69%
55 Water	6451	8,004	2,044	2,001	2,044	43	2.15%	0.67%
56 Gas	6452	62,004	16,982	15,501	16,982	1,481	9.55%	5.57%
57 Sewer	6453	0	0	0	0	0	0.00%	0.00%
<b>58 Total Utilities Expense</b>	<b>6400T</b>	<b>101,004</b>	<b>24,174</b>	<b>25,251</b>	<b>24,174</b>	<b>(1,077)</b>	<b>-4.27%</b>	<b>7.93%</b>
59 Janitor & Cleaning Payroll		2,952	661	738	661	(77)	-10.43%	0.22%
60 Grounds Payroll		0	0	0	0	0	0.00%	0.00%
61 Repairs Payroll		17,244	4,192	4,311	4,192	(119)	-2.76%	1.38%
62 Payroll (Total of Line 59-61)	6510	20,196	4,853	5,049	4,853	(196)	-3.88%	1.59%
63 Janitor and Cleaning Supplies		3,144	1,426	786	1,426	640	81.42%	0.47%
64 Exterminating Supplies		204	0	51	0	(51)	-100.00%	0.00%
65 Ground Supplies		1,500	0	375	0	(375)	-100.00%	0.00%
66 Repairs Material		19,932	1,125	4,983	1,125	(3,858)	-77.42%	0.37%
67 Decorating Supplies		696	944	174	944	770	442.53%	0.31%
68 Supplies (Total of Line 63-67)	6515	25,476	3,495	6,369	3,495	(2,874)	-45.12%	1.15%
69 Janitor and Cleaning Contracts		2,496	354	624	354	(270)	-43.27%	0.12%
70 Exterminating Contracts		300	0	75	0	(75)	-100.00%	0.00%
71 Grounds Contracts		5,004	0	1,251	0	(1,251)	-100.00%	0.00%
72 Repairs Contracts		57,792	8,135	14,448	8,135	(6,313)	-43.69%	2.67%
73 Elevator Maintenance Contract		6,000	1,134	1,500	1,134	(366)	-24.40%	0.37%
74 Swimming Pool Maintenance Contract		0	0	0	0	0	0.00%	0.00%
75 Decorating (Painting) Contract/Payroll		5,004	650	1,251	650	(601)	-48.04%	0.21%
76 Contracts (Total of Line 69-75)	6520	76,596	10,273	19,149	10,273	(8,876)	-46.35%	3.37%
77 Operating & Maintenance Rent Free Unit	6521	0	0	0	0	0	0.00%	0.00%
78 Garbage & Trash Removal	6525	4,896	1,633	1,224	1,633	409	33.42%	0.54%
79 Security Payroll/ Contracts	6530	0	0	0	0	0	0.00%	0.00%
80 Security Rent Free Unit	6531	0	0	0	0	0	0.00%	0.00%
81 Heating/Cooling Repairs & Maintenance	6546	18,000	4,540	4,500	4,540	40	0.89%	1.49%
82 Snow Removal	6548	30,000	20,550	7,500	20,550	13,050	174.00%	6.74%
83 Vehicle & Maint. Equip. Operation & Repair	6570	0	0	0	0	0	0.00%	0.00%
84 Miscellaneous Operating & Maintenance	6590	12,996	3,383	3,249	3,383	134	4.12%	1.11%
<b>85 Total Operating &amp; Maintenance Expenses</b>	<b>6500T</b>	<b>188,160</b>	<b>48,727</b>	<b>47,040</b>	<b>48,727</b>	<b>1,687</b>	<b>3.59%</b>	<b>15.99%</b>

Minutes  
Exhibit IV

Development Name:	Smithfield Gardens Assisted Living	Fiscal Year: 2015	For Period Ended: 1st quarter
CHFA Number:	02014M 02014N	Beginning: 01/01/2015	HUD Number: None
Mortgagor (Owner):	Smith St Assisted Living LP	Prepared By: Marilyn Ferris	No. of Units: 56

LINE ITEM DESCRIPTION	ACCT #	(A) 2015 BUDGET	(B) 1st quarter ACTUAL	(C) BUDGET TO DATE	(D) ACTUAL TO DATE	(E) \$ VARIANCE	(F) % VARIANCE	(G) % of GPI
86 Real Estate Tax	6710	13,920	3,480	3,480	3,480	0	0.00%	1.14%
87 Payroll Taxes (project share)	6711	11,472	3,035	2,868	3,035	167	5.82%	1.00%
88 Property & Liability Insurance	6720	45,000	11,250	11,250	11,250	0	0.00%	3.69%
89 Fidelity Bond Insurance	6721	4,056	1,013	1,014	1,013	(1)	-0.10%	0.33%
90 Workmen's Compensation	6722	3,948	986	987	986	(1)	-0.10%	0.32%
91 Health Insurance & Other Benefits	6723	36,816	7,949	9,204	7,949	(1,255)	-13.64%	2.61%
92 Miscellaneous Taxes, Licenses, Permits		804	570	201	570	369	183.58%	0.19%
93 Other Insurance		0	0	0	0	0	0.00%	0.00%
94 Misc. Taxes, Lic., Permits & Ins. (Line 92 & 93)	6790	804	570	201	570	369	183.58%	0.19%
95 Total Taxes & Insurance	6700T	116,016	28,283	29,004	28,283	(721)	-2.49%	9.28%
96 Elderly & Congregate Serv. Expense (attach schedule)	6900	1,628,892	422,059	407,223	422,059	14,836	3.64%	138.50%
97 TOTAL OPERATING EXPENSES		2,246,520	576,381	561,630	576,381	14,751	2.63%	189.14%
98 OPERATING INCOME (LOSS)		459,060	132,932	114,765	132,932	18,167	15.83%	43.62%
99 Mortgage Principal & Interest- CHFA Debt		421,416	105,355	105,354	105,355	1	0.00%	34.57%
100 Mortgage Principal & Interest- Other Debt		0	0	0	0	0	0.00%	0.00%
101 Mortgage Insurance Premium/ Service Charges	6850	0	0	0	0	0	0.00%	0.00%
102 Miscellaneous Financial Expenses	6890	0	0	0	0	0	0.00%	0.00%
103 Total Financial Expenses		421,416	105,355	105,354	105,355	1	0.00%	34.57%
104 Replacement Reserve Deposits	1320	35,352	8,838	8,838	8,838	0	0.00%	2.90%
105 Operation & Maintenance Escrow Acct. Deposits		0	0	0	0	0	0.00%	0.00%
106 Operating (Other) Reserve Deposits	1330	0	0	0	0	0	0.00%	0.00%
107 NET PROJECTED CASH FLOW		2,292	18,739	573	18,739	18,166	3170.33%	6.15%
108 Capital Improvements- Building (attach schedule)		0	0	0	0	0	0.00%	0.00%
109 Capital Improvements- Equipment (attach schedule)		0	0	0	0	0	0.00%	0.00%
110 Operation & Maintenance Escrow Acct. Releases		0	0	0	0	0	0.00%	0.00%
111 Replacement Reserve Releases		0	0	0	0	0	0.00%	0.00%
112 Operating Reserve Releases		0	0	0	0	0	0.00%	0.00%
113 Net Operating Income (NOI)		423,708						
114 Debt Service Coverage Ratio (DSC)		1.01						
115 Security Deposit Account Balance	1191	29,428						
116 Security Deposit Liability	2191	28,000						
117 Number of Occupied Units Last Day of Period			54					
118 Cash- First Day of Period							1,970	
119 A/R- First Day of Period							117,666	
120 A/P- First Day of Period							60,486	
121 Cash- Last Day of Period							(48,981)	
122 A/R- Last Day of Period							137,415	
123 A/P- Last Day of Period							59,068	

The undersigned certifies that the enclosed figures are true and accurate.

Agent Signature: \_\_\_\_\_  
 Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

*minutes*  
*Exhibit ID*

**Seymour Housing Authority**  
**Balance Sheet for March 2015**  
**Program: Smithfield Gardens**

	Balance
<b>ASSETS</b>	
<b>CURRENT</b>	
Cash	(19,503.40)
Accounts Receivable	137,414.69
Advances	30,000.00
Prepaid Expenses	70,987.15
Escrows and Reserves	771,988.62
<b>TOTAL CURRENT</b>	<b>990,865.06</b>
<b>FIXED ASSETS</b>	
Fixed Assets	11,335,459.65
Accumulated Depreciation	(3,435,569.00)
Start Up Costs	329,359.71
Accumulated Amortization	(82,480.00)
<b>TOTAL FIXED ASSETS</b>	<b>8,146,760.36</b>
<b>TOTAL ASSETS</b>	<b>9,137,625.42</b>
 <b>LIABILITIES AND SURPLUS</b>	
<b>LIABILITIES</b>	
<b>CURRENT</b>	
Accounts Payable	59,087.53
Accrued Wages, Taxes & Absence	22,145.26
Due to Affiliates	9,256.21
Accrued Interest Payable	31,253.39
Tenant Security Deposits	28,000.00
<b>TOTAL CURRENT</b>	<b>149,722.39</b>
<b>LONG TERM</b>	
Developer Fee Payable	279,527.21
Notes Payable	9,009,916.85
<b>TOTAL LONG TERM</b>	<b>9,289,444.06</b>
<b>TOTAL LIABILITIES</b>	<b>9,439,166.45</b>
 <b>SURPLUS</b>	
Income & Expense Current Year	27,577.55
Capital - Limited Partner	(480,064.58)
Capital - General Partner	150,946.00
<b>TOTAL SURPLUS</b>	<b>(301,541.03)</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>9,137,625.42</b>

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Minutes  
Exhibit IV

**Seymour Housing Authority  
Operating Statement for the Three Months Ended 03/31/2015  
Program: Smithfield Gardens**

	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>					
<b>RENT</b>					
Tenant Rent Revenues	156,360.00	156,360.00		625,440.00	(469,080.00)
Rental Subsidies	133,773.66	129,923.00	4,860.66	615,892.00	(381,918.34)
Other Rent Revenues	14,602.48	14,601.50	0.98	58,408.00	(43,803.52)
Vacancy Loss	(3,809.00)	(7,816.00)	4,009.00	(31,272.00)	27,463.00
<b>TOTAL RENT</b>	<b>300,927.14</b>	<b>292,068.50</b>	<b>8,860.64</b>	<b>1,168,268.00</b>	<b>(867,336.56)</b>
<b>ASSISTED LIVING SERVICES</b>					
Core Services Income	50,675.68	50,531.75	343.93	202,127.00	(151,281.32)
Meal Service Income	79,909.75	72,297.25	7,612.50	289,189.00	(209,279.25)
ALSA Service Income	274,990.30	259,250.00	15,740.30	1,037,000.00	(762,009.70)
<b>TOTAL ASSISTED LIVING SERVICES</b>	<b>405,775.73</b>	<b>382,079.00</b>	<b>23,696.73</b>	<b>1,528,316.00</b>	<b>(1,122,540.27)</b>
Other Revenues	2,809.94	2,260.00	369.94	9,000.00	(6,390.06)
<b>TOTAL INCOME</b>	<b>709,312.81</b>	<b>678,398.50</b>	<b>32,917.31</b>	<b>2,705,682.00</b>	<b>(1,996,269.19)</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
Meetings & Marketing	1,631.89	2,484.50	852.61	9,936.00	8,306.11
Office Salaries	10,393.62	10,433.00	39.48	41,732.00	31,338.48
Office Expense	4,121.78	5,081.00	939.22	20,244.00	16,122.22
Management Fee	14,895.00	14,603.25	(291.75)	58,413.00	43,518.00
Manager Salaries	15,001.20	15,940.00	938.80	63,760.00	48,758.80
Legal, Accounting & Auditing	6,974.84	4,440.25	(2,534.39)	17,781.00	10,786.36
Miscellaneous Administrative	120.00	150.00	30.00	600.00	480.00
<b>TOTAL ADMINISTRATIVE</b>	<b>53,138.03</b>	<b>53,112.00</b>	<b>(26.03)</b>	<b>212,448.00</b>	<b>159,309.97</b>
<b>UTILITIES</b>					
Electricity	5,148.28	7,750.00	2,601.74	31,000.00	25,851.74
Water	2,043.82	2,000.00	(43.82)	8,000.00	5,956.18
Gas	16,981.48	15,500.00	(1,481.48)	62,000.00	45,018.52
<b>TOTAL UTILITIES</b>	<b>24,173.58</b>	<b>25,250.00</b>	<b>1,076.44</b>	<b>101,000.00</b>	<b>78,826.44</b>
<b>MAINTENANCE</b>					
Maintenance/Cleaning Salaries	4,852.85	5,049.75	197.10	20,199.00	15,346.35
Supplies	3,495.07	6,367.50	2,872.43	25,470.00	21,974.93
Contractors	10,272.95	19,150.00	8,877.05	78,600.00	68,327.05
Trash Removal	1,833.44	1,225.00	(408.44)	4,900.00	3,266.56
HVAC Repairs & Maintenance	4,689.63	4,500.00	(39.63)	18,000.00	13,460.37
Snow Removal	20,560.00	7,500.00	(13,050.00)	30,000.00	9,450.00
Cable & Internet	3,362.89	3,250.00	(132.89)	13,000.00	9,617.11
<b>TOTAL MAINTENANCE</b>	<b>48,728.63</b>	<b>47,042.25</b>	<b>(1,684.38)</b>	<b>188,169.00</b>	<b>139,442.37</b>
<b>OTHER EXPENSE</b>					
Payroll & Property Taxes	6,615.35	6,348.75	(166.60)	26,395.00	19,679.65
Insurance	13,248.75	13,248.75		62,995.00	39,746.25
Employee Benefits	7,946.43	9,205.00	1,258.57	38,820.00	29,870.57
Misc Taxes, Licenses, Ins.	570.00	200.00	(370.00)	800.00	230.00
Mortgage Payments	105,354.83	105,355.00	0.07	421,420.00	316,065.07
Replacement Reserve Deposits	8,838.00	8,838.00		35,352.00	26,514.00
<b>TOTAL OTHER EXPENSE</b>	<b>142,478.46</b>	<b>143,198.50</b>	<b>719.04</b>	<b>572,782.00</b>	<b>430,305.54</b>
<b>ASSISTED LIVING SERVICES</b>					
Core Services	70,439.84	71,370.50	930.66	285,482.00	215,042.16
Meal Services	76,828.44	76,802.50	(25.94)	308,410.00	229,781.56
ALSA Services	274,990.30	259,250.00	(15,740.30)	1,037,000.00	762,009.70
<b>TOTAL ASSISTED LIVING SERVICES</b>	<b>422,258.58</b>	<b>407,223.00</b>	<b>(14,835.58)</b>	<b>1,628,892.00</b>	<b>1,208,833.42</b>
Surplus Subtotal	16,739.58	572.75	(16,166.83)	2,291.00	(16,448.55)

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