

**Roxboro Housing Authority  
12 MONTHS ENDING 12/31/2020**

  Manual Input Last update  
  Formula  
  Do Not Change/No Info Necessary/Locked

Name of Projects  
 Family/Elderly  
 Scatter Site  
 Age/Year Built  
 Recently Renovated  
 Units  
 Average Bedroom Size  
 Occupancy  
 # of Turnovers

REAC	HUD		Public Housing	
Line	Fund #	Units	209	209
No.	Acct.		AMP 1	PH Project Totals

Operating Receipts				
	3100	Gross Potential Rents	458,456	456,456
	3105	Vacancy Loss	(9,129)	(9,129)
70300	3110/3420	Net Dwelling Rental	447,327	447,327
70400	3120/442	Excess Utilities	65,000	65,000
70400	3190	Nondwelling Rental	5,800	5,800
70500		<b>Rental Income</b>	<b>517,927</b>	<b>517,927</b>
70800	3691	Operating Subsidy	887,891	887,891
70800	3691.1	Capital Funds - Soft Cost	30,000	30,000
70800		FSS Grant	-	-
70800		HUD Admin Fees	-	-
70800		Other Govt. Grants - fill in type ex ROSS, TANF	-	-
70800		Other Govt. Grants - fill in type	-	-
71100	3610	Interest on General Fund Investments	100	100
71400		Fraud Recovery	-	-
71500	3690	Other Income	13,000	13,000
71600		Gain or Loss on Sale of Capital Assets	-	-
72000		Investment Income Restricted	-	-
<b>Total</b>	<b>Operating Income</b>		<b>1,448,718</b>	<b>1,448,718</b>

Operating Expenditures - Administration:				
01100	4110	Administrative Salaries (Direct)	236,157	236,157
01100	4110.1	Administrative Salaries (Front-Line)	-	-
01100		Administrative Salaries (CFP)	-	-
01200	4171	Auditing Fees	9,400	9,400
01400	4120	Advertising & Marketing	7,000	7,000
01500	4182	Employee Benefit Contributions (Direct)	71,396	71,396
01500	4182.1	Employee Benefit Contributions (Front-Line)	-	-
01600	4180	Office Expenses	58,858	58,858
01700	4130	Legal Expense	10,000	10,000
01800	4150	Travel	14,015	14,015
01900	4140	Staff Training	8,985	8,985
01900	4170	Accounting Fees	10,450	10,450
01900	4180	Office Rent	-	-

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

REAC	HUD	Public Housing	
Line	Acct.	Units	
No.			
Revenues		AMP 1	PH Project Totals
01900	4180 Other Sundry	10,297	10,297
Total Administrative Expense		435,568	435,558
<b>Tenant Services:</b>			
02100	4210 Salaries	-	-
02200	4220 Recreation, Publications and Other Services	-	-
02300	4282 Employee Benefit Contributions	-	-
02400	4230 Contract Costs, Training and Other	1,000	1,000
Total Tenant Services Expense		1,000	1,000
<b>Utilities:</b>			
03100	4310 Water	45,000	45,000
03200	4320 Electricity	170,000	170,000
03300	4330 Gas	130,000	130,000
03400	4340 Fuel	-	-
03600	4360 Sewer	53,000	53,000
03700	4390 Other Utilities Expense	-	-
Total Utilities Expense		398,000	398,000
<b>Ordinary Maintenance and Operations:</b>			
04100	4410 Labor (Direct)	144,954	144,954
04200	4420 Materials	50,000	50,000
04300-010	4431 Garbage & Trash Removal	31,000	31,000
04300-020	4430.01 Heating & Cooling	5,000	5,000
04300-030	4430.02 Snow Removal	1,000	1,000
04300-040	4430.03 Elevator Maintenance	-	-
04300-050	4430.04 Landscaping & Grounds	45,000	45,000
04300-060	4430.05 Unit Turnaround	2,000	2,000
04300-070	4430.06 Electrical	5,000	5,000
04300-080	4430.07 Plumbing	5,000	5,000
04300-090	4430.08 Extermination	6,000	6,000
04300-100	4430.09 Janitorial	6,240	6,240
04300-110	4430.10 Routine Contract Costs	1,250	1,250
04300-120	4430.11 Miscellaneous Contracts	40,000	40,000
04500	4433 Employee Benefit Contributions-Maint	48,072	48,072
04000 Total Ordinary Maintenance and Operating Expense		390,516	390,516
<b>Protective Services:</b>			
05100	4460 Labor	-	-
05200	4480 Contract Costs	6,000	6,000
05300	4470 Materials	-	-
05500	4482 Employee Benefits	-	-
05000 Total Protective Services Expense		6,000	6,000
<b>Insurance Expense:</b>			
06110	4510.02 Property Insurance	49,958	49,958
06120	4510.03 Liability Insurance	4,321	4,321
06130	4510.01 Workers' Comp Insurance	7,198	7,198
06140	4510.00 Other Insurance	174	174
06100 Total Insurance		61,651	61,651
<b>General Expense</b>			
06200	4590 Other General Expenses	1,000	1,000
06210	4560 Compensated Absences	-	-
06300	4520 Payments in Lieu of Taxes	11,992.70	11,993

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

REAC	HUD	Public Housing		
Line	Fund #	Units		
No.	Acct.			
Revenues		209	209	
		AMP 1	PH Project Totals	
96400	4570	Collection Losses	8,000	8,000
96800	4530	Terminal Leave Payments	-	-
<b>96800 Total</b>		<b>General Expense</b>	<b>20,993</b>	<b>20,993</b>
96710		Interest expense - Mort or Bonds	-	-
96720		Interest expense - Notes	-	-
96730		Amortization of Bond Issue cost	-	-
<b>96700 Total</b>		<b>Total Interest Expense and Amortization Cost</b>	<b>-</b>	<b>-</b>
<b>96900 Total</b>		<b>Operating Expenditures</b>	<b>1,313,718</b>	<b>1,313,718</b>
<b>Nonoperating Expenditures:</b>				
97100	4810	Extraordinary Maintenance	-	-
97200	4620	Casualty Losses	-	-
		Debt Payments - Principal	-	-
		Debt Payments - To Reserve	-	-
		Debt Payments - Overage	-	-
		Debt Service - Capital Funds	-	-
		Capital Expenditures - Operations	-	-
<b>Total</b>		<b>Nonoperating Expenditures</b>	<b>-</b>	<b>-</b>
<b>Total</b>		<b>Total Expenditures</b>	<b>1,313,718</b>	<b>1,313,718</b>
		Allocated Overhead expenses	-	-
		Cash Flow from Operations	135,000	135,000
1104	6010	Prior Period Adjustments	-	-
		Net Income (Loss) after Prior Period Adjustments	135,000	135,000
		Subtract: Depreciation	-	-
		Add: Capital Expenditures - Operations	-	-
		Add: Debt Principal Payments	-	-
		Net Income (Loss) to Balance Sheet	135,000	135,000

\*\*Please note that numbers/amounts may differ slightly due to rounding/formulas.

**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**  
**PUMs**

Manual Input  
 Formula

# of Month

REAC	HUD		\$LIC HOUS
Line	Acct.	Units	2508
No.	No.	Description	AMP 1
<b>Revenues</b>			

**Operating Receipts**

	3100	Gross Potential Rents	182.00
	3105	Vacancy Loss	-3.64
70300	3110/3420	<b>Net Dwelling Rental</b>	178.36
70400	3120/442	Excess Utilities	25.92
70400	3190	Nondwelling Rental	2.23
<b>70500</b>	<b>Total</b>	<b>Rental Income</b>	<b>206.51</b>
70600	3691	Operating Subsidy	353.94
70600	3691.1	Capital Funds - Soft Cost	11.96
70600		FSS Grant	0.00
70600		HUD Admin Fees	0.00
70800		Other Govt. Grants - fill in type ex. ROSS, TANF	0.00
70800		Other Govt. Grants - fill in type	0.00
71100	3610	Interest on General Fund Investments	0.04
71400		Fraud Recovery	0.00
71500	3690	Other Income	5.18
71600		Gain or Loss on Sale of Capital Assets	0.00
72000		Investment Income Restricted	0.00
<b>Total</b>		<b>Operating Income</b>	<b>577.64</b>

**Operating Expenditures - Administration:**

91100	4110	Administrative Salaries (Direct)	93.76
91100	4110.1	Administrative Salaries (Front-Line)	0.00
91100		Administrative Salaries (CFP)	0.00
91200	4171	Auditing Fees	3.75
91400	4120	Advertising & Marketing	2.79
91500	4182	Employee Benefit Contributions (Direct)	28.47

**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**  
**PUMs**

Manual Input  
 Formula

# of Month

REAC	HUD		PLIC HOUS
Line	Acct.	Units	2508
No.	No.	Description	AMP 1
<b>Revenues</b>			
91500	4182.1	Employee Benefit Contributions (Front-Line)	0.00
91600	4160	Office Expenses	23.47
91700	4130	Legal Expense	3.99
91800	4150	Travel	5.59
	4140	Staff Training	3.58
	4170	Accounting Fees	4.17
	4180	Office Rent	0.00
	4190	Other Sundry	4.11
<b>Total</b>		Administrative Expense	173.67
<b>Tenant Services:</b>			
92100	4210	Salaries	0.00
92200	4220	Recreation, Publications and Other Services	0.00
92300	4282	Employee Benefit Contributions	0.00
92400	4230	Contract Costs, Training and Other	0.40
<b>Total</b>		Tenant Services Expense	0.40
<b>Utilities:</b>			
93100	4310	Water	17.94
93200	4320	Electricity	67.78
93300	4330	Gas	51.83
93400	4340	Fuel	0.00
93600	4360	Sewer	21.13
93700	4390	Other Utilities Expense	0.00
<b>Total</b>		Utilities Expense	158.69
<b>Ordinary Maintenance and Operations:</b>			
94100	4410	Labor (Direct)	57.80
94200	4420	Materials	19.94
94300-0	4431	Garbage & Trash Removal	12.36

**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**  
**PUMs**

Manual Input  
 Formula

# of Month

REAC	HUD		\$LIC HOUS
Line	Acct.	Units	2508
No.	No.	Description	AMP 1
<b>Revenues</b>			
94300-0:	4430.01	Heating & Cooling	1.99
94300-0:	4430.02	Snow Removal	0.40
94300-0:	4430.03	Elevator Maintenance	0.00
94300-0:	4430.04	Landscaping & Grounds	17.94
94300-0:	4430.05	Unit Turnaround	0.80
94300-0:	4430.06	Electrical	1.99
94300-0:	4430.07	Plumbing	1.99
94300-0:	4430.08	Extermination	2.39
94300-1:	4430.09	Janitorial	2.49
94300-1:	4430.10	Routine Contract Costs	0.50
94300-1:	4430.11	Miscellaneous Contracts	15.95
94500	4433	Employee Benefit Contributions-Maint	19.17
<b>94000 Total</b>	<b>Ordinary Maintenance and Operating Expense</b>		<b>155.71</b>
<b>Protective Services:</b>			
95100	4460	Labor	0.00
95200	4480	Contract Costs	2.39
95300	4470	Materials	0.00
95500	4482	Employee Benefits	0.00
<b>95000 Total</b>	<b>Protective Services Expense</b>		<b>2.39</b>
<b>Insurance Expense:</b>			
96110	4510.02	Property Insurance	19.92
96120	4510.03	Liability Insurance	1.72
96130	4510.01	Workers' Comp Insurance	2.87
96140	4510.00	Other Insurance	0.07
<b>96100 Total</b>	<b>Insurance</b>		<b>24.58</b>
<b>General Expense</b>			
96200	4590	Other General Expenses	0.40
96210	4560	Compensated Absences	0.00

**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**  
**PUMs**

Manual Input  
 Formula

# of Month

REAC	HUD		BLIC HOUS
Line	Acct.	Units	2508
No.	No.	Description	AMP 1
<b>Revenues</b>			
96300	4520	Payments in Lieu of Taxes	4.78
96400	4570	Collection Losses	3.19
96800	4530	Terminal Leave Payments	0.00
<b>9600 Total</b>	<b>General Expense</b>		<b>8.37</b>
96710		Interest expense - Mort or Bonds	0.00
96720		Interest expense - Notes	0.00
96730		Amortization of Bond Issue cost	0.00
<b>96700 Total</b>	<b>Total Interest Expense and Amortization Cost</b>		<b>0.00</b>
<b>96900 Total</b>	<b>Operating Expenditures</b>		<b>523.81</b>
<b>Nonoperating Expenditures:</b>			
97100	4610	Extraordinary Maintenance	0.00
97200	4620	Casualty Losses	0.00
		Debt Payments - Interest/Principal	0.00

**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**

**VACANCY LOSS & GROSS POTENTIAL INCOME**

Description	209	TOTAL PUBLIC HOUSING
	AMP 1	
<b><u>Budgeting</u></b>	AMP 1	
Average Rental Income per Month	182.00	182.00
Units	2,508.00	2,508.00
Gross Potential Revenue	456,456.00	456,456.00
Occupancy Rate	98.00%	
Projected Average Monthly Dwelling Rental	447,326.88	447,326.88



**Roxboro Housing Authority  
12 MONTHS ENDING 12/31/2020**

**Funding allocation**

# of Units	209	209
Description	<u>Public Housing</u>	<b>TOTAL</b>
<b><u>Budgeting</u></b>	<u>AMP 1</u>	<b>PUBLIC</b>
		<b>HOUSING</b>
Operating Subsidy	887,691.00	887,691.00
Prorated Approved Subsidy percentage	100.00%	100.00%
Net Subsidy	887,691.00	887,691.00

BASED ON 2019 PRORATED ELIGIBILITY



**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**  
**Other Income**

Description	AMP 1	Total	
Tenant Charges	1,000.00	1,000.00	
Laundry Commissions	-	-	
Office Rent		-	
Other Income		-	
Bed Bug Service	12,000.00	12,000.00	
		-	
		-	
		-	
		-	
		-	
<b>Total</b>	<b>13,000.00</b>	<b>13,000.00</b>	check 13,000.00

Description	AMP 1	Total	
Nondwelling rent		-	
Community Center		-	
and Daycare Rentals	5,600.00	5,600.00	
		-	
		-	
		-	
		-	
<b>Total</b>	<b>5,600.00</b>	<b>5,600.00</b>	check 5,600.00

**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**  
**Administration Expense Other Than Salary**

Description	AMF 1	Total	
Advertising & Marketing	7,000.00	7,000.00	New Website
Legal	10,000.00	10,000.00	End retainer after 1st quarter
Training/Conventions**	8,965.00	8,965.00	
Travel**	14,015.00	14,015.00	
Accounting	10,450.00	10,450.00	
Auditing	9,400.00	9,400.00	
Office Rent	-	-	
<b>Sundry:</b>			
Consulting	-	-	
Dues and Subscriptions**	1,197.00	1,197.00	
Collection Agency	100.00	100.00	
Office Uniforms	8,000.00	8,000.00	
Other Sundry	-	-	
<b>Total Sundry</b>	10,297.00	10,297.00	
<b>Office Expenses:</b>			
Admin Service Contracts**	20,858.00	20,858.00	
Printing and Postage	5,000.00	5,000.00	
Forms, Stationery, Office Supplies	20,000.00	20,000.00	
Computer Software/Hardware Update	5,000.00	5,000.00	
Copier	-	-	
Telephone	8,000.00	8,000.00	
	-	-	
	-	-	
<b>Total Office Expenses</b>	58,858.00	58,858.00	check
<b>Total Administration</b>	129,035.00	129,035.00	129,005.00

Note: \*\* = See detail below

<b>Training/Conventions</b>		
CCHRCO Commissioners Conf (4)	1,000.00	
CCHRCO Annual Conference (2)	1,125.00	
CCHRCO Winter Workshop (3)	750.00	
CCHRCO Spring Workshop (3)	750.00	
NCHADA (1)	100.00	
HUD Roundtable (1)	150.00	
Roxboro Chamber Events	400.00	
SERC Annual Conference	1,350.00	
SERC Fall Workshop (2)	500.00	
NAHRO Training	1,000.00	
NEROD 25th Anniversary Conf (3)	1,800.00	
<b>Total</b>	6,965.00	8,965.00

<b>Travel/Meetings</b>		
CCHRCO Commissioners Conf (4)	2,500.00	
CCHRCO Annual Conference (2)	1,750.00	
CCHRCO Winter Workshop (3)	2,000.00	
CCHRCO Spring Workshop (3)	2,000.00	
NCHADA (1)	100.00	
HUD Roundtable (1)	150.00	
SERC Annual Conference (3)	2,000.00	
SERC Fall Workshop (2)	1,400.00	
NELROD 25th Anniversary Conf (3)	1,800.00	
Mileage reimb ED and/or staff	250.00	
<b>Total</b>	14,015.00	14,015.00

<b>Admin Service Contracts</b>		
Konica Minolta Business Solutions	2,283.00	
SACS Accounting Software	3,300.00	
Syatel Business Solutions	2,400.00	
IT Support Contract with extras	2,900.00	
Grant Writing Consultant	2,995.00	
Tenant File Reporting Consultant	7,000.00	
<b>Total</b>	20,858.00	20,858.00

<b>Membership, Dues, &amp; Fees</b>		
CCHRCO	100.00	
NCHADA	150.00	
NAHRO	297.00	
SERC-NAHRO	100.00	
Roxboro Chamber of Commerce	100.00	
NCLM (Debt Set Off Program)	400.00	
<b>Total</b>	1,197.00	1,197.00

Roxboro Housing Authority  
 12 MONTHS ENDING 12/31/2020  
 Utilities

Description	AMP 1	Total	
Water	45,000.00	45,000.00	
Electricity	170,000.00	170,000.00	
Gas	130,000.00	130,000.00	
Sewer	53,000.00	53,000.00	
Fuel		-	
Other Utilities:			
		-	
		-	
		-	
Total Other Util	-	-	check
<b>Total</b>	<b>398,000.00</b>	<b>398,000.00</b>	<b>398,000.00</b>

**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**  
**Maintenance Contract Cost**

Description	AMP 1	Total	
Garbage	31,000.00	31,000.00	
Heating & Cooling	5,000.00	5,000.00	
Snow Removal	1,000.00	1,000.00	
Elevator Maintenance		-	
Landscape & Grounds	45,000.00	45,000.00	
Unit Turnaround	2,000.00	2,000.00	
Electrical	5,000.00	5,000.00	
Plumbing	5,000.00	5,000.00	
Extermination	6,000.00	6,000.00	
Janitorial	6,240.00	6,240.00	Indep. Contractor 20 hrs/wk
Routine Contract Costs	1,250.00	1,250.00	
Miscellaneous	40,000.00	40,000.00	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
<b>Total</b>	<b>147,490.00</b>	<b>147,490.00</b>	check 147,490.00

Routine Contract Costs:			
Maintenance on Trucks	1,000.00		
Fire Extinguisher Inspection	250.00		
<b>Total</b>	<b>1,250.00</b>	<b>\$</b>	<b>1,250.00</b>
Miscellaneous			
Repairs not detailed above	40,000.00		
<b>Total</b>	<b>40,000.00</b>	<b>\$</b>	<b>40,000.00</b>

**Roxboro Housing Authority**  
**12 MONTHS ENDING 12/31/2020**  
**Insurance**

Description	AMP 1	Total	
Property Insurance	49,958.00	49,958.00	
Liability Insurance	4,321.00	4,321.00	
Workers Comp	7,198.00	7,198.00	
Other Insurance	174.00	174.00	check
<b>Total</b>	<b>61,651.00</b>	<b>61,651.00</b>	61,651.00

Other Insurance

Auto	1,716.00	
Bond	446.00	
Less ROSS share	(1,047.00)	
Less FSS share	(941.00)	
<b>Total</b>	<b>174.00</b>	<b>\$ 174.00</b>