



09/24/2024

**TO: BOARD OF COMMISSIONERS**  
**FROM: MARIA CATRON, EXECUTIVE DIRECTOR**  
**SUBJECT: SPECIAL MEETING AGENDA INFORMATION**

## **ORHA AGENDA**

**Thursday, September 26<sup>th</sup>**  
**76 Honeysuckle Lane, Oak Ridge, TN 37830**  
**Special Meeting**  
**12:00 PM**

- I. Roll Call**
- II. Public Comment**
- III. Approval of the Minutes of the Previous Meeting**
- IV. Report of Financials**
  - a. June Financials**
- V. Report of the Executive Director**
- VI. Report of Committees**
- VII. Unfinished Business**
- VIII. New Business**
  - a. FYE 9/30/24 Budget Revision #1**
  - b. Budget FYE 9/30/25**
- IX. Announcements**
- X. Adjournment**

*Persons wanting to comment on matters that are germane to items on the agenda for a meeting shall give notice of their desire to offer comments, during the Public comment period, prior to the start of the meeting. Comments will be limited to three (3) minutes.*

**PLEASE CONTACT ME PRIOR TO THE MEETING WITH ANY QUESTIONS AND/OR ADDITIONAL INFORMATION NEEDED. THANK YOU.**

**Copies to:**  
**Oak Ridge Housing Authority Board Commissioners**  
**City Clerk**  
**Oak Ridge City Council**  
**The Oak Ridger**

# Conventional Housing Balance Sheet

Preview

June, 2024

Balance

## Assets

### Current Assets

1	Cash - General Fund	491,381.33
2	Cash - FSS Escrow	67,574.31
3	Security Deposit Fund	32,600.00
4	Petty Cash Fund	300.00
5	Change Fund	25.00
6	Accounts Receivable - Tenants	4,929.23
10	A/R Other	9,926.65
11	A/R Development Corporation Expenses	59,754.83
14	A/R - Section 8 Expenses	133,172.20
18	General Fund Investments	463,253.16
19	Accrued Interest	6,998.69
20	Prepaid Insurance	61,858.26
23	Other Prepaid Assets	9,882.48
24	Return Check Receivable	392.00
25	Inventories - Materials	42,126.24
26	Allowance for Obsolete Inv	(4,212.62)

<b>Total Current Assets</b>	<b>1,379,961.76</b>
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### Non-Current Assets

170	Leasehold Improvements	47,773.00
171	Land	501,784.48
172	Buildings	6,611,982.65
173	Furniture, Equipment and Machine	139,648.91
174	Accumulated Depreciation	(5,945,909.83)
175	Accumulated Amortization	(2,765.73)
178	Leased Asset- Canon IRADV 4245	2,500.38
179	Leased Asset- Canon IR C55401	2,944.74
180	Leased Asset- Postage Meter	5,372.81

<b>Total Fixed Assets</b>	<b>1,363,331.41</b>
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<b>Total Assets</b>	<b>2,743,293.17</b>
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## Liabilities

### Current Liabilities

301	Tenants Security Deposit	23,795.00
302	Pet Deposits	7,650.00
306	Retirement	6,355.06
307	Medical Insurance W/H	532.66
308	Payments in Lieu of Taxes	22,547.97
309	FSS Escrow	44,595.57
310	Federal Income Tax Withheld	22,978.74
314	FSA	(2,755.21)
315	Garnishment	(406.16)
318	AFLAC Insurance Withholding	(168.62)
321	Accrued Interest Liability	15.50
322	Lease Liability- Canon 4245- CP	297.17
323	Lease Liability- Canon IR DX C5840 - CP	275.85
324	Lease Liability- Postage Meter- CP	253.53

<b>Total Current Liabilities</b>	<b>125,967.06</b>
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# Conventional Housing Balance Sheet

Preview

June, 2024

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	<u>Balance</u>
<b>Non-Current Liabilities</b>	
471 Lease Liability- Canon 4245 NC	839.54
472 Lease Liability- Canon IR DX C5840 NC	2,442.67
473 Lease Liability- Postage Meter NC	4,371.81
<b>Total Non-Current Liabilities</b>	<hr/> 7,654.02
<b>Total Liabilities</b>	<hr/> <b>133,621.08</b> <hr/>
<b>Net Assets</b>	
600 Investment in Capital Assets	1,354,850.84
601 Unrestricted Net Position	1,477,999.32
700 Current Year Net Income (Loss)	(223,178.07)
<b>Total Net Assets</b>	<hr/> 2,609,672.09
<b>Total Liabilities and Net Assets</b>	<hr/> <b>2,743,293.17</b> <hr/>

Report Selections

# Conventional Housing Board Operating Statement

Preview

June, 2024

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
<b>Income</b>		
Dwelling Rent	29,643.00	259,572.66
Other Rental Income	385.00	3,465.00
Excess Utilities	252.17	1,270.03
Other Tenant Charges	2,582.81	22,515.95
HUD PHA Grants- Subsidy	31,524.00	266,683.00
HUD PHA GRANTS - CFP 2023	0.00	200,000.00
ROSS Grant 2023	0.00	28,319.78
Interest - General Fund Investments	74.03	9,678.49
Other Income	356.37	564.49
Other Income - Insurance Proceeds	0.00	1,568.42
<b>Operating Income</b>	<b>64,817.38</b>	<b>793,637.82</b>
<b>Expenses</b>		
Administrative Salaries	21,064.59	194,610.25
Legal Expense	268.00	2,906.50
Staff Training	5,651.00	17,860.86
Travel	14,161.66	51,183.13
Accounting Fees	0.00	4,158.75
Auditing Fees	0.00	10,435.25
Benefits - Administrative	10,707.16	68,125.51
Sundry	459.83	7,822.09
Administrative Contracts	76,526.05	100,871.73
Computer Maintenance	4,107.81	24,205.49
Postage	139.01	5,202.35
Telephone	535.23	11,414.30
Advertising	0.00	230.75
Forms and Supplies	2,516.93	7,989.59
Dues and Subscriptions	41.81	5,741.57
Administrative Fuel	0.00	8,063.74
Other Tenant Services	147.24	1,948.78
Water	172.53	1,250.73
Electricity	441.04	3,505.19
Security Lights	78.89	1,653.31
Gas	191.21	1,664.62
Sewage	236.70	1,716.23
Other Utilities Expense	55.61	93.12
Labor - OM & O	7,518.55	80,769.28
Materials- OM & O	4,796.80	31,359.42
Maintenance Fuel	0.00	105.28
Contract Cost	2,975.00	18,461.46
Equipment Maintenance	0.00	9,340.52
Pest Control	0.00	17,588.00
Uniforms	0.00	466.75
Unit Turnaround	0.00	9,000.00
HVAC Contract	0.00	1,800.00
Plumbing Contracts	0.00	108.47
Garbage - OM&O	641.97	5,283.57
Benefits - Maintenance	3,614.62	30,195.67
Protective Services	70.86	763.45
Property Insurance	3,715.31	33,437.79
General Liability Insurance	248.10	2,232.90
Auto Insurance	103.63	932.67
Insurance - Fidelity Bond	49.36	444.24
Workmans Comp	121.72	1,095.48
Insurance - Public Officials Liability	123.52	1,111.68

# Conventional Housing Board Operating Statement

Preview

June, 2024

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	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Other	177.48	1,597.32
Payments in Lieu of Taxes	2,505.33	22,547.97
Collection Losses	(27.33)	817.37
Other General Expenses	3,120.00	30,106.96
Interest Expense- Lease Canon 4245	3.32	17.82
Interest Expense- Lease Canon IR DX C5840	0.00	41.63
Interest Expense- Lease Postage Meter	0.00	134.53
<b>Operating Expenses</b>	<b>167,260.54</b>	<b>832,414.07</b>
<b>Operating Profit / (Loss)</b>	<b>(102,443.16)</b>	<b>(38,776.25)</b>
<b>Non-Operating Expenses</b>		
Casualty Loss - Non Capitalized	520.02	520.02
Depreciation	15,245.50	137,209.50
Amortization Expense	185.75	1,508.16
ROSS Project Coordinator - 2024	5,888.54	44,111.98
ROSS Project Coordinator - 2023	0.00	1,052.16
<b>Non-Operating Expenses</b>	<b>21,839.81</b>	<b>184,401.82</b>
<b>Profit/(Loss)</b>	<b>(124,282.97)</b>	<b>(223,178.07)</b>

Report Selections

# Conventional Housing Board Operating Statement / Budget

Preview

June, 2024

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
<b>Income</b>								
Dwelling Rent	29,643.00	231.59	22,684.00	177.22	259,572.66	225.32	204,156.00	177.22
Other Rental Income	385.00	3.01	924.00	7.22	3,465.00	3.01	8,316.00	7.22
Excess Utilities	252.17	1.97	60.41	0.47	1,270.03	1.10	543.69	0.47
Other Tenant Charges	2,582.81	20.18	2,166.66	16.93	22,515.95	19.55	19,499.94	16.93
HUD PHA Grants- Subsidy	31,524.00	246.28	31,882.75	249.08	266,683.00	231.50	286,944.75	249.08
HUD PHA GRANTS - CFP 2023	0.00	0.00	0.00	0.00	200,000.00	173.61	0.00	0.00
ROSS Grant 2023	0.00	0.00	0.00	0.00	28,319.78	24.58	0.00	0.00
ROSS Grant 2024	0.00	0.00	25,565.08	199.73	0.00	0.00	230,085.72	199.73
Interest - General Fund Investmer	74.03	0.58	902.50	7.05	9,678.49	8.40	8,122.50	7.05
Other Income	356.37	2.78	41.66	0.33	564.49	0.49	374.94	0.33
Other Income - Insurance Proceer	0.00	0.00	0.00	0.00	1,568.42	1.36	0.00	0.00
<b>Operating Income</b>	<b>64,817.38</b>	<b>506.39</b>	<b>84,227.06</b>	<b>658.02</b>	<b>793,637.82</b>	<b>688.92</b>	<b>758,043.54</b>	<b>658.02</b>
<b>Expenses</b>								
Administrative Salaries	21,064.59	164.57	22,117.41	172.79	194,610.25	168.93	199,056.69	172.79
Legal Expense	268.00	2.09	525.00	4.10	2,906.50	2.52	4,725.00	4.10
Staff Training	5,651.00	44.15	816.66	6.38	17,860.86	15.50	7,349.94	6.38
Travel	14,161.66	110.64	2,416.66	18.88	51,183.13	44.43	21,749.94	18.88
Accounting Fees	0.00	0.00	850.00	6.64	4,158.75	3.61	7,650.00	6.64
Auditing Fees	0.00	0.00	791.66	6.18	10,435.25	9.06	7,124.94	6.18
Benefits - Administrative	10,707.16	83.65	9,627.16	75.21	68,125.51	59.14	86,644.44	75.21
Sundry	459.83	3.59	550.00	4.30	7,822.09	6.79	4,950.00	4.30
Administrative Contracts	76,526.05	597.86	683.33	5.34	100,871.73	87.56	6,149.97	5.34
Computer Maintenance	4,107.81	32.09	1,791.66	14.00	24,205.49	21.01	16,124.94	14.00
Postage	139.01	1.09	479.16	3.74	5,202.35	4.52	4,312.44	3.74
Telephone	535.23	4.18	1,083.33	8.46	11,414.30	9.91	9,749.97	8.46
Advertising	0.00	0.00	308.33	2.41	230.75	0.20	2,774.97	2.41
Forms and Supplies	2,516.93	19.66	875.00	6.84	7,989.59	6.94	7,875.00	6.84
Dues and Subscriptions	41.81	0.33	750.00	5.86	5,741.57	4.98	6,750.00	5.86
Administrative Fuel	0.00	0.00	250.00	1.95	8,063.74	7.00	2,250.00	1.95
Other Tenant Services	147.24	1.15	416.66	3.26	1,948.78	1.69	3,749.94	3.26
Water	172.53	1.35	208.33	1.63	1,250.73	1.09	1,874.97	1.63
Electricity	441.04	3.45	569.75	4.45	3,505.19	3.04	5,127.75	4.45
Security Lights	78.89	0.62	213.58	1.67	1,653.31	1.44	1,922.22	1.67
Gas	191.21	1.49	433.33	3.39	1,664.62	1.44	3,899.97	3.39
Sewage	236.70	1.85	312.50	2.44	1,716.23	1.49	2,812.50	2.44
Other Utilities Expense	55.61	0.43	45.83	0.36	93.12	0.08	412.47	0.36
Labor - OM & O	7,518.55	58.74	9,339.66	72.97	80,769.28	70.11	84,056.94	72.97
Materials- OM & O	4,796.80	37.48	3,583.33	27.99	31,359.42	27.22	32,249.97	27.99
Maintenance Fuel	0.00	0.00	0.00	0.00	105.28	0.09	0.00	0.00
Contract Cost	2,975.00	23.24	4,433.33	34.64	18,461.46	16.03	39,899.97	34.64
Equipment Maintenance	0.00	0.00	183.33	1.43	9,340.52	8.11	1,649.97	1.43
Pest Control	0.00	0.00	1,183.33	9.24	17,588.00	15.27	10,649.97	9.24
Uniforms	0.00	0.00	0.00	0.00	466.75	0.41	0.00	0.00
Unit Turnaround	0.00	0.00	3,541.66	27.67	9,000.00	7.81	31,874.94	27.67
HVAC Contract	0.00	0.00	416.66	3.26	1,800.00	1.56	3,749.94	3.26
Plumbing Contracts	0.00	0.00	733.33	5.73	108.47	0.09	6,599.97	5.73
Garbage - OM&O	641.97	5.02	729.16	5.70	5,283.57	4.59	6,562.44	5.70
Benefits - Maintenance	3,614.62	28.24	4,065.33	31.76	30,195.67	26.21	36,587.97	31.76
Protective Services	70.86	0.55	100.00	0.78	763.45	0.66	900.00	0.78
Property Insurance	3,715.31	29.03	3,403.83	26.59	33,437.79	29.03	30,634.47	26.59
General Liability Insurance	248.10	1.94	227.33	1.78	2,232.90	1.94	2,045.97	1.78

# Conventional Housing Board Operating Statement / Budget

Preview

June, 2024

	<u>Monthly</u> <u>Totals</u>	<u>PUM</u>	<u>Monthly</u> <u>Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Auto Insurance	103.63	0.81	95.00	0.74	932.67	0.81	855.00	0.74
Insurance - Fidelity Bond	49.36	0.39	45.16	0.35	444.24	0.39	406.44	0.35
Workmans Comp	121.72	0.95	125.00	0.98	1,095.48	0.95	1,125.00	0.98
Insurance - Public Officials Liabilit	123.52	0.97	113.16	0.88	1,111.68	0.97	1,018.44	0.88
Other	177.48	1.39	162.58	1.27	1,597.32	1.39	1,463.22	1.27
Payments in Lieu of Taxes	2,505.33	19.57	2,212.58	17.29	22,547.97	19.57	19,913.22	17.29
Collection Losses	(27.33)	(0.21)	941.66	7.36	817.37	0.71	8,474.94	7.36
Other General Expenses	3,120.00	24.38	0.00	0.00	30,106.96	26.13	0.00	0.00
Interest Expense- Lease Canon 4:	3.32	0.03	0.00	0.00	17.82	0.02	0.00	0.00
Interest Expense- Lease Canon IF	0.00	0.00	0.00	0.00	41.63	0.04	0.00	0.00
Interest Expense- Lease Postage	0.00	0.00	0.00	0.00	134.53	0.12	0.00	0.00
<b>Operating Expenses</b>	<b>167,260.54</b>	<b>1,306.72</b>	<b>81,750.76</b>	<b>638.68</b>	<b>832,414.07</b>	<b>722.58</b>	<b>735,756.84</b>	<b>638.68</b>
<b>Operating Profit / (Loss)</b>	<b>(102,443.16)</b>	<b>(800.34)</b>	<b>2,476.30</b>	<b>19.35</b>	<b>(38,776.25)</b>	<b>(33.66)</b>	<b>22,286.70</b>	<b>19.35</b>
<b>Non-Operating Expenses</b>								
Casualty Loss - Non Capitalized	520.02	4.06	0.00	0.00	520.02	0.45	0.00	0.00
Depreciation	15,245.50	119.11	0.00	0.00	137,209.50	119.11	0.00	0.00
Amortization Expense	185.75	1.45	0.00	0.00	1,508.16	1.31	0.00	0.00
ROSS Project Coordinator - 2024	5,888.54	46.00	0.00	0.00	44,111.98	38.29	0.00	0.00
ROSS Project Coordinator - 2023	0.00	0.00	0.00	0.00	1,052.16	0.91	0.00	0.00
<b>Non-Operating Expenses</b>	<b>21,839.81</b>	<b>170.62</b>	<b>0.00</b>	<b>0.00</b>	<b>184,401.82</b>	<b>160.07</b>	<b>0.00</b>	<b>0.00</b>
<b>Profit/(Loss)</b>	<b>(124,282.97)</b>	<b>(970.96)</b>	<b>2,476.30</b>	<b>19.35</b>	<b>(223,178.07)</b>	<b>(193.73)</b>	<b>22,286.70</b>	<b>19.35</b>

Report Selections

# Conventional Housing Capital Fund Program Detail

Preview

Period Ending 06/30/2024

Development Number	General Description of Proposed Work Items	Account	Estimated Costs		Difference	Funds Obligated	Funds Expended
			Original	Revised			
501-23	OPERATIONS - CFP 2023	001.1406.0000.23	291,086.00	291,086.00	0.00	0.00	223,297.00
501-23	GENERAL CAPITAL ACTIVITY - CFP 20	001.1480.0000.23	30,000.00	30,000.00	0.00	0.00	0.00



# Conventional Housing Capital Fund Program Detail

Preview

Period Ending 06/30/2024

Capital Fund Program Summary Phase 501-23					
Line	Summary By Development Account	Total Estimated Cost		Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 15)	291,086.00	291,086.00	0.00	223,297.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
	1408 Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 15)	0.00	0.00	0.00	0.00
5	1480 General Capital Activity	30,000.00	30,000.00	0.00	0.00
6	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
7	1501 Collateralization Expense / Debit Service Paid by PHA	0.00	0.00	0.00	0.00
8	1503 RAD-CFP	0.00	0.00	0.00	0.00
9	1504 RAD Investment Activity	0.00	0.00	0.00	0.00
10	1505 RAD-CPT	0.00	0.00	0.00	0.00
11	9000 Debt Reserves	0.00	0.00	0.00	0.00
12	9001 Bond Debt Obligation paid Via System of Direct Paym	0.00	0.00	0.00	0.00
13	9002 Loan Debt Obligation paid Via System of Direct Paym	0.00	0.00	0.00	0.00
14	9900 Post Audit Adjustment	0.00	0.00	0.00	0.00
15	Amount of Annual Grant (Sum of lines 2-14)	321,086.00	321,086.00	0.00	223,297.00

Report Selections

**OAK RIDGE HOUSING AUTHORITY**  
**ROSS Grant 2023**  
**Schedule Revenues and Expenses**

	June 30, 2024 Actual	June 30, 2024 Budget	Over/(Under) Budget
<b>Advances</b>			
ROSS GRANT - 2023	58,036.00	58,036.00	-
<b>Total Advances</b>	58,036.00	58,036.00	-
<b>Expenses</b>			
ROSS PROJECT COORDINATOR - 2023	58,036.00	58,036.00	-
<b>Total Expenses</b>	58,036.00	58,036.00	-
<b>Excess (Deficiency) of Advances</b>	-	-	-

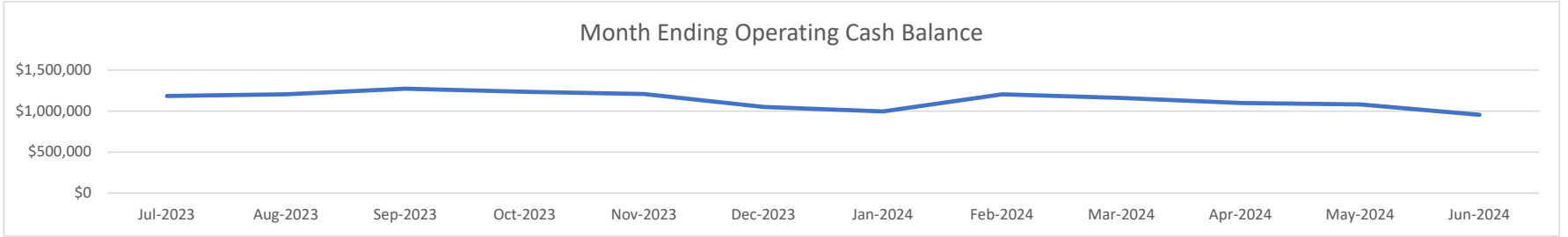
**OAK RIDGE HOUSING AUTHORITY**  
**ROSS Grant 2024**  
**Schedule Revenues and Expenses**

	June 30, 2024 Actual	June 30, 2024 Budget	Over/(Under) Budget
<b>Advances</b>			
ROSS GRANT - 2024	<u>27,267.62</u>	<u>60,937.00</u>	<u>(33,669.38)</u>
<b>Total Advances</b>	<u>27,267.62</u>	<u>60,937.00</u>	<u>(33,669.38)</u>
<b>Expenses</b>			
ROSS PROJECT COORDINATOR - 2024	<u>44,111.98</u>	<u>60,937.00</u>	<u>(16,825.02)</u>
<b>Total Expenses</b>	<u>44,111.98</u>	<u>60,937.00</u>	<u>(16,825.02)</u>
<b>Excess (Deficiency) of Advances</b>	<u><u>(16,844.36)</u></u>	<u><u>-</u></u>	<u><u>(16,844.36)</u></u>

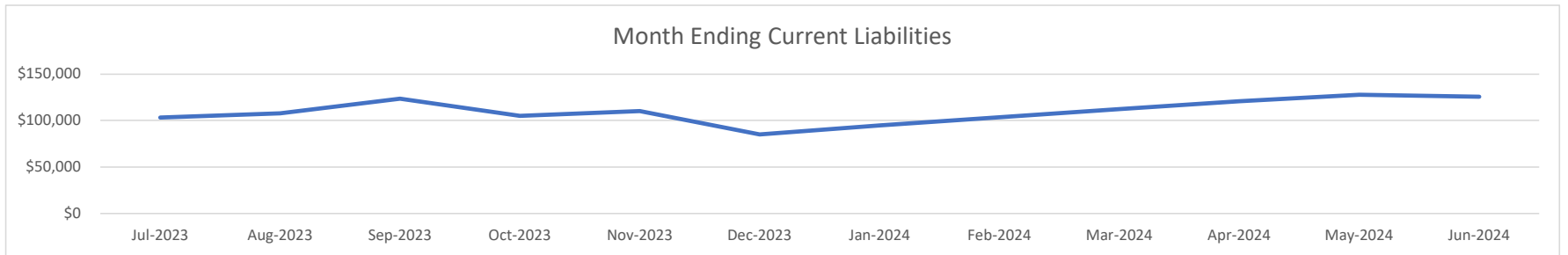
# ORHA Trends

## Oak Ridge Housing Authority - Public Housing

Month	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024
Month Ending Cash Balance (\$)	\$ 1,182,198	\$ 1,203,328	\$ 1,272,454	\$ 1,234,393	\$ 1,209,199	\$ 1,049,578	\$ 993,828	\$ 1,205,401	\$ 1,158,646	\$ 1,099,108	\$ 1,080,855	\$ 954,634

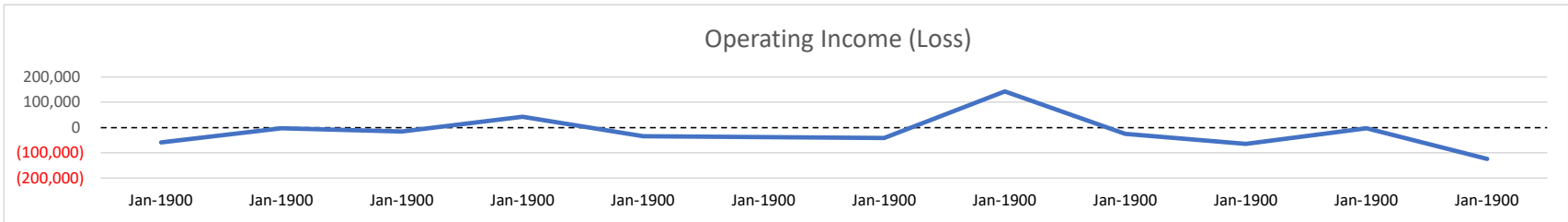


Month	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024
Month Ending Current Liabilities (\$)	\$103,259	\$107,770	\$123,313	\$105,094	\$110,228	\$85,225	\$94,706	\$103,398	\$112,163	\$120,828	\$127,718	\$125,697



## ORHA Trends

	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024
Net Income (Loss)	(31,784)	20,105	(15,576)	(12,048)	(12,862)	(20,063)	(23,239)	162,793	(4,598)	(43,717)	17,371	(102,443)
Depreciation	17,049	17,049	-4,589	15,246	15,246	15,246	15,246	15,246	15,246	15,246	15,246	15,246
Operating Income (Loss)	(58,532)	(2,615)	(15,325)	42,616	(34,736)	(38,490)	(41,866)	142,016	(25,475)	(64,627)	(3,537)	(124,283)



ORHA - HCV Program  
Balance Sheet

Preview

June, 2024

Balance

**Assets**

**Current Assets**

5	ACH Reserve Account	170,243.84
7	HCV Operating Cash Acct	113,528.70
10	FSS Escrow Account	15,257.02
15	Fraud Recovery Receivable	32,282.98
20	Allowance for Fraud Recovery	(32,282.98)
25	Prepaid Insurance	7,761.54
30	Other Prepaid Assets	1,765.59

**Total Current Assets**

308,556.69

**Non-Current Assets**

175	Accumulated Amortization	(619.41)
178	Leased Asset- Canon IRADV 4245	1,231.53
180	Leased Asset- Postage Meter	2,646.31

**Total Fixed Assets**

3,258.43

**Total Assets**

**311,815.12**

**Liabilities**

**Current Liabilities**

300	Accounts Payable - Low Rent	133,172.20
305	FSS Escrow Account	15,257.02
321	Accrued Interest Liability	7.63
322	Lease Liability- Canon 4245- CP	146.37
324	Lease Liability- Postage Meter- CP	124.87

**Total Current Liabilities**

148,708.09

**Non-Current Liabilities**

471	Lease Liability- Canon 4245 NC	413.51
473	Lease Liability- Postage Meter NC	2,153.28

**Total Non-Current Liabilities**

2,566.79

**Total Liabilities**

**151,274.88**

**Net Assets**

600	Investment in Capital Assets	(51.01)
601	Unrestricted Net Position	153,798.66
605	Restricted Net Position	(4,523.31)
700	Current Year Net Income (Loss)	11,315.90

**Total Net Assets**

160,540.24

**Total Liabilities and Net Assets**

**311,815.12**

Report Selections

ORHA - HCV Program  
Board Operating Statement

Preview

June, 2024

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
<b>Income</b>		
HUD PHA Grants	183,030.00	1,638,169.68
HUD PHA Grants - Admin Fees	18,174.00	174,400.00
Interest Income	32.81	298.18
Fraud Recovery	232.85	7,513.82
<b>Operating Income</b>	<b>201,469.66</b>	<b>1,820,381.68</b>
<b>Expenses</b>		
Salaries - Administrative	9,221.81	48,980.27
Legal Expense	132.00	1,188.00
Staff Training	0.00	4,344.48
Travel	1,626.83	7,753.08
Accounting Fees	0.00	1,491.25
Auditing Fees	0.00	5,139.75
Rent Expense	385.00	3,465.00
Employee Benefits - Admin	2,580.24	11,052.86
Sundry	224.81	3,667.36
Admin Contract Costs	195.40	27,726.64
Computer Maintenance	2,773.26	13,422.25
Interest Expense- Lease Canon 4245	1.63	8.77
Interest Expense- Lease Postage Meter	0.00	66.27
Postage	68.47	2,561.74
Telephone	263.61	4,153.82
Office Supplies	1,215.19	7,904.07
Dues and Subscriptions	24.59	2,562.68
Maintenance Salaries	1,178.80	11,183.37
Employee Benefits OM & O	584.47	4,615.79
Protective Services	34.90	376.01
Other General Expense	194.08	970.40
NED HAP	15,866.00	128,283.09
Homeownership HAP	1,004.64	12,018.28
Standard HAP	139,055.40	1,347,871.37
Port Out HAP	1,263.00	10,104.00
VASH HAP	8,284.00	85,728.60
Enhanced HAP	2,378.00	23,660.00
FYI HAP	3,575.00	27,937.00
FSS Escrow Expense	1,254.00	10,829.58
<b>Operating Expenses</b>	<b>193,385.13</b>	<b>1,809,065.78</b>
<b>Operating Profit / (Loss)</b>	<b>8,084.53</b>	<b>11,315.90</b>

Report Selections

# ORHA - HCV Program

## Board Operating Statement / Budget

Preview

June, 2024

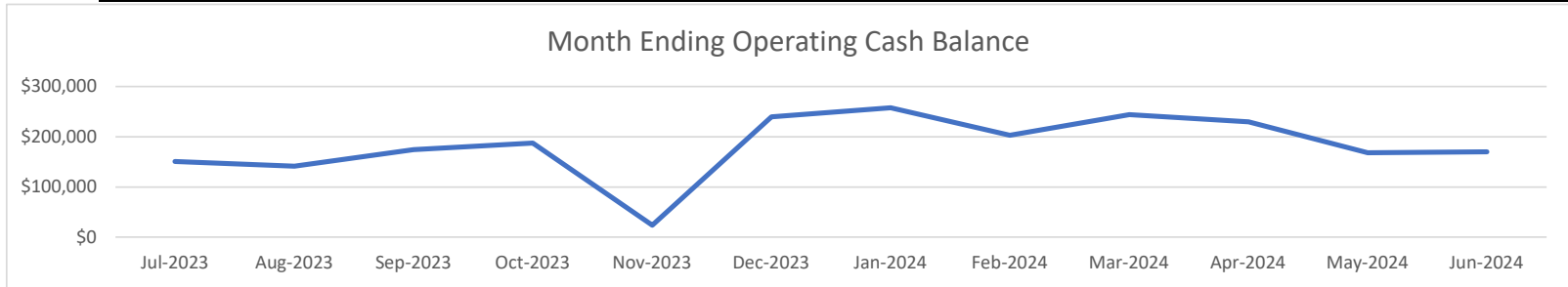
	<u>Monthly</u> <u>Totals</u>	<u>PUM</u>	<u>Monthly</u> <u>Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
<b>Income</b>								
HUD PHA Grants	183,030.00	732.12	15,171.33	60.69	1,638,169.68	728.08	136,541.97	60.69
HUD PHA Grants - Admin Fees	18,174.00	72.70	18,570.33	74.28	174,400.00	77.51	167,132.97	74.28
Interest Income	32.81	0.13	31.66	0.13	298.18	0.13	284.94	0.13
Fraud Recovery	232.85	0.93	1,041.66	4.17	7,513.82	3.34	9,374.94	4.17
<b>Operating Income</b>	<b>201,469.66</b>	<b>805.88</b>	<b>34,814.98</b>	<b>139.26</b>	<b>1,820,381.68</b>	<b>809.06</b>	<b>313,334.82</b>	<b>139.26</b>
<b>Expenses</b>								
Salaries - Administrative	9,221.81	36.89	9,234.25	36.94	48,980.27	21.77	83,108.25	36.94
Legal Expense	132.00	0.53	100.00	0.40	1,188.00	0.53	900.00	0.40
Staff Training	0.00	0.00	166.66	0.67	4,344.48	1.93	1,499.94	0.67
Travel	1,626.83	6.51	166.66	0.67	7,753.08	3.45	1,499.94	0.67
Accounting Fees	0.00	0.00	233.33	0.93	1,491.25	0.66	2,099.97	0.93
Auditing Fees	0.00	0.00	395.83	1.58	5,139.75	2.28	3,562.47	1.58
Other Tenant Services	0.00	0.00	41.66	0.17	0.00	0.00	374.94	0.17
Rent Expense	385.00	1.54	385.00	1.54	3,465.00	1.54	3,465.00	1.54
Employee Benefits - Admin	2,580.24	10.32	3,280.83	13.12	11,052.86	4.91	29,527.47	13.12
Sundry	224.81	0.90	125.00	0.50	3,667.36	1.63	1,125.00	0.50
Admin Contract Costs	195.40	0.78	508.33	2.03	27,726.64	12.32	4,574.97	2.03
Computer Maintenance	2,773.26	11.09	1,075.00	4.30	13,422.25	5.97	9,675.00	4.30
Interest Expense- Lease Canon 4:	1.63	0.01	0.00	0.00	8.77	0.00	0.00	0.00
Interest Expense- Lease Postage	0.00	0.00	0.00	0.00	66.27	0.03	0.00	0.00
Postage	68.47	0.27	233.33	0.93	2,561.74	1.14	2,099.97	0.93
Telephone	263.61	1.05	375.00	1.50	4,153.82	1.85	3,375.00	1.50
Advertising	0.00	0.00	41.66	0.17	0.00	0.00	374.94	0.17
Office Supplies	1,215.19	4.86	433.33	1.73	7,904.07	3.51	3,899.97	1.73
Dues and Subscriptions	24.59	0.10	316.66	1.27	2,562.68	1.14	2,849.94	1.27
Maintenance Salaries	1,178.80	4.72	1,276.83	5.11	11,183.37	4.97	11,491.47	5.11
Employee Benefits OM & O	584.47	2.34	453.66	1.81	4,615.79	2.05	4,082.94	1.81
Protective Services	34.90	0.14	41.66	0.17	376.01	0.17	374.94	0.17
General Liability	0.00	0.00	87.16	0.35	0.00	0.00	784.44	0.35
Public Officials	0.00	0.00	27.83	0.11	0.00	0.00	250.47	0.11
Worker's Compensation	0.00	0.00	4.16	0.02	0.00	0.00	37.44	0.02
Other Insurance	0.00	0.00	51.66	0.21	0.00	0.00	464.94	0.21
Other General Expense	194.08	0.78	825.00	3.30	970.40	0.43	7,425.00	3.30
NED HAP	15,866.00	63.46	0.00	0.00	128,283.09	57.01	0.00	0.00
Homeownership HAP	1,004.64	4.02	0.00	0.00	12,018.28	5.34	0.00	0.00
Standard HAP	139,055.40	556.22	0.00	0.00	1,347,871.37	599.05	0.00	0.00
Port Out HAP	1,263.00	5.05	0.00	0.00	10,104.00	4.49	0.00	0.00
VASH HAP	8,284.00	33.14	0.00	0.00	85,728.60	38.10	0.00	0.00
Enhanced HAP	2,378.00	9.51	0.00	0.00	23,660.00	10.52	0.00	0.00
FYI HAP	3,575.00	14.30	0.00	0.00	27,937.00	12.42	0.00	0.00
HAP - Payments - Rents	0.00	0.00	142,916.66	571.67	0.00	0.00	1,286,249.94	571.67
HAP - VASH	0.00	0.00	9,312.50	37.25	0.00	0.00	83,812.50	37.25
HAP - Homeownership	0.00	0.00	737.50	2.95	0.00	0.00	6,637.50	2.95
FSS Escrow Expense	1,254.00	5.02	1,608.33	6.43	10,829.58	4.81	14,474.97	6.43
<b>Operating Expenses</b>	<b>193,385.13</b>	<b>773.54</b>	<b>174,455.48</b>	<b>697.82</b>	<b>1,809,065.78</b>	<b>804.03</b>	<b>1,570,099.32</b>	<b>697.82</b>
<b>Operating Profit / (Loss)</b>	<b>8,084.53</b>	<b>32.34</b>	<b>(139,640.50)</b>	<b>(558.56)</b>	<b>11,315.90</b>	<b>5.03</b>	<b>1,256,764.50)</b>	<b>(558.56)</b>

Report Selections

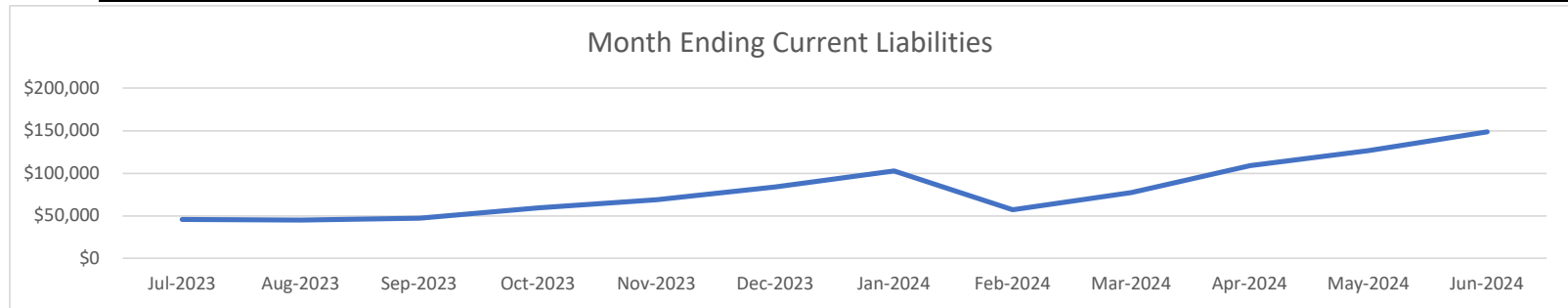


Oak Ridge Housing Authority - Section 8

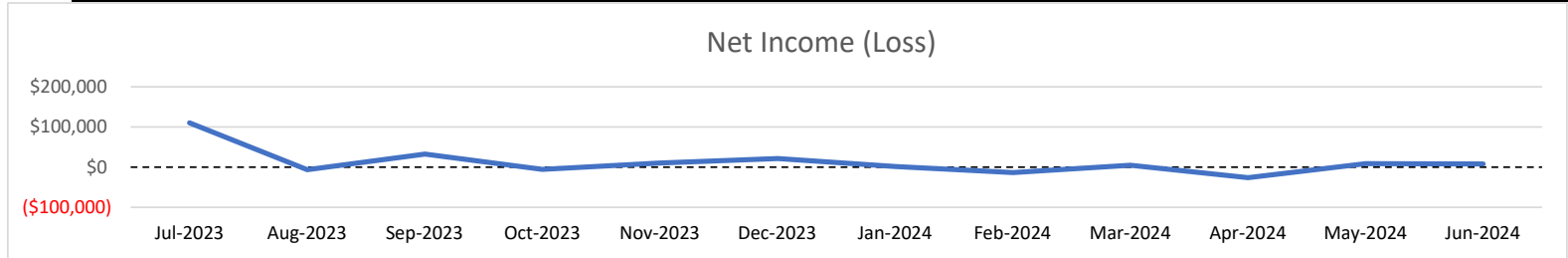
	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024
Month Ending Cash Balance (\$)	\$150,812	\$141,855	\$174,503	\$187,617	\$23,665	\$239,741	\$257,893	\$203,071	\$244,262	\$229,973	\$168,165	\$170,244



Month Ending Current Liabilities (\$)	\$45,908	\$44,848	\$47,182	\$59,558	\$69,061	\$84,107	\$102,929	\$57,269	\$77,499	\$109,035	\$126,880	\$148,708
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	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024
Net Income (Loss)	\$110,779	(\$6,090)	\$33,160	(\$5,429)	\$10,293	\$21,768	\$2,148	(\$13,416)	\$5,420	(\$26,494)	\$8,943	\$8,085



# Operating Budget

<b>PHA Name</b>	OAK RIDGE HOUSING AUTHORITY					
		<b>Fiscal Year Ending</b>	9/30/2024			
<b>Type of Budget (Original, Revision #)</b>	Revision #1	<b>HA Code</b>	TN088			
<b>FDS Line #</b>	<b>Account Title</b>	<b>Operating Fund</b>	<b>Capital Fund</b>	<b>Total Project Budget</b>	<b>SECTION 8 BUDGET</b>	<b>DEVELOPMENT CORP BUDGET</b>
<b>Operating Income:</b>						
70300	Tenant Rental Revenue	425,000		425,000	-	-
70600	Operating Subsidy	382,593		382,593	2,433,000	-
70600	HUD PHA Operating Grant-CFP		336,781	336,781	-	-
70400	Other Tenant Charges	40,000		40,000	-	-
70400	Excess Utilities	725		725	-	-
71100	Investment Income	13,000		13,000	380	35
71400	Fraud Recovery			-	12,500	-
71500	Non-Dwelling Rent	11,088		11,088	-	-
71500	Other Income - HOME SALES					476,000
71500	Other Income	500		500	-	136,092
70000	<b>Total Operating Income</b>	<b>872,906</b>	<b>336,781</b>	<b>1,209,687</b>	<b>2,445,880</b>	<b>612,127</b>

<b>Operating Expenditures:</b>						
<b>Administrative</b>						
91100	Administrative Salaries	265,409		265,409	110,811	30,000
91500	Employee Benefits - Administrative	115,526		115,526	39,370	8,300
91200	Auditing Fees	10,500		10,500	5,200	-
91300	Management Fees			-	-	-
91310	Bookkeeping Fees			-	-	-
91400	Advertising and Marketing	3,700		3,700	500	5,000
91600	Office Expenses	71,750		71,750	41,520	-
91700	Legal Expense	6,300		6,300	1,200	4,000
91800	Travel	70,000		70,000	10,500	75
91900	Other Administrative Costs	201,700		201,700	49,100	12,050
91000	<b>Total Administrative</b>	<b>744,885</b>	<b>-</b>	<b>744,885</b>	<b>258,201</b>	<b>59,425</b>

92000	<b>Asset Management Fees</b>			-	-	-
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<b>Tenant Services</b>						
92100	Tenant Services - Salaries			-	-	-
92300	Employee Benefits - Tenant Services			-	-	-
92200	Relocation Costs			-	-	-
92400	Tenant Services-Other	5,000		5,000	500	30,000
92500	<b>Total Tenant Services</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>500</b>	<b>30,000</b>

<b>Utilities</b>						
93100	Water	2,500		2,500	-	300
93200	Electricity	20,000		20,000	-	600
93300	Gas	5,200		5,200	-	-
93400	Fuel			-	-	-
93600	Sewer	3,750		3,750	-	425
93800	Other	550		550	-	30
93000	<b>Total Utilities</b>	<b>32,000</b>	<b>-</b>	<b>32,000</b>	<b>-</b>	<b>1,355</b>

<b>Maintenance</b>						
94100	Labor	112,076		112,076	15,322	13,996
94500	Employee Benefits - Maintenance	48,784		48,784	5,444	1,071
94200	Maintenance Materials	60,000		60,000	-	2,500
<b>Maint. Contract:</b>						
94300-010	Garbage and Trash Removal Contracts	8,750		8,750	-	250
94300-020	Heating & Cooling Contracts	5,000		5,000	-	-

94300-030	Snow Removal Contracts	-	-	-	-	-
94300-040	Elevator Maintenance	-	-	-	-	-
94300-050	Landscape & Grounds Contracts	27,600		27,600	-	3,500
94300-060	Unit Turnaround Contract	42,500		42,500	-	12,500
94300-070	Electrical Contracts	-		-	-	-
94300-080	Plumbing Contracts	8,800		8,800	-	-
94300-090	Extermination Contracts	25,000		25,000	-	2,750
94300-100	Janitorial Contracts	9,600		9,600	-	-
94300-110	Routine Maintenance Contracts	15,000		15,000	-	-
94300-120	Other Misc. Contract Costs	16,000		16,000	-	2,500
94000	<b>Total Maintenance</b>	<b>379,110</b>	-	<b>379,110</b>	<b>20,766</b>	<b>39,067</b>

<b>Protective Services</b>						
95100	Protective Services - Labor			-	-	-
95500	Employee Benefits - Protective Services			-	-	-
95200	Protective Services Contract Costs			-	-	-
95300	Protective Service Other	1,500		1,500	500	-
95000	<b>Total Protective Services</b>	<b>1,500</b>	-	<b>1,500</b>	<b>500</b>	-

<b>Insurance</b>						
96110	Property	49,000		49,000	-	-
96120	General Liability	7,480		7,480	1,500	-
96130	Worker's Comp.	1,500		1,500	500	-
96140	Other Insurance	2,384		2,384	500	-
96100	<b>Total Insurance Expense</b>	<b>60,364</b>	-	<b>60,364</b>	<b>2,500</b>	-

<b>General Expenses</b>						
96200	Other General Expense	40,000		40,000	9,900	-
96210	Compensated Absences			-		
96300	Payments In Lieu of Taxes	42,170		42,170	-	1,385
96400	Bad Debt-Tenants	11,300		11,300	-	-
96800	Severance Expense			-	-	-
97300	HAP Payments				2,200,000	-
96000	<b>Total General Expenses</b>	<b>93,470</b>	-	<b>93,470</b>	<b>2,209,900</b>	<b>1,385</b>

96900	<b>Total Operating Expenditures</b>	<b>1,316,329</b>	-	<b>1,316,329</b>	<b>2,492,367</b>	<b>131,232</b>
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97000	<b>Cash Flow from Operations</b>	<b>(443,423)</b>	<b>336,781</b>	<b>(106,642)</b>	<b>(46,487)</b>	<b>480,895</b>
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<b>Other Financial Items-Sources &amp; (Uses)</b>						
10010	Operating Transfers In			-	-	-
10020	Operating Transfers Out			-	-	-
10091	Inter AMP Excess Cash Transfer In			-	-	-
10092	Inter AMP Excess Cash Transfer Out			-	-	-
10093	Transfers from Program to AMP			-	-	-
10094	Transfers from AMP to Program			-	-	-
	Cost of Assets Sold			-	-	(470,081)
11020/96710	Debt Service Payment (Principal & Interest)			-	-	(9,500)
97100	Extraordinary Maintenance	-		-	-	-
97200	Casualty Losses	(2,500)		(2,500)		
	Capital Expenditures	-		-		
	Other Items (PYA)			-	-	-
	<b>Total Other Financial Items</b>	<b>(2,500)</b>	-	<b>(2,500)</b>	-	<b>(479,581)</b>

10000	<b>Net Cash Flow</b>	<b>(445,923)</b>	<b>336,781</b>	<b>(109,142)</b>	<b>(46,487)</b>	<b>1,314</b>
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PUBLIC HOUSING

<u>Other #91900</u>		<u>Office #91600</u>	
4140 Training	30,000	4190.3 Telephone	18,000
4190 Sundry	18,000	4190.1 Computer	35,000
4170 Accounting	10,200	4190.5 Supplies	13,000
4190.6 Dues	9,000	4190.2 Postage	5,750
4190.7 admin fuel	9,500		
4190.1 Admin Contr	125,000		
		TOTAL	71,750
TOTAL	201,700		

SECTION 8

<u>Other</u>		<u>Office</u>	
4140 Training	6,000	4190.3 Telephone	5,600
4190 Sundry	1,500	4190.1 Computer	18,000
4170 Accounting	2,800	4190.5 Supplies	10,500
4190.6 Dues	3,800	4190.2 Postage	2,800
4190.7 Court Costs	-	4180 RENT	4,620
4190.1 Admin Contr	35,000		
		TOTAL	41,520
TOTAL	49,100		

DEVELOPMENT CORP

<u>Other #91900</u>		<u>Office #91600</u>	
4140 Training	1,000	4190.3 Telephone	-
4190 Sundry	6,000	4190.1 Computer	-
4170 Accounting	1,950	4190.5 Supplies	-
4190.6 Dues	250	4190.2 Postage	-
4190.7 Court Costs	-		
4190.1 Admin Contr	2,850		
		TOTAL	-
TOTAL	12,050		

# Operating Budget

PHA Name	OAK RIDGE HOUSING AUTHORITY					
			Fiscal Year Ending		9/30/2025	
Type of Budget (Original, Revision #)	ORIGINAL	HA Code		TN088		
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget	SECTION 8 BUDGET	DEVELOPMENT CORP BUDGET
<b>Operating Income:</b>						
70300	Tenant Rental Revenue	355,716		355,716	-	-
70600	Operating Subsidy	342,909		342,909	2,433,000	470,000
70600	HUD PHA Operating Grant-CFP		303,969	303,969	-	
70400	Other Tenant Charges	35,000		35,000	-	-
70400	Excess Utilities	1,800		1,800	-	-
71100	Investment Income	17,442		17,442	380	35
71400	Fraud Recovery			-	10,000	-
71500	Non-Dwelling Rent	11,088		11,088	-	-
71500	Other Income - HOME Administrative Fees					30,000
71500	Other Income	500		500	-	87,996
70000	<b>Total Operating Income</b>	<b>764,455</b>	<b>303,969</b>	<b>1,068,424</b>	<b>2,443,380</b>	<b>588,031</b>

<b>Operating Expenditures:</b>						
<b>Administrative</b>						
91100	Administrative Salaries	302,900		302,900	131,867	35,891
91500	Employee Benefits - Administrative	125,075		125,075	46,469	3,245
91200	Auditing Fees	10,500		10,500	4,750	-
91300	Management Fees			-	-	-
91310	Bookkeeping Fees			-	-	-
91400	Advertising and Marketing	1,800		1,800	500	6,900
91600	Office Expenses	68,000		68,000	43,120	250
91700	Legal Expense	6,300		6,300	1,800	3,500
91800	Travel	45,000		45,000	10,500	75
91900	Other Administrative Costs	107,200		107,200	45,000	8,300
91000	<b>Total Administrative</b>	<b>666,775</b>	<b>-</b>	<b>666,775</b>	<b>284,006</b>	<b>58,161</b>

92000	<b>Asset Management Fees</b>			-	-	-
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<b>Tenant Services</b>						
92100	Tenant Services - Salaries	12,415		12,415	-	-
92300	Employee Benefits - Tenant Services	6,500		6,500	-	-
92200	Relocation Costs			-	-	-
92400	Tenant Services-Other	5,000		5,000	-	-
92500	<b>Total Tenant Services</b>	<b>23,915</b>	<b>-</b>	<b>23,915</b>	<b>-</b>	<b>-</b>

<b>Utilities</b>						
93100	Water	2,500		2,500	-	-
93200	Electricity	20,100		20,100	-	-
93300	Gas	5,200		5,200	-	-
93400	Fuel			-	-	-
93600	Sewer	3,750		3,750	-	-
93800	Other	550		550	-	-
93000	<b>Total Utilities</b>	<b>32,100</b>	<b>-</b>	<b>32,100</b>	<b>-</b>	<b>-</b>

<b>Maintenance</b>						
94100	Labor	133,266		133,266	15,782	7,209
94500	Employee Benefits - Maintenance	57,889		57,889	5,561	3,244
94200	Maintenance Materials	40,000		40,000	-	2,500
<b>Maint. Contract:</b>						
94300-010	Garbage and Trash Removal Contracts	8,750		8,750	-	250
94300-020	Heating & Cooling Contracts	5,000		5,000	-	-

94300-030	Snow Removal Contracts	-	-	-	-	-
94300-040	Elevator Maintenance	-	-	-	-	-
94300-050	Landscape & Grounds Contracts	20,000	20,000	-	3,500	
94300-060	Unit Turnaround Contract	5,000	5,000	-	8,000	
94300-070	Electrical Contracts	-	-	-	-	
94300-080	Plumbing Contracts	2,500	2,500	-	-	
94300-090	Extermination Contracts	20,000	20,000	-	2,600	
94300-100	Janitorial Contracts	2,400	2,400	-	-	
94300-110	Routine Maintenance Contracts	14,000	14,000	-	-	
94300-120	Other Misc. Contract Costs	21,000	21,000	-	2,500	
94000	<b>Total Maintenance</b>	<b>329,805</b>	<b>329,805</b>	<b>21,343</b>	<b>29,803</b>	

<b>Protective Services</b>						
95100	Protective Services - Labor	-	-	-	-	
95500	Employee Benefits - Protective Services	-	-	-	-	
95200	Protective Services Contract Costs	-	-	-	-	
95300	Protective Service Other	1,400	1,400	500	-	
95000	<b>Total Protective Services</b>	<b>1,400</b>	<b>1,400</b>	<b>500</b>	<b>-</b>	

<b>Insurance</b>						
96110	Property	75,634	75,634	-	-	
96120	General Liability	11,733	11,733	1,500	-	
96130	Worker's Comp.	1,500	1,500	500	-	
96140	Other Insurance	2,650	2,650	500	-	
96100	<b>Total Insurance Expense</b>	<b>91,517</b>	<b>91,517</b>	<b>2,500</b>	<b>-</b>	

<b>General Expenses</b>						
96200	Other General Expense	41,000	41,000	1,500	-	
96210	Compensated Absences	1,500	1,500	1,500	-	
96300	Payments In Lieu of Taxes	35,062	35,062	-	-	
96400	Bad Debt-Tenants	8,000	8,000	-	-	
96800	Severance Expense	-	-	-	-	
97300	HAP Payments	-	-	2,200,000	-	
96000	<b>Total General Expenses</b>	<b>85,562</b>	<b>85,562</b>	<b>2,203,000</b>	<b>-</b>	

96900	<b>Total Operating Expenditures</b>	<b>1,231,074</b>	<b>1,231,074</b>	<b>2,511,349</b>	<b>87,964</b>	
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97000	<b>Cash Flow from Operations</b>	<b>(466,619)</b>	<b>303,969</b>	<b>(162,650)</b>	<b>(67,969)</b>	<b>500,067</b>
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<b>Other Financial Items-Sources &amp; (Uses)</b>						
10010	Operating Transfers In	-	-	-	-	
10020	Operating Transfers Out	-	-	-	-	
10091	Inter AMP Excess Cash Transfer In	-	-	-	-	
10092	Inter AMP Excess Cash Transfer Out	-	-	-	-	
10093	Transfers from Program to AMP	-	-	-	-	
10094	Transfers from AMP to Program	-	-	-	-	
	Home Rehab Costs	-	-	-	-	(470,000)
11020/96710	Debt Service Payment (Principal & Interest)	-	-	-	-	
97100	Extraordinary Maintenance	(27,000)	(27,000)	-	-	
	Capital Expenditures	-	-	-	-	
	Other Items (PYA)	-	-	-	-	
	<b>Total Other Financial Items</b>	<b>(27,000)</b>	<b>(27,000)</b>	<b>-</b>	<b>(470,000)</b>	

10000	<b>Net Cash Flow</b>	<b>(493,619)</b>	<b>303,969</b>	<b>(189,650)</b>	<b>(67,969)</b>	<b>30,067</b>
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PUBLIC HOUSING

<u>Other #91900</u>		<u>Office #91600</u>	
4140 Training	25,000	4190.3 Telephone	16,500
4190 Sundry	12,000	4190.1 Computer	33,000
4170 Accounting	10,200	4190.5 Supplies	11,500
4190.6 Dues	9,000	4190.2 Postage	7,000
4190.9 office equip	11,000		
4190.1 Admin Contr	40,000		
		TOTAL	68,000
TOTAL	107,200		

SECTION 8

<u>Other</u>		<u>Office</u>	
4140 Training	6,000	4190.3 Telephone	6,000
4190 Sundry	5,000	4190.1 Computer	18,000
4170 Accounting	5,200	4190.5 Supplies	11,000
4190.6 Dues	3,800	4190.2 Postage	3,500
4190.7 Court Costs	-	4180 RENT	4,620
4190.1 Admin Contr	25,000		
		TOTAL	43,120
TOTAL	45,000		

DEVELOPMENT CORP

<u>Other #91900</u>		<u>Office #91600</u>	
4140 Training	-	4190.3 Telephone	-
4190 Sundry	3,500	4190.1 Computer	-
4170 Accounting	1,950	4190.5 Supplies	250
4190.6 Dues	-	4190.2 Postage	-
4190.7 Court Costs	-		
4190.1 Admin Contr	2,850		
		TOTAL	250
TOTAL	8,300		



**Operating Budget**  
 Schedule of Administration  
 Expense Other Than Salary

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

OMB Approval No. 2577-0026 (Exp. 10/31/09)

Public records burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 604 of the U.S. Housing Act of 1937. The information is the operating budget for low-income 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 PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority		Locality			Fiscal Year End	
OAK RIDGE HOUSING AUTHORITY		OAK RIDGE, TN			9/30/2025	
(1)	(2)	(3)	(4)	(5)	(6)	
Description	Total	Public Housing	Section 8	Dev. Corp	Other	
1 Legal Expense (see Special Note in Instructions)	11,600	6,300	1,800	3,500		
2 Training (list and provide justification)	31,000	25,000	6,000			
3 Travel						
Trips To Conventions and Meetings (list and provide justification)	55,575	45,000	10,500	75		
4 Other Travel						
Outside Area of Jurisdiction						
5 Within Area of Jurisdiction						
6 Total Travel	<b>55,575</b>	<b>45,000</b>	<b>10,500</b>			
7 Accounting	17,350	10,200	5,200	1,950		
8 Auditing	15,250	10,500	4,750			
9 Sundry						
Rental of Office Space	4,620	-	4,620			
10 Publications/Advertising	9,200	1,800	500	6,900		
11 Membership Dues and Fees (list organization and amount)	12,800	9,000	3,800			
12 Telephone, Fax, Electronic Communications	22,500	16,500	6,000			
13 Computer Maintenance	51,000	33,000	18,000			
14 Administrative Services Contracts (list and provide justification)	67,850	40,000	25,000	2,850	ADMIN CONTRACT COST	
15 Forms, Stationary and Office Supplies	22,750	11,500	11,000	250		
16 Other Sundry Expense (provide breakdown)	42,000	30,000	8,500	3,500		
17 Total Sundry	<b>232,720</b>	<b>141,800</b>	<b>77,420</b>	<b>13,500</b>		
18 Total Administration Expense Other Than Salaries	<b>363,495</b>	<b>238,800</b>	<b>105,670</b>	<b>19,025</b>		

Line 16- Misc.- \$12,000, POSTAGE \$7,000 -Office Equip- \$11,000 Public Housing Line 16-Misc Dev. Corp  
 Line 16- Misc.- \$5,000, POSTAGE \$3,500 - Section 8 Misc.- \$3,500

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001,1010, 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date

**X**  
 EXECUTIVE DIRECTOR

form HUD-52571 (10/09)  
 ref Handbook 7475.1

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

**Operating Budget  
Schedule of All Positions and Salaries**

See back of page for Instructions and Public reporting burden statement

Position Title and Name By Organizational Unit and Function		Locality		Requested Budget Year			Allocation of Salaries by Program					Longevity	Method of Allocation						
		OAK RIDGE, TN		Salary Rate	Estimated Payment		Management	Development Corp	ROSS	Maintenance	Section 8								
		Present Salary Rate	8/1/2024		No. Months	Amount								(3)	(4)	(5)	(6)	(7)	(8)
(1)	(1a)																		
<b>ADMINISTRATIVE</b>																			
	52.21	108,598	108,598	108,598	70,589	4,887	27,150	5,973	65/4.5/25/5.5										
EXECUTIVE DIRECTOR - Maria Catron									95/5										
EXECUTIVE DIRECTOR - Auto Allowance	37.87	12,600	12,600	11,970	5,513	3,938	88/7/5												
DIRECTOR OF OPERATIONS - James Ratliff	27.24	78,467	78,761	69,310	42,488	8,498	5,665	75/15/10											
Executive Assistant - Kaye Helton	28.85	55,000	56,650	43,464	16,536			72.44/27.56											
PUBLIC HOUSING MANAGER - Kari King	29.71	60,000	60,000	61,800			61,800	0/100											
SECTION 8 MANAGER - Alistair Blair	21.20	42,817	44,102	44,102				100/0											
ASSISTED HOUSING SPECIALIST - Erin Garner	22.66	45,760	47,133				47,133	0/100											
ASSISTED HOUSING SPECIALIST - LaToyia Osborne						457	6,728												
INCENTIVE PAY			28,164	20,979															
		452,040	497,807	302,900	35,891	27,150	131,867												
<b>ADMINISTRATIVE TOTALS</b>																			
FSS COORDINATOR- Alexis Harris	22.28	45,000	46,350	11,588	34,763			25/7/5											
INCENTIVE PAY			3,309	827	2,482														
<b>FSS TOTALS</b>		45,000	49,659	12,415	37,244														
<b>MAINTENANCE</b>																			
MAINTENANCE COORDINATOR - Jose Perez	30.35	61,288	63,127	7,209	40,136	15,782	11,42/63.58/25												
MAINTENANCE MECHANIC - VACANT	20.84	42,086	43,349		43,349		100/0												
MAINTENANCE AIDE- DAVID CALDWELL	18.91	38,189	39,335	39,335	39,335		100/0												
GROUPS TECHNICIAN (PT)		520	520	520	520		100/0												
INCENTIVE PAY			9,927	9,927	9,927		100/0												
<b>MAINTENANCE TOTALS</b>		142,083	156,257	7,209	133,266	15,782													
<b>TOTAL SALARIES</b>		639,123	703,723	315,315	64,394	133,266	147,648												

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 To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
 Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1012.31 U.S.C.3729, 3802)

Executive Director or Designated Official: MARIA CATRON, EXECUTIVE DIRECTOR  
 Date: form HUD-52566 (3/95)  
 ref handbook 7475.1



# Operating Budget

Summary of Budget Data and Justifications

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0026 (Exp. 10/31/2009)

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This information is required by Section 6© (4) of the U.S. Housing Act of 1937. The information is the operating budget for low-income 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 PHA and the amounts are reasonable and that the PHA is in compliance with the procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
<b>OAK RIDGE HOUSING AUTHORITY</b>	<b>OAK RIDGE, TN</b>	<b>9/30/2025</b>

### Operating Receipts

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

**Estimated at 12 months @ \$29,643 = \$355,716**

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

1. Utility Services Surcharged      Gas       Electricity       Other       (Specify) \_Water\_\_\_\_\_

2. Comments      **\$1,800.00**

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

1. Space Rented	To Whom	Rental Terms
<b>OFFICE SPACE</b>	<b>SECTION 8 VOUCHER</b>	<b>\$385 PER MONTH</b>
<b>RIDGEVIEW - 11 JOEL LANE</b>		<b>\$539 for 12 months</b>
<b>Total =</b>		<b>\$11,088</b>

2. Comments

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

	CD's	Checking	Total
ESTIMATED FUNDS AVAILABLE -	\$ 463,253	\$ 491,381	
ESTIMATED AVG. RATE OF RETURN	3.50%	0.25%	
	\$ 16,214	\$ 1,228	\$ 17,442

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

OTHER REVENUE	\$ 500
OTHER REVENUE	\$ 30,000
CFP 2023 OPERATING TRANSFER	303,969
HOME GRANT- DEV CORP	470,000
TENANT CHARGES	35,000
<b>ESTIMATED INCOME</b>	<b>\$ 839,469</b>

**Operating Expenditures**

**Summary of Staffing and Salary Data**

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

- Column (1)** Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2)** Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time position is two. (8/10 + 7/10 + 5/10).
- Column (3)** Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4)** Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5)** Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6)** Enter the portion of total salary expense shown in Column (5) or Column (9) form HUD-52566, allocable to Section 8 Programs.

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

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	ROSS/FSS (4)	Development Corp (5)	Section 8 Program (6)
Administration-Nontechnical Salaries <sup>1</sup>	8	8	315,315	27,150	35,891	131,867
ROSS Salaries	1	1		37,244		
Ordinary Maintenance and Operation-Labor <sup>1</sup>	4	3.25	133,266		7,209	15,782
Utilities-Labor <sup>1</sup>						
Other (Protective Services) <sup>1</sup>						
Extraordinary Maintenance Work Projects <sup>2</sup>						
Betterments and Additions Work Projects <sup>2</sup>						

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

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

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

**ALL SALARIES ARE THOSE APPROVED BY THE BOARD OF COMMISSIONERS. MAINTENANCE WAGES ARE IN ACCORDANCE WITH THE LATEST WAGE RATE DETERMINATION.**

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

SEE HUD - 52571

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

<b>BASED ON PRIOR YEAR CONSUMPTION</b>	
WATER	\$ 2,500
SEWER	3,750
GAS	5,200
OTHER UTILITIES	550
ELECTRICITY	20,100
<b>TOTAL</b>	<b>\$ 32,100</b>

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

**MATERIALS COST BASED UPON PRIOR YEAR - \$40,000**

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

GARBAGE COLLECTION	\$ 8,750	PLUMBING CONTRACTS	2,500
HVAC CONTRACTS	5,000	LANDSCAPING	20,000
PEST CONTROL	20,000	JANITORIAL	2,400
UNIT TURNAROUND	5,000	MISC.	20,000
EQUIPMENT MAIN.	14,000	<b>TOTAL</b>	<b>\$ 98,650</b>
UNIFORMS	1,000		

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

PROPERTY & BUILDING	\$	75,634
AUTO		1,550
GENERAL LIABILITY		11,733
OTHER INSURANCE		500
BOND		600
WORKER'S COMP		1,500
TOTAL	\$	<u>91,517</u>

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

	TOTAL	LOW RENT	SECTION 8	Develop. Corp
HEALTH INSURANCE	\$ 167,340	\$ 129,580	\$ 35,110	\$ 2,650
RETIREMENT	25,008	19,241	5,247	520
UNEMPLOYMENT	1,800	1,400	378	22
FICA \$703,723 X 7.65%	53,835	39,243	11,295	3,297
	\$ 247,983	\$ 189,464	\$ 52,030	\$ 6,489

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

ESTIMATED COLLECTION LOSS - \$8,000

**Extraordinary Maintenance, Replacement of Equipment, Betterments and Additions.** Cite per HUD approval or give justification for each nonroutine work project included in the Requested Budget Year and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

ESTIMATED EXPENSE - \$27,000 SEE HUD-52567

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

NONE