

# Southview Manor

## Balance Sheet

November, 2020

Balance

### Assets

#### Current Assets

5	UMB General Fund	373,373.45
9	Petty Cash	200.00
20	Allowance for Doubtful Accounts	13,017.92
29	Prepaid Insurance	8,306.10
60	Allow for Obsolete Inventory	34,349.15
169	CFP HUD Rec/Deferred Revenue	(137,772.49)

#### Total Current Assets

291,474.13

#### Non-Current Assets

170	Leasehold Improvements	411,385.85
171	Land	257,925.00
172	Buildings	6,040,839.89
174	Equipment - Admin	66,932.74
175	Accumulated Depreciation	(5,243,549.00)

#### Total Fixed Assets

1,533,534.48

### Total Assets

1,825,008.61

### Liabilities

#### Current Liabilities

300	Tenants Security Deposit	22,600.00
306	Accrued Comp Absences	3,033.76

#### Total Current Liabilities

25,633.76

#### Non-Current Liabilities

470	Comp Absences - NonCurrent	375.73
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#### Total Non-Current Liabilities

375.73

### Total Liabilities

26,009.49

### Net Assets

600	Capitalized Assets	1,533,534.48
602	Unrestricted Assets	262,611.54
700	Current Year Net Income (Loss)	2,853.10

#### Total Net Assets

1,798,999.12

### Total Liabilities and Net Assets

1,825,008.61

Southview Manor  
Board Operating Statement

Preview

November, 2020

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
<b>Income</b>		
Dwelling Rent	28,081.00	222,120.00
Excess Utilities	0.00	179.11
Other Income - Tenant Charges & Fees	(87.25)	2,485.75
Income - Other Sources	1,218.43	8,518.16
HUD PH Op CARE Grant Funds	2,508.51	52,171.00
Transfers from Capital Fund Grants	0.00	150,000.00
HUD Subsidy Earned	32,130.00	229,999.00
<b>Operating Income</b>	<b>63,850.69</b>	<b>665,473.02</b>
<b>Expenses</b>		
Administrative Salaries	5,028.76	33,835.17
Admin Salaries - COVID Haz Pay	0.00	8,462.34
Legal Expense	0.00	2,130.75
Staff Training - COVID	0.00	300.00
Travel	0.00	18.00
Audit Fee	0.00	4,000.00
Office Supplies	151.68	939.53
Computer Support / Repair	0.00	7,124.37
Advertising	108.33	216.66
Publications	0.00	83.80
Membership Dues and Fees	0.00	429.30
Telephone/DSL Lines	765.39	5,288.87
Admin Expenses - COVID Related	0.00	6,551.05
Misc. Admin Expenses	148.73	376.38
Admin Contracts	219.66	3,394.71
Tenant Screening	27.29	265.53
Copier Lease/Usage	366.80	1,536.29
Management Fees	7,130.37	56,082.13
Bookkeeping Fees	1,057.50	8,317.50
Asset Management Fees	1,450.00	11,600.00
Tenant Services - Salaries	330.75	1,549.80
Tenant Services - Other incurred service cost	35.60	3,947.49
Water	1,748.08	17,388.42
Electricity	129.77	58,044.27
Other Utilities Expense	2,371.75	21,819.23
Maintenance Labor	6,801.57	38,175.12
Maint Labor - COVID Haz Pay	0.00	10,871.60
Materials	4,609.11	17,177.01
Materials - COVID	0.00	6,245.06
Contract Cost	23,379.85	33,441.56
Contract Costs - COVID	0.00	13,422.49
Contracts - Heating and Cooling	1,158.00	17,367.93
Elevator Contract	702.48	702.48
Contracts - Landscape and Grounds	160.00	3,200.00
Contracts - Unit Turnaround	1,014.23	11,271.95
Contracts Electrical	0.00	1,655.00
Contracts - Plumbing	0.00	919.98
Contracts - Extermination	7,023.00	17,884.00
Contracts - Janitorial	1,938.12	9,559.14
Contract Costs - Misc	33.00	4,264.62
Trash Removal	2,125.00	10,410.00
Vehicle Maintenance	0.00	404.72
Appliance/equipment Maint & Repair	1,024.62	3,330.00
Insurance - Prop	3,206.32	26,078.08
Insurance - Liability	343.71	2,795.52

Southview Manor  
Board Operating Statement

November, 2020

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	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
Insurance - Workman's Comp	510.70	3,693.83
Insurance - Other	202.17	1,580.11
Employee Benefit - Admin	363.44	16,629.18
Employee Benefits - Maint	1,337.56	7,689.95
Collection Losses	0.00	149.00
<b>Operating Expenses</b>	<b>77,003.34</b>	<b>512,619.92</b>
<b>Operating Profit / (Loss)</b>	<b>(13,152.65)</b>	<b>152,853.10</b>
<b>Retained Earnings</b>		<b>152,853.10</b>

Report Selections

# Southview Manor

## Board Operating Statement / Budget

Preview

November, 2020

	<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	28,081.00	193.66	27,083.33	186.78	222,120.00	191.48	216,666.67	186.78
Excess Utilities	0.00	0.00	0.00	0.00	179.11	0.15	0.00	0.00
Other Income - Tenant Charges &	(87.25)	(0.60)	435.42	3.00	2,485.75	2.14	3,483.33	3.00
Income - Other Sources	1,218.43	8.40	1,000.00	6.90	8,518.16	7.34	8,000.00	6.90
HUD PH Op CARE Grant Funds	2,508.51	17.30	0.00	0.00	52,171.00	44.98	0.00	0.00
Transfers from Capital Fund Grani	0.00	0.00	10,000.00	68.97	150,000.00	129.31	80,000.00	68.97
HUD Subsidy Earned	32,130.00	221.59	25,284.67	174.38	229,999.00	198.28	202,277.33	174.38
<b>Operating Income</b>	<b>63,850.69</b>	<b>440.35</b>	<b>63,803.42</b>	<b>440.02</b>	<b>665,473.02</b>	<b>573.68</b>	<b>510,427.33</b>	<b>440.02</b>
<b>Expenses</b>								
Administrative Salaries	5,028.76	34.68	4,394.17	30.30	33,835.17	29.17	35,153.33	30.30
Admin Salaries - COVID Haz Pay	0.00	0.00	0.00	0.00	8,462.34	7.30	0.00	0.00
Legal Expense	0.00	0.00	208.33	1.44	2,130.75	1.84	1,666.67	1.44
Staff Training	0.00	0.00	41.67	0.29	0.00	0.00	333.33	0.29
Staff Training - COVID	0.00	0.00	0.00	0.00	300.00	0.26	0.00	0.00
Travel	0.00	0.00	83.34	0.57	18.00	0.02	666.66	0.57
Audit Fee	0.00	0.00	333.33	2.30	4,000.00	3.45	2,666.67	2.30
Sundry	0.00	0.00	166.67	1.15	0.00	0.00	1,333.33	1.15
Office Supplies	151.68	1.05	166.67	1.15	939.53	0.81	1,333.33	1.15
Expendable Office Equipment	0.00	0.00	166.67	1.15	0.00	0.00	1,333.33	1.15
Computer Support / Repair	0.00	0.00	416.67	2.87	7,124.37	6.14	3,333.33	2.87
Advertising	108.33	0.75	20.83	0.14	216.66	0.19	166.67	0.14
Publications	0.00	0.00	29.17	0.20	83.80	0.07	233.33	0.20
Membership Dues and Fees	0.00	0.00	145.83	1.01	429.30	0.37	1,166.67	1.01
Telephone/DSL Lines	765.39	5.28	625.00	4.31	5,288.87	4.56	5,000.00	4.31
Colletion Agent Fees & Court Cos	0.00	0.00	125.00	0.86	0.00	0.00	1,000.00	0.86
Admin Expenses - COVID Relate	0.00	0.00	0.00	0.00	6,551.05	5.65	0.00	0.00
Misc. Admin Expenses	148.73	1.03	208.33	1.44	376.38	0.32	1,666.67	1.44
Admin Contracts	219.66	1.51	1,125.00	7.76	3,394.71	2.93	9,000.00	7.76
Tenant Screening	27.29	0.19	333.33	2.30	265.53	0.23	2,666.67	2.30
Copier Lease/Usage	366.80	2.53	175.00	1.21	1,536.29	1.32	1,400.00	1.21
Management Fees	7,130.37	49.17	6,166.67	42.53	56,082.13	48.35	49,333.33	42.53
Bookkeeping Fees	1,057.50	7.29	1,000.00	6.90	8,317.50	7.17	8,000.00	6.90
Asset Management Fees	1,450.00	10.00	1,541.67	10.63	11,600.00	10.00	12,333.33	10.63
Tenant Services - Salaries	330.75	2.28	125.00	0.86	1,549.80	1.34	1,000.00	0.86
Tenant Services - Other incurred s	35.60	0.25	375.00	2.59	3,947.49	3.40	3,000.00	2.59
Water	1,748.08	12.06	2,500.00	17.24	17,388.42	14.99	20,000.00	17.24
Electricity	129.77	0.89	11,395.83	78.59	58,044.27	50.04	91,166.67	78.59
Other Utilities Expense	2,371.75	16.36	2,708.33	18.68	21,819.23	18.81	21,666.67	18.68
Maintenance Labor	6,801.57	46.91	5,795.25	39.97	38,175.12	32.91	46,362.00	39.97
Maint Labor - COVID Haz Pay	0.00	0.00	0.00	0.00	10,871.60	9.37	0.00	0.00
Materials	4,609.11	31.79	2,533.33	17.47	17,177.01	14.81	20,266.67	17.47
Materials - COVID	0.00	0.00	0.00	0.00	6,245.06	5.38	0.00	0.00
Contract Cost	23,379.85	161.24	833.33	5.75	33,441.56	28.83	6,666.67	5.75
Contract Costs - COVID	0.00	0.00	0.00	0.00	13,422.49	11.57	0.00	0.00
Contracts - Heating and Cooling	1,158.00	7.99	2,500.00	17.24	17,367.93	14.97	20,000.00	17.24
Elevator Contract	702.48	4.84	1,000.00	6.90	702.48	0.61	8,000.00	6.90
Contracts - Landscape and Groun	160.00	1.10	291.67	2.01	3,200.00	2.76	2,333.33	2.01
Contracts - Unit Turnaround	1,014.23	6.99	2,291.67	15.80	11,271.95	9.72	18,333.33	15.80
Contracts Electrical	0.00	0.00	83.33	0.57	1,655.00	1.43	666.67	0.57
Contracts - Plumbing	0.00	0.00	125.00	0.86	919.98	0.79	1,000.00	0.86
Contracts - Extermination	7,023.00	48.43	1,875.00	12.93	17,884.00	15.42	15,000.00	12.93

# Southview Manor

## Board Operating Statement / Budget

Preview

November, 2020

	<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>
Contracts - Janitorial	1,938.12	13.37	1,666.67	11.49	9,559.14	8.24	13,333.33	11.49
Contract Costs - Misc	33.00	0.23	2,291.67	15.80	4,264.62	3.68	18,333.33	15.80
Trash Removal	2,125.00	14.66	625.00	4.31	10,410.00	8.97	5,000.00	4.31
Vehicle Maintenance	0.00	0.00	20.83	0.14	404.72	0.35	166.67	0.14
Appliance/equipment Maint & Rep	1,024.62	7.07	0.00	0.00	3,330.00	2.87	0.00	0.00
Insurance - Prop	3,206.32	22.11	3,333.33	22.99	26,078.08	22.48	26,666.67	22.99
Insurance - Liability	343.71	2.37	333.33	2.30	2,795.52	2.41	2,666.67	2.30
Insurance - Workman's Comp	510.70	3.52	375.00	2.59	3,693.83	3.18	3,000.00	2.59
Insurance - Other	202.17	1.39	166.67	1.15	1,580.11	1.36	1,333.33	1.15
Employee Benefit - Admin	363.44	2.51	2,230.92	15.39	16,629.18	14.34	17,847.33	15.39
Employee Benefits - Maint	1,337.56	9.22	2,165.00	14.93	7,689.95	6.63	17,320.00	14.93
Collection Losses	0.00	0.00	375.00	2.59	149.00	0.13	3,000.00	2.59
<b>Operating Expenses</b>	<b>77,003.34</b>	<b>531.06</b>	<b>65,489.51</b>	<b>451.65</b>	<b>512,619.92</b>	<b>441.91</b>	<b>523,915.99</b>	<b>451.65</b>
<b>Operating Profit / (Loss)</b>	<b>(13,152.65)</b>	<b>(90.71)</b>	<b>(1,686.09)</b>	<b>(11.63)</b>	<b>152,853.10</b>	<b>131.77</b>	<b>(13,488.66)</b>	<b>(11.63)</b>
<b>Retained Earnings</b>					<b>152,853.10</b>	<b>131.77</b>	<b>(13,488.66)</b>	<b>(11.63)</b>
<b>Report Selections</b>								