



430 Hartsell Ave
Lakeland, FL 33815

(863) 267-6911

<http://LakelandHousing.org>



Board Of Commissioners

Michael Pimentel, Chairman

Richard Richardson, Vice-Chairman

Joseph DiCesare

Edward Hall

Lorenzo Robinson

Dorothy Sanders

Gary Smith

REGULAR BOARD MEETING

November 17, 2014

Benjamin Stevenson, Executive Director

Ricardo Gilmore, Esquire

AGENDA

Board of Commissioners Meeting
The Housing Authority of the City of Lakeland, Florida
Monday, November 17, 2014 at 6:00 P.M.
LHA Board Room
430 Hartsell Avenue
Lakeland, Florida

Pledge of Allegiance
Moment of Silence
Establish a Quorum

- 1. Approval of the Meeting Agenda**
- 2. Approval of the Minutes of the Regular Board Meeting held Monday, October 20, 2014.**
- 3. Public Forum**
- 4. Old Business**
 - LHA Recovery Plan Update
- 5. New Business**
- 6. Monthly Reports**
 - Financial Reports and Grant Updates
 - Housing Report
 - Development Report
 - Resident Services Report
 - Resolutions

Resolution #14-1395 – The Board of Commissioners is requested to authorize the Executive Director to increase the total dollar value of the contract with Innovative Financial Housing Solutions, Inc. (IFH Solutions) up to \$187,000.

Resolution #14-1396 – The Board of Commissioner is requested to amend the Procurement Policy for the Lakeland Housing Authority by removing the language of Item I.4 for the policy.

7. Secretary's Report

8. Legal Report

9. Other Business

- Corrective Action Plan

10. Adjournment

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
Monday October 20, 2014

The Commissioners of the Housing Authority of the City of Lakeland met at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
 Richard Richardson, Vice Chairman
 Edward Hall, Commissioner
 Lorenzo Robinson, Commissioner
 Dorothy Sanders, Commissioner
 Gary Smith, Commissioners

Secretary Benjamin Stevenson
Legal Counsel: Rhonda Stringer, Esquire

The meeting was called to order at 6:05 p.m. by Chairman Pimentel.
The Pledge of Allegiance and a Moment of Silence were observed.
A quorum was established.

APPROVAL OF THE AGENDA

Chairman Pimentel asked the board to review the agenda and if there were any requests for items to be added to the agenda. There were no items added to the agenda.

- **Motion to approve and accept the meeting agenda.**
Motion by Hall, second by Pimentel.

Vote: Commissioners

Michael Pimentel – Aye	Edward Hall – Aye	Dorothy Sanders – Aye
Richard Richardson - Aye	Lorenzo Robinson – Aye	Gary Smith – Aye

APPROVAL/ACCEPTANCE OF MINUTES

- **Motion to approve and accept the minutes of the Regular Board Meeting held September 29, 2014.**
Motion by Robinson, second by Sanders

Vote: Commissioners

Michael Pimentel – Aye	Edward Hall – Aye	Dorothy Sanders – Aye
Richard Richardson - Aye	Lorenzo Robinson – Aye	Gary Smith – Aye

PUBLIC FORUM

Shakia Young, Resident Representative for Washington Oaks, voiced concerns with the FSS Program and how the program will operate in the future. Ms. Young indicated she enrolled into the program on November 1, 2013 and stated she has almost completed the program.

Judy Haggins, Resident Representative for Carrington Place (formerly known as Dakota Park) Apartments also voiced her concerns in regards to the FSS Program and who would facilitate the program. She indicated Linda Willis, FSS Coordinator is her worker. Ms. Haggins is scheduled to complete the program and graduate by November 1, 2014. She indicated further concerns about resident services and tenants repairs and the safety of the playground equipment.

Chairman Pimentel asked Mr. Stevenson to address the concerns regarding resident services. Mr. Stevenson advised that he and Ms. Goodman will be taking a more active role in resident services and attending the monthly meetings with residents. If residents have questions regarding services they should call the office. Chairman Pimentel advised that he will visit the property on this Thursday and meet with Ms. Haggins.

Valerie Brown advised that the FSS Program is expected to renew the grant in January 2015 and the resident services will resume. She also indicated that some of the feed- back and goals of the Resident Advisory board was put into the 2015 Agency Plan is regarding their ability to apply for grants and to obtain their own 501(c)3 non-profit status.

OLD BUSINESS

• Recovery Plan Review Committee Meeting Updates

Commissioner Richardson gave updates from the Recovery Plan Review Committee meeting. The Committee has been meeting regularly with the Executive Director and senior staff to review the draft Recovery Plan and Budget. The document will be sent to HUD after approval by the full Board. In order to come up with a balance budget, LHA had to reduce staff and make adjustments in other areas. In the committee last meeting, we came up a reasonable plan and budget hopefully that will be acceptable by HUD. Commissioner Richardson indicated that he and Commissioner Smith had been working diligently with the staff and is very comfortable with the budget and the Recovery Plan.

The Recovery Plan Review Committee recommendation to the board is that they would accept and approve the Budget and Recovery Plan that will be sent to HUD.

- Motion that the board accepts the Recovery and Sustainability Plan and authorizes the Executive Director to submit the plan to HUD.
Motion by Richardson, Second by Robinson.

Vote: Commissioners

Michael Pimentel – Aye	Edward Hall – Aye	Dorothy Sanders – Aye
Richard Richardson - Aye	Lorenzo Robinson – Aye	Gary Smith – Aye

Resolution #14-1391- The Board of Commissioners is requested to approve the 2015 Annual Budget.

- Motion to accept and approve the 2015 Annual Budget as presented by staff with necessary changes to the budget.
Motion by Gary Smith, second by Richardson.

Vote: Commissioners

Michael Pimentel – Aye

Edward Hall – Aye

Dorothy Sanders – Aye

Richard Richardson - Aye

Lorenzo Robinson – Aye

Gary Smith – Aye

• **Recovery Plan Update**

Mr. Stevenson presented the Recovery Plan Update memorandum, a copy of which is included in the board report. Mr. Stevenson indicated that he began uploading the Disposition Application for the sale of the Arbor Manor property into HUD's online system. Staff is currently waiting for HUD assistance with technical difficulties so that the application process can be completed. Mr. Stevenson also indicated that he had a very positive meeting with potential buyers of the 10th Street property.

The staff reduction status is still in the review process. Staff has 45 days review and accept the separation agreements.

NEW BUSINESS

None

MONTHLY REPORTS

• **Financial Report and Grant Updates**

Joseph Murphy gave a very thorough presentation of the financial report.

• **Housing Report**

Report submitted and accepted as written.

• **Development Report**

Valerie Brown reported that the written Development Report is missing this month because she had been diligently working on the 2015 Agency Plan which was completed and submitted on October 17, 2014.

• **Resident Services Report**

Report submitted as accepted as written.

Commissioner Smith requested that the commissioners be informed of when the Youth Build graduation ceremonies will be held. Mr. Stevenson advised that informing the commissioners is not a problem. However, if more than two commissioners are informed regarding the graduation the Florida in the Sunshine Law requires a public notice be posted regarding the event.

RESOLUTIONS

Resolution #14-1392 – The Board of Commissioners is requested to authorize that the current (Calendar Year 2014) Utility Allowance Schedule for the Public Housing and Housing Choice Voucher programs be continued for Calendar Year 2015.

- **Motion to accept and approve resolution #14-1392**
Motion by Pimentel, second by Sanders

Vote: Commissioners

Michael Pimentel – Aye Edward Hall – Aye Dorothy Sanders – Aye
Richard Richardson - Aye Lorenzo Robinson – Aye Gary Smith – Aye

Resolution 14-1393 – The Board of Commissioners is requested to authorize the Executive Director to enter into a contract with Annettie Machuca and Associates, Inc., to provide Housing Choice Voucher and Public Housing Recertification Services.

- **Motion to accept and approve the resolution # 14-1393**
Motion by Richardson, second by Pimentel.

Vote: Commissioners

Michael Pimentel – Aye Edward Hall – Aye Dorothy Sanders – Aye
Richard Richardson - Aye Lorenzo Robinson – Aye Gary Smith – Aye

Resolution # 14-1394 – The Board of Commissioners is requested to approve and authorize its Executive Director to enter into lawn service contracts with LHA affiliate, West Lake Management, LLC.

- **Motion to accept and approve the resolution #14-1394**
Motion by Smith, second by Richardson.

Vote: Commissioners

Michael Pimentel – Aye Edward Hall – Aye Dorothy Sanders – Aye
Richard Richardson - Aye Lorenzo Robinson – Aye Gary Smith – Aye

SECRETARY'S REPORT

Report submitted and accepted as written.

LEGAL REPORT

None

OTHER BUSINESS

Corrective Action Plan

Submitted and accepted as written.

The meeting adjourned at 7:35 p.m.

Benjamin J. Stevenson, Secretary

OLD BUSINESS



**BOARD OF
COMMISSIONERS**

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson.
Commissioner

Dorothy Sanders
Commissioner

Gary Smith
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

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DATE: November 10, 2014
TO: LHA Commissioners
FROM: Benjamin Stevenson, Executive Director
RE: Recovery Plan Update

Below is a summary update of progress made with the LHA Recovery Plan.

1) Purchase Agreement for Sale of LHA Property

Status: A new buyer has provided an offer to purchase the commercial lot at the corner of 10th Street and Florida Avenue. Staff is in the process of submitting a request to HUD to sell the property. Previously, LHA received permission from the HUD Special Applications Center to dispose of the property.

The disposition application for the Arbor Manor property was submitted to the HUD Special Applications Center (SAC) office in October 2014. The application process also required that an environmental assessment of the property be submitted to the HUD-Miami Field Office. The environmental documents were also submitted in October. Staff is waiting on comments from HUD regarding the submittal.

2) Reduce COCC Budget/Overall Agency Debt

Status: The COCC budget is a part of the Recovery Plan.

Staff finalized the Recovery Plan and presented it to the LHA Board of Commissioners for approval at the October 2014 Board meeting. The document was approved and submitted to HUD-Miami with the revisions recommended by the LHA Board.

3) Reduction In Force

Status: The Reduction In Force was implemented on November 3, 2014. Prior to implementation, LHA staff had conversations with labor/legal counsel regarding Reduction In Force process. LHA executive staff provided recommendations regarding staffing in their respective departments. They developed a list of staff and their characteristics such as race, age, sex, etc. for review by the labor/legal counsel. This information assisted the labor/legal counsel with advising LHA on how to proceed within legal standards. Offers of separation were made to certain staff. They had 45 days to consider the offers.



Staff implemented the Reduction in Force and reorganization as part of the Recovery Plan process. This action will most likely result in a temporary reduction in services at the property level. But, LHA is forced to take this action as part of the Recovery Plan and its efforts to reduce staff expenses. The reduction in services is of great concern to staff and residents. As previously, noted this topic was discussed with the resident leaders at a meeting with the Resident Advisory Board on August 7, 2014. Several resident leaders expressed concern about the reduction in services to residents.

4) Implement Yardi Upgrade

Status: The upgrade was setup to run in test mode in November 2013. It has been running in the background with no issues. Staff started the transition to Go Live with new upgrades in February 2014. Staff has also segregated the financial accounts as described in the Corrective Action Plan. Basically, the process was setup to ensure the proper classification of accounts in the LHA financial reports. Staff continues to monitor this situation.

5) Other Updates

Staff also released the Request for Qualifications for a third party Developer Partner. Four responses were received. Information on the selected Developer Partner is included in the October Development Report. The Developer will assist LHA in submitting a low income housing tax credit application for the West Lake Apartments property.

BJS

**FINANCIAL REPORT
AND
GRANT UPDATES**



TO: Lakeland Housing Authority Board of Commissioners

FROM: Raymond M. Coury, CPA LHA Financial Advisor

DATE: November 6, 2014

RE: September 2014 Financial Statements

I have attached the Statements of Operations, Balance Sheets and Cash Flows for September 2014 for the following entities:

1. Central Office Cost Center (COCC)
2. Housing Choice Voucher Program (Section 8)
3. Public Housing Program (AMP 1)
4. Dakota Park Limited Partnership, LLLP
5. Renaissance at Washington Ridge, Ltd., LLLP
6. Colton Meadow, LLLP
7. Bonnet Shores, LLLP
8. West Bartow Partnership, Ltd., LLLP

These statements are unaudited and compiled from LHA Finance.

A handwritten signature in black ink that reads "Raymond M. Coury". The signature is written in a cursive style with a long, sweeping underline.

Raymond M. Coury, CPA
Financial Advisor
Lakeland Housing Authority

**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Current Month and Nine Months Ended September 30, 2014**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Public Housing & Sec 8 Management Income	20,291	20,292	(1)	0.00%	182,547	182,625	(78)	-0.04%	243,500
Non-Federal Overhead Allocation	-	5,667	(5,667)	-100.00%	28,000	51,000	(23,000)	-45.10%	68,000
Non-Federal Cash on Hand	-	46,165	(46,165)	-100.00%	200,000	415,488	(215,488)	-51.86%	553,984
Miscellaneous Income	173	-	173	0.00%	522	-	522	100.00%	-
Total Revenue	20,464	72,124	(51,660)	-71.63%	411,069	649,113	(238,044)	-36.67%	865,484
Administrative Expenses	40,898	67,115	(26,218)	-39.06%	450,558	604,038	(153,480)	-25.41%	805,384
Utility Expense	2,080	1,429	651	45.54%	16,147	12,863	3,285	25.54%	17,150
Maintenance Expense	3,841	1,800	2,041	113.41%	15,081	16,200	(1,119)	-6.91%	21,600
General Expenses	1,069	1,646	(577)	-35.06%	10,063	14,813	(4,750)	-32.06%	19,750
Total Expense before depreciation	47,888	71,990	(24,102)	-33.48%	491,849	647,913	(156,064)	-24.09%	863,884
Operating Income (Loss) before Depreciation	(27,424)	133	(27,557)	-20667.93%	(80,780)	1,200	(81,980)	-6831.65%	1,600
Depreciation	736	133	-	0.00%	1,801	1,200	-	0.00%	1,600
Total Expense	48,624	72,124	(24,102)	-33.42%	493,650	649,113	(156,064)	-24.04%	865,484
Net Operating Income (Loss)	(28,160)	-	(27,557)	-	(82,581)	-	(81,980)	(0)	-

Comments

Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
September 30, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	52,130.51
Total Unrestricted Cash	<u>52,130.51</u>
TOTAL CASH	<u>52,130.51</u>
ACCOUNTS AND NOTES RECEIVABLE	
Due from Public Housing General	-38,464.92
A/R - ROSS/HUD	4,328.11
Due from West Lake Management, LLC	67,755.94
Due from Polk County Housing Developers,	-10,000.00
A/R - 21st Century/DOE	81,390.47
Due from Youthbuild-DOL2011	23,595.04
A/R - Youthbuild DOL 2014	10,455.20
Due from Villas at Lake Bonnet	405.03
Due from Development-General	-8,929.19
Due from Section 8 HCV	21,828.94
TOTAL DUE FROM	<u>152,364.62</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>152,364.62</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	638.81
Prepaid Insurance	3,175.71
Prepaid Software Licenses	<u>3,660.89</u>
TOTAL OTHER CURRENT ASSETS	<u>7,475.41</u>
TOTAL CURRENT ASSETS	<u>211,970.54</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Furniture & Fixtures	11,185.60
Furn, Fixt, & Equip	22,582.84
Accum Depreciation- Misc FF&E	-7,807.25
Intangible Assets	
TOTAL FIXED ASSETS (NET)	<u>25,961.19</u>
TOTAL NONCURRENT ASSETS	<u>25,961.19</u>
TOTAL ASSETS	<u>237,931.73</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	8,984.88
FUTA Tax	1,696.34
State Unemployment Tax	4,987.18
Workers Compensation	24,107.28
401 Plan Payable	23,373.02
457 Plan Payable	3,251.48
Aflac Payable	3,756.71
Health Insurance Payable	-5,739.54
Accrued Payable	539.63
Accrued Payroll & Payroll Taxes	24,061.11
Accrued Audit Fees	5,553.00
Due to Federal Master	2,802,695.30
Due to Polk County Developers, Inc.	200,000.00
Accrued Compensated Absences-Current	<u>20,502.35</u>
TOTAL CURRENT LIABILITIES	<u>3,117,768.74</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	<u>24,900.77</u>
TOTAL NONCURRENT LIABILITIES	<u>24,900.77</u>
TOTAL LIABILITIES	<u>3,142,669.51</u>
EQUITY	
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-2,904,737.78</u>
TOTAL RETAINED EARNINGS:	<u>-2,904,737.78</u>
TOTAL EQUITY	<u>-2,904,737.78</u>
TOTAL LIABILITIES AND EQUITY	<u>237,931.73</u>

**Lakeland Housing Authority
 Central Office Cost Center
 Changes in Cash
 For the Month and Year to Date September 30, 2014**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	49,411.10	52,130.51	2,719.41
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	49,411.10	52,130.51	2,719.41

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	200,965.85	52,130.51	-148,835.34
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	200,965.85	52,130.51	-148,835.34

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Program Administration
For the Current and Nine Months Ended September 30, 2014

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$Variance	% Variance	
Section 8 Admin Grant Revenue	49,254	54,340	(5,086)	-9.36%	466,249	489,060	(22,811)	-4.66%	652,080
Other Income	1	9	(8)	-91.82%	585	83	503	609.09%	110
Total Revenue	49,255	54,349	(5,094)	-9.37%	466,834	489,143	(22,309)	-4.56%	652,190
Administrative Expenses	51,058	52,576	(1,518)	-2.89%	434,882	473,181	(38,299)	-8.09%	630,908
Utility Expense	628	587	41	6.96%	2,539	5,285	(2,746)	-51.96%	7,047
Maintenance Expense	4,618	571	4,047	708.92%	18,607	5,138	13,470	262.18%	6,850
General Expenses (Insurance, etc.)	-	133	(133)	-100.00%	487	1,200	(713)	-59.42%	1,600
Total Expense before Depreciation	56,304	53,867	2,437	4.52%	456,515	484,804	(28,289)	-5.84%	646,405
Operating Income (Loss) before Depreciation	(7,049)	482	(7,531)	-1562.14%	10,319	4,339	5,980	137.83%	5,785
Depreciation	331	350	(19)	-5.43%	3,131	3,150	(19)	-0.60%	4,200
Total Expense	56,635	54,217	2,418	4.46%	459,646	487,954	(28,308)	-5.80%	650,605
Net Operating Income (Loss)	(7,380)	132	(7,512)	-5687.18%	7,188	1,189	5,999	504.67%	1,585

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Housing Assistance Payments (HAP)
For the Current and Nine Months Ended September 30, 2014

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$Variance	% Variance	
Section 8 HAP Grant Revenue	631,826	716,000	(84,174)	-11.76%	5,057,500	6,444,000	(1,386,500)	-21.52%	8,592,000
Port In HAP Reimbursements Received	107	52,627	(52,520)	-99.80%	345,975	473,643	(127,668)	-26.95%	631,524
Other income	5	-	1	0.00%	22,020	-	22,020	0.00%	-
Total Revenue	631,938	768,627	(136,689)	-17.78%	5,403,475	6,917,643	(1,492,148)	-21.57%	9,223,524
Housing Assistance Payments	639,701	715,907	(76,206)	-10.64%	5,240,817	6,443,163	(1,202,346)	-18.66%	8,590,884
Tenant Utility Reimbursement	21,688	30,000	(8,312)	-27.71%	177,409	270,000	(92,591)	-34.29%	360,000
Port Out HAP Payments	14,437	18,220	(3,783)	-20.76%	115,999	163,980	(47,981)	-29.26%	218,640
FSS Escrow Payments	4,566	4,500	66	1.47%	102,165	40,500	61,665	152.26%	54,000
Total Expense	680,392	768,627	(88,235)	-11.48%	5,636,390	6,917,643	(1,281,253)	-18.52%	9,223,524
Net Operating Income (Loss)	(48,454)	-	(48,454)	0.00%	(232,915)	-	(210,895)	0.00%	-

Comments

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
as of September 30, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	29,560.79
Cash Operating 2B	192,568.64
Cash Operating 3	364,397.04
Total Unrestricted Cash	<u>586,526.47</u>
Restricted Cash	
Cash Restricted - FSS Escrow	135,384.93
Total Restricted Cash	<u>135,384.93</u>
TOTAL CASH	<u>721,911.40</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	-26,292.77
Allowance for Doubtful Accounts-Tenants	-27,903.09
AR-Formal Agreements	27,592.82
Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-32,080.00
Due from Section 8 Mainstream	34,659.85
Due from Section 8 VASH	199,379.00
Due from The Manor at West Bartow	613,361.00
Due from Section 8 Tenant Protection Vouchers	185,713.00
Due from PortProp	436,239.70
TOTAL DUE FROM	<u>1,469,352.55</u>
A/R-Other Government	-1,937.32
A/R - S8 overpayments	32,080.00
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>1,440,812.19</u>
OTHER CURRENT ASSETS	
Prepaid Software Licenses	17,479.33
Rental Deposit	2,782.00
TOTAL OTHER CURRENT ASSETS	<u>20,261.33</u>
TOTAL CURRENT ASSETS	<u>2,182,984.92</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Furniture & Fixtures	26,461.08
Accum Depreciation- Misc FF&E	-15,016.29
Intangible Assets	
TOTAL FIXED ASSETS (NET)	<u>11,444.79</u>
Non-Dwelling Equipment	2,406.00
TOTAL NONCURRENT ASSETS	<u>13,850.79</u>
TOTAL ASSETS	<u>2,196,835.71</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	-16,952.40
Tenant Security Deposits	300.00
Accrued Audit Fees	12,725.00
Due to Federal Master	345,744.29
Due to Section 8	1,469,352.55
Due to Central Office Cost Center	21,828.94
Tenant Prepaid Rents	85,451.66
State of FL Unclaimed Funds	33,224.76
Accrued Compensated Absences-Current	5,445.50
Accrued FSS Escrow Short Term	14,379.73
TOTAL CURRENT LIABILITIES	<u>1,971,500.03</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	10,113.07
FSS Due to Tenant Long Term	129,935.95
TOTAL NONCURRENT LIABILITIES	<u>140,049.02</u>
TOTAL LIABILITIES	<u>2,111,549.05</u>
EQUITY	
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	51,758.66
Retained Earnings - Restricted Net Assets	33,528.00
TOTAL RETAINED EARNINGS:	<u>85,286.66</u>
TOTAL EQUITY	<u>85,286.66</u>
TOTAL LIABILITIES AND EQUITY	<u>2,196,835.71</u>

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Changes in Cash
For the Current and Nine Months Ended September 30, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	74,107.66	29,560.79	-44,546.87
Cash Operating 2	0.00	0.00	0.00
Cash Operating 2B	211,336.67	192,568.64	-18,768.03
Cash Operating 3	343,958.49	364,397.04	20,438.55
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8 Voucher	0.00	0.00	0.00
Cash Restricted - FSS Escrow	135,415.98	135,384.42	-31.56
			0.00
Total Cash	764,818.80	721,910.89	-42,907.91

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	59,138.07	29,560.79	-29,577.28
Cash Operating 2	0.00	0.00	0.00
Cash Operating 2B	402,250.09	192,568.64	-209,681.45
Cash Operating 3	138,155.97	364,397.04	226,241.07
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8 Voucher	0.00	0.00	0.00
Cash Restricted - FSS Escrow	91,362.10	135,384.42	44,022.32
Total Cash	690,906.23	721,910.89	31,004.66

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Current and Nine Months Ended September 30, 2014**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	21,903	24,500	(2,597)	-10.60%	210,677	220,500	(9,823)	-4.45%	294,000
Other Tenant Income	131	643	(512)	-79.64%	2,774	5,790	(3,016)	-52.09%	7,720
Government Subsidy Income	58,685	62,120	(3,435)	-5.53%	527,979	559,079	(31,101)	-5.56%	745,439
Interest Income Restricted	2,818	2,824	(6)	-0.20%	25,374	25,413	(39)	-0.15%	33,884
Other Income	4,846	370	4,476	1210.20% ¹	10,379	3,329	7,051	211.83%	4,438
Total Revenue	88,382	90,457	(2,075)	-2.29%	777,183	814,111	(36,928)	-4.54%	1,085,481
Administrative Expenses	36,815	37,781	(966)	-2.56%	277,256	340,025	(62,769)	-18.46%	453,367
Tenant Services Expenses	1,500	583	917	157.16%	3,964	5,250	(1,286)	-24.49%	7,000
Utility Expense	7,685	7,500	185	2.47%	75,440	67,500	7,940	11.76%	90,000
Maintenance and Development Expense	25,732	24,125	1,607	6.66%	241,655	217,121	24,533	11.30%	289,495
General Expenses	7,203	8,637	(1,434)	-16.61%	71,426	77,734	(6,308)	-8.11%	103,645
Housing Assistance Payments	2,970	1,458	1,512	103.66%	45,265	13,125	32,140	244.88%	17,500
Operating expense before Depreciation	81,905	80,084	1,821	2.27%	715,006	720,755	(5,749)	-0.80%	961,007
Net Operating Income (Loss)	6,477	10,373	(3,896)	-37.56%	62,177	93,356	(31,179)	-33.40%	124,474
Depreciation	66,917	66,917	-	0.00%	602,252	602,250	2	0.00%	803,000
Total Expenses	148,822	147,001	1,821	1.24%	1,317,258	1,323,005	(5,747)	-0.43%	1,764,007
Net Income (Loss)	(60,440)	(56,544)	(3,896)	6.89%	(540,075)	(508,895)	(31,181)	6.13%	(678,526)

Comments

¹ Includes FSS forfeitures of \$4,395

**Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
September 30, 2014**

ASSETS

Unrestricted Cash	
Cash Operating 1	685,396.03
Petty Cash	500.00
Petty Cash Public Housing	300.00
Total Unrestricted Cash	686,196.03
Restricted Cash	
Cash Restricted - FSS Escrow	38,749.36
Total Restricted Cash	38,749.36
TOTAL CASH	724,945.39
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	29,539.00
Allowance for Doubtful Accounts-Tenants	-21,771.24
AR-Formal Agreements	3,193.74
Due from Commercial Lot	1,405.50
Due from West Lake	-10,183.71
Due from West Lake Addition	-44,636.16
Due from John Wright Homes	-8,545.21
Due from Cecil Gober	-32,347.40
Due from Arbor Manor	2,387.94
A/R - ROSS/HUD	-2,948.66
Due from Hampton Hills	57,795.56
Due from West Lake Management, LLC	124,711.11
A/R - 21st Century/DOE	131,473.12
Due from Youthbuild-DOL2011	-18,318.74
A/R - Capital Fund Grants/HUD	-250,571.34
A/R - Safety & Security Grant	233,905.74
Due from Development-General	1,543,617.53
Due from Section 8 HCV	345,744.29
Due from Central Office Cost Center	2,802,695.26
TOTAL DUE FROM	4,876,184.83
Lakeridge Homes 3rd Mortgage	251,000.00
Lakeridge Homes 2nd Mortgage	52,000.00
Colton Meadow Mortgage	450,845.00
Villas at Lake Bonnet Mortgage	1,009,877.00
A/R Villas at Lake Bonnet Mort. Interest	75,741.00
A/R-HUD	151,582.80
A/R-TriParty	36,719.48
Hampton Hills Operating Subsidy Receivable	-10,217.00
TOTAL ACCOUNTS AND NOTES RECEIVABLE	6,904,694.61
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	2,407.93
Prepaid Insurance	40,355.06
Prepaid Software Licenses	6,087.53
Insurance Deposit	37,400.00
Utility Deposit - Electric	2,600.00
Tri-Party Contra	36,719.48
TOTAL OTHER CURRENT ASSETS	52,131.04
TOTAL CURRENT ASSETS	7,681,771.04
NONCURRENT ASSETS	
FIXED ASSETS	
Land	1,466,869.23
Buildings	387,372.77
Machinery & Equipment	6,687.73
Automobiles	54,825.00
Site Improvement-Infrastructure	582,079.00
Accum Depreciation-Buildings	-8,868,573.06
Accum Depreciation- Misc FF&E	-36,286.24
Accum Depreciation-Infrastructure	-582,079.00
Intangible Assets	
TOTAL FIXED ASSETS (NET)	-6,989,104.57
Fees & Costs - Architect & Engineering	40,705.32
Site Improvement	3,934,551.27
Dwelling Structures	5,004,136.47
Dwelling Equipment	13,625.89
Non-Dwelling Structures	360,364.22
Non-Dwelling Equipment	608,169.35
TOTAL NONCURRENT ASSETS	2,972,447.95
TOTAL ASSETS	10,654,218.99

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	32,912.25
Tenant Security Deposits	49,713.00
Security Deposit Clearing Account	-650.19
Security Deposit-Pet	1,500.00
401 Plan Payable	-17,916.60
457 Plan Payable	-3,319.20
Aflac Payable	-1,126.33
Employee Donations Payable	171.00
Health Insurance Payable	2,451.67
Accrued PILOT	26,202.82
Accrued Audit Fees	29,990.00
Due to Federal Master	-91,919.04
YouthBuild Funds on Hand	62,064.23
HOPE VI Funds on Hand	249,952.85
Due to LPHC General	303,000.00
Due to Magnolia Pointe	155,869.65
Due to Central Office Cost Center	-158,949.00
Hampton Hills Subsidy Payable	10,217.00
Resident Participation Funds - LHA	-514.01
Tenant Prepaid Rents	8,970.97
Accrued Compensated Absences-Current	5,078.85
TOTAL CURRENT LIABILITIES	643,265.92
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	9,432.16
FSS Due to Tenant Long Term	38,749.36
TOTAL NONCURRENT LIABILITIES	48,181.52
TOTAL LIABILITIES	691,447.44
EQUITY	
RETAINED EARNINGS	
Invested in Capital Assets-Net of Debt	5,601,136.00
Retained Earnings-Unrestricted Net Assets	4,361,635.55
TOTAL RETAINED EARNINGS:	9,962,771.55
TOTAL EQUITY	9,962,771.55
TOTAL LIABILITIES AND EQUITY	10,654,218.99

**Lakeland Housing Authority
Public Housing (AMP 1)
Changes in Cash
For the Current and Nine Months Ended September 30, 2014**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	454,107.79	685,396.03	231,288.24
Cash Operating 2	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted - FSS Escrow	46,025.53	38,744.92	-7,280.61
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	500,133.32	724,140.95	224,007.63

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	315,338.58	685,396.03	370,057.45
Cash Operating 2	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted - FSS Escrow	32,019.53	38,744.92	6,725.39
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	347,358.11	724,140.95	376,782.84

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Statement of Operations
For the Current and Nine Months Ended September 30, 2014**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	%Variance	
Rental Income	11,514	9,251	2,264	24.47%	1	91,384	83,255	8,130	9.76%	111,006
Other Tenant Income	430	433	(3)	-0.58%		2,804	3,893	(1,089)	-27.96%	5,190
Government Subsidy	8,612	7,675	937	12.21%		69,046	69,077	(31)	-0.04%	92,102
Other Income	1	4	(2)	-62.60%		20,926	32	20,894	64786.82%	43
Total Revenue	20,557	17,362	3,196	18.41%		184,160	156,256	27,904	17.86%	208,341
Administrative Expenses	3,950	4,752	(802)	-16.88%	3	39,791	38,301	1,490	3.89%	51,068
Tenant Services Expense	-	42	(42)	-100.00%		248	375	(127)	-33.87%	500
Utility Expense	-	1,817	(1,817)	-100.00%	4	11,070	16,350	(5,280)	-32.29%	21,800
Maintenance Expense	914	4,202	(3,288)	-78.26%	3	32,790	32,366	425	1.31%	43,154
General Expenses	5,424	2,226	3,197	143.60%	2	24,630	20,038	4,592	22.92%	26,717
Housing Assistance Payments	514	2,000	(1,486)	-74.30%		9,546	13,200	(3,654)	-27.68%	17,600
Financing Expenses	2,551	7,590	(5,039)	-66.39%		24,902	68,306	(43,404)	-63.54%	91,074
Operating Expenses before Depreciation	13,352	22,629	(9,276)	-40.99%		142,977	188,935	(45,958)	-24.32%	251,913
Net Operating Income (Loss)	7,205	(5,267)	12,472	-236.79%		41,183	(32,679)	73,862	-226.02%	(43,572)
Depreciation & Amortization	2,199	2,199	-	-		15,391	15,391	-	-	26,385
Total Expense	15,551	24,828	(9,276)	-37.36%		158,368	204,326	(45,958)	-22.49%	278,298
Net Income (Loss)	5,006	(7,466)	12,472	-167.06%		25,792	(48,070)	73,862	-153.65%	(69,957)

Comments

- 1 Consists of 20 Low Income and 20 Tax Credit apartment units.
- 2 Includes bad debt expense of \$2,959
- 3 A variable expense.
- 4 Invoices not processed before cut-off.

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Balance Sheet
as of September 30, 2014**

ASSETS

Unrestricted Cash	
Cash Operating 1	15,674.18
Total Unrestricted Cash	<u>15,674.18</u>
Restricted Cash	
Cash Restricted-Security Deposits	9,847.00
Cash Restricted - FSS Escrow	9,772.05
Cash Restricted-Reserve for Replacement	30,560.34
Total Restricted Cash	<u>50,179.39</u>
TOTAL CASH	<u>65,853.57</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	18,995.49
Allowance for Doubtful Accounts-Tenants	-9,741.27
Due from Dakota Park PH	6,214.14
Due from Dakota Park Non-ACC	-42,571.38
Due from LPHC	550.00
A/R - Capital Fund Grants/HUD	17,500.00
TOTAL DUE FROM	<u>-18,857.24</u>
A/R Miscellaneous	-299.00
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>-9,352.02</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	290.33
Prepaid Software Licenses	1,375.70
Utility Deposit	7,060.00
TOTAL OTHER CURRENT ASSETS	<u>8,726.03</u>
TOTAL CURRENT ASSETS	<u>65,227.58</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	34,672.00
Buildings	892,048.00
Machinery & Equipment	280.00
Accum Depreciation-Buildings	-59,469.40
Accum Depreciation- Misc FF&E	-74.60
Intangible Assets	
Loan Costs	28,340.90
Compliance Fees	1,640.00
Monitoring Fees	41,744.00
AA Compliance Fees	-1,299.00
AA Monitoring Fees	-22,961.41
AA Loan Costs	-12,203.73
TOTAL FIXED ASSETS (NET)	<u>902,716.76</u>
TOTAL NONCURRENT ASSETS	<u>902,716.76</u>
TOTAL ASSETS	<u>967,944.34</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	89.00
Tenant Security Deposits	9,847.00
Other Current Liabilities	-1,059.00
Accrued Payable	17,500.00
Accrued Property Taxes	8,880.30
Accrued Interest - HOPE VI	393,698.17
Accrued - Developer Fee	149,859.50
Accrued Interest Payable	1,671.00
Accrued Audit Fees	7,949.97
Due to (13) Dakota Park Public Housing	-43,069.38
Due to (16) Dakota Park Non-ACC	6,214.14
Due to West Lake Mgmt.	75,075.27
Tenant Prepaid Rents	-2,338.38
Accrued Compensated Absences-Current	925.65
TOTAL CURRENT LIABILITIES	<u>625,243.24</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	1,719.07
FSS Due to Tenant Long Term	9,745.05
Due to Partner	19,033.64
Due to GP	84,778.00
Due to LP	21,142.00
Permanent Loan - HOPE VI	714,591.00
Permanent Loan - SunTrust	363,022.06
Permanent Loan - LHA	101,380.00
TOTAL NONCURRENT LIABILITIES	<u>1,315,410.82</u>
TOTAL LIABILITIES	<u>1,940,654.06</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	-1,219,110.00
Capital - GP2	240,496.13
TOTAL CONTRIBUTED CAPITAL	<u>-978,613.87</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	5,904.15
TOTAL RETAINED EARNINGS:	<u>5,904.15</u>
TOTAL EQUITY	<u>-972,709.72</u>
TOTAL LIABILITIES AND EQUITY	<u>967,944.34</u>

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Changes in Cash
For the Current and Nine Months Ended September 30, 2014**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	28,419.89	15,674.18	-12,745.71
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	9,847.00	9,847.00	0.00
Cash Restricted - FSS Escrow	9,772.05	9,772.05	0.00
Cash Restricted-Reserve for Replacement	31,997.80	30,560.34	-1,437.46
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	80,036.74	65,853.57	-14,183.17

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	23,685.45	15,674.18	-8,011.27
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	9,015.00	9,847.00	832.00
Cash Restricted - FSS Escrow	26,069.45	9,772.05	-16,297.40
Cash Restricted-Reserve for Replacement	28,190.98	30,560.34	2,369.36
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	86,960.88	65,853.57	-21,107.31

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Statement of Operations
For the Current and Nine Months Ended September 30, 2014

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	57,678	56,167	1,511	2.69%	1	464,026	505,500	(41,474)	-8.20%	674,000
Other Tenant Income	1,894	1,580	314	19.88%		18,326	14,216	4,110	28.91%	18,955
Government Subsidy	30,967	35,305	(4,339)	-12.29%		216,752	317,746	(100,994)	-31.78%	423,661
Other Income	11	383	(372)	0.00%		35,969	3,450	32,519	0.00%	4,600
Total Revenue	90,549	93,435	(2,885)	-3.09%		735,073	840,912	(105,839)	-12.59%	1,121,216
Administrative Expenses	19,455	24,768	(5,313)	-21.45%	3	192,534	222,909	(30,375)	-13.63%	297,212
Tenant Services	-	250	(250)	-100.00%		1,570	2,250	(680)	-30.22%	3,000
Utility Expense	32	6,363	(6,330)	-99.49%		45,678	57,263	(11,585)	-20.23%	76,350
Maintenance Expense	19,024	24,882	(5,858)	-23.54%	3	187,678	223,941	(36,263)	-16.19%	298,588
General Expenses	2,620	7,329	(4,709)	-64.25%	2	62,631	65,960	(3,329)	-5.05%	87,946
Housing Assistance Payments	2,284	2,667	(383)	-14.35%		34,294	24,000	10,294	42.89%	32,000
Financing Expenses	13,502	13,171	331	2.52%		107,724	118,539	(10,815)	-9.12%	158,052
Operating Expense before Depreciation	56,918	79,429	(22,511)	-28.34%		632,109	714,861	(82,752)	-11.58%	953,148
Net Operating Income (Loss)	33,632	14,006	19,626	140.13%		102,964	126,051	(23,087)	-18.32%	168,068
Depreciation & Amortization	61,574	65,324	(3,750)	-5.74%		422,313	587,918	(165,605)	-28.17%	783,891
Total Expense	118,492	144,753	(26,261)	-18.14%		1,054,422	1,302,779	(248,357)	-19.06%	1,737,039
Net Income (Loss)	(27,942)	(51,319)	23,376	-45.55%		(319,349)	(461,867)	142,518	-30.86%	(615,823)

Comments

- 1** Consists of 109 low and moderate income family and senior apartment units and 87 Tax Credit units.
- 2** Includes bad debt recovery of \$3,455.
- 3** Variable expense.

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Balance Sheet
September 30, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	306,472.27
Petty Cash	300.00
Total Unrestricted Cash	<u>306,772.27</u>
Restricted Cash	
Cash Restricted-Security Deposits	44,835.46
Cash Restricted - FSS Escrow	9,312.00
Cash Restricted-Reserve for Replacement	153,500.84
Restricted Cash - Partnership Devmt	1,188.66
Restricted Cash - OA Reserve	76,192.75
Restricted Cash - AA Reserve	46,963.91
Investment 1	254,247.98
Investment 2	253,668.86
Total Restricted Cash	<u>839,910.46</u>
TOTAL CASH	<u>1,146,682.73</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	31,044.14
Allowance for Doubtful Accounts-Tenants	-22,630.49
Due from Renaissance Fam PH	-69,884.56
Due from Renaissance Sr. PH	-28,001.96
Due from Renaissance FAM Non ACC	56,795.89
Due from Renaissance Senior Non ACC	-207,659.02
Due from LPHC	550.00
TOTAL DUE FROM	<u>-248,749.65</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	-239,786.00
OTHER CURRENT ASSETS	
Prepaid Insurance	18,228.30
Prepaid Software Licenses	6,741.01
Utility Deposit - Electric	20,500.00
TOTAL OTHER CURRENT ASSETS	<u>45,469.31</u>
TOTAL CURRENT ASSETS	952,366.04
NONCURRENT ASSETS	
FIXED ASSETS	
Buildings	21,088,272.28
Machinery & Equipment	150,483.39
Furniture & Fixtures	596,259.09
Site Improvement-Infrastructure	2,382,356.15
Accum Depreciation-Buildings	-5,474,112.44
Accum Depreciation- Misc FF&E	-723,416.00
Accum Depreciation-Infrastructure	-1,299,830.00
Intangible Assets	
Loan Costs	137,065.70
Monitoring Fees	131,658.00
AA Compliance Fees	-6,579.00
AA Monitoring Fees	-93,070.93
AA Loan Costs	-106,629.12
TOTAL FIXED ASSETS (NET)	<u>16,782,457.12</u>
TOTAL NONCURRENT ASSETS	16,782,457.12
TOTAL ASSETS	<u>17,734,823.16</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	418.22
Tenant Security Deposits	44,068.39
Security Deposit-Pet	1,400.00
Accrued Audit Fees	9,337.50
Due to (14) Renaissance Family Public Housing	-31,166.91
Due to (15) Renaissance Senior Public Housing	-217,682.74
Due to (17) Renaissance Family Non-ACC	100.00
Due to West Lake Mgmt.	19,922.96
HAP Overpayments	649.00
Tenant Prepaid Rents	3,924.25
Accrued Compensated Absences-Current	4,519.36
TOTAL CURRENT LIABILITIES	<u>-164,509.97</u>
NONCURRENT LIABILITIES	
Accrued Interest - HOPE VI	321,703.00
Accrued - Developer Fee	1,308,453.00
Accrued Compensated Absences-LT	8,393.09
FSS Due to Tenant Long Term	9,312.00
Notes Payable-LT	381,200.32
Permanent Loan - HOPE VI	2,200,000.00
Permanent Loan - SunTrust	625,895.35
TOTAL NONCURRENT LIABILITIES	<u>4,854,956.76</u>
TOTAL LIABILITIES	<u>4,690,446.79</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	6,951,274.41
Capital - GP2	7,123,264.00
TOTAL CONTRIBUTED CAPITAL	<u>14,074,538.41</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-1,030,162.04
TOTAL RETAINED EARNINGS:	<u>-1,030,162.04</u>
TOTAL EQUITY	<u>13,044,376.37</u>
TOTAL LIABILITIES AND EQUITY	<u>17,734,823.16</u>

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Changes in Cash
For the Current and Nine Months Ended September 30, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	261,869.45	306,472.27	44,602.82
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	45,003.46	44,835.46	-168.00
Cash Restricted - FSS Escrow	9,182.00	9,312.00	130.00
Cash Restricted-Reserve for Replacement	151,755.18	153,500.84	1,745.66
Restricted Cash - Partnership Devmt	1,188.63	1,188.66	0.03
Restricted Cash - OA Reserve	76,189.62	76,192.75	3.13
Restricted Cash - AA Reserve	46,961.98	46,963.91	1.93
Investment 1	254,247.98	254,247.98	0.00
Investment 2	253,668.86	253,668.86	0.00
Total Cash	1,100,067.16	1,146,382.73	46,315.57

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	167,797.10	306,472.27	138,675.17
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	43,654.46	44,835.46	1,181.00
Cash Restricted - FSS Escrow	21,370.55	9,312.00	-12,058.55
Cash Restricted-Reserve for Replacement	143,855.05	153,500.84	9,645.79
Restricted Cash - Partnership Devmt	1,188.39	1,188.66	0.27
Restricted Cash - OA Reserve	76,164.27	76,192.75	28.48
Restricted Cash - AA Reserve	46,946.37	46,963.91	17.54
Investment 1	254,247.98	254,247.98	0.00
Investment 2	253,668.86	253,668.86	0.00
Total Cash	1,008,893.03	1,146,382.73	137,489.70

Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Current and Nine Months Ended September 30, 2014

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	44,648	43,687	961	2.20%	1	395,976	393,180	2,796	0.71%	524,240
Other Tenant Income	1,537	1,407	130	9.26%		13,928	12,661	1,267	10.01%	16,881
Other Income	-	3	(3)	-100.00%		165	30	135	450.00%	40
Total Revenue	46,185	45,097	1,088	2.41%		410,069	405,871	4,198	1.03%	541,161
Administrative Expense	8,195	11,475	(3,280)	-28.58%	2	87,157	103,277	(16,120)	-15.61%	137,703
Tenant Services	-	150	(150)	-100.00%		44	1,350	(1,306)	-96.74%	1,800
Utility Expense	5,105	5,445	(340)	-6.25%		49,060	49,009	51	0.10%	65,345
Maintenance Expense	14,546	9,193	5,353	58.23%	4	85,265	82,738	2,527	3.05%	110,317
General Expense	7,508	7,745	(237)	-3.06%		68,816	69,701	(885)	-1.27%	92,935
Financing Expense	3,989	7,349	(3,360)	-45.72%	3	37,238	66,138	(28,900)	-43.70%	88,184
Operating Expense before Depreciation	39,343	41,357	(2,014)	-4.87%		327,580	372,213	(44,633)	-11.99%	496,284
Net Operating Income (Loss)	6,842	3,740	3,102	82.95%		82,489	33,658	48,831	145.08%	44,877
Depreciation & Amortization Expense	39,013	38,937	76	0.19%		351,117	350,435	682	0.19%	467,247
Total Expense	78,356	80,294	(1,938)	-2.41%		678,697	722,648	(43,951)	-6.08%	963,531
Net Operating Income (Loss)	(32,171)	(35,198)	3,026	-8.60%		(268,628)	(316,778)	48,150	-15.20%	(422,370)

Comments

- 1** Consists of 72 Tax Credit apartment units.
- 2** Variable expense
- 4** Includes landscaping services for months May - August, budget is \$1,900 per month.
- 3** Over budgeted interest on mortgages

Lakeland Housing Authority
Colton Meadow, LLLP
Balance Sheet
September 30, 2014

ASSETS

Unrestricted Cash	
Cash Operating 1	62,992.59
Petty Cash	225.00
Total Unrestricted Cash	<u>63,217.59</u>
Restricted Cash	
Cash Restricted-Security Deposits	24,850.00
Cash Restricted-Operating Reserve	440,827.29
Cash Restricted-Reserve for Replacemen	72,000.00
Cash-Tax & Insurance Escrow	57,666.72
Total Restricted Cash	<u>595,344.01</u>
TOTAL CASH	<u>658,561.60</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	13,943.20
Allowance for Doubtful Accounts-Tenants	-4,916.89
Due from LPHC	550.00
Due from Colton Meadow GP, Inc.	101,151.61
TOTAL DUE FROM	<u>101,151.61</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>110,727.92</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	1,629.27
Prepaid Insurance	21,951.24
Prepaid Software Licenses	2,295.07
Utility Deposit	10,000.00
TOTAL CURRENT ASSETS	<u>805,165.10</u>
TOTAL OTHER CURRENT ASSETS	<u>35,875.58</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	300,000.00
Buildings	856,353.89
Building Acquisition	2,010,000.00
Building Improvements	5,802,500.00
Machinery & Equipment	67,970.48
Automobiles	15,484.50
Furniture & Fixtures	1,503,657.00
Site Improvement-Infrastructure	1,496,187.97
Accum Depreciation-Buildings	-1,701,710.20
Intangible Assets	
Amortization Tax Credit Fees	52,170.00
Monitoring Fees	208,695.00
TOTAL FIXED ASSETS (NET)	<u>10,506,968.64</u>
Site Improvement	16,364.00
Non-Dwelling Structures	28,019.32
Non-Dwelling Equipment	60,262.45
TOTAL NONCURRENT ASSETS	<u>10,611,614.41</u>
TOTAL ASSETS	<u>11,416,779.51</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	6,514.43
Tenant Security Deposits	23,800.00
Security Deposit-Pet	800.00
Accrued Property Taxes	25,002.00
Accrued Interest Payable	9,350.41
Accrued Audit Fees	6,997.50
Due to West Lake Mgmt.	6,280.99
Due to Polk County Developers, Inc.	362,901.17
Tenant Prepaid Rents	316.02
Accrued Compensated Absences-Current	1,209.59
First Mortgage - TCAP	1,231,424.00
Tax Credit Exchange Program (TCEP)	8,040,171.40
HOME Funds	115,899.60
Mortgage Note Payable	450,845.00
TOTAL CURRENT LIABILITIES	<u>10,281,512.11</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	2,246.38
Developer Fee Payable - PCHD	197,907.00
TOTAL NONCURRENT LIABILITIES	<u>200,153.38</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	1,205,286.00
GP Equity	46.12
TOTAL CONTRIBUTED CAPITAL	<u>1,205,332.12</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-270,218.10
TOTAL RETAINED EARNINGS:	<u>-270,218.10</u>
TOTAL EQUITY	<u>935,114.02</u>
TOTAL LIABILITIES AND EQUITY	<u>11,416,779.51</u>

Lakeland Housing Authority
Colton Meadow, LLLP
Changes in Cash
For the Current and Nine Months Ended September 30, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	202,650.37	62,992.59	-139,657.78
Cash Operating 2	0.00	0.00	0.00
Cash Restricted-Security Deposits	24,836.00	24,850.00	14.00
Cash Restricted-Operating Reserve	440,827.29	440,827.29	0.00
Cash Restricted-Reserve for Replacement	70,200.00	72,000.00	1,800.00
Cash-Tax & Insurance Escrow	49,938.95	57,666.72	7,727.77
Total Cash	788,452.61	658,336.60	-130,116.01

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	147,894.09	62,992.59	-84,901.50
Cash Operating 2	0.00	0.00	0.00
Cash Restricted-Security Deposits	22,725.00	24,850.00	2,125.00
Cash Restricted-Operating Reserve	881,250.29	440,827.29	-440,423.00
Cash Restricted-Reserve for Replacement	55,800.00	72,000.00	16,200.00
Cash-Tax & Insurance Escrow	42,513.73	57,666.72	15,152.99
Total Cash	1,150,183.11	658,336.60	-491,846.51

**Lakeland Housing Authority
Bonnet Shores, LLLP
Statement of Operations
For the Current and Nine Months Ended September 30, 2014**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	49,063	48,426	637	1.31%	1	447,135	435,835	11,300	2.59%	581,113
Other Tenant Income	2,411	1,779	632	35.54%		12,736	16,010	(3,274)	-20.45%	21,347
Other Income	-	1	(1)	-100.00%		10	9	1	11.11%	12
Total Revenue	51,474	50,206	1,268	2.53%		459,881	451,854	8,027	1.78%	602,472
Administrative Expense	8,638	11,479	(2,841)	-24.75%	2	84,088	103,310	(19,222)	-18.61%	137,747
Tenant Services	-	208	(208)	-100.00%		94	1,875	(1,781)	-94.99%	2,500
Utility Expense	3,700	4,433	(733)	-16.54%		40,004	39,900	104	0.26%	53,200
Maintenance Expense	11,270	7,869	3,401	43.22%	2	79,280	70,823	8,457	11.94%	94,430
General Expense	8,232	8,138	94	1.16%		78,965	73,238	5,728	7.82%	97,650
Financing Expense	9,658	7,570	2,089	27.59%		90,799	68,128	22,672	33.28%	90,837
Operating Expense before Depreciation	41,498	39,697	1,801	4.54%		373,230	357,273	15,957	4.47%	476,364
Net Operating Income (Loss)	9,976	10,509	(533)	-5.07%		86,651	94,581	(7,930)	-8.38%	126,108
Depreciation & Amortization Expense	47,465	47,465	-	0.00%		427,185	427,184	-	0.00%	569,578
Total Expense	88,963	87,162	1,801	2.07%		800,415	784,457	15,957	2.03%	1,045,942
Net Income (Loss)	(37,489)	(36,956)	(533)	1.44%		(340,534)	(332,603)	(7,930)	2.38%	(443,470)

Comments

- 1 75 apartment units, Tax Credit and Section 8 Vouchers.
- 2 A variable expense.
- 3 Increase due in part to 3 months of landscaping charges (catch-up).

Lakeland Housing Authority
Bonnet Shores, LLLP
Balance Sheet
September 30, 2014

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABILITIES	
Cash Operating 2	128,309.14	A/P Vendors and Contractors	5,059.27
Petty Cash	225.00	Tenant Security Deposits	22,725.00
Total Unrestricted Cash	<u>128,534.14</u>	Security Deposit-Pet	700.00
Restricted Cash		Accrued Property Taxes	31,428.00
Cash Restricted-Security Deposits	24,075.00	Current Portion of LT Debt	38,193.00
Cash Restricted-Operating Reserve	460,094.78	Accrued Interest Payable	123,065.68
Cash Restricted-Reserve for Replacement	90,000.00	Accrued Audit Fees	6,997.50
Cash-Tax & Insurance Escrow	46,909.89	Due to West Lake Mgmt.	7,050.18
Total Restricted Cash	<u>621,079.67</u>	Due to Central Office Cost Center	405.03
TOTAL CASH	<u>749,613.81</u>	Tenant Prepaid Rents	276.64
ACCOUNTS AND NOTES RECEIVABLE		Accrued Compensated Absences-Current	<u>1,209.59</u>
A/R-Tenants	20,472.48	TOTAL CURRENT LIABILITIES	<u>237,109.89</u>
Allowance for Doubtful Accounts-Tenants	-8,541.99	NONCURRENT LIABILITIES	
Due from Bonnet Shores GP, Inc	7,062.23	First Mortgage - TCAP	3,819,255.00
Due from Development-General	112,103.01	HOME Funds	131,028.00
TOTAL DUE FROM	<u>119,165.24</u>	Mortgage Note Payable	1,009,877.00
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>131,095.73</u>	Accrued Compensated Absences-LT	2,246.37
OTHER CURRENT ASSETS		Developer Fee Payable - PCHD	<u>320,033.00</u>
Prepaid Expenses and Other Assets	1,285.46	TOTAL NONCURRENT LIABILITIES	<u>5,282,439.37</u>
Prepaid Insurance	35,772.83	TOTAL LIABILITIES	
Prepaid Software Licenses	2,349.37		<u>5,519,549.26</u>
Utility Deposit	5,000.00	EQUITY	
TOTAL OTHER CURRENT ASSETS	<u>44,407.66</u>	CONTRIBUTED CAPITAL	
TOTAL CURRENT ASSETS	<u>925,117.20</u>	Capital - LP	6,812,347.00
NONCURRENT ASSETS		GP Equity	-162.00
FIXED ASSETS		Syndication Costs	<u>-40,000.00</u>
Land	300,000.00	TOTAL CONTRIBUTED CAPITAL	<u>6,772,185.00</u>
Buildings	11,447,110.83	RETAINED EARNINGS	
Automobiles	24,477.33	Retained Earnings-Unrestricted Net Assets	<u>-340,534.66</u>
Furniture & Fixtures	423,152.78	TOTAL RETAINED EARNINGS:	<u>-340,534.66</u>
Site Improvement-Infrastructure	679,255.00	TOTAL EQUITY	
Accum Depreciation-Buildings	-1,560,964.50		<u>6,431,650.34</u>
Accum Depreciation- Misc FF&E	-335,712.00	TOTAL LIABILITIES AND EQUITY	
Accum Depreciation-Infrastructure	-169,822.00		<u>11,951,199.60</u>
Intangible Assets			
Loan Costs	41,419.00		
Amortization Loan Cost	7,775.00		
Compliance Fees	246,589.00		
Amortization Tax Credit Fees	61,648.04		
TOTAL FIXED ASSETS (NET)	<u>11,026,082.40</u>		
TOTAL NONCURRENT ASSETS	<u>11,026,082.40</u>		
TOTAL ASSETS	<u>11,951,199.60</u>		

**Lakeland Housing Authority
Bonnet Shores, LLLP
Changes in Cash
For the Current and Nine Months Ended September 30, 2014**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	0.00	0.00	0.00
Cash Operating 2	237,757.17	128,309.14	-109,448.03
Cash Operating 3	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	24,100.00	24,075.00	-25.00
Cash Restricted-Operating Reserve	460,094.78	460,094.78	0.00
Cash Restricted-Reserve for Replacement	88,125.00	90,000.00	1,875.00
Cash-Tax & Insurance Escrow	40,151.44	46,909.89	6,758.45
Total Cash	850,228.39	749,388.81	-100,839.58

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	0.00	0.00	0.00
Cash Operating 2	129,741.61	128,309.14	-1,432.47
Cash Operating 3	0.00	0.00	0.00
Negative Cash - Partnership	0.00	0.00	0.00
Cash Restricted-Security Deposits	22,450.00	24,075.00	1,625.00
Cash Restricted-Operating Reserve	460,094.78	460,094.78	0.00
Cash Restricted-Reserve for Replacement	73,125.00	90,000.00	16,875.00
Cash-Tax & Insurance Escrow	32,555.78	46,909.89	14,354.11
Total Cash	717,967.17	749,388.81	31,421.64

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Statement of Operations
For the Current and Nine Months Ended September 30, 2014

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	71,262	66,542	4,720	7.09%	1	640,227	598,875	41,352	6.90%	798,500
Other Tenant Income	205	265	(60)	-22.57%		1,815	2,383	(568)	-23.83%	3,177
Other Income	87	86	1	1.63%		8,865	770	8,095	1050.92%	1,027
Total Revenue	71,554	66,892	4,662	6.97%		650,907	602,028	48,879	8.12%	802,704
Administrative Expenses	15,507	15,526	(19)	-0.12%	3	132,491	139,735	(7,244)	-5.18%	186,313
Tenants Service Expenses	-	-	-	-100.00%		24	-	24	-100.00%	-
Utility Expense	8,893	9,038	(145)	-1.60%		77,160	81,341	(4,181)	-5.14%	108,454
Maintenance Expense	7,273	11,588	(4,315)	-37.23%	3	56,407	104,291	(47,884)	-45.91%	139,054
General Expenses	3,888	4,511	(623)	-13.81%		33,833	40,598	(6,765)	-16.66%	54,130
Financing Expenses	23,795	19,647	4,149	21.12%	2	216,571	176,819	39,753	22.48%	235,758
Operating expense before depreciation	59,357	60,309	(952)	-1.58%		516,486	542,782	(26,296)	-4.84%	723,709
Net Operating Income (Loss)	12,197	6,583	5,614	85.28%		134,421	59,246	75,175	126.89%	78,995
Depreciation & Amortization	41,940	41,940	-	0.00%		377,460	377,460	-	0.00%	503,280
Total Expense	101,297	102,249	(952)	-0.93%		893,946	920,242	(26,296)	-2.86%	1,226,989
Net Operating Income (Loss)	(29,743)	(35,357)	5,614	-15.88%		(243,039)	(318,214)	75,175	-23.62%	(424,285)

Comments

- 1 Consists of 100 Tax Credit and Section 8 Voucher units.
- 2 Budget omitted interest cost on deferred developer fee
- 3 Variable expense

**Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Balance Sheet
September 30, 2014**

ASSETS

Unrestricted Cash	
Cash Operating 1	202,813.98
Petty Cash	<u>300.00</u>
Total Unrestricted Cash	203,113.98
Restricted Cash	
Cash Restricted-Security Deposits	8,850.00
Cash Restricted-Operating Reserve	25,155.58
Cash Restricted-Reserve for Replacement	132,971.80
Cash-Tax & Insurance Escrow	28,099.60
Investment 1	<u>227,628.93</u>
Total Restricted Cash	422,705.91
TOTAL CASH	<u>625,819.89</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	5,208.16
Allowance for Doubtful Accounts-Tenants	<u>-727.38</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>4,480.78</u>
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	5,208.24
Prepaid Insurance	25,939.55
Prepaid Software Licenses	2,801.84
Utility Deposit	<u>85.00</u>
TOTAL OTHER CURRENT ASSETS	<u>34,034.63</u>
TOTAL CURRENT ASSETS	<u>664,335.30</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	432,717.00
Buildings	12,796,743.00
Furn, Fixt, & Equip	1,157,974.64
Accum Depreciation-Buildings	-1,679,576.44
Accum Depreciation- Misc FF&E	-605,634.00
Accum Depreciation-Infrastructure	-186,794.00
Intangible Assets	
Loan Costs	335,121.42
Amortization Loan Cost	97,735.00
Compliance Fees	200,558.00
Amortization Tax Credit Fees	<u>70,191.00</u>
TOTAL FIXED ASSETS (NET)	<u>12,283,183.62</u>
Site Improvement	<u>711,597.00</u>
TOTAL NONCURRENT ASSETS	<u>12,994,780.62</u>
TOTAL ASSETS	<u>13,659,115.92</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	16,385.44
Tenant Security Deposits	8,150.00
Security Deposit-Pet	600.00
Accrued Property Taxes	1,666.80
Accrued Interest NLP Loan	2,666.00
Accrued Audit Fees	8,302.50
Due to West Lake Mgmt.	11,220.89
HAP Overpayments	28.00
Tenant Prepaid Rents	156.31
Accrued Compensated Absences-Current	<u>3,802.62</u>
TOTAL CURRENT LIABILITIES	<u>52,978.56</u>
NONCURRENT LIABILITIES	
Mortgage Note Payable	3,193,943.22
Second Mortgage Payable	850,000.00
Third Mortgage Payable	383,370.25
Fourth Mortgage Payable	400,000.00
Note Payable-City of Bartow Impact Fees	564,621.00
Deferred Development Fee	1,564,774.37
Accrued Compensated Absences-LT	<u>7,062.01</u>
TOTAL NONCURRENT LIABILITIES	<u>6,963,770.85</u>
TOTAL LIABILITIES	<u>7,016,749.41</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital Private Investors	6,936,810.00
GP Equity	-13.00
Special LP Equity	-10.00
Syndication Costs	<u>-30,000.00</u>
TOTAL CONTRIBUTED CAPITAL	<u>6,906,787.00</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-264,420.49</u>
TOTAL RETAINED EARNINGS:	<u>-264,420.49</u>
TOTAL EQUITY	<u>6,642,366.51</u>
TOTAL LIABILITIES AND EQUITY	<u>13,659,115.92</u>

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Changes in Cash
For the Current and Nine Months Ended September 30, 2014

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	217,408.40	202,813.98	-14,594.42
Cash Restricted-Security Deposits	8,800.00	8,850.00	50.00
Cash Restricted-Operating Reserve	25,165.58	25,155.58	-10.00
Cash Restricted-Reserve for Replacement	130,471.80	132,971.80	2,500.00
Cash-Tax & Insurance Escrow	24,111.60	28,099.60	3,988.00
Investment 1	227,541.95	227,628.93	86.98
Total Cash	633,499.33	625,519.89	-7,979.44

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	126,119.04	202,813.98	76,694.94
Cash Restricted-Security Deposits	8,300.00	8,850.00	550.00
Cash Restricted-Operating Reserve	25,245.58	25,155.58	-90.00
Cash Restricted-Reserve for Replacement	110,888.49	132,971.80	22,083.31
Cash-Tax & Insurance Escrow	42,667.32	28,099.60	-14,567.72
Investment 1	226,861.28	227,628.93	767.65
Total Cash	540,081.71	625,519.89	85,438.18

LAKELAND HOUSING AUTHORITY
Updated as of September 31, 2014

		START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program	(HUD)								
CFP - 2011		07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	532,317.00	503,394.00	59,586.00
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	297,414.00	204,807.00	122,607.00
CFP - 2013		08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	102,655.00	95,051.00	156,487.00
CFP - 2014					341,004.00	306,903.60	43,586.00	43,586.00	297,418.00
				CFP Subtotal:	1,482,936.00	1,334,642.40	975,972.00	846,838.00	636,098.00
Replacement Housing Factor	(HUD)								
RHF - 2009(a)		09-15-09	10-29-15	07-27-17	282,108.00	253,897.20	0.00	0.00	282,108.00
RHF - 2009(b)		04-02-10	10-29-15	10-29-17	149,804.00	134,823.60	0.00	0.00	149,804.00
RHF - 2010		07-15-10	10-29-15	10-29-17	441,385.00	397,246.50	0.00	0.00	441,385.00
RHF - 2011		08-03-11	10-29-15	10-29-17	380,321.00	342,288.90	0.00	0.00	380,321.00
RHF - 2012(a)		03-12-12	10-29-15	10-29-17	185,485.00	166,936.50	0.00	0.00	185,485.00
RHF - 2012(b)		03-12-12	10-29-15	10-29-17	70,661.00	63,594.90	0.00	0.00	70,661.00
RHF - 2013		08-09-13	09-08-15	09-08-17	271,433.00	244,289.70	0.00	0.00	271,433.00
				RHF Subtotal:	1,781,197.00	1,358,787.60	0.00	0.00	1,781,197.00
HOPE VI	(HUD)	04-05-00		12-31-17	21,842,801.00	19,658,520.90	19,908,767.13	19,908,767.13	1,934,033.87
Safety & Security Grant	(HUD)	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	225,283.00	239,067.00	10,933.00
				Safety & Security Subtotal:	250,000.00	225,000.00	225,283.00	239,067.00	10,933.00
Resident Opportunities and Self Sufficiency	(HUD)								
ROSS - Family Self Sufficiency 2014		09-29-14	02-13-16		104,856.00	94,370.40	0.00	0.00	104,856.00
ROSS - Family Self Sufficiency 2013		07-01-13	07-01-14		52,084.00	46,875.60	52252	52,084.00	0.00
ROSS - Service Coordinator 2011		09-22-11	09-29-14		140,838.00	126,754.20	140838	140,838.00	0.00
				ROSS Subtotal:	297,778.00	268,000.20	193,090.00	192,922.00	104,856.00
YouthBuild	(DOL)	06-01-11	05-31-15		997,492.00	897,742.80	997492	834,620.00	162,872.00
				YouthBuild Subtotal:	997,492.00	897,742.80	997,492.00	834,620.00	162,872.00
YouthBuild (new)	(DOL)	08-11-14	12-10-2017		974,124.00			10,455.00	963,669.00
				YouthBuild Subtotal:	974,124.00	0.00	997,492.00	10,455.00	963,669.00
21st Century	(DOE)	08-01-13	07-31-14		324,331.00	291,897.90	324331	324,331.00	0.00
				21st Century Subtotal:	324,331.00	291,897.90	324,331.00	324,331.00	0.00

HOUSING REPORT

Housing Management

Board Report November meeting 2014

- **Public Housing (PH), Housing Choice Voucher (HCV) and West Lake Management Communities Reports**
 - Housing communities reports
 1. West Lake
 2. West Lake Addition
 3. Cecil Gober
 4. John Wright Homes
 5. Carrington Place (Formerly known as Dakota Apartments)
 6. Renaissance/Washington Ridge
 7. Villas at Lake Bonnet
 8. Colton Meadow
 9. The Manor at West Bartow
 - Housing Choice Voucher Program
 1. Intake & Occupancy Report
 2. Housing Choice Voucher report

Updates for the month of October:

- The LHA website includes many new features that are now available at the www.lakelandhousing.org.
- Section 8 Family Self Sufficiency Program now counts with 63 participant including a new enrollment during the month of October.
- Public Housing Family Self Sufficiency Program counts with 50 participating families.
- We are in process of coordinating many year-end resident activities; Thanksgiving lunches, Holiday's party for every community, health fair, senior families' trips, etc...

Public Housing PIC Reporting Percentage

All Housing Authorities are required to submit information to HUD through the PIH Information Center (PIC). All transactions processed on the Public Housing Program are submitted on a monthly basis to PIC. HUD requires a monthly reporting rate of 95%. Below is our current reporting rate for the Public Housing program:

Effective Date	Public Housing	Date Collected
10/31/2014	96.73%	11/12/2014

Housing Choice Voucher Program Report

- **Tenant-Based Waitlist**

As of October 31, 2014, the Housing Choice Voucher tenant based waiting list contained seventy seven (77) applicants. A total of 119 families were selected from the waiting list for determination of final eligibility.

- **VASH Waitlist**

As of October 31, 2014, the Veteran Affairs Supportive Housing waiting list contained three (3) applicants.

- **Project-Based Waitlist – The Manor at West Bartow**

As of October 31, 2014, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained six (6) applicants.

- **Project-Based Waitlist – Villas at Lake Bonnet**

As of October 31, 2014, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained one hundred eight (108) applicants.

- **Project-Based Waitlist - Habitat for Humanity**

As of October 31, 2014, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained one (1) applicant.

- **Port Outs**

LHA currently has twenty one (21) port-outs in the month of October. Port outs are clients that use their voucher in another jurisdiction.

- **Port Ins**

LHA currently has no port ins for the month of October. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Movers**

As of October 31, 2014, Lakeland Housing Authority issued eighteen (18) vouchers to movers. We received thirty eight (38) Requests for Tenancy Approvals during the month of October. We processed seven (7) unit transfers, one (1) initial move-in, and three (3) port-in.

- **Active Clients**

As of October 31, 2014, LHA is servicing 1,176 families on the Housing Choice Voucher program. These families include 899 regular Housing Choice Voucher holders, 41 Mainstream Disabled Housing Vouchers, 56 VASH, 112 Project-Based Vouchers, 68 Tenant Protection Program (TenPro) and 4 Port Ins.

- **EOP – End of Participation**

LHA processed three (3) EOP's with a date effective the month of October 2014. Below are the reasons for leaving the program:

Reason	Number
Termination – Criminal	0
Termination – Unreported income and/or family composition	0
Left w/out notice	0
No longer need S/8 Assistance	3
Deceased	0
Landlord Eviction	0
Lease and/or Program Violations non-curable	0
Voucher Expired	0

- **PIC Reporting Percentage**

All Housing Authorities are required to submit information to HUD through the PIH Information Center (PIC). All transactions processed on the Housing Choice Voucher Program are submitted on a monthly basis to PIC. HUD requires a monthly reporting rate of 95%. Below is our current reporting rate for the Housing Choice Voucher program:

Effective Date	HCV	Date Collected
10/31/2014	99.13%	11/10/2014

- **General information and activities for the month of October 2014**

- The Housing Choice Voucher Department processed one hundred eight (108) annual certifications and forty five (45) interim certifications.
- A total of one hundred sixty one (161) Housing Quality Standards (HQS) inspections were conducted during this month.

RECEPTION MONTHLY REPORT 2014

	VISITOR'S COUNT	RFTA	REQUEST TO LIST PROPERTY	INTERIM CHANGE	STAMPED MAIL
January	287	8	23	23	2068
February	445	15	24	54	2140
March	363	9	3	52	2472
April	394	18	5	70	2054
May	330	24	7	55	1620
June	357	3	5	10	N/A
July	403	15	10	30	1886
August	331	27	10	49	2046
September	220	18	5	31	N/A
October	915	38	12	45	2070



Reports from the Communities

Communities

1. West Lake
2. West Lake Addition
3. Cecil Gober
4. John Wright Homes
5. Carrington Place (Formerly known as Dakota Apartments)
6. Renaissance/Washington Ridge
7. Villas at Lake Bonnet
8. Colton Meadow
9. The Manor at West Bartow

Item	Westlake	Westlake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow
Occupancy 99% averaged	100%	98%	100%	100%	95%	98%	97%	100%	99%
Vacant units	2	1	0	0	3	4	2	0	2
Current rents:									
1 bedroom	387	425	481	N/A	N/A	613	N/A	N/A	699
2 bedrooms	443	508	N/A	526	736	736	627	627	801
3 bedrooms	543	576	N/A	579	850	850	709	709	N/A
4 bedrooms	581	N/A	N/A	N/A	949	949	N/A	780	N/A
5 bedrooms	N/A	N/A	N/A	N/A	1047	N/A	N/A	N/A	N/A
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No
Number of Annual Certifications done	5	7	11	0	11	31	4	10	25
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Lovett Johnson	Lovett Johnson	Jennifer Robinson	Jennifer Robinson	Jennifer Robinson
Comments	Monthly residents meeting. Tobacco free seminar.	Monthly residents meeting.	Monthly residents meeting, Health Fair and movie day. Trip to the Flea market for the residents.	Monthly residents meeting and free tax returns.	Monthly resident meeting, weekly activities for children and a senior outing. Trip to Peltz Shoe store in Brandon for children.	Health Screenings, movie day, birthday celebrations, resident meetings and daily feeding. Filed trip, and art classes for kids.	Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm	Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm. Health Fair.	Monthly residents meeting and community yard sale, bingo daily, Field trip, craft and movie night and Dinner and brunch.

By: Carlos R. Pizarro, Director of Housing

DEVELOPMENT REPORT

I. Authority-Wide Updates

Section 3 and M/WBE: The Housing Authority of the City of Lakeland, Florida (LHA) entered into four (4) agreements this reporting period. Additionally, LHA staff issued three (3) task orders and one (1) change order. A summary of the contracting activities is found within the Procurement report.

The above referenced contracting activities have had the following effect on LHA's Section 3 and M/WBE percentages:

- The amount of work contracted to outside vendors by LHA, or its affiliates, **"increased"** from \$1,154,869 to **\$1,534,273**.
- The total dollar volume of work contracted to M/WBE firms **"increased"** from \$497,337 to **\$694,441**. This equates to 45% of the total dollar volume contracted by LHA.
- Fifteen (15) of the 54 contracts are with M/WBE firms. This represents 28% of the contracts.
- Three (3) of the 54 contracts are with Section 3 Business Concerns; which represents approximately 6% of the contracts.
- Three (3) Section 3 Hires have been employed as part of LHA's existing contracts.

Lake Ridge Homeowners Association: Staff continued to manage the operations of the association. Current projects include: working in conjunction with West Lake Management to resolve parking and trespassing issues in the alley way between the Lake Ridge homes and the Lake Ridge rental properties and addressing and resolving the delinquent HOA fees. Staff issued Estoppel certificates for two (2) foreclosed homes at Lake Ridge. This resulted in the Master Association recouping \$1,499 in delinquent HOA fees.

Developer RFQ: On Wednesday, June 18, 2014, LHA received proposals from three (3) firms. An evaluation committee comprised of three members reviewed the proposals. The committee met on July 8, 2014 to rank the proposals. All three firms scored above the minimum threshold requirements. On October 15, 2014, evaluation committee members conducted interviews with each respondent. Committee members ranked each respondent based upon information presented during the interview process and are in the process of determining which respondent will be selected as LHA's development partner for Westlake. Time is of the essence in LHA selecting a development partner. Florida Housing Finance Corporation (FHFC) is scheduled to release the next Request for Applications (RFA) for 9% tax credits the week of November 24, 2014. Proposals are scheduled to be due in December 2014. Subsequently, staff will need to finalize the selection if LHA is seeking to submit an application for Westlake during this cycle.

November 2014

LHA Portfolio

Arbor Manor

- On October 18, 2014, staff received the Phase I Environmental Site Assessment (EA). Receipt of the EA allowed staff to submit the Disposition Application to the Special Application Center (SAC) on October 23, 2014. SAC sent questions regarding the application on November 6, 2014. Staff is in the process of addressing SAC's questions and anticipates submitting a response the week of November 17, 2014.

Cecil Gober

- Ageing-In-Place Design: The Stop Work Order dated July 11, 2013 remains in effect. There are no new items to report.
- Ageing-In-Place Modernization: There are no updates to provide for this item. This item will remain "On Hold" until revisions to the design are completed.
- Tax Credit Application: Staff did not perform any activities related to the tax credit application this reporting period.

Hampton Hills

- Homeownership Plan: The approved Homeownership Plan requires LHA to contract with a HUD certified counseling agency to provide homeownership counseling. Staff is in the process of drafting a contract with a HUD certified counseling agency.

LHA Administration Building

- Remediation and Renovation of Administration Building: Johnson Laux Construction (JLC) completed the interior work on October 20, 2014. LHA and JLC executed Change Order #2 in the amount of \$34,104 on October 29, 2014. Change Order #2 consists mostly of site work and includes removal of the sidewalk at the east parking lot, re-grading of the east parking lot, and additional parking spaces at the east parking lot. Change Order #2 extended the contract by 60 calendar days. The new contractual completion date is December 29, 2014.

Westlake

- Redevelopment of Westlake: Please refer to the narrative for Developer RFQ located on Page 1 of this report for details.
- Tax Credit Application: On October 14, 2011, the Florida Housing Finance Corporation (FHFC) awarded a PLP loan in the amount of \$500,000 to Twin Lakes at Lakeland. Since it is not feasible for the partnership to close in time to repay the loan by the July 2015 deadline, staff determined that it was in the best interest of the partnership to return the loan. On August 25, 2014, Twin Lakes at Lakeland, LLLP sent FHFC notification that it sought to withdraw its application

for the PLP loan. Staff is now working with outside counsel and FHFC counsel to have the LURA that was recorded for the property removed.

Williamstown

- Staff did not perform any activities related to Williamstown during this reporting period.

II. Mixed Finance Developments

- Taxes: All of the partnership received their tax bills the week of November 3, 2014. The assessments were as follows:
 - Bonnet Shores: \$39,300.65
 - Colton Meadow: \$31,111.71
 - Carrington Place: \$10,790.62
 - Renaissance: \$0.00
 - West Bartow: \$1,350.00
 - Magnolia Pointe: \$352.88
 - Arbor Manor: \$150.15

Staff is presently working with the investors to have taxes paid by November 30, 2014. This will allow the properties to receive a 4% discount from the county. LHA has not received the tax bill for Williamstown.

- Audited Financials: The 2014 audited financials and taxes for Bonnet Shores, Colton Meadow, Carrington Place, and Renaissance must be completed by March 2015. The 2014 audited financials and taxes for West Bartow are due January 2015. Magnolia Pointe and Arbor Manor are blended component units for LHA; thus, these properties will be included within the audited financials for LHA. HUD requires that the unaudited Financial Data Schedule (FDS) be completed by February 28, 2015. The audited FDS must be submitted via REAC by September 30, 2015. During this reporting period, staff assembled documents for the auditors in support of the 2014 financials and taxes.

Colton Meadow

- Staff worked with Housing to revise the management agreement for Colton Meadow.

Carrington Place (formerly Dakota Park)

- On Monday, November 10, 2014, staff resumed the Neighborhood Watch Meetings. Five (5) residents participated in the meeting. As part of the meeting, a representative from Lakeland Police Department (LPD) briefed participants on the Neighborhood Watch Program. They also obtained a list of residents' concerns. The next meeting is scheduled for January 2015.

Renaissance

- FY 1999 HOPE VI Funds: The Miami Field Office conducted a Limited Management Review (LMR) of LHA during the week of July 21, 2014.

Representatives from the Department of Housing and Urban Development (HUD) informed staff that \$844,696 in existing HOPE VI expenses would not be approved. Accordingly, staff will have to develop an alternative strategy for expending the \$1.9 million remaining in 1999 HOPE VI funds. Staff proposed that balances remaining within the grant, along with RHF funds, be used to construct public housing units at the 15 vacant lots that LHA currently owns at the HOPE VI site. Representatives from The Miami Field Office were receptive to the plan. Staff is in the process of preparing a Revitalization Plan Amendment for submission to HUD.

- Intersection of N. Florida Avenue and W. Tenth Street: On August 21, 2014, LHA executed a contract for the purchase and sale of real property with GH&G Florida, LLC for the 4.33-acre commercial corner at Renaissance. Since HUD's Special Application Center (SAC) previously approved disposition of the property, staff obtained an appraisal of the site. Staff submitted the updated appraisal to The Miami Field Office for review on November 12, 2014.
- Management Agreement: Staff worked with Housing to revise the management agreement for Renaissance.

The Manor at West Bartow

- Staff worked with Housing to revise the management agreement for The Manor at West Bartow.

Villas at Lake Bonnet

- Staff participated in the Property and File Review that occurred on November 5, 2014. The representative from the Investment Limited Partner was very pleased with the upkeep of the property. In summary, the files were in excellent condition, the site was very attractive, and the units looked good. West Lake Management staff also was able to demonstrate timely responses to work orders, viable programs for the residents, and compliance with the LURA. Accordingly, the property expects to receive a good audit report. Staff must still resolve the \$112,103 "Due From" an affiliate of Bonnet Shores GP, Inc. Boston Capital requested that all amounts due to the partnership be paid by September 15, 2014. However, due to the changes in Finance staff, they agreed to give Bonnet Shores GP, Inc. additional time to complete review of the ledgers and repay the funds.
- Management Agreement: Staff worked with Housing to revise the management agreement for The Villas at Lake Bonnet.

Magnolia Pointe

- Staff did not perform any activities related to Magnolia Pointe during this reporting period.

November 2014

PROCUREMENT

In addition to the normal day-to-day procurement activities (such as: monitoring invoices and certified payroll reports submitted by contractors and maintaining contract files and vendor lists), the following activities were accomplished in September and October 2014:

- Issued Change Order #01 with **Johnson-Laux Construction, LLC** for the interior renovations at the Lakeland Housing Authority Administration Building for a not-to-exceed cost of \$47,457.61
- Issued Change Order #02 with **Johnson-Laux Construction, LLC** for additional interior renovations and exterior parking lot improvements at the Lakeland Housing Authority Administration Building for a not-to-exceed cost of \$34,103.79
- Developed Task Order #01 to the agreement with **EE&G Environmental Services, LLC** to conduct Phase 1 Environmental Site Assessments for the following properties: Cecil Gober Villas; Carrington Place; Lake Ridge; Washington Park Renaissance; and Arbor Manor for a not-to-exceed cost of \$9,750.00
- Developed Task Order #02 to the agreement with **Valuation Advisors** to provide a full appraisal of the parcel located at the northwest corner of North Florida Avenue and West Tenth Street in Lakeland for a not-to-exceed cost of \$1,400.00
- Issued an Request for Proposals for *Subterranean Termite Control* for various Lakeland Housing Authority properties
- Developed an agreement with **Annettie Machuca & Associates, Inc.**, for *Housing Choice Voucher and Public Housing Recertification Services* with a not-to-exceed value of \$123,000.00
- Developed an agreement (beginning October 22, 2014) with **West Lake Management, LLC.**, for *Lawn Care Services* at all public housing properties--except *Hampton Hills Homes*--with a not-to-exceed value of \$135,150.00
- Developed an agreement (beginning January 02, 2015) with **West Lake Management, LLC.**, for *Lawn Care Services* at *Hampton Hills Homes* with a not-to-exceed value of \$10,000.00
- Complied and submitted the semi-annual *Davis-Bacon* performance report to HUD—Atlanta
- Complied and submitted the annual *Minority Contractor Report* to HUD—Miami

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 1, 2012--October 31, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Rodmon and Rodman Hampton Hills	\$20,000.00	Yes	African-American	1	Yes	1	No	0
2	Bio Mass Tech	\$33,278.05	No	N/A	0	No	0	No	0
3	Robert's Painting	\$8,100.00	No	N/A	0	No	0	No	0
4	Zee's Construction	\$24,500.00	No	N/A	0	No	0	No	0
5	NKA Contractors	\$23,750.00	Yes	African-American	1	No	0	No	0
6	Jackson Management Consulting	\$10,198.00	Yes	African-American	1	No	0	No	0
7	Florida Dance Theatre	\$3,840.00	No	N/A	0	No	0	No	0
8	Rodmon and Rodmon (09-27-12 to 10-26-12)	\$5,750.00	Yes	African-American	1	Yes	1	No	0
9	Rodmon and Rodmon (10-29-12 to 10-28-13)	\$30,000.00	Yes	African-American	1	Yes	1	No	0
10	Bruce Reeves	\$5,000.00	No	N/A	0	No	0	No	0
11	Beachfront Community Outreach	\$31,900.00	Yes	African-American	1	No	0	Yes	1
12	PAINTSMART USA, INC.	\$31,000.00	Yes	African-American	1	No	0	Yes	2
13	Nova Engineering and Environmental, LLC	\$19,000.00	No	N/A	0	No	0	No	0
14	Atkins Paving, Inc	\$7,400.00	Yes	African-American	1	No	0	No	0
15	Best Termite & Pest Control	\$50,000.00	No	N/A	0	No	0	No	0
16	Clampett Industries dba EMG	\$39,000.00	No	N/A	0	No	0	No	0
17	Reeves Building and Plumbing Contractor	\$7,950.00	Yes	African-American	1	No	0	No	0
18	Jacksonville Sound	\$552.00	No	N/A	0	No	0	No	0
19	Marshalls, LLC	\$6,377.00	No	N/A	0	No	0	No	0
20	R.I.G., Inc. aka Residential Investment Group	\$79,425.00	Yes	Woman-owned	1	No	0	No	0
21	Reeves Building and Plumbing Contractor	\$9,975.00	Yes	African-American	1	No	0	No	0
22	All Florida Fire Equipment Company	\$5,500.00	No	N/A	0	No	0	No	0
23	Campolong Enterprises dba DH Striping Company	\$5,000.00	No	N/A	0	No	0	No	0
24	Professional Roof Systems	\$37,800.00	No	N/A	0	No	0	No	0
25	State Alarm	\$287,591.50	No	N/A	0	No	0	No	0
26	Stripe A Lot of America II, Corp	\$4,100.00	No	N/A	0	No	0	No	0
27	Waller Construction	\$20,800.00	No	N/A	0	No	0	No	0
28	Annettie Machuca & Associates	\$8,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0
29	Haskell Termite and Pest Control	\$17,872.00	No	N/A	0	No	0	No	0
30	Johnson-Laux Construction	\$169,092.40	Yes	Woman-owned	1	No	0	No	0
31	Yardi Systems	\$50,824.70	No	N/A	0	No	0	No	0
32	Annettie Machuca & Associates	\$123,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 1, 2012 and October 31, 2014.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 1, 2012--October 31, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
33	West Lake Management	\$135,150.00	No	N/A	0	No	0	No	0
34	West Lake Management	\$10,000.00	No	N/A	0	No	0	No	0

<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
35	GLE Associates	\$0.00	No	N/A	0	No	0	No	0
36	Wallis Murphey Boyington	\$0.00	No	N/A	0	No	0	No	0
37	Bessolo Design Group	\$0.00	No	N/A	0	No	0	No	0
38	Robert Reid Wedding	\$47,227.50	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
39	Valuation Advisors	\$2,900.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
40	DRMP	\$0.00	No	N/A	0	No	0	No	0
41	Hamilton Engineering & Surveying	\$0.00	No	N/A	0	No	0	No	0
42	ECON	\$5,020.00	No	N/A	0	No	0	No	0
43	Pickett & Associates	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
44	ACT-American Compliance Technologies	\$0.00	No	N/A	0	No	0	No	0
45	GLE Associates	\$5,275.00	No	N/A	0	No	0	No	0
46	Terracon Consultants	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
47	Boggs Engineering (Civil)	\$3,950.00	No	N/A	0	No	0	No	0
48	Hamilton Engineering & Surveying (Civil)	\$0.00	No	N/A	0	No	0	No	0
49	EE & G Environmental (Environmental)	\$9,750.00	No	N/A	0	No	0	No	0
50	GLE Associates (Multi-discipline)	\$1,425.00	No	N/A	0	No	0	No	0
51	Biller Reinhart (Structural)	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services Pool</i>									
52	Baker Tilly	\$0.00	No	N/A	0	No	0	No	0
53	Innovative Financial Housing Solutions	\$137,000.00	Yes	Woman-owned	1	No	0	No	0
54	TAG Associates	\$0.00	No	N/A	0	No	0	No	0
TOTALS		\$1,534,273.15			15		3		3

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 1, 2012 and October 31, 2014.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY
(New Contracts: September 1, 2014 - October 31, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Johnson-Laux Construction	\$34,103.79	Y	Woman-owned	1	No	0	No	0
2	Annettie Machuca & Associates	\$123,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0
3	West Lake Management	\$135,150.00	No	N/A	0	No	0	No	0
4	West Lake Management	\$10,000.00	No	N/A	0	No	0	No	0
5	Best Termite & Pest Control	\$26,000.00	No	N/A	0	No	0	No	0
6									
7									
8									
9									
10									
11									
12									
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
13									
14									
15									
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
16	Valuation Advisors	\$1,400.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
17									
18									
19									
20									
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
21									
22									
23									
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
24	EE & G Environmental (Environmental)	\$9,750.00	No	N/A	0	No	0	No	0
25									
26									
27									
<i>Indefinite Delivery, Indefinite Quantity Legal Services Pool</i>									
28	Innovative Financial Housing Solutions	\$40,000.00							
29									
30									
TOTALS		\$379,403.79			2		0		0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor September 1, 2014 - October 31, 2014.

RESIDENT SERVICES REPORT

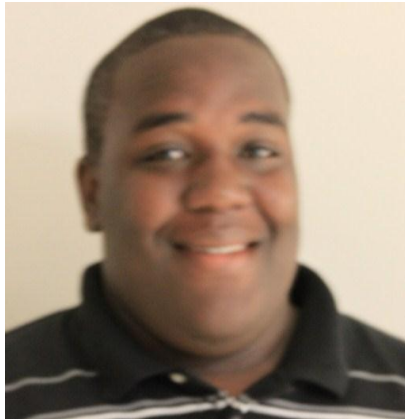
Resident Services October 2014 Board Report

- **Resident Services**

To date, YouthBuild-Lakeland is the only grant-funded program remaining active under the Resident Services umbrella.

- **YouthBuild-Lakeland**

Academics and Recruitment



RUBEN ANDREWS

The first participant of the cycle to successfully complete the Nursing Assistance training is Ruben Andrews. Congratulations, Ruben!

We continue to follow-up with program graduates as they work toward earning their GEDs. Graduates are coming by for individual academic assistance. Recruitment continues in full swing for the upcoming Cycle 11. Flyers are being distributed throughout Lakeland, and staff continues to seek out new partnerships within the community to spread the word. New applications are arriving daily and the application/recruiting process is in full swing. The next orientation starts on January 5, 2014. Applications are coming in and prospective participants from the community are taking the TABE test and making plans to be a part of the next cycle.

Placement News

Congratulations to Ja'Marco Lattimore, YouthBuild-Lakeland Cycle 10, who began full-time employment, during the month of October, through Rita Staffing at Wal-Mart Department Store. Ja'Marco attended the annual New Life Outreach Ministry Banquet. This event offered an opportunity for him to be introduced to Larry Mitchell, Executive Director of New Life Outreach Ministry, Pastor Jimmy Jack, CEO of Teen Challenge in Long Island, New York (who served as the keynote speaker at the banquet), Pastor Robbie Morrow of ROCK THE BLOCK, some of the staff and commissioners of the City of Lakeland, and numerous other business and community icons.

Other YouthBuild participants continue to visit the YouthBuild center, complete employment applications, and attend job recruitment events and/or job fairs with the assistance of YouthBuild staff.

Community Involvement

During the month of October, the YouthBuild staff attended the following community meetings and/or events:

- October 2nd Teen Pregnancy Prevention Alliance monthly meeting
- October 23rd New Life Outreach Ministry's 25th Anniversary Banquet

Janiene Bambridge
YouthBuild Program Manager

Richard Mooneyham
YouthBuild Program Instructor

Cynthia E. Zorn-Shaw
YouthBuild Career Development Specialist

RESOLUTIONS

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board Action Requested and why it is necessary:

Re: Resolution # 14-1395

The Board of Commissioners is requested to approve the above-referenced resolution to authorize its Executive Director to increase the total dollar value of the task order contract with *Innovative Financial Housing Solutions, Inc.* (IFH Solutions) up to \$187,000.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: Task Order #3—Continued Finance-related support
- C. Originator: Valerie Brown

3. Cost Estimate:

Task Order #3 will not exceed \$50,000.

Narrative:

As authorized by Board Resolution #13-1372, the Executive Director issued Task Order #1 with IFH Solutions to, among other duties: review the existing Strategic and Financing Plans and to make recommendations for revisions and updates; provide financial analysis on Housing Authority business activities and make recommendations to the Executive Director and his staff; and assist staff in reviewing various transaction documents. Task Order #1 had a not-to-exceed value of \$97,000.

Due to the longer than anticipated time required to employ a Finance Manager, the Board approved Resolution #14-1389—Task Order #2 with a not-to-exceed value of \$40,000—for IFH Solutions to assist the newly hired Finance Manager transition into his role as well as to provide other Finance-related support.

Regretfully, the newly hired Finance Manager is no longer employed by the Housing Authority. Although IFH Solutions was able to transition his duties to other staff, services of a Certified Public Accountant (CPA) remain critical at this time. This is because the Housing Authority has additional financial obligations to the U.S. Department of Housing and Urban Development (HUD) and its investors. Specifically, the 2014 unaudited Financial Data Schedule must be submitted to HUD by the first quarter of 2015. Additionally, there is a similar deadline for submission of the 2014 audited financials and taxes for the five (5) partnerships.

In order to keep the Finance-related functions of the Housing Authority viable until remedies such as placing a fee accounting firm under contract occur, the staff of the Housing Authority is requesting that the Board authorize the Executive Director to issue Task Order #3 to its contract with IFH Solutions. If authorized, the value of this task order will not exceed \$50,000.

RESOLUTION NO. 14-1395

**APPROVING THE INCREASE IN THE VALUE OF A CONTRACT WITH
INNOVATIVE FINANCIAL HOUSING SOLUTIONS, INC.**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Lakeland approved Resolution #13-1372 which authorized its Executive Director to issue task orders for Financial Advisor services; and

WHEREAS, the Board's Executive Director issued Task Order #1 to *Innovative Financial Housing Solutions, Inc.* for various financial services for a not-to-exceed amount of \$97,000; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Lakeland approved Resolution #14-1389 which authorized its Executive Director to issue Task Order #2 to *Innovative Financial Housing Solutions, Inc.* to assist the newly hired Finance Manager transition into his role as well as to provide other Finance-related support; and

WHEREAS, the newly hired Finance Manager is no longer employed by the Housing Authority, the day-to-day financial activities of the Housing Authority must continue; and

WHEREAS, the Housing Authority staff determined that it would be prudent to have *Innovative Financial Housing Solutions, Inc.* continue to assist the Housing Authority by providing Finance-related support; and

WHEREAS, to accomplish these continued duties, the Housing Authority staff is recommending that *Innovative Financial Housing Solutions, Inc.* be issued a third task order with a not-to-exceed value of \$50,000;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby approves authorizing its Executive Director to issue Task Order #3 to *Innovative Financial Housing Solutions, Inc.* for the purpose of continuing its provision of Finance-related support for a not-to-exceed amount of \$50,000.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 14-1395 dated November 17, 2014.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board Action Requested and why it is necessary:

Re: Resolution # 14-1396

The Board of Commissioners is requested to amend the Procurement Policy for the Lakeland Housing Authority by removing the language of Item I.4 for the policy.

2. Who is making request:

- A. Entity: LHA
- B. Project: Amendment to LHA Procurement Policy
- C. Originator: Benjamin Stevenson

3. Cost Estimate:

N/A

Narrative:

This resolution recommends amending the Procurement Policy to remove language contained in Item I.4 that prohibits former employees from working as contractors within one year of their exit from LHA. Specifically, Item I.4 of the General section of the LHA Procurement policy states:

“There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision:

“No member, officer, or employee of the Housing Authority of the City of Lakeland, Florida, during his/her term of tenure or for one-year thereafter, shall have any interested, directly or indirectly, in this contract or the proceeds thereof.”

Removal of this language will make the LHA Procurement Policy consistent with the HUD procurement requirements. A copy of this section of the policy is attached.

I. General

1. With respect to the purchases and contracts specified in paragraph III. A. above, the appropriate staff shall make the purchase from or award the contract to the lowest responsible bidder as to price--who meets the requirements. Price shall be considered for these purposes to include delivery charges and discounts including any discounts for prompt payment.
2. No purchases or contracts specified in paragraph III. A. (2), A. (3), and A (4) shall be made without certification of an official designated by the Executive Director that the expenditure is duly budgeted and that the funds are available, except in case of an emergency. Circumstances of such exception due to emergency shall be documented in a formal report submitted to the Board together with a certification or statement justifying the purchase or contract under the circumstances.
3. All procurement of equipment, materials, supplies, and repairs of service shall be documented. A standard form of purchase order shall authorize expenditures greater than \$1,000 unless made by formal contract. Expenditures in excess of \$5,000 shall be made by formal contract, except that those purchases made under Federal, State, or local governmental agency contract, if such are in effect, may be made by purchase order regardless of the amount.

~~4. There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision:~~

~~"No member, officer, or employee of the Housing Authority of the City of Lakeland, Florida, during his/her term of tenure or for one-year thereafter, shall have any interest, directly or indirectly, in this contract or the proceeds thereof."~~

~~5.4.~~ All contracts shall be reviewed and signed by the Executive Director or designee.

~~6.5.~~ The Executive Director or his/her designee shall serve as the Contracting Officer of LHA

~~7.6.~~ All *Specifications* or *Statement/Scope of Work* shall describe the work or services required. They shall be written as to not restrict competition to one vendor. A *specification* is a detailed description of materials, supplies, equipment, pre-cuts, or construction work to indicate to prospective contractors precisely what LHA desires to purchase. A *statement* or *scope of work* (SOW) is normally used for contracts for services, such as accounting or payroll services, energy audits, consultant, legal or A/E services, well as non-professional services such as maintenance and grounds keeping. The primary purpose of a SOW is to provide a basis for mutual understanding

RESOLUTION NO. 14-1396

**AMENDMENT TO THE PROCUREMENT POLICY FOR
THE HOUSING AUTHORITY OF THE CITY OF LAKELAND**

WHEREAS, the Housing Authority of the City of Lakeland has established goals and plans for the provision of affordable housing; and

WHEREAS, the Housing Authority of the City of Lakeland has established a policy to procure the various goods and services required to facilitate its role as a public housing authority; and

WHEREAS, the U.S. Department of Housing and Urban Development provides all public housing authorities with guidance in meeting the federal rules and regulations concerning procurement practices in its Procurement Handbook for Public Housing Authorities (HUD Handbook 7460.8, Rev. 2) and notices issued to Public and Indian Housing Authorities; and

WHEREAS, the Housing Authority of the City of Lakeland desires to amend its Procurement Policy by removing Item I.4 in order to make the policy consistent with HUD Handbook 7460.8, REV 2.

NOW THEREFORE, BE IT RESOLVED that the Board of the Commissioners of the Housing Authority of the City of Lakeland hereby amends the Procurement Policy of the Housing Authority of the City of Lakeland by removing the language contained in Item I.4.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 14-1396 dated November 17, 2014.

Attested by:

Benjamin Stevenson, Secretary

Michael Pimentel, Chair

SECRETARY'S REPORT

**Secretary's Report
November 2014**

HOPE VI Funds Expenditure

HUD would like for LHA to obligate the HOPE VI funds as quickly as possible. Staff submitted a Development Proposal to use the HOPE VI funds to construct some affordable rental housing units on the vacant lots at the HOPE VI site. Since that time, staff has had follow-up conversations with HUD-Miami regarding the unexpended HOPE VI funds. Staff has provided responses to their follow-up questions. We are waiting on HUD approval of the proposal. Details will be provided for the Board at a later date.

As previously advised, staff withdrew a request to HUD for approval of approximately \$847,000 in HOPE VI expenses that were paid out of the Magnolia Point sales proceeds. During the HUD site visit, staff discussed this option and another option with HUD staff. LHA considered submitting a request to HUD to use the sales proceeds from the sale of a vacant commercial lot on the HOPE VI site to be applied towards the public housing debt. This request was included in the Recovery Plan submitted to HUD in October 2014. The LHA is in the process of making a request to use the remaining HOPE VI funds and some unobligated RHF funds to construct some new housing units at the HOPE VI site. The request should be submitted within the next 30 days.

Annual Budget/Agency Update

The proposed 2015 Agency Budget was given to the Board at the September 15, 2014 Special Board meeting. Each commissioner was given a copy of the budget for their review. The budget was discussed at the September 29th Board meeting.

A copy of the Corrective Action Plan is submitted to the HUD-Miami office for review and comment on a monthly basis. HUD has approved the Corrective Action Plan and recommended acceptance by the LHA Board. The Board provided acceptance at the January 2013 meeting. Periodic updates on the status of items in the Corrective Action Plan are given to the Board on a minimum quarterly basis. A copy of the most recently updated Corrective Action Plan is included with this month's report. The update was also submitted to HUD-Miami.

The LHA Recovery Plan update is a standard part of the Board agenda.

Section 3 and M/WBE Policy

The Section 3 and Minority/Women Business Enterprise Policy for LHA was approved at the November 2012 Board meeting. The policy provides statements regarding required Section 3 language for all LHA contracts, minimum percentages of contract dollar amounts for contractors to subcontract to M/WBEs and Section 3 business concerns, and forms for reporting compliance with the Section 3 and M/WBE policy.

Secretary's Report

November 2014

LHA held a "How To Do Business with LHA" meeting in 2013. The meeting was open to the public and invites were sent to all firms on the LHA vendor's list. The Section 3 and M/WBE policies were discussed in detail at the meeting. A question and answer session was also a part of the program.

Agency Plan

The Agency Plan was approved by the LHA Board of Commissioners in an October 2014 Board meeting. Copies of the Plan were made available for review and public comment for a forty-five (45) day period. Copies of the Plan were also provided for the Resident Advisory Board, the City of Lakeland, local neighborhood associations, and the NAACP as well as be placed in public libraries. Public meetings on the Plan were held in August and September in addition to a Public Hearing at the LHA central office. LHA staff also held two (2) public meetings with the Resident Advisory Board regarding the Plan prior to the public hearing. After completion of the public process, the Plan was submitted to the U.S. Department of Housing and Urban Development Miami Field Office for review and approval.

Meetings and Activity

The Recovery Plan and 2015 Budget were approved by the LHA Board of Commissioners at the October board meeting. The Plan was revised as instructed by the Board and submitted to the HUD-Miami Field Office. Staff is waiting on comments from HUD.

The disposition application for the Arbor Manor property was submitted to the HUD Special Applications Center (SAC) office in October 2014. The application process also required that an environmental assessment of the property be submitted to the HUD-Miami Field Office. The environmental documents were also submitted in October. Staff is waiting on comments from HUD regarding the submittal.

I made a presentation to the City of Lakeland City Commission on November 3, 2014. The presentation provided an update on LHA activities for the Commission members. The Mayor requested that LHA provide annual updates for the Commission.

Other Activities

I attended my first quarterly meeting as a Board member for the Florida Housing Authorities Risk Management Insureds (FHARMI). The meeting was held in Orlando.

Respectfully submitted,

Benjamin Stevenson

Secretary

OTHER BUSINESS



**BOARD OF
COMMISSIONERS**

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice Chairman

Joseph DiCesare
Commissioner

Eddie Hall
Commissioner

Lorenzo Robinson
Commissioner

Dorothy Sanders
Commissioner

Gary Smith
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911
Fax: (863) 413-2976

www.LakelandHousing.org

November 5, 2014

Victor Rocher
Acting Director
U.S. Department of Housing and Urban Development
Office of Public Housing
Brickell Plaza Federal Building
909 SE First Avenue, Room 500
Miami, FL 33131-3042

RE: Updated Corrective Action Plan

Dear Mr. Rocher:

Enclosed for your review is the Corrective Action Plan (CAP) for the Lakeland Housing Authority (LHA). Please note there are no new updates to the document at this time.

Please do not hesitate to have staff contact Valerie Brown if you have questions or require additional information. Ms. Brown can be reached at (863) 687-2911, x216.

Sincerely,

Benjamin J. Stevenson
Executive Director

Cc: Valerie Brown
Project Files

Enclosure

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

In May 2012, representatives from the Miami Field Office, Office of Public Housing (OPH) conducted a Limited Financial Management Review (LFMR) of the Lakeland Housing Authority (LHA). The LFMR resulted in three (3) findings and three (3) observations. Due to the nature of the Findings, OPH recommended that LHA engage a third party firm to conduct a forensic audit. LHA used a competitive Request for Proposals process to procure forensic audit services from NKA Contractors, LLC (NKA). NKA issued their findings on September 3, 2012. The special forensic audit procedures identified 22 findings and nine (9) weaknesses throughout various LHA departments. Additionally, LHA is in receipt of seven (7) findings from the Independent

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
1	Forensic Audit Report	No Classification Listed	The Rushing file involves a family of two. The family filed the litigation and negotiated a settlement with LHA, but did not fulfill the terms of the agreement.	It is recommended that LHA have its attorneys take appropriate action to ensure that the pendency of this case is terminated by the court.	The case has been settled. Case is now closed. The participant in this case was issued a Voucher but did not submit a Request For Tenancy Approval and is no longer participating in the program.	9/30/2012	Complete	C. Pizarro w/ Housing	LITIGATION
2	Independent Auditor's Report	Finding 11-7	We reviewed abatement logs prepared by the Authority, as well as supporting HAP check registers. We noted numerous instances in which HAP to landlords for units with uncorrected HQS deficiencies were not abated in a timely manner.	We recommend that the Authority develop proper procedures and strengthen internal controls relating to enforcement of HQS requirements through HAP abatement. A list of failed re-inspections should be reviewed regularly by a dedicated staff person, and management should perform monthly reviews of the inspection logs to ensure that all failed inspections are re-inspected within the required time frame and that all HAP abatements are handled properly per the Authority's administrative plan and HUD rules.	The Authority will review its current system of controls and implement policies and procedures to ensure Section 8 Housing Choice Voucher Program HQS Enforcement is performed timely. All failed inspections will be re-inspected within the required time frame to ensure HAP abatements are in compliance with HUD requirements and the Authority's administrative plan. The corrections will be made immediately under the supervision of Carlos Pizarro, Director of Housing, and improved policies will be implemented.	3/31/2013 4/30/2013	Complete	C. Pizarro w/ Housing	ABATEMENTS
3	Limited Financial Management Review	Finding 3	According to the monthly HAP expense reports, HAP abatements are routinely paid to landlords.	All paid abatements within the 2012 CY must be repaid back to the program. The LHA must calculate all paid abatements in CY 2012, contact the affected landlords and either reduce subsequent payments or collect the amounts directly. Evidence of this procedure and subsequent collections must be submitted to this office within 30 days of the date of this letter.				C. Pizarro w/ Housing	ABATEMENTS

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
4	Forensic Audit Report	Finding 7	The authority's September 7, 2011 corrective action plan asserts corrective actions were implemented prior to the release of the final independent audit report that includes a reference to the Management Letter dated September 8, 2011. There are no outstanding corrective action plans based on independent audit report findings, or HUD monitoring reports.	The authority must be proactive and document its plans to accept or reject the independent auditor's September 28, 2011 management letter comments and recommendations for improvement in its' operations.	The Corrective Action Plan currently being written is based upon the most current independent audit report and third party reviews.	11/30/2012	Complete	E. Hall w/Finance	AUDIT
5	Forensic Audit Report	Finding 2	Board of Commissioners Meeting Minutes are not signed by the Chairman and attested to by the Secretary. Minutes are not certified, nor is the agency seal affixed to authenticate the documents as true copies.	Board of Commissioners Secretary, or a designee, should secure the appropriate signatures on all approved Resolutions. All minutes should be certified and sealed. Agency seal should be kept under lock and key to avoid unauthorized use.	LHA staff is now ensuring that the appropriate signatures are secured for all approved Resolutions. Additionally, all minutes are now being certified and sealed. The agency seal is also being kept under lock and key.	Complete	On-Going Oversight	K. Davis w/Executive Office B. Goodman w/Executive Office	BOC
6	Forensic Audit Report	Finding 6	The financial statements do not include the Statement of Cash Flows for LHA and its Affiliates. The absence of the report is an incomplete presentation of financial condition.	The cash position must be assessed to ensure the continuation of operations and eliminate service disruptions. The Finance Department must generate the Yardi report for presentation to the Executive Director and Board on a monthly or quarterly basis.	Cash flow statements will be included in the monthly financial statements beginning with the December 31, 2013 financials prepared for the Authority's next Board of Commissioners Meeting.	Complete	On-Going Oversight	E. Hall w/Finance	CASH POSITION
7	Forensic Audit Report	Finding 9	The authority has not followed its' policy to transfer outstanding checks to a liability account after 120 days. The face of the check states "Void after 120 days." The June 2012 bank reconciliation listed outstanding checks from the year 2011.	The outstanding checks should be voided or an entry made to account for the Unclaimed Funds. If past history supports longer timeframes for cashing checks, a policy modification may be warranted.	The Authority will ensure the policies regarding old outstanding checks are followed. Outstanding amounts will be identified and classified as Unclaimed Funds.	Complete	On-Going	E. Hall w/Finance	CHECKS
8	Limited Financial Management Review	Observation 1	Current bank statement reconciliations contain several checks over six months' old, many in excess of one year.	The LHA must adopt policies and procedures for aged checks and should attempt to contact vendors with invalid checks and issue new payments if appropriate. Any checks more than one year old should be voided and written off or re-issue the check as needed.				E. Hall w/Finance	CHECKS

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
9	Forensic Audit Report	Finding 18	LHA has been receiving RHF Funding in amounts shown in Attachment 18 totaling \$2,992,124. The use of these funds pre-date the scope of this assignment and the LHA staff indicated that HUD has approved all RHF activities.	The use of these funds should be reviewed in light of the information provided above to insure that all RHF Funds have been properly expended.	LHA staff is in the process of reviewing RHF expenditures as outlined by Attachment 18 to ensure that the funds were properly expended.	8/1/2013 12/31/13	In Progress	V. Brown w/ Development	COMPLIANCE
10	Forensic Audit Report	Finding 11	The bank signature update forms were part of the bank reconciliation files. The bank forms include confidential personal information for each signer. This includes a mixture of social security and driver license numbers, and at all times this data must be stored in a secure location to prevent misuse or identity theft.	The bank signature update forms must not become part of the bank reconciliation files, and immediately removed from the files. The Finance Department should have one central file for each financial institution to store the signature update forms. They must be kept in a locked secure cabinet.	Bank signature forms have been removed from the bank reconciliation files and filed separately.		Complete	E. Hall w/Finance	CONFIDENTIAL INFORMATION
11	Forensic Audit Report	Weakness 9	The random selection of five (5) employee files for comparison to ADP pay rates resulted in no issues with four (4) files. The human resource (HR) office file for one (1) employee could not be located.	The files must have a 100% accounting for all staff. The HR manager must implement a procedure for "sign-out and sign-in" of staff files to ensure confidentiality.	The HR manager is in the process of implementing procedures for "sign-out and sign-in" of staff files.	Complete	On-Going Oversight	P. Roberts w/Human Resources	CONFIDENTIAL INFORMATION
12	Forensic Audit Report	Finding 10	The bank reconciliation listed deposits dated the beginning of the month that was not recorded by the bank. Based on technology and banking clearinghouse procedures the funds would be available within 24 hours to seven (7) business days.	This unusual transaction should be researched and the authority records must present the steps taken to correct this process breakdown. The authority assets must be safeguarded, immediately deposited in a federally insured financial institution, and recorded in the general ledger to prevent theft, kiting, and misappropriation. This unusual transaction could indicate undetected systemic fraud in the organization.	This situation occurred because a property manager did not deposit checks on a daily basis. Staff has been advised of Authority's policy requiring daily deposits and compliance will be reviewed during bank reconciliations.		Complete	E. Hall w/Finance	DEPOSITS

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
13	Limited Financial Management Review	Observation 3	Tenant file deficiencies and income discrepancies from EIV totaled 138 participants.	Provide updates for all participants in process or under review. Files must be documented with criminal background checks and sexual offender registrations, if applicable. Third party verification of income and assets is required. Bank statements or other source documents should be obtained to verify participant deposits and expenses. Additional Recommendations: Zero income participants are not required to come to the Office for an interview. These families should be required to meet at least annually with the housing counselor and provide a written statement certifying to zero income. Funds considered excluded contributions for zero income families	LHA staff is interviewing all 0 income tenants on a monthly basis to calculate income.	11/1/2012	HUD considers this item to still be open.	C. Pizarro w/ Housing	EIV
14	Independent Auditor's Report	Finding 11-1 (iii)	The Authority's general ledger commingles activity for certain public housing units, which fall under the HUD Annual Contributions Contracts ("ACC") with activity of other subsidized units at mixed-finance projects which are not included in the Authority's reporting entity. The activity of the public housing units in the general ledger could not easily be traced to amounts isolated for presentation in the FDS. This commingling presents the possibility of inaccurate reporting of the financial information related to the public housing units.	The Authority should segregate the activity related to the public housing units at mixed-finance projects from the activity of the other subsidize units and general partnership activity in the general ledger.	The Authority will review its current system of controls and implement procedures necessary to ensure all financial information is reported accurately, timely and in accordance with GAAP. To ensure compliance with GAAP and grant requirements, the Authority will provide training for the accounting staff so they have the necessary competencies required to account for the Authority's varied programs and activities. The general ledger will be adjusted to ensure mixed-finance project activity is not commingled with the activity of the other subsidized units and general partnership activity in the general ledger. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance.	3/31/2013 5/31/2013	Complete	E. Hall w/Finance	FDS

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
15	Forensic Audit Report	Weakness 2	The Finance Department creates the required LHA and its Affiliates financial statements for presentation and approval by the Executive Director and Board of Commissioners. Review of the board packages for the audit period indicates the Yardi generated financial statements are converted to Microsoft Excel reports.	The Yardi financial statements converted to excel could be manipulated, create unintentional errors, and inaccurately present the results of operations. The Comptroller/Finance Director must present Yardi generated financial statements to the Executive Director for review and approval. This preliminary board package can include excel formatted reports based on criteria or special requests of the Executive Director or Board of Commissioners. This approach will ensure the BOC's legal and fiduciary responsibility is not compromised by decision making based on inaccurate reporting.	The Authority's monthly financial statements are prepared using Excel in order to comply with requests from the Board of Commissioners and Finance Committee for presentation and format of the information. Programming changes to the Yardi software are cost-prohibitive at this time. The Authority will consider the potential for inaccurate reporting and devise review procedures to mitigate the risk.	12/31/2012	Complete	E. Hall w/Finance	FINANCIAL STATEMENTS
16	Forensic Audit Report	Weakness 3	The COCC chart of accounts (COA) properly presents the major and sub accounts for HUD reporting purposes, and generally accepted accounting principles (GAAP) compliance. The COA for the public housing units Asset Management Projects (AMP) summary or general accounts should be analyzed to ensure accurate presentation of legal ownership.	The Comptroller/Finance Director must analyze the account rollups to improve the reliability of the financial statements. As noted in recent board minutes, the tenant security deposits were incorrectly classified in Cash and were appropriately reclassified as a separate financial statement line item. Other instances of misclassification should be resolved prior to issuance of Executive Director and Board of Commissioners reports.	The new Finance Director is experienced in the preparation of financial statements and will ensure the proper classification of accounts in the Authority's financial reports.	12/31/2012	Complete	E. Hall w/Finance	FINANCIAL STATEMENTS
17	Forensic Audit Report	Finding 19	Effective on October 1, 2011, LHA increased its FMR to 105% of the published HUD standard for 2012. LHA Section 8 staff has indicated that HUD has requested that the authority return to using the HUD FMR standards. From the comparison above it is clear that rents in the Lakeland market are changing rapidly.	LHA should conduct a Rent Comparability Study (RCS) pursuant to HUD Guidelines if it intends to maintain its Payment Standards at 105% of FMR. LHA, as one of the largest Section 8 landlords in the Lakeland market should proactively evaluate the impact of changes to its Payment Standards on its mixed-finance properties.	Rent comparison study is in progress. A rent comparison study is no longer necessary. LHA is in the process of lowering its payment standard to 90% FMR.	3/31/2013	Complete	C. Pizarro w/Housing	FMR

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18	Forensic Audit Report	Finding 12	The Authority does not have required General Depository Agreements (GDA) at financial institutions to protect authority assets originating from federal housing funds.	There are approximately nine (9) financial institutions with 46 different accounts for LHA and its" Affiliates. The review of bank reconciliations demonstrates appropriate segregation of funds has occurred. The authority should determine the Affiliate accounts that must have GDA's based on the level of federal housing subsidy provided to the Affiliate. The subsidized tenants and corresponding assets must be protected to ensure LHA is not liable for financial events beyond the control of LHA.	The Authority is in the process of collecting current GDA forms from the two banks holding the Authority's deposits. All the banks are on the government's list of approved Public Depositories.	11/30/2012	Complete	E. Hall w/Finance	GDA
19	Forensic Audit Report	Finding 20	LHA currently has a Section 8 HAP Budget shortfall due to an inaccurate estimate of its Section 8 funding surplus, recent increase of the authority's Section 8 Payment Standard to 105% of the HUD FMR, and failure to establish and maintain effective control of its Section 8 Budget. LHA is attempting to mitigate this problem by reducing the number of outstanding Vouchers. Additionally, LHA staff indicated that the authority is letting Vouchers expire, not issuing new Vouchers and borrowing from future HUD HAP funding. The precise amount of this shortfall is unknown at this time.	The authority should work with its audit firm to determine the extend of the shortfall. Once the amount of the shortfall is known a plan to eliminate this shortfall within one year must be implemented.	Any budget shortfall in the HCV program will be paid with existing cash deposits and supplemented with LHA unrestricted funds if necessary. As the 2013 budget is prepared, adjustments to expenditures will be made and budget overages will not be permitted. The Authority is not borrowing from future HUD HAP funding. LHA does not have a HAP shortfall for 3013.		Complete	C. Pizarro w/Housing	HAP BUDGET

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20	Independent Auditor's Report	Finding 11-1 (i)	Authority's unaudited Financial Data Schedule ("FDS") included balances for net assets and current year housing assistance payments ("HAP") expense of the Housing Choice Voucher program ("HCV"), as well as total capital assets, that did not agree to and could not be reconciled to the Authority's general ledger. Further, the Authority could not provide sufficient evidence in order to support the fair presentation of the balances in accordance with accounting principles generally accepted in the United States of America ("GAAP").	Capital Assets - the Authority should perform a complete inventory of its capital assets annually to ensure that recorded capital assets exists and that the balances reported in the financial records are accurate and complete. Further, the Authority should also analyze the remaining useful lives of existing assets annually, as well as any potential impairment of capital assets, and make adjustments to depreciation records as necessary. It should be noted that the financial records of the Authority should not include capital assets that belong to the partnerships involved in the mixed-finance projects even if the funding sources are provided by the Authority. These assets do not belong to the Authority and, therefore,	<i>The Authority is in the process of establishing procedures for an annual physical inventory of capital assets to ensure their existence and evaluate their condition and remaining useful lives. These procedures will address properly excluding assets which are not directly owned by the Authority and ensure that such assets are properly recorded in the capital asset records of their respective owners. The inventory is in progress under the supervision of Carlos Pizarro, Director of Housing, and will be complete for the December 31, 2012 FDS submission.</i>	Complete	On-Going Oversight	E. Hall w/Finance and J. Murphy w/Finance and V Brown w/ Development	INVENTORY
21	Forensic Audit Report	Finding 3	LHA policy governing physical inventory is not in compliance with current HUD policies. The 2006 policy which references "the Central Warehouse" is outdated and does not conform to the "just-in-time" inventory system currently in use for materials used for maintenance replacements and repairs.	Revise inventory policy to conform to LHA's site-based Asset Management system.				V. Brown w/ Development	INVENTORY
22	Forensic Audit Report	Finding 4	LHA does not conduct an annual physical inventory of dwelling/non-dwelling equipment, furniture, and other expendable supplies and record fixed assets in accordance with HUD PIH Low-Rent Technical Accounting Guide Book 7510.1.	Establish and implement procedures for conducting an annual physical inventory of all material assets in accordance with HUD requirements.				V. Brown w/ Development	INVENTORY
23	Forensic Audit Report	Finding 22	The Finance Department does not have a Board of Commissioners approved investment strategy policy. The 2006 Casterline SOP guidance is outdated and does not address LHA complexities.	The finance department should develop an investment strategy and corresponding policy recommendation for Executive Director and Board of Commissioners approval.	LHA's Board of Commissioners approved the investment policy as part of their August 2014 meeting.	3/30/2013 8/1/2013 12/31/13 8/18/2014	Complete	E. Hall w/Finance B. Stevenson w/Executive Office	INVESTMENT POLICY

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24	Forensic Audit Report	Weakness 6	The 46 (forty-six) accounts under LHA management should be considered for a "sweep account" agreement to generate or improve the return on cash.	On December 31, 2012 the FDIC unlimited coverage on non-interest bearing accounts expires. The analysis of account balances and ownership should be completed to determine which accounts can be leveraged to improve the return on cash. The results of the analysis must comply with HUD regulations for PHA's Instrumentalities.	Limited Partnership properties managed by the Authority are required to have separate accounts for security deposits, reserves and escrow accounts. In addition, It is the Authority's desire to separate federal funds from non-federal funds. Staff has been advised that HUD does not favor sweep accounts.		Complete	E. Hall w/ Finance	INVESTMENT POLICY
25	Forensic Audit Report	Weakness 4	The review of Yardi system journal entries demonstrate a high incidence of reversing entries due to incorrect entering of transactions.	The staff must receive additional accounting and Yardi Systems training. The database relationships must be accurately defined to provide minimum user interface or processing of manual entries. Yardi systems is a robust software that can be utilized to improve financial and operational reporting, create efficiencies, and streamline department processes.	There are numerous journal entries in Yardi with the description "Reclass". This is not a correction or reversal of a previous entry, but an allocation of an expense between entities. The entries are required because Yardi does not process inter-fund transactions to the satisfaction of staff. Staff will be afforded the opportunity for training to enhance skills and efficiency.		Complete	E. Hall w/Finance	JOURNAL ENTRIES
26	Forensic Audit Report	Weakness 7	The LHA Board of Commissioners have legal and fiduciary responsibility for some the LHA Affiliates. The financial impact of the GAAP and International Financial Reporting Standards (IFRS) reporting requirement for Leases and Capital Assets must be completed before year end.	The Comptroller/Finance Director should review all leases to project one to five year results of operations, and develop strategic plans to best utilize limited authority and partnership resources.	The Authority has short-term, cancellable operating leases with several vendors. There are no leases which meet the requirements for capitalization.		Complete	E. Hall w/Finance	LEASES AND CAPITAL ASSETS
27	Limited Financial Management Review	Finding 1	The LHA's reported actual available NRA for operations is significantly less than the HUD review team's calculated amount for CYE 12/31/2011.	Due to the discrepancy between the reported FDS Balance Sheet numbers and the actual cash available in the HCV program accounts a forensic audit is highly recommended to identify where the missing funds are inappropriately held in other program accounts or are actually missing from the LHA.	The Authority has engaged a team of consultants to reconcile VMS reports to the general ledger and determine NRA and UNA. Actual cash held by the Authority is higher than amounts reported on the VMS. This reconciliation will correct the 2011 and 2012 VMS reported amounts. All amounts will be corrected for the March 31, 2013 reporting period. The consultants have	4/1/2013	Complete	E. Hall w/ Finance	NRA

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28	Limited Financial Management Review	Finding 1a	FDS CY 2010 line number 125: "Accounts Receivable-Miscellaneous" \$458,839 . . . and line number 347: "Inter-Program-Due to" \$627,006. If the \$458,839 was never collected or collections were not reported correctly in CY 2011, this would explain approximately the \$629,000 calculated shortage.	Provide detail explaining the receivable and entries that reduced this amount to \$25,441 on the CY 2011 FDS. The same detail is required for the "Inter-Program Due to" amount. This information is due within seven business days.	been engaged to address all findings included in HUD's Limited Financial Management Review letter. The procedures will be complete for the March 31, 2013 reporting period.			E. Hall w/Finance	NRA
29	Limited Financial Management Review	Finding 1b	The CY ending 12/31/2010 FDS had a balance of \$387,406 in Fraud Recovery and the CY 2011 FDS balance was \$56,331, indicating a subsequent write-off of approximately \$331,075 in 2011. The monthly HAP expense worksheet used to report HAP expenses on the VMS shows a CY 2011 write off of fraud recoveries of \$75,000, not \$331,075 as reported. This \$75,000 also reduced the reported FDS NRA balance by the same amount.	Detail must be provided explaining what comprises the receivable and the entries that reduced this amount to \$56,331 on the 2011 FDS. In addition, GL entries that recorded the Fraud A/Rs as revenue are required to be submitted to this office within seven days of the date of this letter.				E. Hall w/Finance	NRA
30	Limited Financial Management Review	Finding 1c	The VMS reported CY 2011 monthly HCV HAP expenses varied significantly (approximately \$337,500 in total) from the calculated amounts on the monthly HAP Registers provided to the HUD review team by the Finance Director. Unit Months' Leased also varied from the number of tenants listed on the HAP registers, though the variance was not as significant. A total of 76 additional UMLs were reported on the CYE 2011 FDS Balance Sheet compared to the monthly HAP registers. In addition, based upon the variances noted between reports, VASH revenues and expenses appeared to be double counted on the FDS, included in both the HCV totals and again, separately, under the VASH accounts.	Detailed monthly reports and entries explaining CYE 2011 FDS through June 2012 and reported HCV HAP expenses and UMLs are required within 30 days of the date of this letter.				E. Hall w/Finance	NRA

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31	Limited Financial Management Review	Finding 1d	The Finance Director's monthly expense report used for VMS reporting included port-in expenditures with the regular monthly HAP expenses thereby improperly increasing the VMS reported HAP expenses.	The PHA must correct the VMS and the general ledger 30 days.				E. Hall w/Finance	NRA
32	Limited Financial Management Review	Finding 1e	Several "Due to" and "Due From" accounts were noted on the HCV trial balance, most of which appeared to cancel out except for the "Due to Master" account. Some of these were not explained in detail to the review team. In addition, HAP funds cannot be loaned to other funds. This is a severe program violation.	A detailed explanation is required for the "Due from LPCH", "Due from Colton Meadow, LLP", "Due From Mainstream", "Due from the Manor at West Bartow", and the "Due from PortProp" accounts. In addition, the following specific entry requires further explanation: December 20, 2011: Debit-Cash Operating 1 \$100,000.00 Credit-Due to Colton Meadow, LLP \$100,000.00				E. Hall w/Finance	NRA
33	Limited Financial Management Review	Finding 1f	Several adjusting entries made to the general ledger were not clearly documented. May appear to be transfers of funds between projects.	The PHA must maintain supporting documentation for any deposit or transfer of funds. Also, any transfer of funds between accounts must have the Executive Director's approval. Monthly quality control procedures must be established for accounts receivable, payables, and journal entries. Please provide verification for the transfer.	The Authority will enforce its policy of requiring approval of proper documentation before journal entries are posted.		Complete	E. Hall w/Finance	NRA
34	Forensic Audit Report	Weakness 7a	LHA appears to have placed its Operating Surplus at risk of recapture. The authority would be able to mitigate this risk by using the Operating Fund Financing Program (OFFP) to borrow working capital for its development activities and committing its Operating Surplus to repay those loans as permitted by HUD.	Our general recommendation is that LHA staff familiarizes themselves with the OFFP.	LHA staff will review the OFFP.		Complete	Authority-Wide/ Executive Team	OFFP

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35	Independent Auditor's Report	Finding 11-2	Adequate controls are not in place over cash disbursements. During the audit we noted i.) Inconsistencies in practice in the use of purchase orders and level of approvals as required by the Authority's procurement and cash disbursement policies. ii.) Inadequate segregation of duties over the set-up of the required approvals in the accounting software and the actual approval of transactions, as well as between the recording of transactions in the general ledger and the approval of transactions in certain cases. iii.) A lack of monitoring controls over total disbursements to vendors under contract.	Management should analyze the cash disbursement process in conjunction with procurement policies and document the required procedures. Specifically, the Authority should implement the required approval thresholds and better define the staff positions that should be involved in the processing of cash disbursements. Further, the Authority should implement proper segregation of duties over monitoring controls over total vendor payments made under contracts. The Authority should also provide training to all staff on relevant rules and regulations and the internal policies relating to cash disbursements and procurement.	The Authority will review its current system of controls and implement policies and procedures to ensure cash disbursements and procurements have proper approval. Policies regarding approvals, approval thresholds and monitoring by procurement staff will be enforced. Staff will be trained on the Authority's policies and the relevant rules and regulations related to cash disbursements and procurement. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance Joe Murphy, Finance Manager/Comptroller.	3/31/2013 8/1/2013 3/31/14	On-Going Oversight	E. Hall J. Murphy w/Finance and V Brown w/ Development	PURCHASING
36	Independent Auditor's Report	Finding 11-3	Several contracts with a vendor, as well as invoices for work performed, were not procured in accordance with the Authority's policies and HUD rules and regulations. Contracts with the vendor were not signed even though costs were incurred and payments were made for services. Management overrode certain controls over cash disbursements and procurement of vendors that existed and did not obtain proper Board approval of the contracts.	The Authority should analyze existing internal controls over procurement to ensure that all contracts with vendors are properly procured in accordance with its policies. Also recommend that the Authority implement new monitoring controls with procurement staff to ensure that any cash disbursements to vendors are supported by properly procured contracts and that total payments to vendors do not exceed contracted amounts. Further, a record of all procurement actions should be maintained on a centralized listing and should be numbered in sequential order to ensure that there is an audit trail relating to all vendors procured by the Authority.	The Authority will review its current system of controls and implement policies and procedures to ensure procurement activities meet the Authority's policies and the relevant rules and regulations. Procedures and controls will be established to ensure activities are supported by proper documentation and adhere to approved amounts. Implemented policies will ensure an audit trail exists for the Authority's procurement activities. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance.	3/31/2013 8/1/2013 6/17/2013 Complete	On-Going Oversight	V. Brown w/ Development	PURCHASING

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37	Forensic Audit Report	Finding 13	The contract for DSM.net, Inc. has continued to be paid beyond the initial contract period and contract value of \$70,000. As of December 31, 2011, the COCC Purchase Order Directory records payments of \$138,280 and the Vendor Total Worksheet records payments of \$111,991.55. This is a major discrepancy. It was also reported that payments have continued into 2012.	LHA must justify and clarify inconsistencies in service costs paid to DSM.net, Inc. LHA should discontinue services of DSM.net, Inc. and consider bringing the service in-house, which would be more cost effective and responsive to staff needs on a full-time basis. The costs of this service far exceeds the company's annual estimates and cost analysis for outside IT services when compared to in-house services.	LHA staff has discontinued services for DSM.net.	10/31/2012	Complete	V. Brown w/ Development	PURCHASING
38	Forensic Audit Report	Finding 14	LHA has ten (10) entertainment magazine subscriptions that have no relevance to the housing industry or standard business interest/practices of the agency.	LHA should cancel all non-housing industry or business publications.	Non-industry publications are purchased for the waiting rooms used by LHA clients and prospective clients. The Authority will ensure these publications are paid for with non-federal funds.		Complete	V. Brown w/ Development	PURCHASING
39	Forensic Audit Report	Finding 15	Procurement contract files are absent of invoices, payments, and correspondence needed to complete the files by documenting the history of transactions.	The LHA Finance Department should provide the Procurement Manager with copies of invoices, payments, payment schedules, and correspondence to compile a history of transactions associated with the procurement.	The Authority will establish SOPs for the provision of supporting documentation between departments.	3/31/2013 3/31/2014	Complete	E. Hall w/Finance	PURCHASING
40	Forensic Audit Report	Finding 16	The engagement letter (contract) between LHA and its auditor, Berman and Hopkins, is not a valid HUD agreement and it lacks the clauses required by the HUD Procurement Handbook including Termination for Convenience and other required language.	All of the additional contracts reviewed lacked the standard clauses required by HUD whether they were for capital projects or operating expenses. The authority contracts must be amended to include the required HUD language and documents.	Per review of the independent auditor's engagement letter, it appears all HUD requirements are satisfied. The audit firm specializes in audits of public housing authorities and uses a standard engagement letter for its public housing clients.		Complete	V. Brown w/ Development	PURCHASING
41	Forensic Audit Report	Finding 17	A review of the authority's Regulatory and Operating Agreements with its partnerships and affiliates are dated and do not conform to the current HUD standard in accordance with 24 CFR 85.36(b)(3).	While it is not a requirement of HUD to modify these agreements it may be a good business practice.	LHA staff is in the process of reviewing all Regulatory and Operating Agreements with its partners to determine whether or not modifications will be required to conform with HUD standards in accordance with 24 CFR 85.36(b)(3).	12/31/2012	Complete	V. Brown w/ Development	PURCHASING

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Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
42	Limited Financial Management Review	Observation 2	The LHA is not effectively enforcing repayment agreements.	The PHA should take immediate action to enforce repayment agreements and should terminate assistance for failure to comply with the terms. Repayment amounts total approximately \$45,000 as of the date of the review.	The LHA staff has begun enforcing non payment of repayments Agreements.	On Going	HUD considers this item to still be open.	C. Pizarro w/ Housing	REPAYMENTS
43	Forensic Audit Report	Finding 21	The August 1, 2011 version of the LHA Administrative Plan generally follows the current HUD model, but lacks some of the language required by HUD. Additionally, no attempt was made by the forensic audit team to verify that the appropriate requirements for advertising, publication and public comment on this Administrative Plan were met.	LHA should review and revise the Section 8 Administrative Plan to incorporate current HUD guidelines and regulations.	A new Section 8 administrative plan was submitted to HUD on 10-31-2012.	10/31/2012	Complete	C. Pizarro w/ Housing	S8 ADMIN PLAN
44	Forensic Audit Report	Weakness 5	The salary allocation basis is not supported by employee time records. The salary allocation tables are manually calculated and entered by the Finance Manager.	Develop salary allocation tables in the Yardi database to accurately prorate direct and indirect labor costs. Only substantive labor changes would require manual salary allocation journal entries.	The Authority does not utilize Yardi for payroll processing. Payroll is outsourced to ADP and the Authority does not anticipate bringing payroll in-house in the near future. Currently, the Authority has only six employees whose salaries are allocated to more than one program.		Complete	P. Roberts w/Human Resources and E. Hall w/Finance	SALARIES
45	Independent Auditor's Report	Finding 11-5 (i)	Indicator 1 - Waiting List: The Authority did not maintain documentation to support the reported score for Indicator 1, including the quality control samples utilized or testing performed to satisfy this indicator.	We recommend that the Authority correct the reporting deficiencies and resubmit its SEMAP to HUD.	The Authority will correct the reporting deficiencies and resubmit its SEMAP to HUD.		Complete	C. Pizarro w/ Housing	SEMAP

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46	Independent Auditor's Report	Finding 11-5 (ii)	Indicator 3 - Determination of Adjusted Income: The Authority indicated that 80 - 89% of their quality control sample for Indicator 3 of the self-assessment showed that income determinations were performed properly as required by 24 CFR 985. However, the documentation maintained to support the reported score did not support the self-assessed score. Further, the results of our eligibility testing indicated numerous issues as noted in Finding 11-4. Therefore, it appears that the Authority should have indicated in the self assessment that a lower percentage of files included in the quality control sample showed that LHA determined adjusted income properly.	We recommend that quality control samples for all indicators be drawn in accordance with regulations contained in 24 CFR 985.3. In addition, we recommend that the Authority pull the samples throughout the year, both for SEMAP and internal review purposes, and that any needed corrective action be taken immediately to prevent program noncompliance.	The Authority will implement a system of quality control reviews to ensure compliance with all program requirements. LHA staff is currently performing a 100% file review.	2/1/2013	Complete	C. Pizarro w/ Housing	SEMAP
47	Independent Auditor's Report	Finding 11-5 (iii)	Indicator 6 - HQS Enforcement: The Authority indicated that greater than 98% of their quality control sample for Indicator 6 of the self-assessment showed that if HQS deficiencies were not corrected within the required timeframe, the Authority stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt action to enforce the family obligations. However, the documentation did not support this assessment and the lead sheet did not assess the time frames for proper SEMAP reporting for this indicator. Additionally, the Authority did not abate housing assistance payments made to landlords in a timely manner when an inspection failed and was not properly corrected within the required timeframe (see Finding 11-7).	We recommend that the Authority verify controls are in place in order to ensure accurate SEMAP reporting, including an independent review of the SEMAP documentation and reported results by upper management.	The Authority will implement policies and procedures to ensure accurate SEMAP reporting including review by upper management. The Authority will implement policies and procedures to ensure the SEMAP is supported by adequate documentation of procedures performed and results determined for each indicator.	2/1/2013	Complete	C. Pizarro w/ Housing	SEMAP

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48	Independent Auditor's Report	Finding 11-5 (iv)	Documentation: The SEMAP data collected for the year end reporting lacked key documentation to support the Authority's overall self-assessed score for each indicator, including calculations of reported results, definitions of the populations for which quality control samples were selected, calculations of minimum required sample sizes, and certain supporting documents from which the results were derived.	We recommend that the SEMAP documentation maintained by the Authority clearly define the population from which each required sample is drawn, indicate how the required sample size was determined, and how the quality control samples are selected in an unbiased manner and how they are representative of the population. Furthermore, the SEMAP score reported to HUD for each indicator should clearly trace back to the testing sheet for each SEMAP indicator, including results of each item in a sample and the overall results corresponding with the reported score.	The corrections will be made immediately under the supervision of Carlos Pizarro, Director of Housing, and policies and procedures will be put in place.	2/1/2013	Complete	C. Pizarro w/ Housing	SEMAP
49	Forensic Audit Report	Finding 1	The Finance Department procedures should be updated to reflect day-to-day operations. The organizational workflow and procedures were originally modified with the 2010 implementation of: the Yardi Systems accounting software; the HUD Asset Based Management model; and more importantly the General Partner accounting model. The June 1, 2006 Casterline Associates, P.C. "Standard Operating Procedure for Critical Financial Functions" provides the accounting procedures structure for financial activities. The Casterline Standard Operating Procedures ("SOP") appear to be a standard template for public housing authorities modified to include updates for LHA vendor names and service providers. Audit team found no evidence of executed resolutions by the Board of Commissioners ("BOC")	Immediately update SOP to differentiate between Central Office Cost Center (COCC), public housing, and the fee for services accounting procedures models. The Finance Department's designated Yardi system "super users" should be able to assist in the creation and implementation of new operating procedures. Present the new SOP to BOC for approval prior to organization wide implementation.	The Finance Director is currently assessing operating procedures and an updated SOP will be produced.	3/31/2013 12/31/2013 3/31/14	In Progress	E. Hall J. Murphy w/ Finance	SOP

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50	Forensic Audit Report	Finding 5	The accounting department did not present evidence of documented work processes and workflow to make it possible to determine if controls exist to safeguard authority assets. Finance Manager did not have a Finance Department organization chart with corresponding responsibilities. The current five person department includes a new Comptroller, Finance Manager, three Accounting Clerks along with one part time clerk. In a small organization segregation of duties is critical to prevent fraud, theft, and asset misappropriation.	Internal controls must go beyond Yardi's automated processes. There are several approaches to developing documented control process. The new Finance Manager/Comptroller should be tasked with creating the internal and financial control model for the organization, to verify the existence of adequate controls, and to implement process improvements. The organization is over-reliant on the Yardi position control model to identify and reject unauthorized activities.	The Authority is committed to implementing and enforcing an effective system of internal controls. The internal controls are being evaluated and adjusted in conjunction with the update of SOPs.	3/31/2013 6/30/2013 8/1/2013 3/31/14	In Progress	E. Hall J. Murphy w/ Finance	SOP
51	Forensic Audit Report	Weakness 1	The petty cash Imprest procedure is not consistently applied to transactions. The site petty cash fund replenishment request included original receipts that were not "marked" to prevent reuse by staff.	The authority policy states "supporting documentation will be permanently marked in a manner to prevent re-use". The policy must be consistently applied to all petty cash reimbursement requests.	The Finance Department staff will review the policies with the petty cash custodians to ensure original receipts are marked "paid" when cash is disbursed.	10/31/2013 Complete	Ongoing Oversight	E. Hall w/Finance	SOP
52	Independent Auditor's Report	Finding 11-4	Out of a total tenant population of approximately 1,300, we tested 25 files and the following deficiencies were noted: 1.) 4 files improperly verified or calculated tenants' adjusted income; 2.) 2 files utilized incorrect payment standards; 3.) 1 file incorrectly calculated utility allowances; 4.) 2 files did not obtain signed U.S. citizenship declarations for all tenants; and 5.) 1 file did not have an annual HQS inspection performed on the unit.	The Authority should correct the deficiencies noted in the tested files. In addition, the Authority should establish quality control review procedures to ensure proper compliance with the requirements related to tenant eligibility. In order to provide a greater level of oversight to identify deficiencies in a timely manner, we recommend that the Authority perform independent monthly tenant file reviews. The review monthly quality control review sample should include tenant files processed by all housing specialists, and the reviewer should test for compliance with all tenant file management requirements as established by the Authority's administrative plan. Ongoing staff training and timely management	All deficiencies noted by the auditors will be corrected. The Authority will implement a system of monthly tenant file reviews to ensure the Section 8 Housing Choice Voucher Program files are in compliance with HUD requirements and the Authority's administrative plan. Training will be provided to ensure the Section 8 staff has the competencies necessary to maintain complete and accurate tenant files. The corrections will be made immediately under the supervision of Carlos Pizarro, Director of Housing.	2/1/2013	Complete	C. Pizarro w/ Housing	TENANT FILES

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53	Forensic Audit Report	Weakness 8	The new Comptroller's HUD regulations learning curve. This intellectual capital short term issue is compounded by the current Finance Department staff complement that performs routine tasks with minimum errors, but the incorrect processing of extraordinary or non-routine financial events are noted findings by the independent auditor's.	Procure training for staff on mixed finance guidelines, HUD regulations, asset based management, etc. to improve competencies, reduce attrition, and attain stellar performance in the finance organization. This could provide revenue generating opportunities for LHA by marketing financial services to other private, county and state landlords.	The Finance Director has attended numerous training conferences and has scheduled future training to ensure competency and compliance with HUD public housing requirements. The learning curve is mitigated by the Finance Director's 22 years of experience in federal regulations and compliance with funding requirements and financial reporting.		Complete	E. Hall w/Finance	TRAINING
54	Independent Auditor's Report	Finding 11-1 (ii)	The Authority's unaudited FDS required numerous material adjustments, including significant prior period adjustments (see Notes to the financial statements), to be fairly stated in accordance with GAAP, with the exception of the balances noted above which are not fairly presented. These prior period adjustments related primarily to developer fees earned by the Authority and were required to correctly reflect ending balances in developer fees receivable and to recognize revenue in the proper period. These adjustments should have been detected by the Authority staff while performing their normal duties of processing and recording financial information.	The auditors recommend that the Authority review the established system of controls, including responsibilities at each staff level, for adequate safeguards to facilitate accurate and timely processing of financial information under all circumstances. Also, the Authority should provide additional training to staff in the accounting department, particularly related to the development activity of the Authority, to ensure an accurate and timely system of financial reporting at all times. The Authority needs to ensure that the books and records are closed timely and accurately without relying on audit adjustments, considering that the external auditors are independent of the internal control	The Authority has scheduled the services of a consultant who will assist in the reconciliation of HAP expense, Net Restricted Assets and Unrestricted Net Assets per the Authority's general ledger to the amounts reported to HUD in the Voucher Management System ("VMS") and make all necessary adjustments to the general ledger balances and the VMS reported amounts. Review procedures will be established to ensure all future transactions are properly recorded and reconciled so the VMS will be correct. The reconciliation is being performed under the supervision of Eva Hall, Director of Finance, and will be complete for the March 31, 2013 reporting period.	4/1/2013	Complete	E. Hall w/Finance	VMS
55	Forensic Audit Report	Observation 1	More than half of the files reviewed had small errors on the 50058 Forms submitted to HUD including wrong bedroom count, wrong rent (FMR) for the units, HQS inspections that are not timely.	The Section 8 staff should take advantage of any training available in the area with the goal of improving file accuracy and attention to detail. Training should be prioritized based on QC review of each of the caseworkers' files.	In 2012 we provided income calculation and HQS training for all Section 8 employees. Continuous training will be on going.	3/31/2013 Complete	On-Going	C. Pizarro w/Housing	VMS
56	Forensic Audit Report	Observation 2	Each file contained excellent checklists, but they were often not filled out completely.	Careful use of existing Checklist will improve accuracy. The staff should continue their efforts to purge old or duplicate data from the files.	LHA will continue to implement a file review of all files completed in the Section 8 program.	On-Going	On-Going	C. Pizarro w/Housing	VMS

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57	Forensic Audit Report	Observation 3	Some files, while complete, contained draft or incomplete forms.	The Section 8 staff should take advantage of any training available in the area with the goal of improving file accuracy and attention to detail.	In 2012 we provided income calculation and HQS training for all Section 8 employees. All staff were certified at the time of training.	3/31/2013 Complete	On-Going	C. Pizarro w/ Housing	VMS
58	Forensic Audit Report	Observation 4	While Quality Control Checklists were observed in some files, the level of accuracy in the files is not acceptable.	Careful use of existing Checklist will improve accuracy. The staff should continue their efforts to purge old or duplicate data from the files.	LHA will continue to implement a file review of all files completed in the Section 8 program.	4/1/2013	On-Going	C. Pizarro w/ Housing	VMS
59	Forensic Audit Report	Observation 5	In all but one case the rent appeared to be calculated correctly.	While the Section 8 files reviewed were in generally good condition, the transmission of inaccurate 50058 Forms will eventually lead to a reduction in the authority's SEMAP score as HUD's monitoring capability increases. Also, several firms market software that monitors the accuracy of 50058 data submitted to HUD which may be of some help to LHA's Section 8 staff.	LHA Section 8 staff will be reviewing files for accuracy and completeness.	On-Going	On-Going	C. Pizarro w/ Housing	VMS
60	Forensic Audit Report	Observation 6	When the unit failed an HQS inspection they were re-inspected within 30 days and passed.	No corresponding comment was listed.	LHA procedures were implemented to ensure the timeliness of re-inspections.	On-Going	On-Going	C. Pizarro w/ Housing	VMS
61	Forensic Audit Report	Observation 7	Most re-certifications were performed after the lease renewal date.	No corresponding comment was listed.	LHA Section 8 staff is now working 60 days in advance on annuals and will move to 120 days in advance.	On-Going	On-Going	C. Pizarro w/ Housing	VMS

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62	Independent Auditor's Report	Finding 11-6	We noted material differences between the HAP expense recorded in the general ledger and reported on the FDS. In addition, neither of these amounts agreed with the HAP expense reported to HUD in VMS. In addition, the Authority could not provide supporting documentation to reconcile the information reported in VMS or on the FDS for unit months leased. Further, as noted in Financial Statements Finding 11-1-i, the Authority could not provide adequate documentation to support the HAP expense recorded in the general ledger; therefore, we could not determine that HAP expense and, therefore, HAP equity are fairly stated in accordance with GAAP.	The Authority should implement internal control procedures to ensure that data submitted to HUD in VMS and the REAC agrees to the general ledger and other supporting documentation. We recommend that management designate an individual to review supporting documentation for VMS data and reconcile the information to data recorded in the general ledger and other management information systems prior to submission to HUD. Further, we recommend that management reconcile internal HAP registers to expenses recorded in the general ledger during each HAP check run to ensure that amounts are properly recorded and paid to landlords.	The Authority has scheduled the services of a consultant who will assist in the reconciliation of HAP expense, Net Restricted Assets and Unrestricted Net Assets per the Authority's general ledger and the amounts reported to HUD in the Voucher Management System ("VMS") and make all necessary adjustments to the general ledger balances and the VMS reported amounts. Review procedures will be established to ensure all future transactions are properly recorded and reconciled so the VMS will be correct. This will include reconciling Section 8 tenant and landlord registers with the general ledger. Under the supervision of Eva Hall, Director of Finance, and Carlos Pizarro, Director of Housing, the VMS reports were reconciled to the general ledger and corrections were made for the March 31, 2013 reporting period.	Complete	On-Going Oversight	C. Pizarro w/ Housing and E. Hall/ Finance	VMS-PIC
63	Limited Financial Management Review	Finding 2	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	The LHA must verify the HCV HAP expenses and UMLs for CY 2011 and the first six months of CY 2012 and submit within 30 days. If these reports contradict the HAP register used by the HUD review team's NRA calculation, reasons and backup must be provided.				C. Pizarro w/ Housing	VMS-PIC
64	Limited Financial Management Review	Finding 2a	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	Correct the CY 2011 and 2012 VMS.				C. Pizarro w/ Housing	VMS-PIC
65	Limited Financial Management Review	Finding 2b	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	Correct PIC data and properly maintain the data once corrected.				C. Pizarro w/ Housing	VMS-PIC
66	Limited Financial Management Review	Finding 2c	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	Establish policies and procedures, including quality controls, to ensure accurate VMS data is being reported.				C. Pizarro w/ Housing	VMS-PIC
67	Limited Financial Management Review	Finding 2d	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	LHA's HCV and Finance Department must review VMS data monthly before finalizing the information in VMS.				C. Pizarro w/ Housing and E. Hall w/ Finance	VMS-PIC

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Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
68	Forensic Audit Report	Finding 8	The authority does not have documented bank wire transfer procedures. The Finance Manager responded to process description questions, and did not believe the absence of the SOP was an issue based on the small number of wire transfers.	The Finance Department must develop procedures for outgoing wire transfers. The absence of clearly delineated internal control procedures that includes levels of authority, signatures, checks and balances, verification of data, paper trail, financial institution manual or automated authorization procedures, etc. could expose the authority to significant financial losses.	The Finance Department is updating its SOPs and will include written procedures for bank wire transfers. Although there is not a written procedure, strict procedures are required by the banking institutions and all transfers must have approval by authorized staff and/or Commissioners.	3/31/2013 12/31/2013 3/31/14 8/18/2014	Complete	E. Hall w/Finance B. Stevenson w/Executive Office	WIRES
69	LHA Audited Financials for 2012	Finding 2012-001 Financial Reporting	During our audit of the Authority's financial statements, we detected certain deficiencies in internal control over financial reporting as described below which are identified as a material weakness in internal control over financial reporting in accordance with Statement on Auditing Standards No. 115 ("SAS 115"). The Authority's unaudited FDS required numerous material adjustments, including certain prior period adjustments (see the notes to the financial statements), to be fairly stated in accordance with U.S. generally accepted accounting principals ("GAAP"). These prior period adjustments should have been detected by the Authority staff while performing their normal duties of processing and recording financial information.	Management should determine proper staffing needs given the size and complexity of the Authority, including related parties and component units, for proper financial reporting. As of December 31, 2012, the Authority had eight related parties, in addition to the Authority's eleven blended component units.	The Authority is in the process of reviewing its organizational chart to delineate responsibilities and accountability among departments. To ensure compliance with GAAP and grant requirements, the Authority will provide training for staff so they have the necessary competencies required to account for the Authority's varied programs and activities. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance, and Carlos Pizarro, Director of Housing, and will be complete within 90 days.	12/31/2013 Complete	Ongoing Oversight	E. Hall w/ Finance and C. Pizarro w/Housing	INTERNAL CONTROLS

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Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
70	LHA Audited Financials for 2012	Finding 2012-002 Allowable Costs & Adequate Controls Over Disbursements	Adequate controls are not in place over cash disbursements. During the audit we noted inconsistencies in practice in the use of purchase orders and level of approvals as required by the Authority's procurement and cash disbursement policies. We noted inadequate segregation of duties over the set-up of the required approvals in the accounting software and the actual approval of transactions, as well as between the recording of transactions in the general ledger and the approval of transactions in certain cases. Further, we noted a lack of monitoring controls over total disbursements to vendors under contract. NOTE: Finding for all major programs is also same as Financial Statements Audit Finding.	We recommend that management analyze the cash disbursement process in conjunction with procurement policies and document the required procedures. Specifically, the Authority should identify the required approval thresholds and better define the relevant staff that should be involved in the processing of cash disbursements. Further, the Authority should implement proper segregation of duties over recording, authorizing and reconciling cash disbursements and should implement monitoring controls of total vendor payments under contract be procurement staff. The Authority should also provide training to all staff on relevant rules and regulations and internal policies relating	The Authority is in the process of documenting and improving its current system of controls and implementing procedures to monitor and ensure compliance. Certain departments have developed policies and procedures to ensure cash disbursements and procurements have approval. These procedures will be implemented for the entire Authority. Staff will be trained on the Authority's policies and the relevant rules and regulations related to cash disbursements and procurement. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance, and Carlos Pizarro, Director of Housing, and will be complete within 90 days.	12/31/2013 Complete	Ongoing Oversight	E. Hall w/Finance and C. Pizarro w/Housing	DISBURSEMENTS
71	LHA Audited Financials for 2012	Finding 2012-003 Interprogram Activity and Pooled Cash Account	The Authority utilizes a pooled cash account that resides in AMP 1. On December 31, 2012, AMP 1 had \$137,775 of unrestricted cash, as well as an \$3,847,180 of interprogram receivable.	We recommend that the pooled cash account be relocated in the general ledger to the COCC (Central Office Cost Center) and be reconciled and settled up. Despite the location of the pooled cash account, programs and AMPs should be running operations without having to borrow from other programs. Any internal borrowings should be short term in nature and due to the centralized bank account paying for common costs to prevent multiple checks being needed. It should not be utilized to cover operational shortfalls.	The Authority has moved its pooled cash account to the COCC general ledger. The necessary actions will be performed under the supervision of Eva Hall, Director of Finance, and will be completed within 90 days. The Authority is currently analyzing pooled cash account activity to developing a realistic methodology to settle internal borrowings and prevent future commingling of program funds. Under the supervision of Eva Hall, Director of Finance, a plan was formalized and goals established based upon this research. The Authority acknowledges the gravity of this situation and the long term nature of the solution.	Complete	Ongoing oversight	E. Hall w/Finance	ACCOUNTS

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72	LHA Audited Financials for 2012	Finding 2012-004 Eligibility	Low Rent Public Housing, CFDA Number 14.850 Condition: Out of total ACC unit population of approximately 250, we tested 25 files and the following deficiencies were noted: 7 files lacked a signed HUD Form 9886 for adult members in the household; 5 files did not obtain signed U.S. citizenship declarations for all tenants; 5 files lacked proper identification; 1 file had an incorrect income calculation; and 9 files lacked annual inspections.	The Authority should correct the deficiencies noted in the tested files. In addition, the Authority should establish quality control review procedures, including public housing units in the mixed finance properties, to ensure proper compliance with the requirements related to tenant eligibility.	All deficiencies noted by the auditors will be corrected. The Authority will implement a system of tenant file reviews to ensure the Low Rent Public Housing Program files (including mixed finance properties that have units under ACC) are in compliance with HUD requirements and the Authority's ACOP - Admissions and Continued Occupancy Plan. Training will be provided to ensure staff has the competencies necessary to maintain complete and accurate tenant files. The corrections will be made immediately under the supervision of Carlos Pizarro, Director of Housing, and training will be provided within 90 days.	12/31/2013	Complete	C. Pizarro w/Housing	TENANT FILES
73	LHA Audited Financials for 2012	2012-005 Special Tests and Provisions - General Depository Agreement	Low Rent Public Housing, CFDA Number 14.850 Housing Voucher Cluster Condition: During our audit of the Authority's accounts with financial institutions, we noted that the Authority had failed to enter into depository agreements with every financial institution handling accounts containing federal monies.	The Authority must execute Form HUD-51999 with all financial institutions where the Authority has funds and monitor the collateral levels for compliance with the General Depository Agreement on a least a monthly basis to ensure that the Authority's deposits are fully protected as required.	The forms have been completed. LHA has an executed depository agreement with each financial institution handling accounts containing federal monies. During the NRA review that occurred April 22-24, 2014, the auditors outlined that the Depository Agreements that LHA has on file for HCVP are not acceptable. The agreements are signed but not dated. Additionally, the auditors expressed concerns in reference to the bank fees. On June 17, 2014, Wells Fargo sent LHA the executed form HUD-51999 for the Public Housing Master Account and Section 8. Staff continues to negotiate with the banks to eliminate the fees and obtain agreements that are acceptable to HUD.	1/15/2014 6/2/2014	Complete In Progress	E. Hall w/Finance V. Brown w/Development and Ray Coury w/IFH Solutions	GDA

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Summary of Terms

- 1.) Finding: A deficiency that represents a violation of statutory or regulatory requirements, for which sanctions or other corrective actions are authorized, and which, therefore, necessitates immediate remedial action.
- 2.) Observation: Maybe a general comment, or may be a deficiency in program performance, which does not result in a violation of statutory or regulatory requirement, but which could, if not addressed, result later in a finding.
AMP = Asset Management
- 3.) Projects
BOC = Board of
- 4.) Commissioners
5.) COA = Chart of Accounts
COCC = Central Office Cost
- 6.) Center
7.) CYE = Calendar Year End
EIV = Enterprise Income
- 8.) Verification

FDS = Financial Data System or
- 9.) Financial Data Schedule
10.) FMR = Fair Market Rents
GAAP = Generally Accepted
- 11.) Accounting Principles
GAAS = Generally Accepted
- 12.) Audited Standards
GDA = General Depository
- 13.) Agreements
14.) GL = General Ledger
HCV = Housing Choice
- 15.) Voucher

IFRS = International Financial
- 16.) Reporting Standards
17.) NRA = Net Restricted Asset
- 18.) OPH = Office of Public Housing
OFFP = Operating Fund
- 19.) Financing Program
- 20.) PIC = PIH Information Center
- 21.) PIH = Public and Indian Housing
- 22.) RCS = Rent Comparability Study
- 23.) SAS = Statement on Audit Standards
- 24.) SOP = Standard Operating Procedures
- 25.) TARs = Tenant Account Receivables
- 26.) UMLs = Unit Months Leased
- 27.) VASH = Veterans Affairs Support of Housing
- 28.) VMS = Voucher Management System



MEMORANDUM

TO: Benjamin Stevenson, Executive Director

FROM: Carlos Pizarro, Director of Housing
Lovett Johnson, Community Manager

DATE: October 31, 2014

RE: Judith Haggins- Carrington Place
Complaint to Board of Commissioners

This memo is an update regarding the Public Comments received from Ms. Haggins at the Board of Commissioners during the October 2014 meeting.

Ms. Haggins concerns were as follows:

- **Complaint:** The monkey bars located inside the playground was unsafe because the children were afraid to climb down once they were on the very top part of the bar.
- **Response:** Carlos Pizarro; Benjamin Stevenson; Chairman of the Board of Commissioners, Michael Pimentel; Valerie Brown and the Community Manager met with Ms. Haggins to inspect the playground and its equipment and found that the playground was safe to use. However, some additional measures were taken in order to make the playground safer, rubber was placed at the top of the monkey bar covering the bolts to prevent any scratches.
- **Complaint:** The fence surrounding the playground was loose.
- **Response:** We found that the fence was loose specifically in the lower section, the fence was secured.
- **Complaint:** Security lighting
- **Response:** The staff is getting prices to install new lights on each building.
- **Complaint:** Computer Lab not accessible
- **Response:** The IT Manager relocated the computer to an accessible location inside the community room. The delay was due to work that needed to be completed by an outside contractor.