



BOARD OF COMMISSIONERS MEETING

Monday, October 21st, 2024

Location: The Administrative Office

1307 Tatum Drive, New Bern NC 28560

AGENDA

4:00pm Finance Committee Meeting

4:30pm Board of Commissioners Meeting

In Person & via Zoom. A recording will be available on our website within 72 hours.

Anyone wishing to make public comments must pre-register with the Interim Executive Director by **NOON on MONDAY, OCTOBER 21, 2024** which is the day of the meeting by calling 252-633-0800.

All comments will be limited to 4 minutes.

1. Call to Order – Chair Ronald Scott
2. Roll Call
3. Public Comments
 - NAACP Education Committee – Cleopatra Hargett-Lawton
4. Staff Comments
5. Approval of Minutes
6. Audit Report Presentation/Year End December 1st, 2023 – Allan Kitchen
7. Finance Report
8. Executive Director’s Report
 - Update on CNI Process
 - Hold Date of November 19 for Community Listening Sessions
9. New Bern Towers Report
10. Police Report
11. Trent Court Report
12. ROSS Program Report
13. Resolutions
14. Closed Session
 - Personnel
 - Real Estate
15. Adjournment



New Bern HA is inviting you to join a scheduled Zoom meeting at 4:00pm

Topic: Finance Committee Meeting

Time: MONDAY, OCTOBER 21, 2024 @ 4:00 PM Eastern Time

Every month on the Third Monday

New Bern HA is inviting you to join a scheduled Zoom meeting at 4:30pm

Topic: NBHA's Board of Commissioners Meeting

Time: MONDAY, OCTOBER 21, 2024 @ 4:30 PM Eastern Time

Every month on the Third Monday

Zoom Meeting Link (FOR BOTH MEETINGS):

<https://us06web.zoom.us/j/84743061062?pwd=fJpLqYKXZ6kgDz3Jib2tHscPBRfMvP.1>

Meeting ID: 847 4306 1062

Passcode: 225189

One tap mobile

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+19292056099,,84743061062#,,, *225189# US (New York)



APPROVAL OF THE MINUTES

**MEETING HELD:
Monday, September 23, 2024**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
HELD ON MONDAY, SEPTEMBER 23, 2024**

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, September 23, 2024, at the Authority's administrative office at 1307 Tatum Drive, New Bern, NC, which are the place, hour, and date set forth in the notice announcing the meeting. A recording of this meeting is incorporated into these minutes and is available to the public.

Chair Scott called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:
Sabrina Bengel
Sulin Blackmon (arrived after roll call via Zoom)
James R. Copland, IV (via Zoom)
Dana Outlaw
Denise H. Powell
Jennell T. Reddick
Ronald L. Scott

Following roll call, Chair Scott determined that a quorum was present.

Authority staff members as well as Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A., were present. Members of the public also were present including Wendy Card and Alderman Prill. Mayor Odham was present via Zoom.

Public Comment Period

There were no public comments.

Approval of Minutes of August 19, 2024 Meeting

Commissioner Bengel made a motion to approve the minutes of the August 19, 2024 meeting of the Board of Commissioners. Commissioner Powell seconded the motion. The motion was approved unanimously.

Finance Report – Reginal Barner

Mr. Barner provided some financial information in the Board information packet. There was no discussion or approval. A representative from BDO joined via Zoom. BDO is providing assistance with accounts payable and payroll at this time. The finance reports should be updated by the next meeting.

Executive Director's Report – Reginal Barner

1. F.R. Danyus School Update – Mr. Barner met with School District representatives. The School District and their attorney feel that any offer to purchase must be based on an appraisal. Mr. Barner would like to get permission from the Board to move forward with obtaining an appraisal. Commissioner Outlaw thinks that some information about the internal structure of the building would be good to provide to appraiser since the previous appraisal was done before Hurricane Florence. Commissioner Reddick made a motion to move forward with an appraisal. Commissioner Powell seconded the motion. The motion was approved unanimously.

2. SHPO – Trent Court – Mr. Barner would like to get the support of the Mayor and Aldermen in order to request permission to demolish the units that are in the area that will be designated as greenspace. New Bern Historic Preservation Commission ("HPC") has signed off on it but SHPO will not. HPC may give a one year extension on the Authority's initial request which expires the end of September. Commissioner Bengel thinks that the Governor should be involved. Commissioner Outlaw thinks that the Authority needs a lobbyist.

3. Carolina Avenue Housing, LLC – Mr. Barner participated in the Annual Shareholder Meeting on August 30, 2024 with Mosaic. A copy of the minutes of the meeting and the proposed were included in the Board packet.

New Bern Towers (NBT) Report – Latahsha Simmons

The New Bern Towers report was included in the Board information packet. Commissioner Bengel asked Ms. Simmons about the apparent discrepancy in the occupancy numbers and it was agreed that there was an inadvertent error in the reporting.

Trent Court Report – Pam Minor

The Trent Court report was included in the Board information packet and no oral report was given.

Resident Opportunities and Self-Sufficiency (ROSS) Program Report – Sympathy Huggins

The ROSS Program report was included in the Board information packet and no oral report was given.

Mr. Barner said that the ROSS renewal application was due at the end of September.

Resolutions

1. Charles Taylor Building – Mr. Barner said that the Authority would like to move forward with gutting, cleaning out the interior construction, mold removal, and any asbestos remaining in the building.

Commissioner Bengel made a motion to approve the following resolution:

September 23, 2024
Resolution No. 09.24.01
Charles Taylor Building

WHEREAS, the Board of Commissioners of the Housing Authority of City of New Bern, NC (the "Authority") desires to proceed with the renovation of the Charles Taylor Building in order to use it as the Authority's administrative offices and community space;

WHEREAS, the Board of Commissioners desires to authorize the Interim Executive Director and legal counsel to proceed with seeking permission from the North Carolina Department of Public Safety, Division of Emergency Management to fund and approve the renovations as needed;

WHEREAS, the Authority's architects, Stogner Architecture ("Stogner"), conducted a bid process to seek a contractor that could remove and, where instructed by Stogner, demolish the interior of the Charles Taylor Building in order to complete Phase I of the Charles Taylor Building Renovation Project; and,

WHEREAS, Stogner has determined that HAMVIS Properties, Inc., was the lowest responsible bidder with a bid of \$107,364.00.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners desires to approve the use of the renovated Charles Taylor Building as the Authority's administrative offices and community space, subject to final plans, funding, and acceptable renovations that will be approved by the Board of Commissioners at a later date; and,

BE IT RESOLVED FURTHER, that the Board of Commissioners hereby authorizes the Interim Executive Director and legal counsel to seek permission from the North Carolina Department of Public Safety, Division of Emergency Management, for funding and plan approvals consistent with this Resolution; and,

BE IT RESOLVED FURTHER, that the Board of Commissioners hereby awards the Phase I—Charles Taylor Building Renovation Project (interior removal and demolition) to HAMVIS Properties, Inc., for a price not to exceed \$107,364, subject to the availability of funds as determined by the Interim Executive Director and finalization of the contract documents after preparation by Stogner and review by the Authority's legal counsel.

Commissioner Powell seconded the motion. The motion was approved unanimously.

2. Development Partner RFQ

Commissioner Bengel made a motion to approve the following resolution:

September 23, 2024
Resolution No. 09.24.02
Development Partner RFQ

WHEREAS, the Housing Authority of the City of New Bern, NC (the "Authority") seeks to partner with a developer that is experienced in the Choice Neighborhoods program and possesses an innovative approach and inclusive vision for the redevelopment of the Trent Court property; and,

WHEREAS, the Authority desires to issue a Request for Qualifications ("RFQ") for a development partner to assist in the improvement and redevelopment of Trent Court consistent with the goals of the Choice Neighborhoods initiative.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Authority hereby authorizes the Chair, Vice Chair and/or Interim Executive Director to work with legal counsel to prepare and issue the RFQ on or around September 25, 2024;

BE IT FURTHER RESOLVED, that the Interim Executive Director should make every effort to present a recommendation to the Board of Commissioners regarding the preferred developer(s) before the end of March 2025.

Commissioner Reddick seconded the motion. The motion was approved unanimously.

3. Sale of Surplus Items Worth Less Than \$10,000 – Mr. Barner said that staff had gone through all of the storage areas in New Bern Towers and there were quite a few unusable items.

Commissioner Reddick made a motion to approve the following resolution:

September 23, 2024
Resolution No. 09.24.03
Sale of Surplus Items Worth Less Than \$10,000

WHEREAS, the Housing Authority of the City of New Bern, NC (the "Authority") owns certain items of personal property listed on Exhibit A to this Resolution ("Surplus Property") that have become surplus for its current needs and have an estimated value of less than \$10,000 in total;

WHEREAS, North Carolina General Statutes § 157-9(a) permits the Authority to sell such property by private negotiation and sale or an auction, upon authorization by the Board of Commissioners; and,

WHEREAS, the Board desires that the disposal of surplus property proceed in an efficient manner.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Authority hereby authorizes the Interim Executive Director to dispose of the Surplus Property through private negotiation and sale open to the public and/or an online auction through govdeals.com; and,

BE IT FURTHER RESOLVED, that the Interim Executive Director shall publish a notice in the New Bern Sun Journal stating that the Authority intends to sale the Surplus Property and that a list of the Authority's Surplus Property is available at the Authority office and on its website or Facebook page and/or on govdeals.com, and no sale may be finalized pursuant to this resolution until at least ten (10) days after the day the notice is published; and,

BE IT FURTHER RESOLVED, any Surplus Property that is not sold within ninety (90) days after the notice is published may be discarded in an appropriate landfill or recycling facility.

Exhibit A to Resolution 09.24.03
List of Surplus Property

ELECTRONICS		
ITEM	MODEL	SERIAL NUMBER
Emerson VHS Video Recorder	VCR 4010 A	164-7731251G
ACER COMPUTER MONITOR	AL1717	ETL600203153600D61ED03
BROTHER PRINTER	HL-5370DW	U622478001580433
BROTHER PRINTER	HL-5370DW	U62248EOJ603236
HP PRINTER DESKJET	2622	CN97V8B5YB
DIGITAL VIDEO RECORDER	DVR804E	804E1001E3190031
COMPUTER MONITOR OPTIQUEST	VS10807	PU3053007369
ACER KEYBOARD	KU-0355	KBKUDO3034508096810B00
STAR RECEIPT PRINTER	SP500	240070200046
WINDOWS 7 HP DESKTOP	HP505BMT	MXL2081F55 PRODUCT #B2C02UT#ABA
ACER MOUSE		091219311
LOGI TECH MOUSE		HC5290M37HF
(33) AT&T CORDED TRIMLINE PHONES	TR1909	N/A
SOLID STATE AMPLIFIER	P-25	
(2) QO LOAD CENTER	QO2-4L7OS	153547544678
AIR CONDITIONERS		
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	G21-20834
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	J21-29812

ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	K20-35631	
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	G19-33555	
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	A23-04586	
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	C20-09421	
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	J16-45027	
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	C15-86575	
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	G19-33560	
ISLANDAIRE AIR CONDITIONER	EZ12A3EDEIS44AA	H21-24634	
(2) APPLIANCE - STOVE			
STOVE RANGE	ESTATE	DW1012775	
STOVE RANGE	ESTATE	VE12301047	
(6) APPLIANCE - REFRIGERATOR			
MODEL	Apartment	Date	SERIAL
Frigidaire	1-J	2.25.05	BA41824024
Frigidaire	4-M	11.27.17	BA73901209
Frigidaire	7-F	10.22.18	BA83103620
Frigidaire	5-F	6.23.11	BA04112434
Frigidaire	3-N	3.01.05	BB41824045
Frigidaire	C2-207	1.11.11	BA04112334
FLANDERS AIR FILTERS 25X25X2			
12 PER CASE @ 12 CASES ITEM # 1005522525			
FACET AIRE 24X24X1			
(1) CASE OF 12 ITEM #0740105			
EZ FLOW FILTERS			
(6) 25X25X2			
(2) 20X25X2			

Commissioner Bengel seconded the motion. The motion was approved unanimously.

Closed Session

Commissioner Bengel made a motion to move into closed session to discuss a personnel matter pursuant to N.C. Gen. Stat. § 143-318.11(a)(6). Commissioner Reddick seconded the motion. The motion was approved unanimously.

The Board returned to Open Session.

No action was taken in closed session.

There being no further business, the meeting was adjourned at 5:44 p.m.

ND:4883-7417-9304, v. 1



AUDIT REPORT PRESENTATION

(See separate document provided)



FINANCE REPORT



P 252.633.0800
F 252.633.9496

1307 Tatum Drive
PO Box 1486
New Bern, NC 28563
NewBernHA.org



Finance Meeting

Administrative Office: Trent Court 1307 Tatum Drive
New Bern, NC 28562

NBHA Finance Department
Month Ended August 31, 2024



P 252.633.0800
F 252.633.9496

1307 Tatum Drive
PO Box 1486
New Bern, NC 28563
NewBernHA.org



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New Bern Housing Authority
Balance Sheet
August 31, 2024

ASSETS	ROSS	LIPH - TRENT COURT	NEW BERN TOWERS	TOTAL
Current Assets				
Operating Cash	-	4,195,875	1,111,234	5,307,110
Security Deposit Cash	-	-	28,996	28,996
Total Cash	-	4,195,875	1,140,230	5,336,105
Accounts Receivable - Tenants	-	71,864	28,058	99,922
Accounts Receivable - Allowance	-	(19,361)	(9,217)	(28,577)
Accounts Receivable - Fraud Recovery	-	635	1,484	2,118
Accounts Receivable - HUD	11,602	390,717	-	402,319
Accounts Receivable - Other	-	175,121	29,893	205,014
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	11,602	618,977	53,239	683,817
Investments	-	800,000	400,000	1,200,000
Prepays	-	105,292	(23,518)	81,774
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(11,602)	11,602	-	-
Total Prepays & Other	(11,602)	926,652	380,141	1,295,191
Total Current Assets	-	5,741,504	1,573,610	7,315,113
Non-Current Assets				
Land	-	479,023	22,999	502,023
Buildings	-	7,210,187	4,181,539	11,391,726
Furniture & Equipment - Dwelling	-	191,762	432,896	624,658
Furniture & Equipment - Non-Dwelling	-	100,419	102,554	202,973
Accumulated Depreciation	-	(5,346,429)	(3,952,565)	(9,298,994)
Construction in Progress	-	-	-	-
Total Fixed Assets	-	2,634,963	787,423	3,422,386
Other Assets	-	68,433	-	68,433
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	68,433	88,361	156,794
Total Non-Current Assets	-	2,703,396	875,784	3,579,179
TOTAL ASSETS	-	8,444,899	2,449,393	10,894,293
LIABILITIES & EQUITY				
Accounts Payable Vendor	-	52,938	11,919	64,857
Accounts Payable - Payroll	-	85	-	85
Accounts Payable - Other	-	174,313	49,397	223,710
Tenant Security Deposits	-	32,847	10,295	43,142
Lease Liability	-	73,154	-	73,154
Prepaid Rent	-	4,056	7,041	11,097
Accrued Compensated Absences-CT	-	3,323	45	3,368
Accrued Compensated Absences-LT	-	1,124	15	1,139
Total Liabilities	-	341,841	78,711	420,553
Beginning Equity	-	6,700,307	2,217,067	8,917,374
Current Year Net Income/(Loss)	-	1,402,751	153,615	1,556,366
Ending Equity	-	8,103,058	2,370,682	10,473,740
TOTAL LIABILITIES & EQUITY	-	8,444,899	2,449,393	10,894,293

**New Bern Housing Authority
Budget Comparison Report
ROSS
August 31, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
HUD ROSS Grants	79,753	61,182	6,646	54,536	11%	43,461	53,169	(9,708)	-22%
Total Revenue	79,753	61,182	6,646	54,536	11%	43,461	53,169	(9,708)	122%
EXPENSES									
Administrative Salaries	50,000	2,104	4,167	(2,062)	198%	27,311	33,333	(6,023)	122%
		-				525			
		-				863			
		-				853			
Training & Travel	5,000	-	417	(417)	N/A	2,241	3,333	(1,093)	149%
Telephone	1,500	53	125	(72)	234%	618	1,000	(382)	162%
Payroll Taxes & Employee Benefits	9,000	-	750	(750)	N/A	6,164	6,000	164	97%
Office Expenses	6,000	-	500	(500)	N/A	31	4,000	(3,969)	13089%
Sundry Admin Expenses	6,000	-	500	(500)	N/A	7,097	4,000	3,097	56%
W/C Insurance Expense	2,253	-	188	(188)	N/A	-	1,502	(1,502)	N/A
Total Expenses	79,753	2,158	6,646	(4,488)	308%	43,461	53,169	(9,708)	122%
NET INCOME									
	-	59,025	-	59,025	0%	-	-	-	N/A

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
August 31, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	325,000	31,115	27,083	4,031	87%	253,023	216,667	36,357	14%
Excess Utilities	27,000	5,691	2,250	3,441	40%	18,782	18,000	782	4%
Total Tenant Revenue	352,000	36,805	29,333	7,472	80%	271,805	234,667	37,139	86%
HUD Grant Revenue									
HUD PHA Grants	552,645	49,919	46,054	3,865	92%	197,231	368,430	(171,199)	187%
CFP 2018	-	-	-	-	N/A	4,911	-	4,911	0%
CFP 2019	-	-	-	-	N/A	132,105	-	132,105	0%
CFP 2020	-	28,607	-	28,607	0%	531,072	-	531,072	0%
CFP 2021	-	-	-	-	N/A	7,395	-	7,395	0%
CFP 2022	-	-	-	-	N/A	484,069	-	484,069	0%
CFP 2023	-	-	-	-	N/A	420,000	-	420,000	0%
Total HUD Grant Revenue	552,645	78,526	46,054	32,472	59%	1,776,783	368,430	1,408,353	21%
Other Revenue									
Interest Income	1,500	232	125	107	54%	1,767	1,000	767	57%
Other Income	13,000	2,218	1,083	1,134	49%	17,330	8,667	8,663	50%
Late Charges	4,000	855	333	522	39%	5,880	2,667	3,213	45%
Other Income - FEMA	-	-	-	-	N/A	90,000	-	90,000	0%
Total Other Revenue	18,500	3,305	1,542	1,763	47%	114,977	12,333	102,644	11%
Total Revenue	923,145	118,636	76,929	41,708	65%	2,163,566	615,430	1,548,136	28%

EXPENSES

Administrative Expenses

Administrative Salaries	237,000	12,588	19,750	(7,162)	157%	148,303	158,000	(9,697)	107%
Payroll Tax & Benefits	87,000	-	7,250	(7,250)	N/A	52,415	58,000	(5,585)	111%
Benefits Clearing Account	-	11,748	-	11,748	0%	11,748	-	11,748	0%
Unemployment Benefits	-	-	-	-	N/A	2	-	2	0%
Legal Expenses	26,000	1,328	2,167	(839)	163%	28,555	17,333	11,222	61%
Staff Training	17,000	-	1,417	(1,417)	N/A	9,934	11,333	(1,399)	114%
Meals expense	2,000	-	167	(167)	N/A	1,360	1,333	27	98%
Lodging	5,000	-	417	(417)	N/A	3,647	3,333	314	91%
Travel Expense	3,000	-	250	(250)	N/A	3,175	2,000	1,175	63%
Publications	3,700	-	308	(308)	N/A	7,646	2,467	5,179	32%
Accounting Fees	-	144	-	144	0%	17,266	-	17,266	0%
Telephone	15,500	520	1,292	(771)	248%	9,577	10,333	(756)	108%
Office Expense	6,500	-	542	(542)	N/A	5,349	4,333	1,016	81%
Rent Expense - Hurricane Florence	-	2,400	-	-	-	19,200	-	19,200	0%
Resident Council	2,300	-	-	-	-	664	-	664	0%
Sundry Admin Expense	8,500	576	708	(132)	123%	6,975	5,667	1,308	81%
Membership Dues and Fees	-	-	-	-	N/A	1,882	-	1,882	0%
Total Administrative Expenses	413,500	29,305	34,267	(7,362)	117%	327,701	274,133	53,567	84%

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
August 31, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Utilities									
Water	101,000	140	8,417	(8,277)	6028%	69,120	67,333	1,787	97%
Electricity	118,000	389	9,833	(9,444)	2528%	61,767	78,667	(16,900)	127%
Gas-building	55,000	14,520	4,583	9,936	32%	58,444	36,667	21,777	63%
Total Utilities	274,000	15,048	22,833	(7,785)	152%	189,331	182,667	6,664	96%
Maintenance Expenses									
Labor Salaries	87,000	4,844	7,250	(2,406)	150%	56,517	58,000	(1,483)	103%
Payroll Tax & Benefits	38,000	-	3,167	(3,167)	N/A	16,677	25,333	(8,656)	152%
Uniforms	4,000	786	333	452	42%	3,124	2,667	458	85%
Consulting Services	9,300	-	775	(775)	N/A	270	6,200	(5,930)	2296%
Materials	39,000	968	3,250	(2,282)	336%	26,711	26,000	711	97%
Computer Expense	14,350	794	1,196	(402)	151%	6,337	9,567	(3,230)	151%
Repairs and Maintenance	13,000	600	1,083	(483)	181%	1,251	8,667	(7,415)	693%
Electrical Contract	6,000	-	500	(500)	N/A	1,022	4,000	(2,978)	391%
Plumbing Contract	27,000	218	2,250	(2,032)	1031%	4,868	18,000	(13,132)	370%
Unit Turnover	19,000	550	1,583	(1,033)	288%	9,589	12,667	(3,077)	132%
Garbage and Trash removal	43,000	-	3,583	(3,583)	N/A	30,325	28,667	1,659	95%
Extermination-Maintenance Expense	10,000	-	833	(833)	N/A	4,299	6,667	(2,368)	155%
Repairs and Maint. Truck	2,500	276	208	67	76%	2,513	1,667	846	66%
Heating and Air	50,000	980	4,167	(3,187)	425%	7,518	33,333	(25,815)	443%
Gas-Truck	6,500	-	542	(542)	N/A	3,452	4,333	(882)	126%
Security System	1,000	120	83	37	69%	485	667	(182)	137%
Landscaping	6,000	-	500	(500)	N/A	3,292	4,000	(708)	122%
Total Maintenance Expenses	375,650	10,135	31,304	(21,169)	309%	178,250	250,433	(72,183)	140%
Insurance Expenses									
Insurance	86,500	-	7,208	(7,208)	N/A	41,441	57,667	(16,226)	139%
W/C Insurance Expense	6,700	-	558	(558)	N/A	4,295	4,467	(172)	104%
Payment in Lieu of taxes	-	7,920	-	7,920	0%	7,920	-	7,920	0%
Total Insurance Expenses	93,200	7,920	7,767	153	98%	53,655	62,133	(8,478)	116%
Other Expenses									
Storage management	600	-	50	(50)	N/A	236	400	(164)	170%
Eviction Expense	4,500	-	375	(375)	N/A	3,339	3,000	339	90%
App. Screening	5,000	-	417	(417)	N/A	8,302	3,333	4,969	40%
Total Other Expenses	10,100	-	842	(842)	N/A	11,878	6,733	5,144	57%
Total Expenses	1,166,450	62,409	97,013	(37,004)	155%	760,815	776,100	(15,285)	102%
NET INCOME	(243,305)	56,228	(20,084)	78,711	-36%	1,402,751	(160,670)	1,563,421	-11%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
August 31, 2024**

REVENUE	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Tenant Revenue									
Dwelling Rental	290,000	33,649	24,167	9,482	72%	291,138	193,333	97,805	34%
Total Tenant Revenue	290,000	33,649	24,167	9,482	72%	291,138	193,333	97,805	66%
HUD Grant Revenue									
Hap Payments	650,000	55,972	54,167	1,805	97%	476,179	433,333	42,846	9%
Total HUD Grant Revenue	650,000	55,972	54,167	1,805	97%	476,179	433,333	42,846	91%
Other Revenue									
Interest on GF Investments	550	95	46	50	48%	822	367	455	55%
Misc. Revenue	1,800	264	150	114	57%	4,308	1,200	3,108	72%
Late Charges	750	135	63	73	46%	1,230	500	730	59%
Vending Machine	150	-	13	(13)	N/A	721	100	621	86%
Laundry	5,000	-	417	(417)	N/A	1,810	3,333	(1,523)	-84%
Total Other Revenue	8,250	494	688	(193)	139%	8,891	5,500	3,391	62%
Total Revenue	948,250	90,115	79,021	11,094	88%	776,208	632,167	144,041	81%
EXPENSES									
Administrative Expenses									
Administrative Salaries	98,700	10,783	8,225	2,558	76%	130,350	65,800	64,550	50%
Payroll Tax & Benefits	68,000	-	5,667	(5,667)	N/A	37,853	45,333	(7,480)	-20%
Legal Expenses	20,000	1,131	1,667	(536)	147%	9,225	13,333	(4,108)	-45%
Staff Training	12,000	-	1,000	(1,000)	N/A	4,027	8,000	(3,973)	-99%
Meals expenses	500	-	42	(42)	N/A	619	333	285	46%
Lodging	2,000	-	167	(167)	N/A	2,445	1,333	1,112	45%
Travel Expense	500	-	42	(42)	N/A	623	333	289	46%
Publications	2,000	-	167	(167)	N/A	2,051	1,333	718	35%
Accounting Fees	20,700	123	1,725	(1,602)	1402%	14,708	13,800	908	6%
Telephone	49,500	205	4,125	(3,920)	2013%	27,414	33,000	(5,586)	-20%
Office Expense	4,000	-	333	(333)	N/A	2,079	2,667	(587)	-28%
Sundry Admin Expense	7,500	219	625	(406)	285%	6,307	5,000	1,307	21%
Membership Dues and Fees	-	-	-	-	N/A	140	-	140	100%
Total Administrative Expenses	285,400	12,461	23,783	(11,322)	191%	237,841	190,267	47,575	80%
Utilities									
Water	85,000	-	7,083	(7,083)	N/A	61,027	56,667	4,360	7%
Electricity	105,000	-	8,750	(8,750)	N/A	49,427	70,000	(20,573)	-42%
Gas-building	8,000	1,153	667	487	58%	5,665	5,333	332	6%
Total Utilities	198,000	1,153	16,500	(15,347)	1430%	116,119	132,000	(15,881)	114%
Maintenance Expenses									
Labor Salaries	72,000	4,407	6,000	(1,593)	136%	47,661	48,000	(339)	-1%
Payroll Tax & Benefits	42,000	-	3,500	(3,500)	N/A	23,905	28,000	(4,095)	-17%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
August 31, 2024**

	Annual Budget	Month to Date				Year to Date			
		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Uniforms	6,800	1,314	567	747	43%	4,503	4,533	(30)	-1%
Consulting Services	6,380	-	532	(532)	N/A	4,630	4,253	377	8%
Materials	50,000	394	4,167	(3,773)	1058%	24,195	33,333	(9,138)	-38%
Computer Expense	6,300	417	525	(108)	126%	3,026	4,200	(1,174)	-39%
Repairs and Maintenance	3,500	-	292	(292)	N/A	3,285	2,333	952	29%
Electrical Contract	1,500	189	125	64	66%	557	1,000	(443)	-80%
Plumbing Contract	12,000	1,635	1,000	635	61%	15,564	8,000	7,564	49%
Unit Turnover	32,000	4,346	2,667	1,679	61%	18,045	21,333	(3,288)	-18%
Laundry Contract	3,000	-	250	(250)	N/A	7,753	2,000	5,753	74%
Elevator Contract	10,000	-	833	(833)	N/A	12,583	6,667	5,916	47%
Garbage and Trash removal	6,000	-	500	(500)	N/A	3,266	4,000	(734)	-22%
Extermination	35,000	-	2,917	(2,917)	N/A	9,558	23,333	(13,775)	-144%
Vehicle/Truck	2,000	-	167	(167)	N/A	1,228	1,333	(106)	-9%
Heating and Air	11,000	-	917	(917)	N/A	20,401	7,333	13,068	64%
Gas-Vehicle	2,900	-	242	(242)	N/A	3,088	1,933	1,155	37%
Security System	18,000	-	1,500	(1,500)	N/A	8,224	12,000	(3,776)	-46%
Landscaping	5,000	-	417	(417)	N/A	2,833	3,333	(500)	-18%
Total Maintenance Expenses	325,380	12,702	27,115	(14,413)	213%	214,304	216,920	(2,616)	101%
Insurance Expenses									
Insurance	46,500	-	3,875	(3,875)	N/A	35,301	31,000	4,301	12%
W/C Insurance Expense	5,400	-	450	(450)	N/A	3,658	3,600	58	2%
Payment in Lieu of taxes	-	7,632	-	7,632	0%	7,632	-	7,632	100%
Total Insurance Expenses	51,900	7,632	4,325	3,307	57%	46,592	34,600	11,992	74%
Other Expenses									
Eviction Expense	3,000	-	250	(250)	N/A	126	2,000	(1,874)	-1487%
App. Screening	7,500	-	625	(625)	N/A	7,210	5,000	2,210	31%
MISC Expense	-	-	-	-	N/A	400	-	400	100%
Total Other Expenses	10,500	-	875	(875)	N/A	7,736	7,000	736	90%
Total Expenses	871,180	33,949	72,598	(38,649)	214%	622,593	580,787	41,806	93%
NET INCOME	77,070	56,166	6,422	49,744	11%	153,615	51,380	102,235	33%

**New Bern Housing Authority
Cash Lead
August 31, 2024**

	Modernization Account 1111.03	Trent Court Security Deposit 1111.04	General Fund Main 1111.05	ACH Rent Payment 1111.19	NBT General Fund 1111.10	NB Security Deposit 1111.12	Total
BEGINNING BOOK CASH BALANCE	\$ 1,205,714.41	\$ 49,770.58	\$ 2,529,526.35	\$ (2,382.69)	\$ 1,041,695.13	\$ 28,749.39	\$ 4,853,073.17
ADD:							
General Deposits			29,708.56		29,764.46		59,473.02
Health Equity Refund							-
HUD Deposit	28,606.95		40,412.67		55,972.00		124,991.62
ACH Payment			-	7,069.35	-		7,069.35
ROSS Grant			9,506.51				9,506.51
Security Deposit		1,620.00			-	729.00	2,349.00
Misc	260.00						260.00
Interest		4.28	211.61		92.95	2.46	311.30
TOTAL DEPOSITS	28,866.95	1,624.28	79,839.35	7,069.35	85,829.41	731.46	203,960.80
LESS:							
ACH Rent Payments	-	-	-		-	-	-
Checks	3,710.00	-	36,198.45	-	16,390.21	-	56,298.66
Payroll - ADP			35,024.96				35,024.96
BCBS Insurance			10,405.12				10,405.12
Federal & State							-
Security Deposit		390.00				485.00	875.00
Misc							-
Service Charge			19.48	477.16			496.64
TOTAL PAYMENTS	3,710.00	390.00	81,648.01	477.16	16,390.21	485.00	103,100.38
						-	
ENDING BOOK CASH BALANCE 08/31/2024	\$ 1,230,871.36	\$ 51,004.86	\$ 2,527,717.69	\$ 4,209.50	\$ 1,111,134.33	\$ 28,995.85	\$ 4,953,933.59
						\$ -	

**New Bern Housing Authority
Grant Summary
August 31, 2024**

	<u>Grant Year</u>	<u>Authorized</u>	<u>Spend To Date</u>	<u>Available</u>	<u>Start Date</u>	<u>End Date</u>
CFP	2020	\$ 613,054.00	\$ 684,328.66	\$ (71,274.66)	3/26/2020	3/25/2026
	2021	\$ 645,163.00	\$ 7,394.97	\$ 637,768.03	2/23/2021	2/22/2025
	2022	\$ 796,910.00	\$ 484,069.00	\$ 312,841.00	5/12/2022	5/11/2026
	2023	\$ 801,177.00	\$ 420,000.00	\$ 381,177.00	2/17/2023	2/16/2027
	Total CFP	\$ 2,856,304.00	\$ 1,595,792.63	\$ 1,260,511.37		
ROSS		\$ 245,850.00	\$ 178,279.82	\$ 67,570.18	6/1/2022	5/31/2025
	Total ROSS	\$ 245,850.00	\$ 178,279.82	\$ 67,570.18		
Operating Subsidy	2024	\$ 242,476.00	\$ 197,231.35	\$ 45,244.65	1/1/2024	12/31/2024
	Total Operating	\$ 242,476.00	\$ 197,231.35	\$ 45,244.65		



P 252.633.0800
F 252.633.9496

1307 Tatum Drive
PO Box 1486
New Bern, NC 28563
NewBernHA.org



Finance Meeting

Administrative Office: Trent Court 1307 Tatum Drive
New Bern, NC 28562

NBHA Finance Department
Month Ended September 30, 2024



P 252.633.0800
F 252.633.9496

1307 Tatum Drive
PO Box 1486
New Bern, NC 28563
NewBernHA.org



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New Bern Housing Authority
Balance Sheet
September 30, 2024

ASSETS	ROSS	LIPH - TRENT COURT	NEW BERN TOWERS	TOTAL
Current Assets				
Operating Cash	-	4,094,454	1,170,545	5,264,999
Security Deposit Cash	-	-	29,953	29,953
Total Cash	-	4,094,454	1,200,499	5,294,952
Accounts Receivable - Tenants	-	71,518	29,254	100,772
Accounts Receivable - Allowance	-	(19,361)	(9,217)	(28,577)
Accounts Receivable - Fraud Recovery	-	145	1,378	1,523
Accounts Receivable - HUD	15,275	390,717	-	405,992
Accounts Receivable - Other	-	215,007	53,129	268,135
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	15,275	658,026	77,564	750,866
Investments	-	800,000	400,000	1,200,000
Prepays	-	107,292	8,632	115,924
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(15,275)	15,275	-	-
Total Prepays & Other	(15,275)	932,325	412,291	1,329,341
Total Current Assets	-	5,684,805	1,690,354	7,375,159
Non-Current Assets				
Land	-	479,023	22,999	502,023
Buildings	-	7,210,187	4,181,539	11,391,726
Furniture & Equipment - Dwelling	-	191,762	435,688	627,450
Furniture & Equipment - Non-Dwelling	-	100,419	102,554	202,973
Accumulated Depreciation	-	(5,346,429)	(3,952,565)	(9,298,994)
Construction in Progress	-	-	-	-
Total Fixed Assets	-	2,634,963	790,215	3,425,178
Other Assets	-	76,168	-	76,168
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	76,168	88,361	164,529
Total Non-Current Assets	-	2,711,131	878,576	3,589,707
TOTAL ASSETS	-	8,395,935	2,568,930	10,964,866
LIABILITIES & EQUITY				
Accounts Payable Vendor	-	52,938	11,800	64,738
Accounts Payable - Payroll	-	85	-	85
Accounts Payable - Other	-	213,569	82,609	296,178
Tenant Security Deposits	-	30,082	10,963	41,045
Lease Liability	-	73,154	-	73,154
Prepaid Rent	-	4,056	7,041	11,097
Accrued Compensated Absences-CT	-	3,323	45	3,368
Accrued Compensated Absences-LT	-	1,124	15	1,139
Total Liabilities	-	378,332	112,473	490,805
Beginning Equity	-	6,700,307	2,217,067	8,917,374
Current Year Net Income/(Loss)	-	1,317,296	239,391	1,556,687
Ending Equity	-	8,017,603	2,456,457	10,474,061
TOTAL LIABILITIES & EQUITY	-	8,395,936	2,568,930	10,964,866

**New Bern Housing Authority
Budget Comparison Report
ROSS
September 30, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
HUD ROSS Grants	79,753	3,673	6,646	(2,973)	181%	47,134	59,815	(12,681)	-27%
Total Revenue	79,753	3,673	6,646	(2,973)	181%	47,134	59,815	(12,681)	127%
EXPENSES									
Administrative Salaries	50,000	3,139	4,167	(1,028)	133%	30,450	37,500	(7,050)	123%
		-				525			
		-				863			
		-				853			
Training & Travel	5,000	-	417	(417)	N/A	2,241	3,750	(1,509)	167%
Telephone	1,500	-	125	(125)	N/A	618	1,125	(507)	182%
Payroll Taxes & Employee Benefits	9,000	-	750	(750)	N/A	6,164	6,750	(586)	110%
Office Expenses	6,000	-	500	(500)	N/A	31	4,500	(4,469)	14725%
Sundry Admin Expenses	6,000	534	500	34	94%	7,631	4,500	3,131	59%
W/C Insurance Expense	2,253	-	188	(188)	N/A	-	1,690	(1,690)	N/A
Total Expenses	79,753	3,673	6,646	(2,973)	181%	47,134	59,815	(12,681)	127%
NET INCOME									
	-	-	-	-	N/A	-	-	-	N/A

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
September 30, 2024**

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
Tenant Revenue									
Dwelling Rental	325,000	30,154	27,083	3,071	90%	283,177	243,750	39,427	14%
Excess Utilities	27,000	5,489	2,250	3,239	41%	24,271	20,250	4,021	17%
Total Tenant Revenue	352,000	35,642	29,333	6,309	82%	307,448	264,000	43,448	86%
HUD Grant Revenue									
HUD PHA Grants	552,645	-	46,054	(46,054)	N/A	197,231	414,484	(217,252)	210%
CFP 2018	-	-	-	-	N/A	4,911	-	4,911	0%
CFP 2019	-	-	-	-	N/A	132,105	-	132,105	0%
CFP 2020	-	-	-	-	N/A	531,072	-	531,072	0%
CFP 2021	-	-	-	-	N/A	7,395	-	7,395	0%
CFP 2022	-	-	-	-	N/A	484,069	-	484,069	0%
CFP 2023	-	-	-	-	N/A	420,000	-	420,000	0%
Total HUD Grant Revenue	552,645	-	46,054	(46,054)	N/A	1,776,783	414,484	1,362,300	23%
Other Revenue									
Interest Income	1,500	202	125	77	62%	1,969	1,125	844	57%
Other Income	13,000	2,184	1,083	1,100	50%	19,513	9,750	9,763	50%
Late Charges	4,000	720	333	387	46%	6,600	3,000	3,600	45%
Other Income - FEMA	-	-	-	-	N/A	90,000	-	90,000	0%
Total Other Revenue	18,500	3,105	1,542	1,563	50%	118,082	13,875	104,207	12%
Total Revenue	923,145	38,747	76,929	(38,181)	199%	2,202,313	692,359	1,509,954	31%

EXPENSES

Administrative Expenses

Administrative Salaries	237,000	18,777	19,750	(973)	105%	167,080	177,750	(10,670)	106%
Payroll Tax & Benefits	87,000	-	7,250	(7,250)	N/A	52,415	65,250	(12,835)	124%
Benefits Clearing Account	-	13,891	-	13,891	0%	25,640	-	25,640	0%
Unemployment Benefits	-	-	-	-	N/A	2	-	2	0%
Legal Expenses	26,000	-	2,167	(2,167)	N/A	28,555	19,500	9,055	68%
Staff Training	17,000	-	1,417	(1,417)	N/A	9,934	12,750	(2,816)	128%
Meals expense	2,000	-	167	(167)	N/A	1,360	1,500	(140)	110%
Lodging	5,000	-	417	(417)	N/A	3,647	3,750	(103)	103%
Travel Expense	3,000	-	250	(250)	N/A	3,175	2,250	925	71%
Publications	3,700	-	308	(308)	N/A	7,646	2,775	4,871	36%
Accounting Fees	-	-	-	-	N/A	17,266	-	17,266	0%
Auditing Fees	-	7,131	-	7,131	0%	7,131	-	7,131	0%
Telephone	15,500	593	1,292	(699)	218%	10,171	11,625	(1,454)	114%
Office Expense	6,500	209	542	(333)	260%	5,558	4,875	683	88%
Rent Expense - Hurricane Florence	-	-	-	-	-	19,200	-	19,200	0%
Resident Council	2,300	-	-	-	-	664	-	664	0%
Sundry Admin Expense	8,500	15,121	708	14,413	5%	22,096	6,375	15,721	29%
Membership Dues and Fees	-	-	-	-	N/A	1,882	-	1,882	0%

**New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
September 30, 2024**

	<u>Annual Budget</u>	<u>Month to Date</u>				<u>Year to Date</u>			
		<u>Actual</u>	<u>Budget</u>	<u>\$ Variance</u>	<u>% Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Variance</u>	<u>% Variance</u>
Total Administrative Expenses	413,500	55,722	34,267	21,456	61%	383,423	308,400	75,023	80%
Utilities									
Water	101,000	21,910	8,417	13,493	38%	91,030	75,750	15,280	83%
Electricity	118,000	23,511	9,833	13,677	42%	85,277	88,500	(3,223)	104%
Gas-building	55,000	-	4,583	(4,583)	N/A	58,444	41,250	17,194	71%
Total Utilities	274,000	45,420	22,833	22,587	50%	234,751	205,500	29,251	88%
Maintenance Expenses									
Labor Salaries	87,000	7,226	7,250	(24)	100%	63,742	65,250	(1,508)	102%
Payroll Tax & Benefits	38,000	-	3,167	(3,167)	N/A	16,677	28,500	(11,823)	171%
Uniforms	4,000	346	333	13	96%	3,471	3,000	471	86%
Consulting Services	9,300	-	775	(775)	N/A	270	6,975	(6,705)	2583%
Materials	39,000	5,068	3,250	1,818	64%	31,778	29,250	2,528	92%
Computer Expense	14,350	443	1,196	(753)	270%	6,780	10,763	(3,983)	159%
Repairs and Maintenance	13,000	-	1,083	(1,083)	N/A	1,251	9,750	(8,499)	779%
Electrical Contract	6,000	-	500	(500)	N/A	1,022	4,500	(3,478)	440%
Plumbing Contract	27,000	-	2,250	(2,250)	N/A	4,868	20,250	(15,382)	416%
Unit Turnover	19,000	650	1,583	(933)	244%	10,239	14,250	(4,011)	139%
Garbage and Trash removal	43,000	4,777	3,583	1,193	75%	35,102	32,250	2,852	92%
Extermination-Maintenance Expense	10,000	728	833	(105)	114%	5,027	7,500	(2,473)	149%
Repairs and Maint. Truck	2,500	-	208	(208)	N/A	2,513	1,875	638	75%
Heating and Air	50,000	708	4,167	(3,459)	589%	8,226	37,500	(29,274)	456%
Gas-Truck	6,500	2,026	542	1,485	27%	5,478	4,875	603	89%
Security System	1,000	-	83	(83)	N/A	485	750	(265)	155%
Landscaping	6,000	544	500	44	92%	3,836	4,500	(664)	117%
Total Maintenance Expenses	375,650	22,516	31,304	(8,788)	139%	200,766	281,738	(80,971)	140%
Insurance Expenses									
Insurance	86,500	-	7,208	(7,208)	N/A	41,441	64,875	(23,434)	157%
W/C Insurance Expense	6,700	-	558	(558)	N/A	4,295	5,025	(730)	117%
Payment in Lieu of taxes	-	-	-	-	N/A	7,920	-	7,920	0%
Total Insurance Expenses	93,200	-	7,767	(7,767)	N/A	53,655	69,900	(16,245)	130%
Other Expenses									
Storage management	600	157	50	107	32%	393	450	(57)	114%
Eviction Expense	4,500	-	375	(375)	N/A	3,339	3,375	(36)	101%
App. Screening	5,000	386	417	(30)	108%	8,689	3,750	4,939	43%
Total Other Expenses	10,100	544	842	(298)	155%	12,421	7,575	4,846	61%
Total Expenses	1,166,450	124,202	97,013	27,190	78%	885,017	873,113	11,904	99%
NET INCOME	(243,305)	(85,455)	(20,084)	(65,371)	24%	1,317,296	(180,754)	1,498,050	-14%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
September 30, 2024**

REVENUE	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Tenant Revenue									
Dwelling Rental	290,000	34,578	24,167	10,411	70%	325,716	217,500	108,216	33%
Total Tenant Revenue	290,000	34,578	24,167	10,411	70%	325,716	217,500	108,216	67%
HUD Grant Revenue									
Hap Payments	650,000	55,069	54,167	902	98%	531,248	487,500	43,748	8%
Total HUD Grant Revenue	650,000	55,069	54,167	902	98%	531,248	487,500	43,748	92%
Other Revenue									
Interest on GF Investments	550	97	46	51	47%	919	413	507	55%
Misc. Revenue	1,800	3,262	150	3,112	5%	7,570	1,350	6,220	82%
Late Charges	750	(108)	63	(171)	-58%	1,122	563	559	50%
Vending Machine	150	-	13	(13)	N/A	721	113	609	84%
Laundry	5,000	-	417	(417)	N/A	1,810	3,750	(1,940)	-107%
Total Other Revenue	8,250	3,251	688	2,563	21%	12,142	6,188	5,954	51%
Total Revenue	948,250	92,898	79,021	13,877	85%	869,106	711,188	157,918	82%
EXPENSES									
9 01 4171 5	Auditing Fees								
Administrative Expenses									
Administrative Salaries	98,700	16,084	8,225	7,859	51%	146,434	74,025	72,409	49%
Payroll Tax & Benefits	68,000	-	5,667	(5,667)	N/A	37,853	51,000	(13,147)	-35%
Legal Expenses	20,000	-	1,667	(1,667)	N/A	9,225	15,000	(5,775)	-63%
Staff Training	12,000	-	1,000	(1,000)	N/A	4,027	9,000	(4,973)	-123%
Meals expenses	500	-	42	(42)	N/A	619	375	244	39%
Lodging	2,000	-	167	(167)	N/A	2,445	1,500	945	39%
Travel Expense	500	-	42	(42)	N/A	623	375	248	40%
Publications	2,000	-	167	(167)	N/A	2,051	1,500	551	27%
Accounting Fees	20,700	-	1,725	(1,725)	N/A	14,708	15,525	(817)	-6%
Auditing Fees	-	6,074	-	6,074	0%	6,074	-	6,074	100%
Telephone	49,500	3,682	4,125	(443)	112%	31,096	37,125	(6,029)	-19%
Office Expense	4,000	2,587	333	2,254	13%	4,667	3,000	1,667	36%
Sundry Admin Expense	7,500	542	625	(83)	115%	6,849	5,625	1,224	18%
Membership Dues and Fees	-	-	-	-	N/A	140	-	140	100%
Total Administrative Expenses	285,400	28,970	23,783	5,186	82%	266,811	214,050	52,761	80%
Utilities									
Water	85,000	-	7,083	(7,083)	N/A	61,027	63,750	(2,723)	-4%
Electricity	105,000	-	8,750	(8,750)	N/A	49,427	78,750	(29,323)	-59%
Gas-building	8,000	-	667	(667)	N/A	5,665	6,000	(335)	-6%
Total Utilities	198,000	-	16,500	(16,500)	N/A	116,119	148,500	(32,381)	128%
Maintenance Expenses									
Labor Salaries	72,000	6,573	6,000	573	91%	54,234	54,000	234	0%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
September 30, 2024**

	Annual Budget	Month to Date				Year to Date			
		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Payroll Tax & Benefits	42,000	-	3,500	(3,500)	N/A	23,905	31,500	(7,595)	-32%
Uniforms	6,800	-	567	(567)	N/A	4,503	5,100	(597)	-13%
Consulting Services	6,380	-	532	(532)	N/A	4,630	4,785	(155)	-3%
Materials	50,000	1,219	4,167	(2,948)	342%	25,414	37,500	(12,086)	-48%
Computer Expense	6,300	-	525	(525)	N/A	3,026	4,725	(1,699)	-56%
Repairs and Maintenance	3,500	150	292	(142)	194%	3,435	2,625	810	24%
Electrical Contract	1,500	-	125	(125)	N/A	557	1,125	(568)	-102%
Plumbing Contract	12,000	-	1,000	(1,000)	N/A	15,564	9,000	6,564	42%
Unit Turnover	32,000	1,449	2,667	(1,218)	184%	19,494	24,000	(4,506)	-23%
Laundry Contract	3,000	-	250	(250)	N/A	7,753	2,250	5,503	71%
Elevator Contract	10,000	-	833	(833)	N/A	12,583	7,500	5,083	40%
Garbage and Trash removal	6,000	119	500	(381)	421%	3,385	4,500	(1,115)	-33%
Extermination	35,000	-	2,917	(2,917)	N/A	9,558	26,250	(16,692)	-175%
Vehicle/Truck	2,000	-	167	(167)	N/A	1,228	1,500	(272)	-22%
Heating and Air	11,000	-	917	(917)	N/A	20,401	8,250	12,151	60%
Gas-Vehicle	2,900	-	242	(242)	N/A	3,088	2,175	913	30%
Security System	18,000	-	1,500	(1,500)	N/A	8,224	13,500	(5,276)	-64%
Landscaping	5,000	464	417	47	90%	3,297	3,750	(453)	-14%
Total Maintenance Expenses	325,380	9,974	27,115	(17,141)	272%	224,278	244,035	(19,757)	109%
Insurance Expenses									
Insurance	46,500	(28,491)	3,875	(32,366)	-14%	6,810	34,875	(28,065)	-412%
W/C Insurance Expense	5,400	-	450	(450)	N/A	-	4,050	(4,050)	N/A
Payment in Lieu of taxes	-	-	-	-	N/A	7,632	-	7,632	100%
Total Insurance Expenses	51,900	(28,491)	4,325	(32,816)	-15%	14,442	38,925	(24,483)	270%
Other Expenses									
Eviction Expense	3,000	-	250	(250)	N/A	126	2,250	(2,124)	-1686%
App. Screening	7,500	329	625	(296)	190%	7,539	5,625	1,914	25%
MISC Expense	-	-	-	-	N/A	400	-	400	100%
Total Other Expenses	10,500	329	875	(546)	266%	8,065	7,875	190	98%
Total Expenses	871,180	10,781	72,598	(61,817)	673%	629,715	653,385	(23,670)	104%
NET INCOME	77,070	82,117	6,422	75,695	8%	239,391	57,803	181,588	24%

**New Bern Housing Authority
Cash Lead
September 30, 2024**

	Modernization Account 1111.03	Trent Court Security Deposit 1111.04	General Fund Main 1111.05	ACH Rent Payment 1111.19	NBT General Fund 1111.10	NB Security Deposit 1111.12	Total
BEGINNING BOOK CASH BALANCE	\$ 1,230,871.36	\$ 51,004.86	\$ 2,527,717.69	\$ 4,209.50	\$ 1,111,134.33	\$ 28,995.85	\$ 4,953,933.59
ADD:							
General Deposits			28,882.01		33,443.24		62,325.25
Health Equity Refund							-
HUD Deposit			-		55,069.00		55,069.00
ACH Payment			-	15,382.41			15,382.41
ROSS Grant			-				-
Security Deposit		-				955.00	955.00
Misc			64.23				64.23
Interest		4.18	94.48		94.48	2.42	195.56
TOTAL DEPOSITS	-	4.18	29,040.72	15,382.41	88,606.72	957.42	133,991.45
LESS:							
ACH Rent Payments	-	-	-		-	-	-
Checks		-	81,193.40	-	29,295.68	-	110,489.08
Payroll - ADP			51,798.93				51,798.93
BCBS Insurance			10,405.12				10,405.12
Federal & State							-
Security Deposit		-				-	-
Misc			2,026.18				2,026.18
Service Charge			-	425.33			425.33
TOTAL PAYMENTS	-	-	145,423.63	425.33	29,295.68	-	175,144.64
ENDING BOOK CASH BALANCE 09/30/2024	\$ 1,230,871.36	\$ 51,009.04	\$ 2,411,334.78	\$ 19,166.58	\$ 1,170,445.37	\$ 29,953.27	\$ 4,912,780.40

**New Bern Housing Authority
Grant Summary
September 30, 2024**

	<u>Grant Year</u>	<u>Authorized</u>	<u>Draws To Date</u>	<u>Available</u>	<u>Start Date</u>	<u>End Date</u>
CFP						
	2020	\$ 613,054.00	\$ 684,328.66	\$ (71,274.66)	3/26/2020	3/25/2026
	2021	\$ 645,163.00	\$ 7,394.97	\$ 637,768.03	2/23/2021	2/22/2025
	2022	\$ 796,910.00	\$ 484,069.00	\$ 312,841.00	5/12/2022	5/11/2026
	2023	\$ 801,177.00	\$ 420,000.00	\$ 381,177.00	2/17/2023	2/16/2027
	Total CFP	\$ 2,856,304.00	\$ 1,595,792.63	\$ 1,260,511.37		
ROSS		\$ 245,850.00	\$ 181,952.78	\$ 63,897.22	6/1/2022	5/31/2025
	Total ROSS	\$ 245,850.00	\$ 181,952.78	\$ 63,897.22		
Operating Subsidy	2024	\$ 242,476.00	\$ 197,231.35	\$ 45,244.65	1/1/2024	12/31/2024
	Total Operating	\$ 242,476.00	\$ 197,231.35	\$ 45,244.65		



EXECUTIVE DIRECTOR'S REPORT



NEW BERN TOWERS REPORT



Housing People, Changing Lives

October 9, 2024

PROPERTY MANAGER MONTHLY REPORT September 2024- New Bern Towers

CONTACT PERSON:

Latahsha Simmons
Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>106</u>	<u>95</u>	<u>90%</u>

Total Vacant Units	1 Bedroom	2 Bedroom
<u>11</u>	<u>8</u>	<u>3</u>

Move Ins	Move Out	Transfers	Approved	In Process
<u>3</u>	<u>0</u>	<u>1</u>	<u>7</u>	<u>38</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$ 34,370.16</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>(\$ 33,173.99)- Credit</u>	<u>\$ 1,196.17</u>	<u>96 %</u>	<u>\$ 1,607.00</u>

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>2</u>	<u>0</u>	<u>0</u>

WORK ORDERS

Outstanding Requests
<u>16</u>

Requests for the month -September

Request Received	Completed	Pending Repair	Pending Parts
<u>75</u>	<u>59</u>	<u>11</u>	<u>5</u>

POLICE REPORT

Total Calls	<u>6</u>
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FIRE REPORT

Total Calls	<u>0</u>
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POLICE REPORT

NEW BERN TOWERS

Row Labels	Count of Incident Number
911 Hang Up / Open Line	3
Fire Alarm High Life	1
Security Check Residential	1
Suspicious Vehicle	1
Grand Total	6

TRENT COURT

Row Labels	Count of Incident Number
Administrative	1
Assist Other Agency	2
Chest Pain / Discomfort	1
Citizen Assist	1
Damage/Vandalism	1
Disturbance	2
Domestic Disturbance	1
Drug Activity	2
Harassment	1
Hemorrhage / Lacerations	1
Larceny	1
Lost / Stray / Unwanted Animal	1
Nuisance / Solicitation	1
Security Check Residential	1
Sick Person	1
Subpoena	1
Grand Total	19



TRENT COURT REPORT



October 10, 2024

PROPERTY MANAGER MONTHLY REPORT September 2024- Trent Court

CONTACT PERSON:

Pamela Minor
Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>110</u>	<u>99</u>	<u>90 %</u>

Total Vacant Units	1 Bedroom	2 Bedroom	3 Bedroom
<u>11</u>	<u>0</u>	<u>7</u>	<u>4</u>

Move In	Move Out	Transfers	Approved	In Process
<u>0</u>	<u>7</u>	<u>0</u>	<u>6</u>	<u>12</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$36,270.38</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$36,617.34</u>	<u>\$346.96 (credit)</u>	<u>101%</u>	<u>\$73,020.21</u>

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>16</u>	<u>0</u>	<u>0</u>

WORK ORDERS

Outstanding Requests
<u>32 (Annual Reinspection)</u>

Requests for the month

Request Received	Completed	Pending Repair	Pending Parts
<u>124</u>	<u>92</u>	<u>32</u>	<u>0</u>

POLICE REPORT

Total Calls	<u>19</u>
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- 2 Assist Other Agency

FIRE REPORT

Total Calls	<u>0</u>
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**RESIDENT
OPPORTUNITIES &
SELF-SUFFICIENCY
PROGRAM
REPORT**

ROSS Grantee	Fiscal Year Start	End Year
New Bern Housing Authority, New Bern, North Carolina	Apr-22	May-25
Report Range: 09/01/2024-0/30/2024		

Overview & Services Provided

ROSS Service Coordinator Conducts In Person Resident Meetings, Need Assessments and Referrals by Appointment on Two Days per Month.

Case Management Self-Improvement and Awareness (Up to date)

Family Metrics Data Input Software Used for Resident Tracking and HUD Submissions.
 Assess Resident Current Needs. Education, Transportation, Employment Change, Health or Wellness Check.
 Advocate for Resident to Achieve New goals to Meet Self Sufficiency Needs.
 Follow up with Resident Phone Call and/or Email Set up Meeting.
 Coordinate Resident Community Resource Outreach Events.

Resident News Weekly Handouts

NC Works Career Center, Educational Classes, Community Events
 Senoir Center Activites/ Meals on Wheels

Non-Working Resident Community Service Requirements

ROSS-SC Selects Residents to Help Participate with Flyer Handouts and Onsite Service Needs.

Evidence Based Needs Assessment for Residents 65 and Older (Total 2).

Fall Risk Evaluation Point Scale. (None Listed)
 Loneliness Evaluation Point Scale.(None Listed)
 Lubben Social Isolation Evaluation Point Scale.(None Listed)

Heath and Wellness (Up to Date)

Craven County Health Department, Craven County Senoir Center.
 Great Place To Start Behavioral Health. Port Human Services.

Childcare Assistance (Up to Date)

Department of Social Services. No Waiting List For Full-Time Workers.
 Craven Community College Scholarship Enrollment Program (Continuous)

The Mediation Center of Eastern Carolina Programs (Continuous)

Teen Court Summer Enrollment and Volunteer Openings.

Transportation (Current)

Carts Van Ominbus Schedule.

Outcomes

Current Presentations and Workshops

Substance Abuse-Narcan/CPR
 FSS Program Enrollment/How to Become Successful
 Craven Community College Workforce Development
 United Healthcare

Educational Opportunities

CDL Class B Truck Driver 14 Day Training
 G.E.D., CNA I and CNA II Nursing ADN
 Medical Office Skills / Medical Technician

Forklift Driver Training/ Plumbing

Digital Inclusion

Computer Basic Training (Continuous)

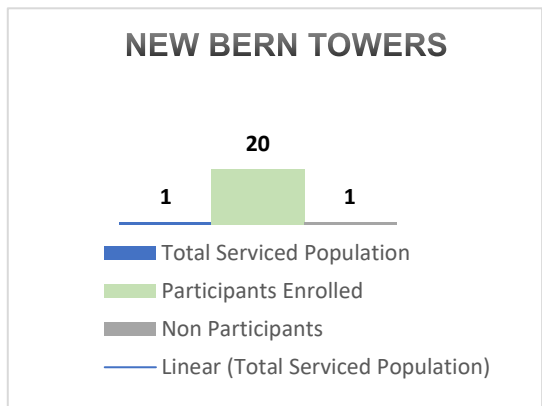
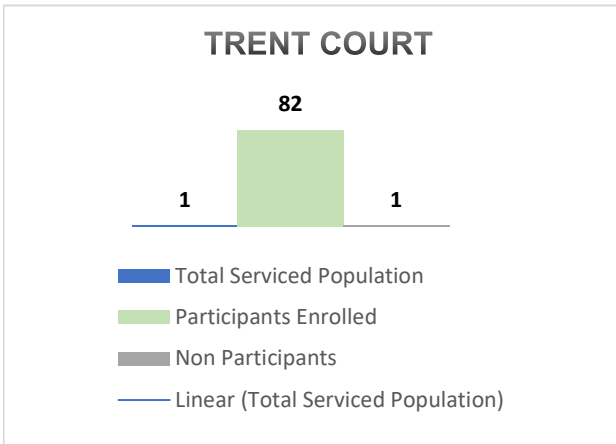
Senior Citizen Digital Literacy

Data Available

Trent Court



New Bern Towers





RESOLUTIONS