

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 20, 2022

Hillsview Apartments
830 Township Street, Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, October 20, 2022 - 10:45 am

Hillsview Apartments - 830 Township Street, Sedro-Woolley, WA 98284

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- I. Call to Order
 - II. Roll Call
 - III. Public Comment
 - IV. Approval of Minutes
 - A. June 18, 2022 Board of Commissioners' Meeting Minutes 1
 - V. Action Items for Discussion & Approval
 - A. Approval of Voucher Report June 1, 2022 to July 31, 2022 2
 - B. Approval of Voucher Report August 1, 2022 to September 30, 2022
 - C. Resolution 481 – Executive Director/CEO and Secretary-Treasurer Appointment to Sedro-Woolley Housing Authority – Robin Walls 3
 - D. Resolution 482 – A Resolution Adopting the Annual Civil Rights Certification Required in Conjunction with the Receipt of the Federal Fiscal Year 2022 Allocation of Funds from the HUD Capital Fund Program 4
 - VI. Reports
 - A. Financial Report for June 2022 5
 - B. Financial Report for August 2022
 - C. Housing Management Report for June/July 2022 6
 - D. Housing Management Report for August/September 2022
 - VII. New Business
 - VIII. Adjournment

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HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY
VIRTUAL
BOARD OF COMMISSIONERS
MEETING MINUTES

Thursday, June 16, 2022

I. Call to Order

The virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:49 a.m., on Thursday, June 16, 2022 via zoom.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson and Commissioner Dona Cowan.
Mayor Johnson

III. Public Comment

No public comment.

IV. Approval of Minutes

A. April 27, 2022 Board of Commissioners' Meeting Minutes

Commissioner Dona Cowan moved for approval of the Minutes, seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from April 27, 2022.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report April 1, 2022 to May 31, 2022

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Dona Cowan; the board unanimously approved the Voucher Report for April 2, 2022 to May 31, 2022.

VI. Reports

A. Financial Report for April 2022

Tesh Assefa, Financial Reporting Manager explained the Financial Report for February 2022.

Questions of Commissioners' were answered.

B. Housing Management Report for April 2022/May 2022

Caprice Witherspoon, Senior Property Manager gave an overview of the report.

Questions of Commissioners' were answered.

VII. New Business

None.

VIII. Old Business

A. SWHA Resident Commissioner, Caprice will send out another flyer to residents for interest.

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:01 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Executive Director/CEO

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Alfred Dulay, Accounting Manager
DATE: August 4, 2022
RE: Approval of Vouchers June 1, 2022 to July 31, 2022

I, Alfred Dulay, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.

Alfred Dulay
Accounting Manager
August 4, 2022

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	27,625.79
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	27,625.79

Directly to Hillsview	29,495.68
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>29,495.68</u>

Total Expenditures	<u><u>57,121.47</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
06/01/2022 TO 07/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400100	Salaries-Temp Employees	10.50	ALMOND & ASSOCIATES	M. AMOS - WE 05/22/22	6/3/2022	340587
400100	Salaries-Temp Employees	9.45	ALMOND & ASSOCIATES	M AMOS 5/8/22	6/17/2022	340747
400100	Salaries-Temp Employees	10.50	ALMOND & ASSOCIATES	M AMOS 5/29/22	6/17/2022	340747
400100	Salaries-Temp Employees	8.40	ALMOND & ASSOCIATES	M AMOS 6/5/22	6/24/2022	340868
400100	Salaries-Temp Employees	10.16	BEACON HILL STAFFING GROUP LLC	R MCMATH 6/11/22	6/24/2022	340960
400100	Salaries-Temp Employees	10.16	BEACON HILL STAFFING GROUP LLC	R MCMATH 6/18/22	6/24/2022	340960
400100	Salaries-Temp Employees	10.36	BEACON HILL STAFFING GROUP LLC	R MCMATH 5/28/22	6/24/2022	340960
400100	Salaries-Temp Employees	10.30	BEACON HILL STAFFING GROUP LLC	R MCMATH 6/4/22	6/24/2022	340960
400100	Salaries-Temp Employees	9.45	ALMOND & ASSOCIATES	M AMOS 6/12/22	6/24/2022	340868
400100	Salaries-Temp Employees	10.50	ALMOND & ASSOCIATES	M AMOS 6/19/22	7/1/2022	340980
400100	Salaries-Temp Employees	6.20	BEACON HILL STAFFING GROUP LLC	R MCMATH 6/25/22	7/1/2022	341056
400100	Salaries-Temp Employees	8.84	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/2/22	7/8/2022	341136
400100	Salaries-Temp Employees	8.40	ALMOND & ASSOCIATES	M AMOS 6/26/22	7/8/2022	341074
400100	Salaries-Temp Employees	10.50	ALMOND & ASSOCIATES	M AMOS 7/3/22	7/15/2022	341167
400100	Salaries-Temp Employees	8.32	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/9/22	7/22/2022	341383
400100	Salaries-Temp Employees	8.40	ALMOND & ASSOCIATES	M AMOS 7/10/22	7/22/2022	341296
410000	Admin Supplies	4.50	CRYSTAL & SIERRA SPRINGS	WATER - Sedro	6/10/2022	340645
410000	Admin Supplies	12.47	ABC IMAGING	PUBLIC INITIAL APP & UPDATED PACKET	7/15/2022	341225
410000	Admin Supplies	0.16	CANON SOLUTIONS AMERICA INC	SN RZJ27626 ACCT 2090025 LESS 26.47 TAX	7/15/2022	341234
410000	Admin Supplies	8.55	OLYMPIC PRINTERS INC	WINDOW ENVELOPES	7/22/2022	341277
411102	Computer Equip-Hardware Maint	7.09	DELL MARKETING LP	TECH SUPPORT - CUST# 119830836	6/3/2022	340588
411102	Computer Equip-Hardware Maint	2.91	CERIUM NETWORKS INC	START 6/1/22-5/31/23	7/1/2022	341034
411103	Computer Equip-Software Maint	4.18	VIPRE SECURITY	VIPRE EMAIL SECURITY SUBSCRIPTION	6/24/2022	340882
411103	Computer Equip-Software Maint	5.25	CDW/COMPUTER CENTERS INC	PC SUPPLIES	7/29/2022	341400
411104	Computer Equip-Software as a Service Fees	0.41	US WELLNESS INC	MONTHLY DIGITAL MONITORING	6/3/2022	340626
411104	Computer Equip-Software as a Service Fees	0.42	US WELLNESS INC	MONTHLY DIGITAL MONITORING	6/17/2022	340834
411200	Equip-Maint	0.11	CANON SOLUTIONS AMERICA INC	COPIER MAINTENANCE	6/24/2022	340935
411901	Equip-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	SHORELINE COPIER LEASE	6/24/2022	340948
411901	Equip-Other-Leased/Rented	1.32	CANON FINANCIAL	SN 2LP03248	6/24/2022	340920
411901	Equip-Other-Leased/Rented	1.31	CANON FINANCIAL	SN 2LP03248	6/24/2022	340920
411901	Equip-Other-Leased/Rented	1.31	CANON FINANCIAL	CONTRACT 0667544-005	7/22/2022	341353
420000	Professional Services-Legal	16.96	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	6/24/2022	340851
420000	Professional Services-Legal	1.64	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/15/2022	341155
420000	Professional Services-Legal	39.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/15/2022	341155
420101	Professional Services-Auditing	232.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	6/24/2022	340853
420908	Professional Services-Computers	0.21	CERIUM NETWORKS INC	REMOTE SYS PROGRAMMING	6/17/2022	340810
420908	Professional Services-Computers	1.31	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	6/17/2022	340835
420908	Professional Services-Computers	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS MAY 2022	6/17/2022	340798
420908	Professional Services-Computers	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS APRIL 2022	6/17/2022	340798
420908	Professional Services-Computers	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS JUNE 2022	6/17/2022	340798

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
06/01/2022 TO 07/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
420908	Professional Services-Computers	4.45	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	6/24/2022	340958
420908	Professional Services-Computers	5.13	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	7/1/2022	341054
420908	Professional Services-Computers	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS	7/8/2022	341105
420908	Professional Services-Computers	2.64	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	7/8/2022	341135
420908	Professional Services-Computers	1.05	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	7/15/2022	341255
420908	Professional Services-Computers	0.65	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	7/15/2022	341255
420908	Professional Services-Computers	0.50	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	7/15/2022	341208
420908	Professional Services-Computers	2.28	AFFIRMA CONSULTING LLC	PROJ# 20411 - SHAREPOINT MIGRATION	7/29/2022	341459
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	6/17/2022	340814
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	7/8/2022	341116
440011	Travel-Mileage Reimbursement	18.58	CANDACE WINFIELD	6/15/22 MILEAGE	6/24/2022	340963
440011	Travel-Mileage Reimbursement	18.58	CANDACE WINFIELD	6/22/22 MILEAGE	7/1/2022	341063
440011	Travel-Mileage Reimbursement	18.58	CANDACE WINFIELD	6/29/22 MILEAGE	7/8/2022	341146
440011	Travel-Mileage Reimbursement	19.85	CANDACE WINFIELD	7/6/22 MILEAGE	7/15/2022	341267
440011	Travel-Mileage Reimbursement	19.85	CANDACE WINFIELD	SITE VISIT - HILLSVIEW 07/13/22	7/29/2022	341471
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	5/23-6/23/22 CHGS	6/17/2022	340767
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	5/23-6/23/22 CHGS	6/17/2022	340767
450002	Comm-Phones Lines-Service-Digital Voice	0.25	CENTURYLINK	5/25-6/25/2022 CHGS	6/17/2022	340767
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	6/17/2022	340818
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	7/15/2022	341233
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	6/23-7/23/22 CHGS	7/15/2022	341181
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	6/23-7/23/22 CHGS	7/15/2022	341181
450100	Comm-Long Distance Charges	0.30	CENTURYLINK	MONTHLY CHGS	7/1/2022	341057
450100	Comm-Long Distance Charges	0.25	CENTURYLINK	6/25-7/25/22 CHGS	7/15/2022	341181
450100	Comm-Long Distance Charges	0.28	CENTURYLINK	ACCT# 90818161	7/29/2022	341460
490000	Other Admin Exp-Bank Service Charges	10.75	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	7/8/2022	341069
491000	Admin Exp-Criminal/Background Checks	7.15	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
491000	Admin Exp-Criminal/Background Checks	8.90	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
491000	Admin Exp-Criminal/Background Checks	9.90	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
491000	Admin Exp-Criminal/Background Checks	9.28	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
491000	Admin Exp-Criminal/Background Checks	8.07	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
493000	Other Admin Exp-Postage	10.78	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	6/17/2022	340735
493000	Other Admin Exp-Postage	10.76	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	6/17/2022	340735
493000	Other Admin Exp-Postage	14.21	MAIL ADVERTISING BUREAU INC	TENANT NOTICE OF CHANGE	6/17/2022	340735
493000	Other Admin Exp-Postage	13.33	QUADIENT FINANCE USA INC	POSTAGE	6/24/2022	340949
493000	Other Admin Exp-Postage	13.33	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	7/22/2022	341378
493100	Other Admin Exp-Mail Handling	1.74	MAIL ADVERTISING BUREAU INC	TENANT NOTICE OF CHANGE	6/17/2022	340735
493100	Other Admin Exp-Mail Handling	2.31	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	6/17/2022	340735
493100	Other Admin Exp-Mail Handling	18.60	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	6/17/2022	340735
493100	Other Admin Exp-Mail Handling	10.39	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	7/8/2022	341069
520104	Social Service -Interpretation	4.94	LANGUAGE LINE SERVICES, INC	CAC	6/10/2022	340643

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
06/01/2022 TO 07/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
520104	Social Service -Interpretation	5.34	LANGUAGE LINE SERVICES, INC	JUNE 2022 INTERPRETATION	7/15/2022	341162
610003	Occ Exp-Materials-Carpentry	1,133.00	THE HOME DEPOT	MAINT SUPPLIES	7/15/2022	341159
610003	Occ Exp-Materials-Carpentry	2,783.14	THE HOME DEPOT	MAINT SUPPLIES	7/22/2022	341291
610003	Occ Exp-Materials-Carpentry	2,236.91	THE HOME DEPOT	MAINT SUPPLIES	7/29/2022	341394
610008	Occ Exp-Materials-Fire/Safety	707.00	SMITH FIRE SYSTEMS INC	SMOKE DETECTOR REPLACEMENT	6/10/2022	340714
610008	Occ Exp-Materials-Fire/Safety	212.86	HD SUPPLY FACILITIES MAINTENANCE	KITCHEN APPS/PARTS	6/10/2022	340641
610017	Occ Exp-Materials-Janitorial	17.52	HD SUPPLY FACILITIES MAINTENANCE	KITCHEN SUPPLIES	6/10/2022	340641
610020	Occ Exp-Materials-HVAC	133.94	HANDY'S HEATING INC	HEATING REPAIR	6/3/2022	340625
610020	Occ Exp-Materials-HVAC	249.00	HANDY'S HEATING INC	HEATING REPAIR	6/3/2022	340625
610102	Occ Exp-Equip-Appliances	14.45	HD SUPPLY FACILITIES MAINTENANCE	KITCHEN APPS/PARTS	6/10/2022	340641
620006	Occ Exp-Maint -Floor Covering	5,378.58	GREAT FLOORS LLC	CARPET INSTALL - UNIT 12	7/1/2022	341032
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	6/3/2022	340616
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL - MONTHLY MAINTENANCE	7/1/2022	341043
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	7/8/2022	341118
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	7/8/2022	341118
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	7/8/2022	341118
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	7/22/2022	341359
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	7/22/2022	341359
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	7/22/2022	341359
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SVC	6/24/2022	340959
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SVC 05/01/22	6/24/2022	340959
620021	Occ Exp-Maint -HVAC Heating, Vent & AC	119.00	HANDY'S HEATING INC	HEATING REPAIR	6/3/2022	340625
620021	Occ Exp-Maint -HVAC Heating, Vent & AC	119.00	HANDY'S HEATING INC	HEATING REPAIR	6/3/2022	340625
660000	Occ Exp-Utilities-Water	116.58	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	153.40	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	165.68	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	122.71	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	122.71	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	122.71	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	98.16	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	245.47	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	190.23	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	177.95	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660000	Occ Exp-Utilities-Water	75.37	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	111.30	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	129.86	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	148.42	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	235.01	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	179.34	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	197.90	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	142.23	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431

SEDRO-WOOLLEY HOUSING AUTHORITY
 Accounts Payable Report
 06/01/2022 TO 07/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occ Exp-Utilities-Water	123.67	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	111.30	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660000	Occ Exp-Utilities-Water	117.49	PUBLIC UTILITY DISTRICT #1	WATER	7/29/2022	341431
660100	Occ Exp-Utilities-Sewer	731.00	CITY OF SEDRO WOOLLEY	SEWER	6/10/2022	340687
660100	Occ Exp-Utilities-Sewer	436.12	CITY OF SEDRO WOOLLEY	SEWER	6/10/2022	340687
660100	Occ Exp-Utilities-Sewer	290.76	CITY OF SEDRO WOOLLEY	SEWER	6/10/2022	340687
660100	Occ Exp-Utilities-Sewer	290.90	CITY OF SEDRO WOOLLEY	SEWER	7/15/2022	341201
660100	Occ Exp-Utilities-Sewer	733.06	CITY OF SEDRO WOOLLEY	SEWER	7/15/2022	341201
660100	Occ Exp-Utilities-Sewer	435.88	CITY OF SEDRO WOOLLEY	SEWER	7/15/2022	341201
660200	Occ Exp-Utilities-Electricity	59.43	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/1/2022	341017
660200	Occ Exp-Utilities-Electricity	49.07	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/1/2022	341017
660200	Occ Exp-Utilities-Electricity	48.95	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/29/2022	341426
660200	Occ Exp-Utilities-Electricity	56.79	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/29/2022	341426
660300	Occ Exp-Utilities-Natural Gas	97.61	CASCADE NATURAL GAS CO	GAS	6/17/2022	340783
660300	Occ Exp-Utilities-Natural Gas	52.20	CASCADE NATURAL GAS CO	GAS	7/15/2022	341193
660500	Occ Exp-Utilities-Surface Water Mgmt	68.34	CITY OF SEDRO WOOLLEY	STORM	6/10/2022	340687
660500	Occ Exp-Utilities-Surface Water Mgmt	40.64	CITY OF SEDRO WOOLLEY	STORM	6/10/2022	340687
660500	Occ Exp-Utilities-Surface Water Mgmt	27.10	CITY OF SEDRO WOOLLEY	STORM	6/10/2022	340687
660500	Occ Exp-Utilities-Surface Water Mgmt	27.12	CITY OF SEDRO WOOLLEY	STORM	7/15/2022	341201
660500	Occ Exp-Utilities-Surface Water Mgmt	40.61	CITY OF SEDRO WOOLLEY	STORM	7/15/2022	341201
660500	Occ Exp-Utilities-Surface Water Mgmt	68.65	CITY OF SEDRO WOOLLEY	STORM	7/15/2022	341201
660700	Occ Exp-Utilities-Garbage	628.33	CITY OF SEDRO WOOLLEY	GARBAGE	6/10/2022	340687
660700	Occ Exp-Utilities-Garbage	310.80	CITY OF SEDRO WOOLLEY	GARBAGE	6/10/2022	340687
660700	Occ Exp-Utilities-Garbage	201.62	CITY OF SEDRO WOOLLEY	GARBAGE	6/10/2022	340687
660700	Occ Exp-Utilities-Garbage	679.11	CITY OF SEDRO WOOLLEY	GARBAGE	7/15/2022	341201
660700	Occ Exp-Utilities-Garbage	201.85	CITY OF SEDRO WOOLLEY	GARBAGE	7/15/2022	341201
660700	Occ Exp-Utilities-Garbage	300.41	CITY OF SEDRO WOOLLEY	GARBAGE	7/15/2022	341201
	SUBTOTAL CEDAR GROVE	27,625.79				
	CEDAR GROVE VOIDS	0				
	TOTAL CEDAR GROVE	27,625.79				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temp Employees	31.32	ALMOND & ASSOCIATES	M. AMOS - WE 05/22/22	6/3/2022	340587
400100	Salaries-Temp Employees	28.19	ALMOND & ASSOCIATES	M AMOS 5/8/22	6/17/2022	340747
400100	Salaries-Temp Employees	31.32	ALMOND & ASSOCIATES	M AMOS 5/29/22	6/17/2022	340747
400100	Salaries-Temp Employees	30.89	BEACON HILL STAFFING GROUP LLC	R MCMATH 6/4/22	6/24/2022	340960
400100	Salaries-Temp Employees	25.06	ALMOND & ASSOCIATES	M AMOS 6/5/22	6/24/2022	340868

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
06/01/2022 TO 07/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
400100	Salaries-Temp Employees	30.49	BEACON HILL STAFFING GROUP LLC	R MCMATH 6/11/22	6/24/2022	340960
400100	Salaries-Temp Employees	30.49	BEACON HILL STAFFING GROUP LLC	R MCMATH 6/18/22	6/24/2022	340960
400100	Salaries-Temp Employees	31.09	BEACON HILL STAFFING GROUP LLC	R MCMATH 5/28/22	6/24/2022	340960
400100	Salaries-Temp Employees	28.19	ALMOND & ASSOCIATES	M AMOS 6/12/22	6/24/2022	340868
400100	Salaries-Temp Employees	31.32	ALMOND & ASSOCIATES	M AMOS 6/19/22	7/1/2022	340980
400100	Salaries-Temp Employees	18.61	BEACON HILL STAFFING GROUP LLC	R MCMATH 6/25/22	7/1/2022	341056
400100	Salaries-Temp Employees	26.53	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/2/22	7/8/2022	341136
400100	Salaries-Temp Employees	25.06	ALMOND & ASSOCIATES	M AMOS 6/26/22	7/8/2022	341074
400100	Salaries-Temp Employees	31.32	ALMOND & ASSOCIATES	M AMOS 7/3/22	7/15/2022	341167
400100	Salaries-Temp Employees	24.95	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/9/22	7/22/2022	341383
400100	Salaries-Temp Employees	25.06	ALMOND & ASSOCIATES	M AMOS 7/10/22	7/22/2022	341296
410000	Admin Supplies	13.48	CRYSTAL & SIERRA SPRINGS	WATER - Sedro	6/10/2022	340645
410000	Admin Supplies	0.48	CANON SOLUTIONS AMERICA INC	SN RZJ27626 ACCT 2090025 LESS 26.47 TAX	7/15/2022	341234
410000	Admin Supplies	37.42	ABC IMAGING	PUBLIC INITIAL APP & UPDATED PACKET	7/15/2022	341225
410000	Admin Supplies	25.64	OLYMPIC PRINTERS INC	WINDOW ENVELOPES	7/22/2022	341277
411102	Computer Equip-Hardware Maint	22.29	DELL MARKETING LP	TECH SUPPORT - CUST# 119830836	6/3/2022	340588
411102	Computer Equip-Hardware Maint	9.14	CERIUM NETWORKS INC	START 6/1/22-5/31/23	7/1/2022	341034
411103	Computer Equip-Software Maint	13.13	VIPRE SECURITY	VIPRE EMAIL SECURITY SUBSCRIPTION	6/24/2022	340882
411103	Computer Equip-Software Maint	16.49	CDW/COMPUTER CENTERS INC	PC SUPPLIES	7/29/2022	341400
411104	Computer Equip-Software as a Service Fees	1.30	US WELLNESS INC	MONTHLY DIGITAL MONITORING	6/3/2022	340626
411104	Computer Equip-Software as a Service Fees	1.31	US WELLNESS INC	MONTHLY DIGITAL MONITORING	6/17/2022	340834
411200	Equip-Maint	0.33	CANON SOLUTIONS AMERICA INC	COPIER MAINTENANCE	6/24/2022	340935
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	SHORELINE COPIER LEASE	6/24/2022	340948
411901	Equip-Other-Leased/Rented	3.96	CANON FINANCIAL	SN 2LP03248	6/24/2022	340920
411901	Equip-Other-Leased/Rented	3.92	CANON FINANCIAL	SN 2LP03248	6/24/2022	340920
411901	Equip-Other-Leased/Rented	3.92	CANON FINANCIAL	CONTRACT 0667544-005	7/22/2022	341353
420000	Professional Services-Legal	50.63	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	6/24/2022	340851
420000	Professional Services-Legal	4.88	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/15/2022	341155
420000	Professional Services-Legal	116.40	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/15/2022	341155
420101	Professional Services-Auditing	696.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 20-20	6/24/2022	340853
420908	Professional Services-Computers	27.50	HYLAND SOFTWARE, INC	MANAGED SVCS JUNE 2022	6/17/2022	340798
420908	Professional Services-Computers	0.66	CERIUM NETWORKS INC	REMOTE SYS PROGRAMMING	6/17/2022	340810
420908	Professional Services-Computers	4.10	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	6/17/2022	340835
420908	Professional Services-Computers	27.50	HYLAND SOFTWARE, INC	MANAGED SVCS MAY 2022	6/17/2022	340798
420908	Professional Services-Computers	27.50	HYLAND SOFTWARE, INC	MANAGED SVCS APRIL 2022	6/17/2022	340798
420908	Professional Services-Computers	13.97	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	6/24/2022	340958
420908	Professional Services-Computers	16.12	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	7/1/2022	341054
420908	Professional Services-Computers	27.50	HYLAND SOFTWARE, INC	MANAGED SVCS	7/8/2022	341105
420908	Professional Services-Computers	8.29	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	7/8/2022	341135
420908	Professional Services-Computers	3.29	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	7/15/2022	341255
420908	Professional Services-Computers	2.04	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	7/15/2022	341255

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
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Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
420908	Professional Services-Computers	1.58	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	7/15/2022	341208
420908	Professional Services-Computers	7.17	AFFIRMA CONSULTING LLC	PROJ# 20411 - SHAREPOINT MIGRATION	7/29/2022	341459
421904	Admin - Cloud Recovery Services	30.01	NET2VAULT LLC	MANAGED VAULTING	6/17/2022	340814
421904	Admin - Cloud Recovery Services	30.01	NET2VAULT LLC	MANAGED VAULTING	7/8/2022	341116
440011	Travel-Mileage Reimbursement	55.72	CANDACE WINFIELD	6/15/22 MILEAGE	6/24/2022	340963
440011	Travel-Mileage Reimbursement	55.72	CANDACE WINFIELD	6/22/22 MILEAGE	7/1/2022	341063
440011	Travel-Mileage Reimbursement	55.72	CANDACE WINFIELD	6/29/22 MILEAGE	7/8/2022	341146
440011	Travel-Mileage Reimbursement	59.53	CANDACE WINFIELD	7/6/22 MILEAGE	7/15/2022	341267
440011	Travel-Mileage Reimbursement	59.53	CANDACE WINFIELD	SITE VISIT - HILLSVIEW 07/13/22	7/29/2022	341471
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	5/23-6/23/22 CHGS	6/17/2022	340767
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	5/23-6/23/22 CHGS	6/17/2022	340767
450002	Comm-Phones Lines-Service-Digital Voice	0.79	CENTURYLINK	5/25-6/25/2022 CHGS	6/17/2022	340767
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	6/17/2022	340818
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	7/15/2022	341233
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	6/23-7/23/22 CHGS	7/15/2022	341181
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	6/23-7/23/22 CHGS	7/15/2022	341181
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	MAY 2022 CHGS	6/17/2022	340800
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	CENTROL OFFICES	7/15/2022	341210
450100	Comm-Long Distance Charges	7.92	LINGO	5/21-6/20/22 CHGS	6/17/2022	340795
450100	Comm-Long Distance Charges	0.93	CENTURYLINK	MONTHLY CHGS	7/1/2022	341057
450100	Comm-Long Distance Charges	9.54	LINGO	6/21-720/22 CHGS	7/8/2022	341099
450100	Comm-Long Distance Charges	0.79	CENTURYLINK	6/25-7/25/22 CHGS	7/15/2022	341181
450100	Comm-Long Distance Charges	0.89	CENTURYLINK	ACCT# 90818161	7/29/2022	341460
490000	Other Admin Exp-Bank Service Charges	32.26	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	7/8/2022	341069
491000	Admin Exp-Criminal/Background Checks	26.70	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
491000	Admin Exp-Criminal/Background Checks	29.69	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
491000	Admin Exp-Criminal/Background Checks	27.84	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
491000	Admin Exp-Criminal/Background Checks	24.22	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
491000	Admin Exp-Criminal/Background Checks	21.46	NATIONAL CREDIT REPORTING	CREDIT CHECK	7/8/2022	341086
493000	Other Admin Exp-Postage	42.64	MAIL ADVERTISING BUREAU INC	TENANT NOTICE OF CHANGE	6/17/2022	340735
493000	Other Admin Exp-Postage	32.35	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	6/17/2022	340735
493000	Other Admin Exp-Postage	32.27	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	6/17/2022	340735
493000	Other Admin Exp-Postage	40.00	QUADIENT FINANCE USA INC	POSTAGE	6/24/2022	340949
493000	Other Admin Exp-Postage	40.00	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	7/22/2022	341378
493100	Other Admin Exp-Mail Handling	5.21	MAIL ADVERTISING BUREAU INC	TENANT NOTICE OF CHANGE	6/17/2022	340735
493100	Other Admin Exp-Mail Handling	6.92	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	6/17/2022	340735
493100	Other Admin Exp-Mail Handling	55.81	MAIL ADVERTISING BUREAU INC	MARCH STATEMENTS	6/17/2022	340735
493100	Other Admin Exp-Mail Handling	31.17	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	7/8/2022	341069
520104	Social Service -Interpretation	14.82	LANGUAGE LINE SERVICES, INC	CAC	6/10/2022	340643
520104	Social Service -Interpretation	16.01	LANGUAGE LINE SERVICES, INC	JUNE 2022 INTERPRETATION	7/15/2022	341162
610001	Occ Exp-Materials-Plumbing	1,700.00	MIRACLE METHOD OF SEATTLE	EASY STEPS INSTALL	7/29/2022	341463

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
06/01/2022 TO 07/31/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
610008	Occ Exp-Materials-Fire/Safety	638.57	HD SUPPLY FACILITIES MAINTENANCE	KITCHEN APPS/PARTS	6/10/2022	340641
610017	Occ Exp-Materials-Janitorial	52.54	HD SUPPLY FACILITIES MAINTENANCE	KITCHEN SUPPLIES	6/10/2022	340641
610102	Occ Exp-Equip-Appliances	43.34	HD SUPPLY FACILITIES MAINTENANCE	KITCHEN APPS/PARTS	6/10/2022	340641
620006	Occ Exp-Maint -Floor Covering	2,729.94	GREAT FLOORS LLC	FLOORING	6/10/2022	340695
620006	Occ Exp-Maint -Floor Covering	2,729.94	GREAT FLOORS LLC	FLOORING	6/10/2022	340695
620006	Occ Exp-Maint -Floor Covering	540.65	GREAT FLOORS LLC	2ND INVOICE FOR BALANCE ON INV# JB2212	7/15/2022	341220
620008	Occ Exp-Maint -Alarm Testing/Monitoring	384.00	SMITH FIRE SYSTEMS INC	LESS 33.02 TAX	7/1/2022	341053
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	7/8/2022	341118
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	7/22/2022	341359
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SVC	6/24/2022	340959
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	WEEKLY LANDSCAPING SVC 05/01/22	6/24/2022	340959
620021	Occ Exp-Maint -HVAC Heating, Vent & AC	159.00	HANDY'S HEATING INC	HEATING SVC	6/10/2022	340715
660000	Occ Exp-Utilities-Water	1,934.27	PUBLIC UTILITY DISTRICT #1	WATER	7/22/2022	341335
660100	Occ Exp-Utilities-Sewer	4,289.43	CITY OF SEDRO WOOLLEY	SEWER	6/10/2022	340687
660100	Occ Exp-Utilities-Sewer	4,290.65	CITY OF SEDRO WOOLLEY	SEWER	7/15/2022	341201
660200	Occ Exp-Utilities-Electricity	706.86	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/1/2022	341017
660200	Occ Exp-Utilities-Electricity	11.29	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/1/2022	341017
660200	Occ Exp-Utilities-Electricity	933.42	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/29/2022	341426
660201	Occ Exp-Utilities-Electricity-Closing Bill	14.02	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/1/2022	341017
660201	Occ Exp-Utilities-Electricity-Closing Bill	8.87	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/1/2022	341017
660201	Occ Exp-Utilities-Electricity-Closing Bill	8.36	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/8/2022	341098
660201	Occ Exp-Utilities-Electricity-Closing Bill	10.68	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/22/2022	341329
660500	Occ Exp-Utilities-Surface Water Mgmt	395.85	CITY OF SEDRO WOOLLEY	STORM	6/10/2022	340687
660500	Occ Exp-Utilities-Surface Water Mgmt	396.03	CITY OF SEDRO WOOLLEY	STORM	7/15/2022	341201
660700	Occ Exp-Utilities-Garbage	1,228.12	CITY OF SEDRO WOOLLEY	GARBAGE	6/10/2022	340687
660700	Occ Exp-Utilities-Garbage	1,255.12	CITY OF SEDRO WOOLLEY	GARBAGE	7/15/2022	341201
	SUBTOTAL HILLSVIEW	29,495.68				
	VOIDS	0				
	TOTAL HILLSVIEW	29,495.68				
TOTAL SEDRO WOOLLEY		57,121.47				



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Alfred Dulay, Accounting Manager
DATE: October 7, 2022
RE: Approval of Vouchers August 1, 2022 to September 30, 2022

I, Alfred Dulay, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.

Alfred Dulay
Accounting Manager
October 7, 2022

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	20,197.81
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	20,197.81
Directly to Hillsview	24,684.58
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>24,684.58</u>
Total Expenditures	<u><u>44,882.39</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
08/01/2022 TO 09/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400100	Salaries-Temp Employees	10.30	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/16/22	8/5/2022	341554
400100	Salaries-Temp Employees	9.97	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/23/22	8/5/2022	341554
400100	Salaries-Temp Employees	10.50	ALMOND & ASSOCIATES	M AMOS 7/17/22	8/5/2022	341489
400100	Salaries-Temp Employees	4.00	ALMOND & ASSOCIATES	M AMOS 7/24/22	8/5/2022	341489
400100	Salaries-Temp Employees	8.38	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/30/22	8/12/2022	341658
400100	Salaries-Temp Employees	10.23	BEACON HILL STAFFING GROUP LLC	R MCMATH 8/6/22	8/19/2022	341780
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 8/7/22	8/19/2022	341693
400100	Salaries-Temp Employees	10.10	BEACON HILL STAFFING GROUP LLC	R MCMATH 8/13/22	8/26/2022	341877
400100	Salaries-Temp Employees	20.99	ALMOND & ASSOCIATES	M AMOS 8/4/22	9/2/2022	341906
400100	Salaries-Temp Employees	8.18	BEACON HILL STAFFING GROUP LLC	R MCMATH 8/20/22	9/2/2022	341979
400100	Salaries-Temp Employees	7.39	BEACON HILL STAFFING GROUP LLC	R MCMATH 8/27/22	9/2/2022	341979
400100	Salaries-Temp Employees	18.89	ALMOND & ASSOCIATES	M AMOS 9/4/22	9/16/2022	342093
400100	Salaries-Temp Employees	8.05	BEACON HILL STAFFING GROUP LLC	R MCMATH 9/10/22	9/16/2022	342168
400100	Salaries-Temp Employees	9.11	BEACON HILL STAFFING GROUP LLC	R MCMATH 9/3/22	9/16/2022	342168
400100	Salaries-Temp Employees	18.89	ALMOND & ASSOCIATES	M AMOS	9/30/2022	342336
400100	Salaries-Temp Employees	8.32	BEACON HILL STAFFING GROUP LLC	R MCMATH 9/17/22	9/30/2022	342407
400100	Salaries-Temp Employees	9.44	BEACON HILL STAFFING GROUP LLC	R MCMATH 9/24/22	9/30/2022	342407
409003	Benefits-Uniforms	24.45	IMAGE SOURCE INC	WORK CLOTHES	8/5/2022	341545
410000	Admin Supplies	5.91	OLYMPIC PRINTERS INC	WINDOW ENVELOPES	8/5/2022	341479
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	8/12/2022	341641
410000	Admin Supplies	9.97	CRYSTAL & SIERRA SPRINGS	WATER - Sedro	8/12/2022	341580
410000	Admin Supplies	10.68	CRYSTAL & SIERRA SPRINGS	water - Hillsview	9/23/2022	342203
410000	Admin Supplies	0.11	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	9/23/2022	342278
410000	Admin Supplies	11.48	OLYMPIC PRINTERS INC	ENVELOPES	9/30/2022	342318
411103	Computer Equip-Software Maintenance	0.14	EVERGREEN ID SYSTEMS	JOLLY ID FLOW PREMIER MAINT-1 YEAR	8/26/2022	341844
411104	Computer Equip-Software as a Service Fees	0.42	US WELLNESS INC	MONTHLY MONITORING - JUNE 2022	8/19/2022	341779
411104	Computer Equip-Software as a Service Fees	1.70	US WELLNESS INC	MONTHLY DIGITAL MONITORING USERS	8/26/2022	341874
411104	Computer Equip-Software as a Service Fees	19.97	RIGHT! SYSTEMS INC	HUNTRESS MANAGED BREACH DETECT	9/8/2022	342040
411901	Equip-Other-Leased/Rented	1.32	CANON FINANCIAL	CONTRACT 0667544-005	8/26/2022	341847
411901	Equip-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	CUST # 00904969	9/16/2022	342165
411901	Equip-Other-Leased/Rented	1.32	CANON FINANCIAL	CONTRACT # 0667544-005	9/23/2022	342263
420000	Professional Services-Legal	25.42	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	8/26/2022	341801
420000	Professional Services-Legal	0.46	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	8/26/2022	341801
420000	Professional Services-Legal	2.20	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	9/16/2022	342076
420908	Professional Services-Computers	3.13	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	8/5/2022	341552
420908	Professional Services-Computers	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS 8/1-31/22	8/12/2022	341623
420908	Professional Services-Computers	0.13	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	8/12/2022	341623

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
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Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
420908	Professional Services-Computers	2.71	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	8/26/2022	341875
420908	Professional Services-Computers	8.75	HYLAND SOFTWARE, INC	MANAGED SVCS 9/1-30/22	9/8/2022	342033
420908	Professional Services-Computers	3.27	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	9/8/2022	342065
420908	Professional Services-Computers	0.42	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	9/8/2022	342033
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING	8/5/2022	341535
421904	Admin - Cloud Recovery Services	9.55	NET2VAULT LLC	MANAGED VAULTING FEE	9/8/2022	342047
441000	Training/Registration-Individual	14.76	NAHRO	REG FEE CANDACE WINFIELD	9/30/2022	342321
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	8/12/2022	341640
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	7/23-8/23/22 CHGS	8/12/2022	341593
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	7/23-8/23/22 CHGS	8/12/2022	341593
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	8/23-9/23/22 CHGS	9/8/2022	342017
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	8/23-9/23/22 CHGS	9/8/2022	342017
450100	Comm-Long Distance Charges	0.26	CENTURYLINK	7/25-8/25/22 CHGS	8/12/2022	341593
450100	Comm-Long Distance Charges	0.35	CENTURYLINK	MONTHLY CHGS	9/2/2022	341980
450100	Comm-Long Distance Charges	0.26	CENTURYLINK	8/25-9/25/22 CHGS	9/16/2022	342108
450100	Comm-Long Distance Charges	0.28	CENTURYLINK	8/12-9/11/22 CHGS	9/30/2022	342408
491000	Admin Exp-Criminal/Background Checks	11.03	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	9.11	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	13.60	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	5.50	WASHINGTON STATE PATROL	BG CHECKS - JUN-22	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	3.31	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	5.50	WASHINGTON STATE PATROL	BG CHECKS - MAY-22	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	13.71	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/5/2022	341493
493000	Other Admin Exp-Postage	13.33	QUADIENT FINANCE USA INC	ACCT #7900 0440 8081 6949	8/19/2022	341774
493000	Other Admin Exp-Postage	9.92	MAIL ADVERTISING BUREAU INC	MAY 2022 STATEMENTS	8/19/2022	341680
493000	Other Admin Exp-Postage	11.54	MAIL ADVERTISING BUREAU INC	AUGUST 2022 STATEMENT	8/19/2022	341680
493000	Other Admin Exp-Postage	13.33	QUADIENT FINANCE USA INC	POSTAGE	9/23/2022	342291
493100	Other Admin Exp-Mail Handling	2.28	MAIL ADVERTISING BUREAU INC	MAY 2022 STATEMENTS	8/19/2022	341680
493100	Other Admin Exp-Mail Handling	2.30	MAIL ADVERTISING BUREAU INC	AUGUST 2022 STATEMENT	8/19/2022	341680
520104	Social Service -Interpretation	5.54	LANGUAGE LINE SERVICES, INC	INTERPRETATION ACCT# 9020543076	8/12/2022	341577
520104	Social Service -Interpretation	5.33	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/23/2022	342200
620002	Occ Exp-Maint -A & E	66.42	345 CONSTRUCTION AND FLOORING CO.	FLOORING REPAIRS	8/26/2022	341883
620006	Occ Exp-Maint -Floor Covering	2,204.40	345 CONSTRUCTION AND FLOORING CO.	FLOORING REPAIRS	8/26/2022	341883
620009	Occ Exp-Maint -Painting	50.00	345 CONSTRUCTION AND FLOORING CO.	FLOORING REPAIRS	8/26/2022	341883
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	8/12/2022	341637
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	8/12/2022	341637
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	8/12/2022	341637
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/30/2022	342389

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
08/01/2022 TO 09/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/30/2022	342389
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/30/2022	342389
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	LANDSCAPING	8/5/2022	341553
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	YARD CARE	8/26/2022	341876
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	LESS 338.35 TAX	9/30/2022	342406
620016	Occ Exp-Maint -Hazardous Material	1,704.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	8/26/2022	341819
660000	Occ Exp-Utilities-Water	210.27	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	173.16	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	110.44	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	104.30	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	220.92	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	177.95	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	214.78	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	148.42	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	98.16	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	141.12	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	173.16	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	154.60	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	129.86	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	105.12	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	123.67	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	75.37	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	111.30	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	122.71	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	116.58	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	105.12	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660000	Occ Exp-Utilities-Water	134.99	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660100	Occ Exp-Utilities-Sewer	438.33	CITY OF SEDRO WOOLLEY	SEWER	8/12/2022	341615
660100	Occ Exp-Utilities-Sewer	729.59	CITY OF SEDRO WOOLLEY	SEWER	8/12/2022	341615
660100	Occ Exp-Utilities-Sewer	290.90	CITY OF SEDRO WOOLLEY	SEWER	8/12/2022	341615
660100	Occ Exp-Utilities-Sewer	436.69	CITY OF SEDRO WOOLLEY	SEWER	9/16/2022	342131
660100	Occ Exp-Utilities-Sewer	291.33	CITY OF SEDRO WOOLLEY	SEWER	9/16/2022	342131
660100	Occ Exp-Utilities-Sewer	729.30	CITY OF SEDRO WOOLLEY	SEWER	9/16/2022	342131
660200	Occ Exp-Utilities-Electricity	64.07	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/2/2022	341935
660200	Occ Exp-Utilities-Electricity	62.25	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/2/2022	341935
660200	Occ Exp-Utilities-Electricity	53.23	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/30/2022	342366
660200	Occ Exp-Utilities-Electricity	67.46	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/30/2022	342366
660300	Occ Exp-Utilities-Natural Gas	27.96	CASCADE NATURAL GAS CO	GAS	8/12/2022	341602

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
08/01/2022 TO 09/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660300	Occ Exp-Utilities-Natural Gas	23.93	CASCADE NATURAL GAS CO	GAS	9/16/2022	342117
660500	Occ Exp-Utilities-Surface Water Mgmt	40.97	CITY OF SEDRO WOOLLEY	STORM	8/12/2022	341615
660500	Occ Exp-Utilities-Surface Water Mgmt	68.13	CITY OF SEDRO WOOLLEY	STORM	8/12/2022	341615
660500	Occ Exp-Utilities-Surface Water Mgmt	27.12	CITY OF SEDRO WOOLLEY	STORM	8/12/2022	341615
660500	Occ Exp-Utilities-Surface Water Mgmt	40.72	CITY OF SEDRO WOOLLEY	STORM	9/16/2022	342131
660500	Occ Exp-Utilities-Surface Water Mgmt	27.18	CITY OF SEDRO WOOLLEY	STORM	9/16/2022	342131
660500	Occ Exp-Utilities-Surface Water Mgmt	68.09	CITY OF SEDRO WOOLLEY	STORM	9/16/2022	342131
660700	Occ Exp-Utilities-Garbage	369.43	CITY OF SEDRO WOOLLEY	GARBAGE	8/12/2022	341615
660700	Occ Exp-Utilities-Garbage	581.00	CITY OF SEDRO WOOLLEY	GARBAGE	8/12/2022	341615
660700	Occ Exp-Utilities-Garbage	201.85	CITY OF SEDRO WOOLLEY	GARBAGE	8/12/2022	341615
660700	Occ Exp-Utilities-Garbage	326.73	CITY OF SEDRO WOOLLEY	GARBAGE	9/16/2022	342131
660700	Occ Exp-Utilities-Garbage	217.55	CITY OF SEDRO WOOLLEY	GARBAGE	9/16/2022	342131
660700	Occ Exp-Utilities-Garbage	580.55	CITY OF SEDRO WOOLLEY	GARBAGE	9/16/2022	342131
	SUBTOTAL CEDAR GROVE	20,197.81				
	CEDAR GROVE VOIDS	0				
	TOTAL CEDAR GROVE	20,197.81				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temp Employees	30.87	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/16/22	8/5/2022	341554
400100	Salaries-Temp Employees	29.84	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/23/22	8/5/2022	341554
400100	Salaries-Temp Employees	31.32	ALMOND & ASSOCIATES	M AMOS 7/17/22	8/5/2022	341489
400100	Salaries-Temp Employees	11.94	ALMOND & ASSOCIATES	M AMOS 7/24/22	8/5/2022	341489
400100	Salaries-Temp Employees	25.15	BEACON HILL STAFFING GROUP LLC	R MCMATH 7/30/22	8/12/2022	341658
400100	Salaries-Temp Employees	30.69	BEACON HILL STAFFING GROUP LLC	R MCMATH 8/6/22	8/19/2022	341780
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M AMOS 8/7/22	8/19/2022	341693
400100	Salaries-Temp Employees	30.29	BEACON HILL STAFFING GROUP LLC	R MCMATH 8/13/22	8/26/2022	341877
400100	Salaries-Temp Employees	62.65	ALMOND & ASSOCIATES	M AMOS 8/4/22	9/2/2022	341906
400100	Salaries-Temp Employees	24.55	BEACON HILL STAFFING GROUP LLC	R MCMATH 8/20/22	9/2/2022	341979
400100	Salaries-Temp Employees	22.18	BEACON HILL STAFFING GROUP LLC	R MCMATH 8/27/22	9/2/2022	341979
400100	Salaries-Temp Employees	24.16	BEACON HILL STAFFING GROUP LLC	R MCMATH 9/10/22	9/16/2022	342168
400100	Salaries-Temp Employees	27.32	BEACON HILL STAFFING GROUP LLC	R MCMATH 9/3/22	9/16/2022	342168
400100	Salaries-Temp Employees	56.38	ALMOND & ASSOCIATES	M AMOS 9/4/22	9/16/2022	342093
400100	Salaries-Temp Employees	28.31	BEACON HILL STAFFING GROUP LLC	R MCMATH 9/24/22	9/30/2022	342407
400100	Salaries-Temp Employees	56.38	ALMOND & ASSOCIATES	M AMOS	9/30/2022	342336
400100	Salaries-Temp Employees	24.95	BEACON HILL STAFFING GROUP LLC	R MCMATH 9/17/22	9/30/2022	342407

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
08/01/2022 TO 09/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
409003	Benefits-Uniforms	73.35	IMAGE SOURCE INC	WORK CLOTHES	8/5/2022	341545
410000	Admin Supplies	17.74	OLYMPIC PRINTERS INC	WINDOW ENVELOPES	8/5/2022	341479
410000	Admin Supplies	0.33	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	8/12/2022	341641
410000	Admin Supplies	29.91	CRYSTAL & SIERRA SPRINGS	WATER - Sedro	8/12/2022	341580
410000	Admin Supplies	32.05	CRYSTAL & SIERRA SPRINGS	water - Hillsvie	9/23/2022	342203
410000	Admin Supplies	0.34	CANON SOLUTIONS AMERICA INC	CONTRACT 2209920	9/23/2022	342278
410000	Admin Supplies	34.43	OLYMPIC PRINTERS INC	ENVELOPES	9/30/2022	342318
411103	Computer Equip-Software Maintenance	0.42	EVERGREEN ID SYSTEMS	JOLLY ID FLOW PREMIER MAINT-1 YEAR	8/26/2022	341844
411104	Computer Equip-Software as a Service Fees	1.31	US WELLNESS INC	MONTHLY MONITORING - JUNE 2022	8/19/2022	341779
411104	Computer Equip-Software as a Service Fees	5.11	US WELLNESS INC	MONTHLY DIGITAL MONITORING USERS	8/26/2022	341874
411104	Computer Equip-Software as a Service Fees	59.92	RIGHT! SYSTEMS INC	HUNTRESS MANAGED BREACH DETECT	9/8/2022	342040
411901	Equip-Other-Leased/Rented	3.96	CANON FINANCIAL	CONTRACT 0667544-005	8/26/2022	341847
411901	Equip-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	CUST # 00904969	9/16/2022	342165
411901	Equip-Other-Leased/Rented	3.96	CANON FINANCIAL	CONTRACT # 0667544-005	9/23/2022	342263
420000	Professional Services-Legal	75.87	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	8/26/2022	341801
420000	Professional Services-Legal	1.37	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	8/26/2022	341801
420000	Professional Services-Legal	6.57	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	9/16/2022	342076
420908	Professional Services-Computers	9.40	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	8/5/2022	341552
420908	Professional Services-Computers	26.25	HYLAND SOFTWARE, INC	MANAGED SVCS 8/1-31/22	8/12/2022	341623
420908	Professional Services-Computers	0.40	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	8/12/2022	341623
420908	Professional Services-Computers	8.12	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	8/26/2022	341875
420908	Professional Services-Computers	26.25	HYLAND SOFTWARE, INC	MANAGED SVCS 9/1-30/22	9/8/2022	342033
420908	Professional Services-Computers	9.82	AFFIRMA CONSULTING LLC	SHAREPOINT MIGRATION	9/8/2022	342065
420908	Professional Services-Computers	1.27	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	9/8/2022	342033
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING	8/5/2022	341535
421904	Admin - Cloud Recovery Services	28.65	NET2VAULT LLC	MANAGED VAULTING FEE	9/8/2022	342047
441000	Training/Registration-Individual	34.44	NAHRO	REG FEE CANDACE WINFIELD	9/30/2022	342321
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	7/23-8/23/22 CHGS	8/12/2022	341593
450002	Comm-Phones Lines-Service-Digital Voice	0.84	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	8/12/2022	341640
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	7/23-8/23/22 CHGS	8/12/2022	341593
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	8/23-9/23/22 CHGS	9/8/2022	342017
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	8/23-9/23/22 CHGS	9/8/2022	342017
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	JULY 2022 CHGS	8/19/2022	341745
450003	Comm-Phones Lines-Security	135.00	CONSOLIDATED TECHNOLOGY SERVICES	AUGUST 2022 CHGS	9/23/2022	342261
450100	Comm-Long Distance Charges	0.79	CENTURYLINK	7/25-8/25/22 CHGS	8/12/2022	341593
450100	Comm-Long Distance Charges	8.29	LINGO	7/21-8/20/22 CHGS	8/12/2022	341616
450100	Comm-Long Distance Charges	1.06	CENTURYLINK	MONTHLY CHGS	9/2/2022	341980
450100	Comm-Long Distance Charges	0.77	CENTURYLINK	8/25-9/25/22 CHGS	9/16/2022	342108

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
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Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450100	Comm-Long Distance Charges	0.83	CENTURYLINK	8/12-9/11/22 CHGS	9/30/2022	342408
491000	Admin Exp-Criminal/Background Checks	33.01	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	27.31	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	40.83	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	16.50	WASHINGTON STATE PATROL	BG CHECKS - JUN-22	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	9.94	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	16.50	WASHINGTON STATE PATROL	BG CHECKS - MAY-22	8/5/2022	341493
491000	Admin Exp-Criminal/Background Checks	41.13	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/5/2022	341493
493000	Other Admin Exp-Postage	40.00	QUADIANT FINANCE USA INC	ACCT #7900 0440 8081 6949	8/19/2022	341774
493000	Other Admin Exp-Postage	29.76	MAIL ADVERTISING BUREAU INC	MAY 2022 STATEMENTS	8/19/2022	341680
493000	Other Admin Exp-Postage	34.61	MAIL ADVERTISING BUREAU INC	AUGUST 2022 STATEMENT	8/19/2022	341680
493000	Other Admin Exp-Postage	40.00	QUADIANT FINANCE USA INC	POSTAGE	9/23/2022	342291
493100	Other Admin Exp-Mail Handling	6.84	MAIL ADVERTISING BUREAU INC	MAY 2022 STATEMENTS	8/19/2022	341680
493100	Other Admin Exp-Mail Handling	6.89	MAIL ADVERTISING BUREAU INC	AUGUST 2022 STATEMENT	8/19/2022	341680
520104	Social Service -Interpretation	16.62	LANGUAGE LINE SERVICES, INC	INTERPRETATION ACCT# 9020543076	8/12/2022	341577
520104	Social Service -Interpretation	16.00	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/23/2022	342200
610007	Occ Exp-Materials-Paint	85.42	SHERWIN WILLIAMS CO	PAINT SUPPLIES	8/19/2022	341724
620002	Occ Exp-Maint -A & E	154.98	345 CONSTRUCTION AND FLOORING CO.	FLOORING REPAIRS	8/26/2022	341883
620006	Occ Exp-Maint -Floor Covering	1,778.00	345 CONSTRUCTION AND FLOORING CO.	JOB# MP2200630	8/12/2022	341670
620009	Occ Exp-Maint -Painting	50.00	345 CONSTRUCTION AND FLOORING CO.	JOB# MP2200630	8/12/2022	341670
620011	Occ Exp-Maint -Fire/Safety	1,793.87	SMITH FIRE SYSTEMS INC	LABOR AND MATERIALS - W/E 07/02/22	9/2/2022	341977
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	8/12/2022	341637
620012	Occ Exp-Maint -Pest Control	35.00	STOP BUGGING ME PEST CONTROL	PEST CONTROL	9/30/2022	342389
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	LANDSCAPING	8/5/2022	341553
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	YARD CARE	8/26/2022	341876
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	LESS 338.35 TAX	9/30/2022	342406
620018	Occ Exp-Maint -Building Security	654.21	COMMERCIAL ENTRY SYSTEMS INC	KEYPAD TROUBLESHOOTING/PO# 84879	8/19/2022	341708
620021	Occ Exp-Maint -HVAC Heating, Vent & AC	149.00	RONK BROS INC	SVC CALL	8/19/2022	341746
660000	Occ Exp-Utilities-Water	2,014.43	PUBLIC UTILITY DISTRICT #1	WATER	9/16/2022	342126
660100	Occ Exp-Utilities-Sewer	4,290.09	CITY OF SEDRO WOOLLEY	SEWER	8/12/2022	341615
660100	Occ Exp-Utilities-Sewer	4,289.43	CITY OF SEDRO WOOLLEY	SEWER	9/16/2022	342131
660200	Occ Exp-Utilities-Electricity	1,038.57	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	9/2/2022	341935
660201	Occ Exp-Utilities-Electricity-Closing Bill	18.34	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/5/2022	341516
660201	Occ Exp-Utilities-Electricity-Closing Bill	12.61	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/12/2022	341606
660500	Occ Exp-Utilities-Surface Water Mgmt	395.94	CITY OF SEDRO WOOLLEY	STORM	8/12/2022	341615
660500	Occ Exp-Utilities-Surface Water Mgmt	395.85	CITY OF SEDRO WOOLLEY	STORM	9/16/2022	342131
660700	Occ Exp-Utilities-Garbage	1,239.20	CITY OF SEDRO WOOLLEY	GARBAGE	8/12/2022	341615
660700	Occ Exp-Utilities-Garbage	1,228.12	CITY OF SEDRO WOOLLEY	GARBAGE	9/16/2022	342131

SEDRO-WOOLLEY HOUSING AUTHORITY
 Accounts Payable Report
 08/01/2022 TO 09/30/2022

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
	SUBTOTAL HILLSVIEW	24,684.58				
	VOIDS	0				
	TOTAL HILLSVIEW	24,684.58				
TOTAL SEDRO WOOLLEY		44,882.39				

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 481

**EXECUTIVE DIRECTOR/CEO AND SECRETARY-TREASURER APPOINTMENT TO
SEDRO-WOOLLEY HOUSING AUTHORITY – ROBIN WALLS**

WHEREAS, the Board of Commissioners (the “Board”) of the Sedro-Woolley Housing Authority (“SWHA”) has received and accepted the resignation of Stephen Norman, Executive Director; and

WHEREAS, the Board wishes to appoint Robin Walls as Executive Director/CEO and Acting Secretary-Treasurer to the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY; as follows:**

That the Board of Commissioners of the Sedro-Woolley Housing Authority hereby authorizes the Chair of the Board to endorse any and all documents necessary to formalize the appointment of Robin Walls, as the Executive Director/CEO and Acting Secretary-Treasurer, including but not limited to an employment agreement.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY A SPECIAL
OPEN PUBLIC MEETING THIS 18th DAY OF AUGUST, 2022.**

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON**

LAURIE FELLERS, Chair
Board of Commissioner

ROBIN WALLS
Secretary-Treasurer

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THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 482

**A RESOLUTION ADOPTING THE ANNUAL CIVIL RIGHTS CERTIFICATION REQUIRED
IN CONJUNCTION WITH THE RECEIPT OF THE FEDERAL FISCAL YEAR 2022
ALLOCATION OF FUNDS FROM THE HUD CAPITAL FUND PROGRAM**

WHEREAS, the 24 CFR 905.300 establishes the HUD requirements for the Housing Authority's annual receipt of Capital Fund Program (CFP) funds; and

WHEREAS, the Housing Authority has been awarded \$310,589 in CFP funds for 2022; and

WHEREAS, one of the requirements are that the Housing Authority Board of Commissioners certify that the Authority will carry out the public housing program in compliance with various federal acts listed in the attached Civil Rights Certification (HUD-50077-CR); and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY, THAT:

SECTION 1. In 2022, the public housing program will continue to be carried out in conformance with the requirements of the attached "Civil Rights Certification."

SECTION 2. Dan Watson, Secretary/Treasurer of the Board of Commissioners is authorized to sign the attached "Civil Rights Certification" and submit it to HUD in compliance with the requirements for receipt of CFP funds for federal fiscal year 2022.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 20th DAY OF OCTOBER, 2022.

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON**

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Director of Finance
DATE: August 10, 2022
RE: June 2022 Financial Report

Attached for your review is the unaudited financial report for June 2022. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

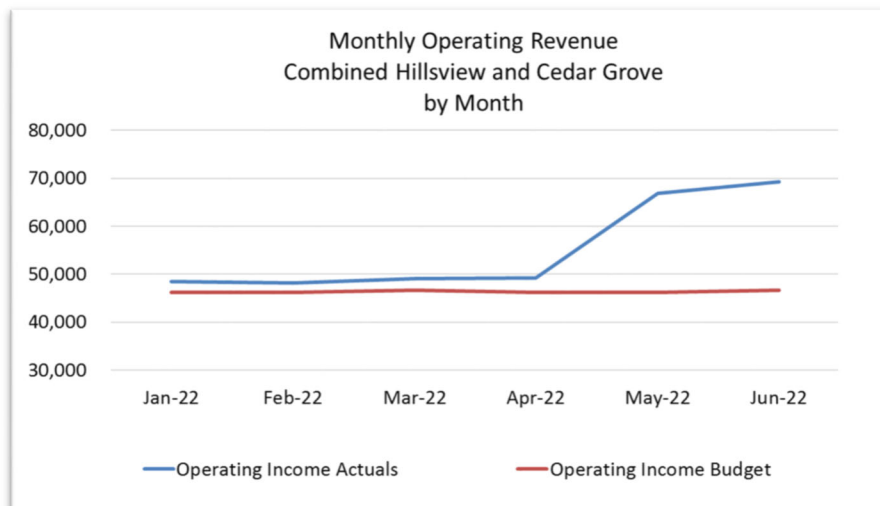
Year-to-date operating income is 18.6% over budget and operating expenses are 15.8% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$10,133	9.2%	●	Salaries and Benefits	(\$8,194)	-8.9%	●
Federal Operating Support	41,772	25.1%	●	Administrative Expenses	(\$4,670)	-9.3%	●
Other Revenue	(205)	-20.5%	●	Maintenance Expenses, Utilities, Taxes	(\$29,790)	-23.4%	●
				Other Programmatic Expenses	\$142	56.7%	●
Total Operating Income	\$51,700	18.6%	●	Total Operating Expenses	(42,511)	-15.8%	●

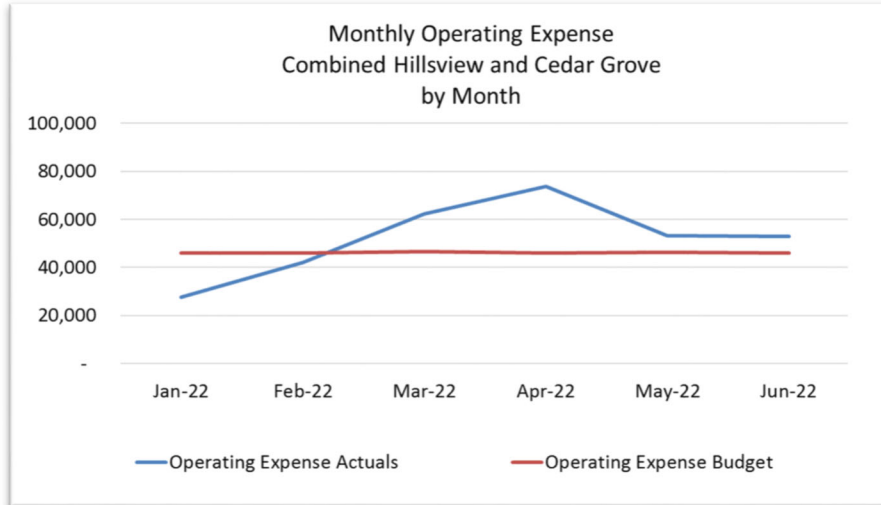
● Green are favorable variances
 ● Yellow are unfavorable variances less than 5%
 ● Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$329,240 exceeded budget expectations by \$51,700 or 18.6%. The primary reason for this variance is due to better than expected prorated for the operating fund subsidy. The budget assumed a 92% prorated, whereas the actual interim prorated through August was 104.8%.



Year-to-date operating expenses in the amount of \$311,895 are over budget by 15.8%. The primary reasons for the variance were unexpected water mitigation expenses and higher than budgeted elevator maintenance costs at Hillsview. The spike in April was mainly due to the occurrence of three pay periods in the month.

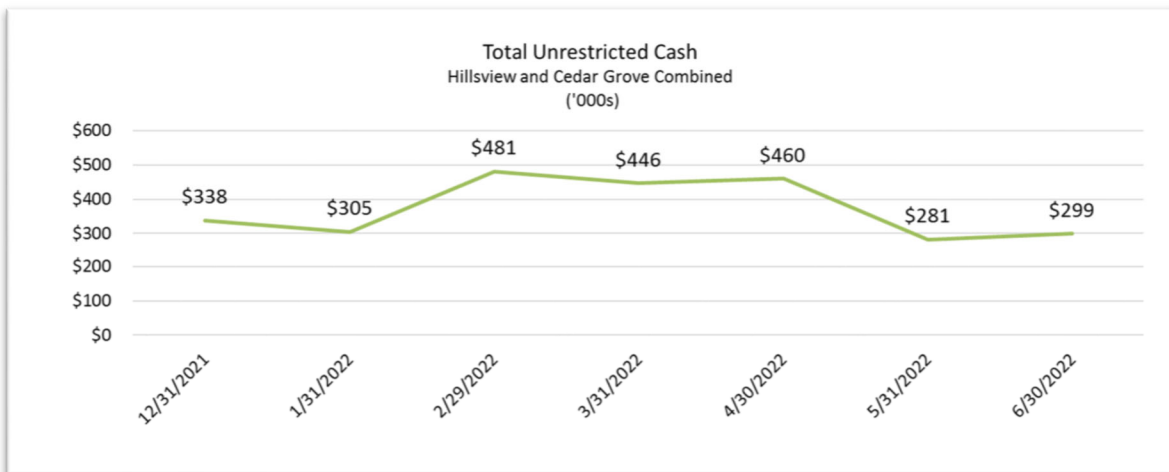


CAPITAL ACTIVITY

Capital project expenditures were under budget by 37.78% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year. However, no unit upgrades have been completed through June as actual timing is dependent on unit availability. This variance was partially offset by capital construction costs related to the Cedar Grove envelope and roof project, which was budgeted to be completed during the prior year but was delayed due to the weather conditions and the availability of materials.

CHANGE IN UNRESTRICTED CASH

Since the beginning of the year, unrestricted cash decreased by \$39,194 primarily due to payments of short-term liabilities. This amount was partially offset by the receipt of capital grant receivables that were outstanding at year-end.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of June 30, 2022

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$113,977	\$184,663	\$298,640
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,300	9,000
Total Cash	<u>117,677</u>	<u>189,963</u>	<u>307,640</u>
Current Assets	5,762	7,445	13,208
Long-term Assets	737,743	1,158,458	1,896,201
Total Other Assets	<u>743,505</u>	<u>1,165,904</u>	<u>1,909,408</u>
Total Assets	<u><u>861,182</u></u>	<u><u>1,355,866</u></u>	<u><u>2,217,048</u></u>
Current Liabilities	19,471	24,647	44,118
Long-Term Liabilities	-	-	-
Total Liabilities	<u>19,471</u>	<u>24,647</u>	<u>44,118</u>
Equity	841,711	1,331,219	2,172,930
Total Liabilities and Equity	<u><u>\$861,182</u></u>	<u><u>\$1,355,866</u></u>	<u><u>\$2,217,048</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended June 30, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$337,833				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,050				
Total Beginning Resources	\$346,883				
Tenant Revenue	\$120,581	\$110,448	\$10,133	9.2%	
Operating Subsidy from HUD-PH	207,864	166,092	41,772	25.1%	(1)
Other Operating Income	795	1,000	(205)	(20.5%)	
Total Operating Income	329,240	277,540	51,700	18.6%	
Salaries	(72,845)	(63,310)	(9,535)	(15.1%)	
Benefits	(27,032)	(28,372)	1,341	4.7%	
Occupancy Expenses	(156,952)	(127,163)	(29,790)	(23.4%)	(2)
Other Social Service Expenses	(108)	(250)	142	56.7%	
Administrative Expenses	(54,958)	(50,288)	(4,670)	(9.3%)	
Total Operating Expenses	(311,895)	(269,383)	(42,511)	(15.8%)	
Operating Cash Flow	17,345	8,157	9,188	112.6%	
Non-Operating Income	40,057	64,069	(24,012)	(37.5%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(39,702)	(63,682)	23,979	37.7%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	50	-	50	n/a	
Transfers In/Out	1,434	-	1,434	n/a	
Others Sources/(Uses of Cash)	(58,378)	-	(58,378)	n/a	(4)
Non Operating Net Sources (Uses) of Cash	(56,539)	387	(56,926)	(14,691.4%)	
Net Change in Unrestricted Cash	(\$39,194)	\$8,544	(\$47,738)	(558.7%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$298,640				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,000				
Total Ending Resources	\$307,640				

- 1) Actual HUD Contribution Revenue was higher due to greater than anticipated prorated. The interim prorated is 104.8% whereas the budget assumed 92%.
- 2) Mainly due to unexpected water mitigation expenses totaling \$10.4k and higher than planned elevator maintenance costs at Hillside totaling \$14k.
- 3) Three unit upgrades were budgeted evenly over the year, but no projects have yet to begin as unit upgrades depend on availability. Also, the budgeted Hillside office remodeling and common area furniture update have yet to occur. These variances were partially offset by the Cedar Grove envelope and roof project that was budgeted in 2021 but was not completed until February 2022 due to the weather conditions and the availability of materials. In aggregate, these variances have resulted in a less than budgeted draw from the CFP grant.
- 4) Decrease in grants receivable and prepaid insurance offset by decreases in accounts payable and contract retention.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended June 30, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$184,899				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,600				
Total Beginning Resources	\$188,499				
Tenant Revenue	\$28,074	\$21,842	\$6,232	28.5%	(1)
Operating Subsidy from HUD-PH	71,070	60,774	10,296	16.9%	(2)
Other Operating Income	281	125	156	124.8%	
Total Operating Income	99,425	82,741	16,684	20.2%	
Salaries	(18,690)	(15,828)	(2,862)	(18.1%)	
Benefits	(6,963)	(8,191)	1,228	15.0%	
Occupancy Expenses	(49,325)	(53,376)	4,050	7.6%	
Other Social Service Expenses	(27)	(25)	(2)	(8.1%)	
Administrative Expenses	(13,848)	(12,123)	(1,725)	(14.2%)	
Total Operating Expenses	(88,853)	(89,542)	689	0.8%	
Operating Cash Flow	10,572	(6,801)	17,373	255.4%	
Non-Operating Income	39,694	42,105	(2,411)	(5.7%)	
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(39,702)	(41,998)	2,296	5.5%	
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(100)	-	(100)	n/a	
Transfers In/Out	1,434	-	1,434	n/a	
Others Sources/(Uses of Cash)	(82,820)	-	(82,820)	n/a	(3)
Non Operating Net Sources (Uses) of Cash	(81,494)	107	(81,601)	(76,276.9%)	
Net Change in Unrestricted Cash	(\$70,922)	(\$6,694)	(\$64,228)	(959.5%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$113,977				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
Total Ending Resources	\$117,677				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Actual HUD Contribution Revenue was higher due to greater than anticipated prorate. The interim prorate is 104.8% whereas the budget assumed 92%.
- 3) Decrease in accounts payable and contract retention offset by decrease in grants receivable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended June 30, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$152,934				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,450				
Total Beginning Resources	\$158,384				
Tenant Revenue	\$92,507	\$88,606	\$3,901	4.4%	
Operating Subsidy from HUD-PH	136,794	105,318	31,476	29.9%	(1)
Other Operating Income	514	875	(361)	(41.3%)	
Total Operating Income	229,815	194,799	35,016	18.0%	
Salaries	(54,155)	(47,482)	(6,672)	(14.1%)	
Benefits	(20,068)	(20,181)	113	0.6%	
Occupancy Expenses	(107,627)	(73,787)	(33,840)	(45.9%)	(2)
Other Social Service Expenses	(81)	(225)	144	63.9%	
Administrative Expenses	(41,110)	(38,166)	(2,945)	(7.7%)	
Total Operating Expenses	(223,041)	(179,841)	(43,201)	(24.0%)	
Operating Cash Flow	6,773	14,958	(8,185)	(54.7%)	
Non-Operating Income	363	21,964	(21,601)	(98.3%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	-	(21,684)	21,684	100.0%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	150	-	150	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	24,443	-	24,443	n/a	(4)
Non Operating Net Sources (Uses) of Cash	24,955	281	24,675	8,796.7%	
Net Change in Unrestricted Cash	\$31,729	\$15,239	\$16,490	108.2%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$184,663				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,300				
Total Ending Resources	\$189,963				

- 1) Actual HUD Contribution Revenue was higher due to greater than anticipated prorated. The interim prorated is 104.8% whereas the budget assumed 92%.
- 2) Mainly due to unexpected water mitigation expenses totaling \$10.4k and higher than planned elevator maintenance costs totaling \$14k.
- 3) One unit upgrade plus an office remodeling/common area furniture update project were budgeted evenly throughout the year, but have yet to begin, resulting in less than budgeted draw from the CFP grant. Unit upgrades depend on availability.
- 4) Decrease in grants receivable, accounts receivable, and prepaid insurance offset by decrease in accounts payable.



SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Windy Epps, Director of Finance
DATE: October 7, 2022
RE: August 2022 Financial Report

Attached for your review is the unaudited financial report for August 2022. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

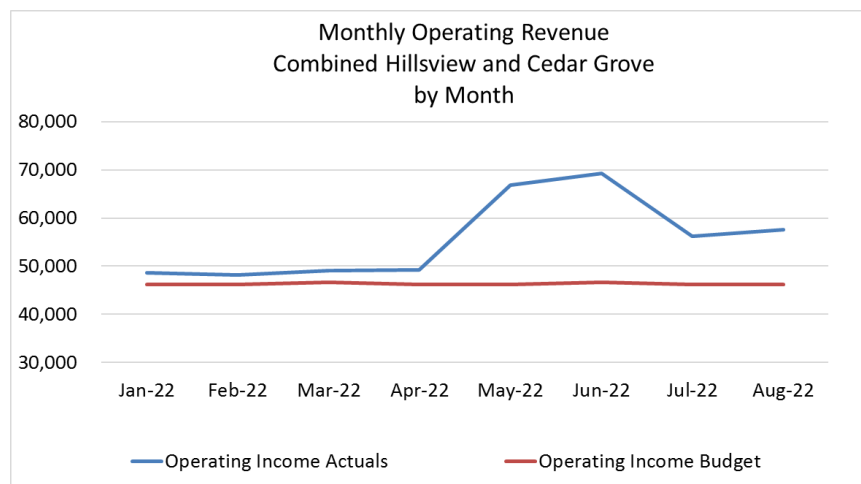
Year-to-date operating income is 19.6% over budget and operating expenses are 20% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	\$16,285	11.1%	●	Salaries and Benefits	(\$9,196)	-7.5%	●
Federal Operating Support	55,993	25.3%	●	Administrative Expenses	(\$1,984)	-2.8%	●
Other Revenue	170	17.0%	●	Maintenance Expenses, Utilites, Taxes	(\$61,944)	-36.5%	●
				Other Programmatic Expenses	\$182	54.5%	●
Total Operating Income	\$72,448	19.6%	●	Total Operating Expenses	(72,942)	-20.0%	●

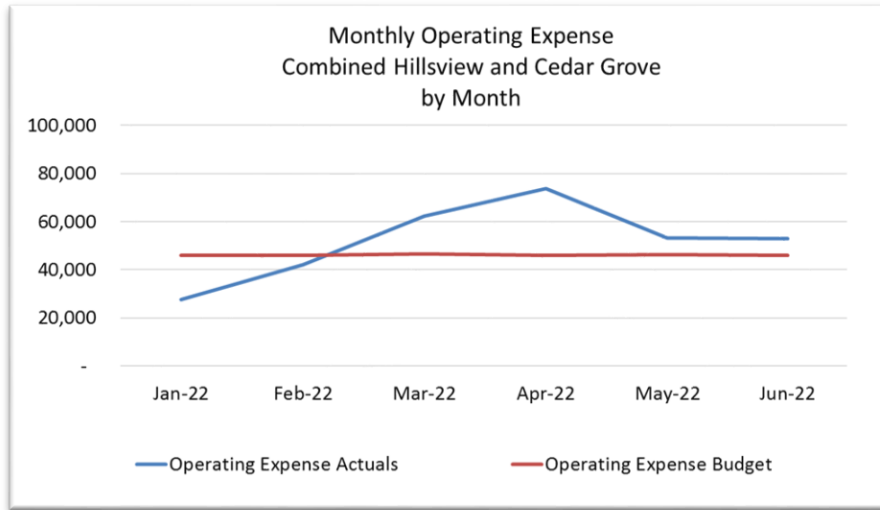
● Green are favorable variances
 ● Yellow are unfavorable variances less than 5%
 ● Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$442,168 exceeded budget expectations by \$72,448 or 19.6%. The primary reason for this variance is due to better than expected prorated for the operating fund subsidy. The budget assumed a 92% prorated, whereas the actual interim prorated through August was 104.33%.



Year-to-date operating expenses in the amount of \$311,895 are over budget by 20%. The primary reasons for the variance were unexpected water mitigation expenses, greater than anticipated floor covering expenses, and higher than budgeted elevator maintenance costs at Hillsvieview. Cedar Grove also saw a rise in expenses due to flooring and cabinet repair costs to fix mold damage. The spike in April was mainly due to the occurrence of three pay periods in the month.

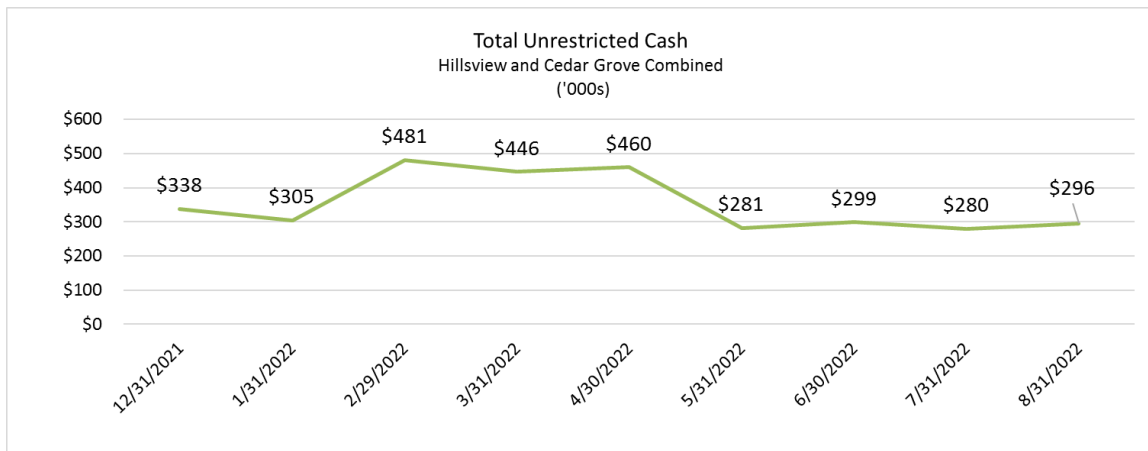


CAPITAL ACTIVITY

Capital project expenditures were under budget by 53.2% due to the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year. However, no unit upgrades have been completed through August as actual timing is dependent on unit availability. This variance was partially offset by capital construction costs related to the Cedar Grove envelope and roof project, which was budgeted to be completed during the prior year but was delayed due to the weather conditions and the availability of materials.

CHANGE IN UNRESTRICTED CASH

Since the beginning of the year, unrestricted cash decreased by \$42,073 primarily due to the repayment of the contract retention and reduction of accounts payable. These amounts were partially offset by the receipt of capital grant receivables that were outstanding at year-end.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of August 31, 2022

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$99,062	\$196,699	\$295,761
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,300	9,000
Total Cash	<u>102,762</u>	<u>201,999</u>	<u>304,761</u>
Current Assets	1,704	3,433	5,137
Long-term Assets	732,542	1,146,363	1,878,904
Total Other Assets	<u>734,246</u>	<u>1,149,796</u>	<u>1,884,042</u>
Total Assets	<u><u>837,008</u></u>	<u><u>1,351,795</u></u>	<u><u>2,188,802</u></u>
Current Liabilities	19,571	24,747	44,318
Long-Term Liabilities	-	-	-
Total Liabilities	<u>19,571</u>	<u>24,747</u>	<u>44,318</u>
Equity	817,437	1,327,047	2,144,484
Total Liabilities and Equity	<u><u>\$837,008</u></u>	<u><u>\$1,351,795</u></u>	<u><u>\$2,188,802</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended August 31, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$337,833				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,050				
Total Beginning Resources	\$346,883				
Tenant Revenue	\$163,550	\$147,264	\$16,285	11.1%	(1)
Operating Subsidy from HUD-PH	277,449	221,456	55,993	25.3%	(2)
Other Operating Income	1,170	1,000	170	17.0%	
Total Operating Income	442,168	369,720	72,448	19.6%	
Salaries	(95,739)	(84,413)	(11,325)	(13.4%)	
Benefits	(35,667)	(37,796)	2,130	5.6%	
Occupancy Expenses	(231,491)	(169,547)	(61,944)	(36.5%)	(3)
Other Social Service Expenses	(152)	(334)	182	54.5%	
Administrative Expenses	(73,747)	(71,763)	(1,984)	(2.8%)	
Total Operating Expenses	(436,795)	(363,854)	(72,942)	(20.0%)	
Operating Cash Flow	5,373	5,866	(493)	(8.4%)	
Non-Operating Income	40,880	85,425	(44,546)	(52.1%)	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(39,702)	(84,909)	45,206	53.2%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	50	-	50	n/a	
Transfers In/Out	1,434	-	1,434	n/a	
Others Sources/(Uses of Cash)	(50,107)	-	(50,107)	n/a	(5)
Non Operating Net Sources (Uses) of Cash	(47,446)	517	(47,962)	(9,283.5%)	
Net Change in Unrestricted Cash	(42,073)	\$6,383	(\$48,456)	(759.1%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$295,761				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,000				
Total Ending Resources	\$304,761				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Actual HUD Contribution Revenue was higher due to greater than anticipated prorated. The interim prorated is 104.33% whereas the budget assumed 92%.
- 3) Occupancy expenses were higher than budget due to flooring and cabinet repair to fix mold damage at Cedar Grove. Floor covering expense of \$12.5K, unexpected water mitigation expenses totaling \$10.4k, and higher than planned elevator maintenance costs totaling \$14k at Hillview.
- 4) Three unit upgrades were budgeted evenly over the year, but no projects have yet to begin as unit upgrades depend on availability. Also, the budgeted Hillview office remodeling and common area furniture update have yet to occur. These variances were partially offset by the Cedar Grove envelope and roof project that was budgeted in 2021 but was not completed until February 2022 due to the weather conditions and the availability of materials. In aggregate, these variances have resulted in a less than budgeted draw from the CFP grant.
- 5) Decreases in accounts payable and contract retention offset by decrease in grants receivable, accounts receivable, and prepaid insurance.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended August 31, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$184,899				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,600				
Total Beginning Resources	\$188,499				
Tenant Revenue	\$40,123	\$29,123	\$11,000	37.8%	(1)
Operating Subsidy from HUD-PH	94,736	81,032	13,704	16.9%	(2)
Other Operating Income	415	125	290	232.2%	
Total Operating Income	135,274	110,280	24,994	22.7%	
Salaries	(24,496)	(21,104)	(3,392)	(16.1%)	
Benefits	(9,147)	(10,922)	1,775	16.2%	
Occupancy Expenses	(91,988)	(71,167)	(20,821)	(29.3%)	(3)
Other Social Service Expenses	(38)	(33)	(5)	(13.6%)	
Administrative Expenses	(18,382)	(17,341)	(1,041)	(6.0%)	
Total Operating Expenses	(144,051)	(120,567)	(23,484)	(19.5%)	
Operating Cash Flow	(8,777)	(10,287)	1,510	14.7%	
Non-Operating Income	39,970	56,140	(16,170)	(28.8%)	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(39,702)	(55,997)	16,295	29.1%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(100)	-	(100)	n/a	
Transfers In/Out	1,434	-	1,434	n/a	
Others Sources/(Uses of Cash)	(78,662)	-	(78,662)	n/a	(5)
Non Operating Net Sources (Uses) of Cash	(77,061)	143	(77,203)	(54,124.5%)	
Net Change in Unrestricted Cash	(\$85,838)	(\$10,145)	(\$75,693)	(746.1%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$99,062				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
Total Ending Resources	\$102,762				

- 1) Dwelling rents were higher than expected. Rents are calculated based on income.
- 2) Actual HUD Contribution Revenue was higher due to greater than anticipated prorated. The interim prorated is 104.33% whereas the budget assumed 92%.
- 3) Occupancy expenses were higher than budget due to flooring and cabinet repair to fix mold damage. Unbudgeted.
- 4) Two unit upgrades that were budgeted evenly throughout the year but have yet to begin as unit upgrades depend on availability. This is partially offset by Cedar Grove envelope and roof project budgeted in 2021 but completed February of this year due to delay related to weather and availability of materials. Combined, these variances have resulted in a less draw from the CFP grant.
- 5) Decrease in accounts payable and contract retention offset by decrease in grants receivable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended August 31, 2022

	2022 YTD Actual	2022 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$152,934				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,450				
Total Beginning Resources	\$158,384				
Tenant Revenue	\$123,426	\$118,141	\$5,285	4.5%	
Operating Subsidy from HUD-PH	182,713	140,424	42,289	30.1%	(1)
Other Operating Income	755	875	(120)	(13.7%)	
Total Operating Income	306,894	259,440	47,454	18.3%	
Salaries	(71,243)	(63,310)	(7,933)	(12.5%)	
Benefits	(26,520)	(26,874)	355	1.3%	
Occupancy Expenses	(139,503)	(98,380)	(41,123)	(41.8%)	(2)
Other Social Service Expenses	(114)	(300)	186	62.0%	
Administrative Expenses	(55,365)	(54,422)	(943)	(1.7%)	
Total Operating Expenses	(292,744)	(243,286)	(49,458)	(20.3%)	
Operating Cash Flow	14,150	16,154	(2,003)	(12.4%)	
Non-Operating Income	910	29,285	(28,376)	(96.9%)	(3)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	-	(28,911)	28,911	100.0%	(3)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	150	-	150	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	28,555	-	28,555	n/a	(4)
Non Operating Net Sources (Uses) of Cash	29,615	374	29,241	7,818.4%	
Net Change in Unrestricted Cash	\$43,765	\$16,528	\$27,237	164.8%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$196,699				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,300				
Total Ending Resources	\$201,999				

- 1) Actual HUD Contribution Revenue was higher due to greater than anticipated prorated. The interim prorated is 104.33% whereas the budget assumed 92%.
- 2) Mainly due to unexpected water mitigation expenses totaling \$10.4k, floor covering expense of \$12.5K and higher than planned elevator maintenance costs totaling \$14k.
- 3) One unit upgrade plus an office remodeling/common area furniture update project were budgeted evenly throughout the year, but have yet to begin, resulting in less than budgeted draw from the CFP grant. Unit upgrades depend on availability.
- 4) Decrease in grants receivable, accounts receivable, and prepaid insurance offset by decrease in accounts payable.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

June 2022 - July 2022

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	0	3	0
Cedar Grove	0	0	0

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 13.4 days.

- Hillsview
 - 109 Housed 6/17
 - 339 Housed 7/6
 - 108 Housed 6/22
- Cedar Grove
 - Nothing to Report

Current Applications of Wait List as of July 31, 2022

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	118	81	48	166

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	145	22	167
3 Bedrooms	30	7	37
4 Bedrooms	2	0	2
Total	177	29	206

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	62	2	1	5	0	70
Cedar Grove I	23	1	0	0	0	24
Cedar Grove II	14	0	0	0	0	14
Cedar Grove III	13	0	0	0	0	13
Cedar Grove (all sites)	51	1	0	0	0	51
Total	121	3	1	5	0	121

Resident Functions

There are no resident functions.

Staffing

Previous Meeting Concerns

- None

Resident Issues

- None

Building Issues

- None

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

August 2022 - September 2022

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	0	0	0
Cedar Grove	0	0	0

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 13.4 days.

- Hillsview
 - Nothing to Report
- Cedar Grove
 - Nothing to Report

Current Applications of Wait List as of July 31, 2022

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	120	100	50	170

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	158	24	182
3 Bedrooms	41	7	48
4 Bedrooms	4	0	4
Total	203	31	234

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	49	6	1	0	0	56
Cedar Grove I	8	0	0	0	0	8
Cedar Grove II	4	10	0	0	0	14
Cedar Grove II	8	7	0	0	0	15
Cedar Grove (all sites)	20	17	0	0	0	37
Total	69	23	1	0	0	93

Resident Functions

Community Action of Skagit County sponsored an Energy Assistance Event on 10/6.

Staffing

Previous Meeting Concerns

- None

Resident Issues

- None

Building Issues

- None