

# Sedro-Woolley Housing Authority

## MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 20, 2016

10:45 am

Hillsvew Apartments

### -Agenda-

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes** **1**
  - A. April 21, 2016 Board of Commissioners' Meeting Minutes
- IV. Consent Items** **2**
  - A. Approval of Voucher Report April 1 to May 31, 2016
  - B. Approval of Voucher Report June 1 to July 31, 2016
  - C. Approval of Voucher Report August 1 to September 30, 2016
- V. Resolution for Discussion & Approval**
  - None.
- VI. Financial Reports** **3**
  - A. Financial Report for April 2016
  - B. Financial Report for June 2016
  - C. Financial Report for August 2016
- X. Housing Management Report** **4**
  - A. Housing Management Report for August & September 2016
- XI. Construction Update**
- XII. New Business**
- XIII. Adjournment**

\*Due to lack of a quorum for the meeting held on August 19<sup>th</sup>; Board members present received an update on some of the reporting items, but no action was taken.

T  
A  
B  
  
N  
U  
M  
B  
E  
R

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

April 21, 2016

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:45 a.m. on Thursday, April 21, 2016 in the Community Room of the Hillview Apartments.

II. Roll Call

**Present:** Commissioner Lee Elliot, Commissioner KB Johnson (arrived at 10:48 a.m.) and Commissioner Kacy Johnson

**Excused:** *Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair)*

III. Approval of Minutes

A. February 18, 2016 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the minutes, seconded by Commissioner K.B. Johnson. The motion to approve the minutes unanimously passed.

IV. Consent Items

A. Approval of Voucher Report – February 1, 2016 to March 31, 2016

The Voucher Report for December 1, 2015 to January 31, 2016 was presented to the Board of Commissioners as contained in the meeting packets.

Commissioner Kacy Johnson moved for approval of the vouchers, seconded by Commissioner K.B. Johnson and the motion unanimously passed.

V. Resolution for Discussion & Approval

None.

VI. Financial Reports

A. February 2016 Financial Report

Jeff Friend, Financial Reporting Manager, briefed the board on the December 2015 Financial Report as was contained in the meeting packets.

VII. Housing Management Report

A. Housing Management Report for February 2016 & March 2016

Kimberly Sayavong, Property Manager, briefed the Board of Commissioners on the Housing Report for August and September 2015 as was contained in the meeting packets.

IX. Construction Update

None.

XI. New Business

None.

XII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:18 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
LAURIE FELLERS, Chair  
Board of Commissioners

\_\_\_\_\_  
STEPHEN J. NORMAN  
Executive Director

T  
A  
B  
  
N  
U  
M  
B  
E  
R

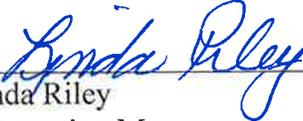


# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Linda Riley, Accounting Manager  
**DATE:** June 1, 2016  
**RE:** Approval of Vouchers April 1, 2016 to May 31, 2016

---

I, Linda Riley, 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.

  
\_\_\_\_\_  
Linda Riley  
Accounting Manager  
June 1, 2016

**Expenditures to Sedro-Woolley**

Operations

Directly to Cedar Grove	10,165.73
Directly to Hillsvievw	24,679.99

**Total Expenditures**

                      
                      
\$34,845.72

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2016 TO 5/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
264000	LT Debt-Lease	176.12	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	4/8/2016	302319
264000	LT Debt-Lease	176.69	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	5/6/2016	302862
411100	Comp Equip-Hardware	0.18	CDW/COMPUTER CENTERS INC	REPLACEMENT BATTERIES	4/1/2016	302167
411100	Comp Equip-Hardware	4.23	DELL COMPUTER	COMPUTER PARTS	4/29/2016	302695
411100	Comp Equip-Hardware	24.27	INTEGRATED ARCHIVE SYSTEMS	COMPUTER COMPONENTS	4/29/2016	302763
411100	Comp Equip-Hardware	1.58	INTEGRATED ARCHIVE SYSTEMS	CABLE, CISCO N5020	4/29/2016	302763
411100	Comp Equip-Hardware	1.00	INTEGRATED ARCHIVE SYSTEMS	UPLINK MODULES	5/6/2016	302928
411100	Comp Equip-Hardware	9.82	DELL COMPUTER	SERVERS	5/13/2016	302987
411102	Comp Equip-Hardware Maint	0.91	ADVANTAGE TECHNOLOGIES INC	ANNUAL SUPPORT	4/8/2016	302380
411102	Comp Equip-Hardware Maint	6.64	INTEGRATED ARCHIVE SYSTEMS	ANNUAL SUPPORT	4/15/2016	302493
411102	Comp Equip-Hardware Maint	1.73	CDW/COMPUTER CENTERS INC	CISCO SMARTNET	4/22/2016	302558
411102	Comp Equip-Hardware Maint	2.45	INTEGRATED ARCHIVE SYSTEMS	COMPUTER COMPONENTS	4/29/2016	302763
411103	Comp Equip-Software Maint	1.46	ADVANTAGE TECHNOLOGIES INC	ANNUAL SUPPORT	4/8/2016	302380
411103	Comp Equip-Software Maint	4.50	CDW/COMPUTER CENTERS INC	SYMANTEC ENTERPRISE	4/29/2016	302694
411200	Equip-Maint	0.06	KONICA MINOLTA	LEASE	4/22/2016	302582
411901	Equip-Other-Leased/Rented	1.40	TREBRON COMPANY INC	LEASE BUYOUT 23501-A-NV	4/15/2016	302441
411901	Equip-Other-Leased/Rented	0.03	TREBRON COMPANY INC	LEASE 23501-A-NV	4/22/2016	302578
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA	LEASE	4/22/2016	302582
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA	LEASE	5/13/2016	303005
420000	Professional Services-Legal	15.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS - MAR 2016	4/22/2016	302534
420908	Professional Services-Comps	0.54	CERIUM NETWORKS INC	REMOTE SYSTEM PROGRAMMING	4/8/2016	302382
420908	Professional Services-Comps	3.00	INTEGRATED ARCHIVE SYSTEMS	IAS CUSTOM SVCS	5/13/2016	303051
420908	Professional Services-Comps	2.50	CALIBER SECURITY PARTNERS LLC	INTRUSION ANALYSIS	5/20/2016	303199
421904	Admin Contracts- Cloud Recovery Services	1.55	NET2VAULT LLC	MANAGED VAULTING	4/29/2016	302791
421904	Admin Contracts- Cloud Recovery Services	1.80	NET2VAULT LLC	MANAGED VAULTING	5/13/2016	303073
440100	Travel-Non-training Related-Local-Mileage	0.88	MARSHA PREMEL	MILEAGE 3/10-3/29/16	4/8/2016	302373
440100	Travel-Non-training Related-Local-Mileage	47.91	KIMBERLY SAYAVONG	MILEAGE 2/8-3/30	4/8/2016	302375
440100	Travel-Non-training Related-Local-Mileage	0.25	CATHERINE COLLEEN CUNNINGHAM	MILEAGE 2/1-3/10/16	4/8/2016	302411
440100	Travel-Non-training Related-Local-Mileage	0.76	MARSHA PREMEL	4/4-25/16 MILEAGE	5/13/2016	303052
441000	Training-Individual	1.20	PNRC-NAHRO SERVICE OFFICE	10 REG FEES	4/15/2016	302420
441000	Training-Individual	1.20	PNRC-NAHRO SERVICE OFFICE	10 REG FEES	4/15/2016	302420
450002	Comm-Phones Lines-Service-Digital Voice	0.10	911 ETC INC	MONTHLY GATEWAY	4/8/2016	302320
450002	Comm-Phones Lines-Service-Digital Voice	0.10	911 ETC INC	MONTHLY CHARGE	5/20/2016	303138
491000	Admin Exp-Criminal/Background Checks	7.06	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/1/2016	302168
491000	Admin Exp-Criminal/Background Checks	(0.06)	WASHINGTON STATE PATROL	CREDIT ON INV I16006147	4/1/2016	302168
491000	Admin Exp-Criminal/Background Checks	5.71	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	4/1/2016	302182

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2016 TO 5/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Exp-Criminal/Background Checks	7.42	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	4/22/2016	302579
491000	Admin Exp-Criminal/Background Checks	7.95	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/29/2016	302697
491000	Admin Exp-Criminal/Background Checks	(0.17)	WASHINGTON STATE PATROL	CREDIT ON INV I16006958	4/29/2016	302697
491000	Admin Exp-Criminal/Background Checks	12.00	WASHINGTON STATE PATROL	MARCH BACKGROUND CHECKS	5/6/2016	302835
491000	Admin Exp-Criminal/Background Checks	5.43	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/20/2016	303135
491000	Admin Exp-Criminal/Background Checks	6.28	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/27/2016	303239
493000	Other Admin Exp-Postage	9.55	MAIL ADVERTISING BUREAU INC	FEB 2016 STATEMENTS	4/1/2016	302159
493000	Other Admin Exp-Postage	9.88	MAIL ADVERTISING BUREAU INC	MAR 2016 STATEMENTS	4/15/2016	302417
493000	Other Admin Exp-Postage	4.68	HASLER TOTAL FUNDS	ACCT 7900011000255375	4/15/2016	302461
493000	Other Admin Exp-Postage	18.68	PRO-MAIL ASSOCIATES INC	RESIDENCE SURVEY	5/6/2016	302965
493100	Other Admin Exp-Mail Handling	7.56	MAIL ADVERTISING BUREAU INC	FEB 2016 STATEMENTS	4/1/2016	302159
493100	Other Admin Exp-Mail Handling	1.90	MAIL ADVERTISING BUREAU INC	MAR 2016 STATEMENTS	4/15/2016	302417
495000	Other Admin Exp-General Liability Insurance	345.00	MARY SUE LINVILLE	PLAYGROUND INSPECTION	5/20/2016	303140
520104	Social Service Contracts-Interpretation	1.15	LANGUAGE LINE SERVICES, INC	INTERPRETATION	4/22/2016	302550
520104	Social Service Contracts-Interpretation	2.04	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/20/2016	303109
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	LANDSCAPING	4/22/2016	302623
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	LANDSCAPING	5/6/2016	302920
660000	Occup Exp-Utilities-Water	154.48	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	125.52	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	117.25	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	108.97	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	100.70	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	100.70	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	84.15	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	84.15	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	62.32	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	51.77	PUBLIC UTILITY DISTRICT #1	W	4/1/2016	302219
660000	Occup Exp-Utilities-Water	168.17	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	138.98	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	125.52	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	122.30	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	122.30	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	117.25	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	117.25	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	104.84	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2016 TO 5/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	93.11	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	88.94	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	88.94	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	84.78	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	84.15	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	84.15	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	80.60	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	65.43	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	64.96	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660000	Occup Exp-Utilities-Water	52.13	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660100	Occup Exp-Utilities-Sewer	618.92	CITY OF SEDRO WOOLLEY	SW	4/15/2016	302476
660100	Occup Exp-Utilities-Sewer	371.38	CITY OF SEDRO WOOLLEY	SW	4/15/2016	302476
660100	Occup Exp-Utilities-Sewer	247.75	CITY OF SEDRO WOOLLEY	SW	4/15/2016	302476
660100	Occup Exp-Utilities-Sewer	617.70	CITY OF SEDRO WOOLLEY	SW	5/13/2016	303033
660100	Occup Exp-Utilities-Sewer	370.62	CITY OF SEDRO WOOLLEY	SW	5/13/2016	303033
660100	Occup Exp-Utilities-Sewer	247.08	CITY OF SEDRO WOOLLEY	SW	5/13/2016	303033
660200	Occup Exp-Utilities-Electricity	78.72	PUGET SOUND ENERGY-BOT-01H	E	4/1/2016	302213
660200	Occup Exp-Utilities-Electricity	46.36	PUGET SOUND ENERGY-BOT-01H	E	4/1/2016	302213
660200	Occup Exp-Utilities-Electricity	41.88	PUGET SOUND ENERGY-BOT-01H	E	4/1/2016	302213
660200	Occup Exp-Utilities-Electricity	73.54	PUGET SOUND ENERGY-BOT-01H	E	5/6/2016	302894
660200	Occup Exp-Utilities-Electricity	43.23	PUGET SOUND ENERGY-BOT-01H	E	5/6/2016	302894
660200	Occup Exp-Utilities-Electricity	39.64	PUGET SOUND ENERGY-BOT-01H	E	5/6/2016	302894
660200	Occup Exp-Utilities-Electricity	60.24	PUGET SOUND ENERGY-BOT-01H	E	5/27/2016	303281
660200	Occup Exp-Utilities-Electricity	35.41	PUGET SOUND ENERGY-BOT-01H	E	5/27/2016	303281
660200	Occup Exp-Utilities-Electricity	33.40	PUGET SOUND ENERGY-BOT-01H	E	5/27/2016	303281
660300	Occup Exp-Utilities-Natural Gas	90.78	CASCADE NATURAL GAS CO	GS	4/8/2016	302341
660300	Occup Exp-Utilities-Natural Gas	55.32	CASCADE NATURAL GAS CO	GS	5/13/2016	303021
660500	Occup Exp-Utilities-Surface Water Mgmt	30.59	CITY OF SEDRO WOOLLEY	ST	4/15/2016	302476
660500	Occup Exp-Utilities-Surface Water Mgmt	18.36	CITY OF SEDRO WOOLLEY	ST	4/15/2016	302476
660500	Occup Exp-Utilities-Surface Water Mgmt	12.25	CITY OF SEDRO WOOLLEY	ST	4/15/2016	302476
660500	Occup Exp-Utilities-Surface Water Mgmt	30.53	CITY OF SEDRO WOOLLEY	ST	5/13/2016	303033
660500	Occup Exp-Utilities-Surface Water Mgmt	18.32	CITY OF SEDRO WOOLLEY	ST	5/13/2016	303033
660500	Occup Exp-Utilities-Surface Water Mgmt	12.21	CITY OF SEDRO WOOLLEY	ST	5/13/2016	303033

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2016 TO 5/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occup Exp-Utilities-Garbage	440.42	CITY OF SEDRO WOOLLEY	GB	4/15/2016	302476
660700	Occup Exp-Utilities-Garbage	137.33	CITY OF SEDRO WOOLLEY	GB	4/15/2016	302476
660700	Occup Exp-Utilities-Garbage	131.72	CITY OF SEDRO WOOLLEY	GB	4/15/2016	302476
660700	Occup Exp-Utilities-Garbage	387.95	CITY OF SEDRO WOOLLEY	GB	5/13/2016	303033
660700	Occup Exp-Utilities-Garbage	138.13	CITY OF SEDRO WOOLLEY	GB	5/13/2016	303033
660700	Occup Exp-Utilities-Garbage	132.43	CITY OF SEDRO WOOLLEY	GB	5/13/2016	303033
660700	Occup Exp-Utilities-Garbage	53.75	CITY OF SEDRO WOOLLEY	GB	5/20/2016	303163
800900	Interest Expense-Other	13.65	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	4/8/2016	302319
800900	Interest Expense-Other	13.07	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	5/6/2016	302862
	<b>TOTAL CEDAR GROVE OPERATIONS</b>	<b>10,165.73</b>				
264000	LT Debt-Lease	336.23	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	4/8/2016	302319
264000	LT Debt-Lease	337.32	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	5/6/2016	302862
411100	Comp Equip-Hardware	0.57	CDW/COMPUTER CENTERS INC	REPLACEMENT BATTERIES	4/1/2016	302167
411100	Comp Equip-Hardware	13.54	DELL COMPUTER CORPORATION INC	COMPUTER PARTS	4/29/2016	302695
411100	Comp Equip-Hardware	77.67	INTEGRATED ARCHIVE SYSTEMS	COMPUTER COMPONENTS	4/29/2016	302763
411100	Comp Equip-Hardware	5.06	INTEGRATED ARCHIVE SYSTEMS	CABLE, CISCO N5020	4/29/2016	302763
411100	Comp Equip-Hardware	3.19	INTEGRATED ARCHIVE SYSTEMS	UPLINK MODULES	5/6/2016	302928
411100	Comp Equip-Hardware	31.43	DELL COMPUTER	SERVERS	5/13/2016	302987
411102	Comp Equip-Hardware Maint	2.93	ADVANTAGE TECHNOLOGIES INC	ANNUAL SUPPORT	4/8/2016	302380
411102	Comp Equip-Hardware Maint	21.25	INTEGRATED ARCHIVE SYSTEMS	ANNUAL SUPPORT	4/15/2016	302493
411102	Comp Equip-Hardware Maint	5.53	CDW/COMPUTER CENTERS INC	CISCO SMARTNET	4/22/2016	302558
411102	Comp Equip-Hardware Maint	7.83	INTEGRATED ARCHIVE SYSTEMS	COMPUTER COMPONENTS	4/29/2016	302763
411103	Comp Equip-Software Maint	4.67	ADVANTAGE TECHNOLOGIES INC	ANNUAL SUPPORT	4/8/2016	302380
411103	Comp Equip-Software Maint	14.40	CDW/COMPUTER CENTERS INC	SYMANTEC ENTERPRISE	4/29/2016	302694
411200	Equip-Maint	0.18	KONICA MINOLTA	LEASE	4/22/2016	302582
411901	Equip-Other-Leased/Rented	4.48	TREBRON COMPANY INC	LEASE BUYOUT 23501-A-NV	4/15/2016	302441
411901	Equip-Other-Leased/Rented	0.09	TREBRON COMPANY INC	LEASE 23501-A-NV	4/22/2016	302578
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA	LEASE	4/22/2016	302582
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA	LEASE	5/13/2016	303005
420000	Professional Services-Legal	45.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS - MAR 2016	4/22/2016	302534
420908	Professional Services-Comps	1.73	CERIUM NETWORKS INC	REMOTE SYSTEM PROGRAMMING	4/8/2016	302382
420908	Professional Services-Comps	9.60	INTEGRATED ARCHIVE SYSTEMS	IAS CUSTOM SVCS	5/13/2016	303051
420908	Professional Services-Comps	8.00	CALIBER SECURITY PARTNERS LLC	INTRUSION ANALYSIS	5/20/2016	303199
421904	Admin Contracts- Cloud Recovery Services	4.95	NET2VAULT LLC	MANAGED VAULTING	4/29/2016	302791
421904	Admin Contracts- Cloud Recovery Services	5.77	NET2VAULT LLC	MANAGED VAULTING	5/13/2016	303073

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2016 TO 5/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440100	Travel-Non-training Related-Local-Mileage	2.65	MARSHA PREMEL	MILEAGE 3/10-3/29/16	4/8/2016	302373
440100	Travel-Non-training Related-Local-Mileage	143.72	KIMBERLY SAYAVONG	MILEAGE 2/8-3/30	4/8/2016	302375
440100	Travel-Non-training Related-Local-Mileage	0.76	CATHERINE COLLEEN CUNNINGHAM	MILEAGE 2/1-3/10/16	4/8/2016	302411
440100	Travel-Non-training Related-Local-Mileage	2.27	MARSHA PREMEL	4/4-25/16 MILEAGE	5/13/2016	303052
441000	Training-Individual	3.59	PNRC-NAHRO SERVICE OFFICE	10 REG FEES	4/15/2016	302420
441000	Training-Individual	3.59	PNRC-NAHRO SERVICE OFFICE	10 REG FEES	4/15/2016	302420
450002	Comm-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	MONTHLY GATEWAY	4/8/2016	302320
450002	Comm-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	MONTHLY CHARGE	5/20/2016	303138
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHARGES	4/8/2016	302352
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	5/13/2016	303035
491000	Admin Exp-Criminal/Background Checks	21.17	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/1/2016	302168
491000	Admin Exp-Criminal/Background Checks	(0.17)	WASHINGTON STATE PATROL	CREDIT ON INV 116006147	4/1/2016	302168
491000	Admin Exp-Criminal/Background Checks	17.14	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	4/1/2016	302182
491000	Admin Exp-Criminal/Background Checks	22.27	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	4/22/2016	302579
491000	Admin Exp-Criminal/Background Checks	23.86	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/29/2016	302697
491000	Admin Exp-Criminal/Background Checks	(0.50)	WASHINGTON STATE PATROL	CREDIT ON INV 116006958	4/29/2016	302697
491000	Admin Exp-Criminal/Background Checks	36.00	WASHINGTON STATE PATROL	MARCH BACKGROUND CHECKS	5/6/2016	302835
491000	Admin Exp-Criminal/Background Checks	16.30	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/20/2016	303135
491000	Admin Exp-Criminal/Background Checks	18.84	WASHINGTON STATE PATROL	BACKGROUND CHECKS	5/27/2016	303239
493000	Other Admin Exp-Postage	28.65	MAIL ADVERTISING BUREAU INC	FEB 2016 STATEMENTS	4/1/2016	302159
493000	Other Admin Exp-Postage	29.64	MAIL ADVERTISING BUREAU INC	MAR 2016 STATEMENTS	4/15/2016	302417
493000	Other Admin Exp-Postage	14.05	HASLER TOTAL FUNDS	ACCT 7900011000255375	4/15/2016	302461
493000	Other Admin Exp-Postage	56.05	PRO-MAIL ASSOCIATES INC	RESIDENCE SURVEY	5/6/2016	302965
493100	Other Admin Exp-Mail Handling	22.68	MAIL ADVERTISING BUREAU INC	FEB 2016 STATEMENTS	4/1/2016	302159
493100	Other Admin Exp-Mail Handling	5.69	MAIL ADVERTISING BUREAU INC	MAR 2016 STATEMENTS	4/15/2016	302417
520104	Social Service Contracts-Interpretation	3.45	LANGUAGE LINE SERVICES, INC	INTERPRETATION	4/22/2016	302550
520104	Social Service Contracts-Interpretation	6.11	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/20/2016	303109
620006	Occup Exp-Maint Contracts-Floor Covering	1,038.92	SIGNATURE INTERIORS & DESIGN	CARPETING	5/6/2016	302868
620006	Occup Exp-Maint Contracts-Floor Covering	1,038.92	SIGNATURE INTERIORS & DESIGN	CARPETING	5/6/2016	302868
620008	Occup Exp-Alarm Testing/Monitoring	1,322.28	SIMPLEXGRINNELL LP	SVC CALL - DETECTORS	4/15/2016	302414
620008	Occup Exp-Alarm Testing/Monitoring	1,170.81	SIMPLEXGRINNELL LP	SVC CALL - HEAT DETECTOR	4/22/2016	302533
620008	Occup Exp-Alarm Testing/Monitoring	508.83	SIMPLEXGRINNELL LP	SVC CALL - SMOKE DETECTORS	4/22/2016	302533
620008	Occup Exp-Alarm Testing/Monitoring	64.50	SIMPLEXGRINNELL LP	ALARM & DETECTION	5/27/2016	303223
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	LANDSCAPING	4/22/2016	302623
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	LANDSCAPING	5/6/2016	302920
630100	Occup Exp-Fees-Permits	141.60	DEPT. OF LABOR & INDUSTRIES	ANNUAL INV HILLSVIEW	4/29/2016	302674

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2016 TO 5/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	1,372.08	PUBLIC UTILITY DISTRICT #1	W	5/27/2016	303289
660100	Occup Exp-Utilities-Sewer	3,706.17	CITY OF SEDRO WOOLLEY	SW	5/13/2016	303033
660100	Occup Exp-Utilities-Sewer	3,707.92	CITY OF SEDRO WOOLLEY	SW	4/15/2016	302476
660200	Occup Exp-Utilities-Electricity	1,166.94	PUGET SOUND ENERGY-BOT-01H	E	4/1/2016	302213
660200	Occup Exp-Utilities-Electricity	1,033.87	PUGET SOUND ENERGY-BOT-01H	E	5/6/2016	302894
660200	Occup Exp-Utilities-Electricity	844.95	PUGET SOUND ENERGY-BOT-01H	E	5/27/2016	303281
660201	Occup Exp-Utilities-Electricity-Closing Bill	19.01	PUGET SOUND ENERGY-BOT-01H	E	4/8/2016	302345
660201	Occup Exp-Utilities-Electricity-Closing Bill	18.25	PUGET SOUND ENERGY-BOT-01H	E	4/8/2016	302345
660201	Occup Exp-Utilities-Electricity-Closing Bill	12.09	PUGET SOUND ENERGY-BOT-01H	E	5/6/2016	302894
660201	Occup Exp-Utilities-Electricity-Closing Bill	12.41	PUGET SOUND ENERGY-BOT-01H	E	5/27/2016	303281
660500	Occup Exp-Utilities-Surface Water Mgmt	183.18	CITY OF SEDRO WOOLLEY	ST	5/13/2016	303033
660500	Occup Exp-Utilities-Surface Water Mgmt	183.27	CITY OF SEDRO WOOLLEY	ST	4/15/2016	302476
660700	Occup Exp-Utilities-Garbage	641.78	CITY OF SEDRO WOOLLEY	GB	4/15/2016	302476
660700	Occup Exp-Utilities-Garbage	643.62	CITY OF SEDRO WOOLLEY	GB	5/13/2016	303033
660700	Occup Exp-Utilities-Garbage	21.50	CITY OF SEDRO WOOLLEY	GB	5/20/2016	303163
660700	Occup Exp-Utilities-Garbage	35.60	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	5/27/2016	303230
660700	Occup Exp-Utilities-Garbage	21.36	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	5/27/2016	303230
660700	Occup Exp-Utilities-Garbage	15.13	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	5/27/2016	303230
660700	Occup Exp-Utilities-Garbage	9.79	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	5/27/2016	303230
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	5/27/2016	303230
800900	Interest Expense-Other	26.05	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	4/8/2016	302319
800900	Interest Expense-Other	24.96	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	5/6/2016	302862
	<b>TOTAL HILLSVIEW-OPERATIONS</b>	<b>24,679.99</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>34,845.72</b>				

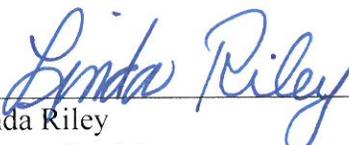


# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Linda Riley, Accounting Manager  
**DATE:** August 11, 2016  
**RE:** Approval of Vouchers June 1, 2016 to July 31, 2016

---

I, Linda Riley, 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.

  
\_\_\_\_\_  
Linda Riley  
Accounting Manager  
August 11, 2016

**Expenditures to Sedro-Woolley**

Operations	
Directly to Cedar Grove	9,417.38
Directly to Hillsview	26,693.54
<b>Total Expenditures</b>	<u><u>\$36,110.92</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report  
6/01/2016 TO 7/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
264000	LT Debt-Lease	177.27	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	6/3/2016	303400
264000	LT Debt-Lease	177.84	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	7/8/2016	304001
409003	Benefits-Uniforms	44.50	ADPRO LLC	WORK SHIRTS	6/3/2016	303382
410000	Administrative Supplies	33.77	OFFICE MAX	OFFICE SUPPLIES	7/8/2016	303971
411103	Comp Equip-Software Maint	2.36	THREATTRACK SECURITY INC	EMAIL SECURITY SUBSCRIPTION	6/24/2016	303754
411103	Comp Equip-Software Maint	0.43	CDW/COMPUTER CENTERS INC	RENEWAL 12 MONTHS	7/15/2016	304098
411200	Equipment-Maintenance	0.07	KONICA MINOLTA	LEASE	7/15/2016	304123
411901	Equipment-Other-Leased/Rented	0.79	MAILFINANCE INC	MARCH TO JUNE 2016	6/10/2016	303572
411901	Equipment-Other-Leased/Rented	0.03	KONICA MINOLTA	LEASE	6/17/2016	303642
411901	Equipment-Other-Leased/Rented	0.03	KONICA MINOLTA	LEASE	7/15/2016	304123
420000	Professional Services-Legal	120.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	6/24/2016	303727
420908	Professional Services-Computers	2.50	CALIBER SECURITY PARTNERS LLC	SECURITY CONSULTING	6/3/2016	303453
421901	Admin Contracts-Records Management	2.25	NET2VAULT LLC	MANAGED VAULTING	7/22/2016	304318
421904	Admin Contracts- Cloud Recovery Services	1.92	NET2VAULT LLC	MANAGED VAULTING	6/24/2016	303831
440100	Travel-Non-training Related-Local-Mileage	1.20	MARSHA PREMEL	5/2-31/16 MILEAGE	6/3/2016	303442
440100	Travel-Non-training Related-Local-Mileage	59.88	KIMBERLY SAYAVONG	4/6-5/31/16 MILEAGE	6/10/2016	303552
440100	Travel-Non-training Related-Local-Mileage	1.40	MARSHA PREMEL	6/2-30/16 MILEAGE	7/15/2016	304179
440101	Travel-Non-training Related-Local-Other	0.12	MARSHA PREMEL	5/2-31/16 MILEAGE	6/3/2016	303442
441000	Training-Individual	0.94	WILLIAM C COOK	DEPART RETREAT 6/9/16	6/17/2016	303679
450002	Comm-Phones Lines-Service-Digital Voice	0.10	911 ETC INC	COMPLIANCE REPORTING CENTER	6/17/2016	303644
450002	Comm-Phones Lines-Service-Digital Voice	0.13	911 ETC INC	ANNUAL FEE FOR NENA	7/15/2016	304126
450002	Comm-Phones Lines-Service-Digital Voice	0.10	911 ETC INC	GATEWAY MONTHLY CHARGE	7/15/2016	304126
491000	Admin Exp-Criminal/Background Checks	6.06	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/10/2016	303494
491000	Admin Exp-Criminal/Background Checks	7.28	WASHINGTON STATE PATROL	BACKGROUND CHECKS	6/24/2016	303741
491000	Admin Expenses-Criminal/Background Checks	6.21	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	7/22/2016	304252
491000	Admin Exp-Criminal/Background Checks	10.69	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/29/2016	304357
493000	Other Admin Exp-Postage	9.61	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	6/10/2016	303470
493000	Other Admin Exp-Postage	4.66	HASLER TOTAL FUNDS	POSTAGE	6/10/2016	303517
493000	Other Admin Exp-Postage	4.61	HASLER TOTAL FUNDS	POSTAGE	7/15/2016	304146
493000	Other Admin Exp-Postage	9.05	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/22/2016	304226
493100	Other Admin Exp-Mail Handling	1.91	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	6/10/2016	303470
493100	Other Admin Exp-Mail Handling	12.31	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/22/2016	304226
520104	Social Service Contracts-Interpretation	1.83	LANGUAGE LINE SERVICES, INC	INTERPRETATION	6/24/2016	303733
520104	Social Service Contracts-Interpretation	2.03	LANGUAGE LINE SERVICES, INC	INTERPRETATION	7/15/2016	304090
620006	Occup Exp-Maint Contracts-Floor Covering	854.20	SIGNATURE INTERIORS & DESIGN	CARPET	7/29/2016	304379
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	MAY 2016 LANDSCAPE MAINT	7/1/2016	303931

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report  
6/01/2016 TO 7/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	JUNE 2016 LANDSCAPE MAINT	7/8/2016	304038
660000	Occup Exp-Utilities-Water	125.52	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	108.97	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	104.84	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	104.84	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	100.70	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	88.29	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660000	Occup Exp-Utilities-Water	62.32	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	164.00	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	147.31	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	118.13	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	109.80	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	97.29	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	97.29	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	88.94	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	84.78	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	80.60	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	72.27	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660000	Occupancy Expenses-Utilities-Water	52.13	PUBLIC UTILITY DISTRICT #1	W	7/22/2016	304275
660100	Occup Exp-Utilities-Sewer	618.95	CITY OF SEDRO WOOLLEY	SW	6/10/2016	303533
660100	Occup Exp-Utilities-Sewer	371.38	CITY OF SEDRO WOOLLEY	SW	6/10/2016	303533
660100	Occup Exp-Utilities-Sewer	247.76	CITY OF SEDRO WOOLLEY	SW	6/10/2016	303533
660100	Occup Exp-Utilities-Sewer	618.89	CITY OF SEDRO WOOLLEY	SW	7/15/2016	304161
660100	Occup Exp-Utilities-Sewer	371.38	CITY OF SEDRO WOOLLEY	SW	7/15/2016	304161
660100	Occup Exp-Utilities-Sewer	247.76	CITY OF SEDRO WOOLLEY	SW	7/15/2016	304161
660200	Occup Exp-Utilities-Electricity	52.64	PUGET SOUND ENERGY-BOT-01H	E	7/1/2016	303914
660200	Occup Exp-Utilities-Electricity	33.44	PUGET SOUND ENERGY-BOT-01H	E	7/1/2016	303914
660200	Occup Exp-Utilities-Electricity	32.44	PUGET SOUND ENERGY-BOT-01H	E	7/1/2016	303914
660200	Occupancy Expenses-Utilities-Electricity	34.46	PUGET SOUND ENERGY-BOT-01H	E	7/29/2016	304391
660200	Occupancy Expenses-Utilities-Electricity	59.14	PUGET SOUND ENERGY-BOT-01H	E	7/29/2016	304391
660200	Occupancy Expenses-Utilities-Electricity	33.35	PUGET SOUND ENERGY-BOT-01H	E	7/29/2016	304391
660300	Occup Exp-Utilities-Natural Gas	33.38	CASCADE NATURAL GAS CO	GS	6/17/2016	303662
660300	Occup Exp-Utilities-Natural Gas	20.72	CASCADE NATURAL GAS CO	GS	7/15/2016	304147
660500	Occup Exp-Utilities-Surface Water Mgmt	30.59	CITY OF SEDRO WOOLLEY	ST	6/10/2016	303533

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report  
6/01/2016 TO 7/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660500	Occup Exp-Utilities-Surface Water Mgmt	18.36	CITY OF SEDRO WOOLLEY	ST	6/10/2016	303533
660500	Occup Exp-Utilities-Surface Water Mgmt	12.25	CITY OF SEDRO WOOLLEY	ST	6/10/2016	303533
660500	Occup Exp-Utilities-Surface Water Mgmt	30.59	CITY OF SEDRO WOOLLEY	ST	7/15/2016	304161
660500	Occup Exp-Utilities-Surface Water Mgmt	18.36	CITY OF SEDRO WOOLLEY	ST	7/15/2016	304161
660500	Occup Exp-Utilities-Surface Water Mgmt	12.25	CITY OF SEDRO WOOLLEY	ST	7/15/2016	304161
660700	Occup Exp-Utilities-Garbage	413.51	CITY OF SEDRO WOOLLEY	GB	6/10/2016	303533
660700	Occup Exp-Utilities-Garbage	137.33	CITY OF SEDRO WOOLLEY	GB	6/10/2016	303533
660700	Occup Exp-Utilities-Garbage	131.71	CITY OF SEDRO WOOLLEY	GB	6/10/2016	303533
660700	Occup Exp-Utilities-Garbage	472.70	CITY OF SEDRO WOOLLEY	GB	7/15/2016	304161
660700	Occup Exp-Utilities-Garbage	137.33	CITY OF SEDRO WOOLLEY	GB	7/15/2016	304161
660700	Occup Exp-Utilities-Garbage	131.71	CITY OF SEDRO WOOLLEY	GB	7/15/2016	304161
660700	Occupancy Expenses-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	7/29/2016	304347
800900	Interest Expense-Other	12.50	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	6/3/2016	303400
800900	Interest Expense-Other	11.92	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	7/8/2016	304001
	<b>TOTAL CEDAR GROVE</b>	<b>9,417.38</b>				
<b>HILLSVIEW</b>						
170000	Work-In-Process	850.00	DANIEL D DOW	CONSULTING	7/29/2016	304436
200200	Contract Retentions	2,229.36	ACCORD CONTRACTORS LLC	ROOM ROOFING	6/17/2016	303695
264000	LT Debt-Lease	338.42	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	6/3/2016	303400
264000	LT Debt-Lease	339.52	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	7/8/2016	304001
409003	Benefits-Uniforms	133.50	ADPRO LLC	WORK SHIRTS	6/3/2016	303382
410000	Administrative Supplies	101.29	OFFICE MAX	OFFICE SUPPLIES	7/8/2016	303971
411103	Comp Equip-Software Maint	7.54	THREATTRACK SECURITY INC	EMAIL SECURITY SUBSCRIPTION	6/24/2016	303754
411103	Comp Equip-Software Maint	1.37	CDW/COMPUTER CENTERS INC	RENEWAL 12 MONTHS	7/15/2016	304098
411200	Equipment-Maintenance	0.21	KONICA MINOLTA	LEASE	7/15/2016	304123
411901	Equipment-Other-Leased/Rented	2.36	MAILFINANCE INC	MARCH TO JUNE 2016	6/10/2016	303572
411901	Equipment-Other-Leased/Rented	0.10	KONICA MINOLTA	LEASE	6/17/2016	303642
411901	Equipment-Other-Leased/Rented	0.10	KONICA MINOLTA	LEASE	7/15/2016	304123
420000	Professional Services-Legal	300.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	6/24/2016	303727
420000	Professional Services-Legal	120.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	6/24/2016	303727
420000	Professional Services-Legal	37.50	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS JUN 2016	7/29/2016	304340
420908	Professional Services-Computers	8.00	CALIBER SECURITY PARTNERS LLC	SECURITY CONSULTING	6/3/2016	303453
421901	Admin Contracts-Records Management	7.18	NET2VAULT LLC	MANAGED VAULTING	7/22/2016	304318
421904	Admin Contracts- Cloud Recovery Services	6.14	NET2VAULT LLC	MANAGED VAULTING	6/24/2016	303831
440100	Travel-Non-training Related-Local-Mileage	3.59	MARSHA PREMEL	5/2-31/16 MILEAGE	6/3/2016	303442
440100	Travel-Non-training Related-Local-Mileage	179.65	KIMBERLY SAYAVONG	4/6-5/31/16 MILEAGE	6/10/2016	303552
440100	Travel-Non-training Related-Local-Mileage	4.19	MARSHA PREMEL	6/2-30/16 MILEAGE	7/15/2016	304179

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report  
6/01/2016 TO 7/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
440101	Travel-Non-training Related-Local-Other	0.35	MARSHA PREMEL	5/2-31/16 MILEAGE	6/3/2016	303442
441000	Training-Individual	2.82	WILLIAM C COOK	DEPART RETREAT 6/9/16	6/17/2016	303679
450002	Comm-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	COMPLIANCE REPORTING CENTER	6/17/2016	303644
450002	Comm-Phones Lines-Service-Digital Voice	0.40	911 ETC INC	ANNUAL FEE FOR NENA	7/15/2016	304126
450002	Comm-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	GATEWAY MONTHLY CHARGE	7/15/2016	304126
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHARGES	6/3/2016	303425
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHARGES	7/15/2016	304163
491000	Admin Exp-Criminal/Background Checks	18.17	NATIONAL CREDIT REPORTING	CREDIT CHECK	6/10/2016	303494
491000	Admin Exp-Criminal/Background Checks	21.85	WASHINGTON STATE PATROL	BACKGROUND CHECKS	6/24/2016	303741
491000	Admin Exp-Criminal/Background Checks	18.64	NATIONAL CREDIT REPORTING	BACKGROUND CHECKS	7/22/2016	304252
491000	Admin Exp-Criminal/Background Checks	32.07	WASHINGTON STATE PATROL	BACKGROUND CHECKS	7/29/2016	304357
493000	Other Admin Exp-Postage	28.83	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	6/10/2016	303470
493000	Other Admin Exp-Postage	13.98	HASLER TOTAL FUNDS	POSTAGE	6/10/2016	303517
493000	Other Admin Exp-Postage	13.84	HASLER TOTAL FUNDS	POSTAGE	7/15/2016	304146
493000	Other Admin Exp-Postage	27.26	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/22/2016	304226
493100	Other Admin Exp-Mail Handling	5.74	MAIL ADVERTISING BUREAU INC	MAY STATEMENTS	6/10/2016	303470
493100	Other Admin Exp-Mail Handling	37.11	MAIL ADVERTISING BUREAU INC	JUNE STATEMENTS	7/22/2016	304226
520104	Social Service Contracts-Interpretation	5.54	LANGUAGE LINE SERVICES, INC	INTERPRETATION	6/24/2016	303733
520104	Social Service Contracts-Interpretation	6.10	LANGUAGE LINE SERVICES, INC	INTERPRETATION	7/15/2016	304090
610001	Occup Exp-Materials-Plumbing	10.85	E & E LUMBER, INC	wax gasket/spray head	7/8/2016	303976
610008	Occupancy Expenses-Materials-Fire/Safety	664.17	HD SUPPLY FACILITIES MAINTENANCE	STOVE TOP FIRESTOP	7/22/2016	304228
620006	Occup Exp-Maint Contracts-Floor Covering	1,763.27	SIGNATURE INTERIORS & DESIGN	CARPET	7/15/2016	304132
620008	Occup Exp-Alarm Testing/Monitoring	1,207.21	SIMPLEXGRINNELL LP	ALARM AND DETECTION	7/1/2016	303859
620008	Occup Exp-Alarm Testing/Monitoring	595.00	SIMPLEXGRINNELL LP	FIRE ALARM & INSPECT	7/1/2016	303859
620008	Occup Exp-Alarm Testing/Monitoring	299.18	SIMPLEXGRINNELL LP	SPRINKLER TEST & INSPECTION	7/1/2016	303859
620008	Occup Exp-Alarm Testing/Monitoring	395.75	SIMPLEXGRINNELL LP	SVC CALL	7/15/2016	304077
620008	Occup Exp-Alarm Testing/Monitoring	64.50	SIMPLEXGRINNELL LP	ALARM MONITORING	7/29/2016	304338
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	MAY 2016 LANDSCAPE MAINT	7/1/2016	303931
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	JUNE 2016 LANDSCAPE MAINT	7/8/2016	304038
660000	Occup Exp-Utilities-Water	1,350.30	PUBLIC UTILITY DISTRICT #1	W	7/15/2016	304156
660100	Occup Exp-Utilities-Sewer	3,707.93	CITY OF SEDRO WOOLLEY	SW	6/10/2016	303533
660100	Occup Exp-Utilities-Sewer	3,707.93	CITY OF SEDRO WOOLLEY	SW	7/15/2016	304161
660200	Occup Exp-Utilities-Electricity	25.20	PUGET SOUND ENERGY-BOT-01H	E	6/24/2016	303779
660200	Occup Exp-Utilities-Electricity	906.59	PUGET SOUND ENERGY-BOT-01H	E	7/1/2016	303914
660200	Occupancy Expenses-Utilities-Electricity	1,084.54	PUGET SOUND ENERGY-BOT-01H	E	7/29/2016	304391
660201	Occup Exp-Utilities-Electricity-Closing Bill	15.70	PUGET SOUND ENERGY-BOT-01H	E	7/1/2016	303914
660201	Occup Exp-Utilities-Electricity-Closing Bill	10.41	PUGET SOUND ENERGY-BOT-01H	E	7/15/2016	304150

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report  
6/01/2016 TO 7/31/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660500	Occup Exp-Utilities-Surface Water Mgmt	183.27	CITY OF SEDRO WOOLLEY	ST	6/10/2016	303533
660500	Occup Exp-Utilities-Surface Water Mgmt	183.27	CITY OF SEDRO WOOLLEY	ST	7/15/2016	304161
660700	Occup Exp-Utilities-Garbage	10.68	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	6/10/2016	303475
660700	Occup Exp-Utilities-Garbage	641.77	CITY OF SEDRO WOOLLEY	GB	6/10/2016	303533
660700	Occup Exp-Utilities-Garbage	641.77	CITY OF SEDRO WOOLLEY	GB	7/15/2016	304161
660700	Occupancy Expenses-Utilities-Garbage	9.79	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	7/29/2016	304347
800900	Interest Expense-Other	23.86	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	6/3/2016	303400
800900	Interest Expense-Other	22.76	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	7/8/2016	304001
<b>TOTAL HILLSVIEW</b>		<b>26,693.54</b>				
<b>TOTAL SEDRO WOOLLEY</b>		<b>36,110.92</b>				

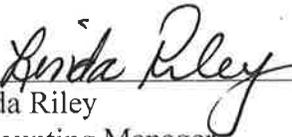


# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Linda Riley, Accounting Manager  
**DATE:** October 7, 2016  
**RE:** Approval of Vouchers August 1, 2016 to September 30, 2016

---

I, Linda Riley, 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.

  
\_\_\_\_\_  
Linda Riley  
Accounting Manager  
October 7, 2016

## **Expenditures to Sedro-Woolley**

Operations	
Directly to Cedar Grove	12,085.55
Directly to Hillsview	54,508.74
<b>Total Expenditures</b>	<u><u>\$66,594.29</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2016 TO 9/30/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
264000	LT Debt-Lease	178.42	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	8/5/2016	304493
411100	Comp Equip-Hardware	0.16	CDW/COMPUTER CENTERS INC	APC BATTERY	8/26/2016	304883
411100	Comp Equip-Hardware	0.57	CDW/COMPUTER CENTERS INC	APC SMART UPS 3000VA	8/26/2016	304883
411100	Comp Equip-Hardware	0.69	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	9/2/2016	304987
411103	Comp Equip-Software Maint	1.99	CDW/COMPUTER CENTERS INC	MCAFFEE END PROT	8/19/2016	304740
411901	Equip-Other-Leased/Rented	0.04	KONICA MINOLTA BUS SOLUTIONS USA INC	LEASE	8/12/2016	304623
411901	Equip-Other-Leased/Rented	0.85	NEOPOST USA INC	LEASE	9/9/2016	305189
411901	Equip-Other-Leased/Rented	0.04	KONICA MINOLTA BUS SOLUTIONS USA INC	LEASE	9/16/2016	305263
420101	Professional Services-Auditing	58.13	STATE AUDITOR S OFFICE	SEDRO AUDIT PERIOD 15-15	9/2/2016	304971
420101	Professional Services-Auditing	3,125.33	STATE AUDITOR S OFFICE	SEDRO HA AUDIT PERIOD 15-15	9/30/2016	305530
420908	Professional Services-Comps	5.00	FPWEB.NET	MANAGED SERVICE HOURS	9/16/2016	305336
420908	Professional Services-Comps	2.96	HYLAND SOFTWARE, INC	DATABASE SVCS	9/30/2016	305614
420908	Professional Services-Comps	0.81	HYLAND SOFTWARE, INC	INSTALLATION SVCS	9/30/2016	305614
420908	Professional Services-Comps	0.23	CERIUM NETWORKS INC	REMOTE SYS PROGRAMMING	9/30/2016	305628
421901	Admin Contracts-Records Management	3.14	NET2VAULT LLC	MANAGED VAULTING	8/19/2016	304828
421904	Admin Contracts- Cloud Recovery Services	3.42	NET2VAULT LLC	MANAGED VAULTING	9/23/2016	305501
421999	Admin Contracts-Other	71.91	DEPARTMENT OF ENTERPRISE SERVICES	CONSULTING SVCS	9/23/2016	305464
440100	Travel-Non-training Related-Local-Mileage	59.88	KIMBERLY SAYAVONG	6/1-7/26/16 MILEAGE	8/12/2016	304686
440100	Travel-Non-training Related-Local-Mileage	0.17	VANESSA OWEN	MILEAGE 8/9-7/29/16	8/26/2016	304938
441000	Training-Individual	18.24	ASSOCIATION SERVICES OF WA INC	6/30/16 TEAM RETREAT	9/16/2016	305325
450002	Comm-Phones Lines-Service-Digital Voice	0.09	911 ETC INC	GATEWAY MONTHLY CHARGE	8/12/2016	304625
450002	Comm-Phones Lines-Service-Digital Voice	0.09	911 ETC INC	MONTHLY CHARGE	9/16/2016	305267
491000	Admin Exp-Criminal/Background Checks	5.92	NATIONAL CREDIT REPORTING	CREDIT CHECK	9/2/2016	305002
491000	Admin Exp-Criminal/Background Checks	6.04	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/2/2016	304990
491000	Admin Exp-Criminal/Background Checks	7.87	NATIONAL CREDIT REPORTING	CREDIT CHECK	9/16/2016	305260
491000	Admin Exp-Criminal/Background Checks	3.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/30/2016	305554
491000	Admin Exp-Criminal/Background Checks	3.69	WASHINGTON STATE PATROL	BACKGROUND CHECK	9/30/2016	305554
491000	Admin Exp-Criminal/Background Checks	5.68	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/30/2016	305554
493000	Other Admin Exp-Postage	8.81	MAIL ADVERTISING BUREAU INC	JULY 2016 STATEMENTS	8/5/2016	304462
493000	Other Admin Exp-Postage	1.47	MAIL ADVERTISING BUREAU INC	JULY 2016 STATEMENTS	8/5/2016	304462
493000	Other Admin Exp-Postage	5.02	HASLER TOTAL FUNDS	POSTAGE	9/16/2016	305291
493000	Other Admin Exp-Postage	8.97	MAIL ADVERTISING BUREAU INC	APRIL 2016 STATEMENTS	9/23/2016	305367
493000	Other Admin Exp-Postage	9.38	MAIL ADVERTISING BUREAU INC	AUGUST 2016 STATEMENTS	9/23/2016	305367
493100	Other Admin Exp-Mail Handling	2.09	MAIL ADVERTISING BUREAU INC	JULY 2016 STATEMENTS	8/5/2016	304462
493100	Other Admin Exp-Mail Handling	0.51	MAIL ADVERTISING BUREAU INC	JULY 2016 STATEMENTS	8/5/2016	304462
493100	Other Admin Exp-Mail Handling	1.76	MAIL ADVERTISING BUREAU INC	APRIL 2016 STATEMENTS	9/23/2016	305367
493100	Other Admin Exp-Mail Handling	1.76	MAIL ADVERTISING BUREAU INC	AUGUST 2016 STATEMENTS	9/23/2016	305367
494000	Other Admin Exp-Membership Dues	28.20	NAHRO	MEMBERSHIP DUES	9/23/2016	305365
520104	Social Service Contracts-Interpretation	1.95	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/2/2016	304981
520104	Social Service Contracts-Interpretation	2.63	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/23/2016	305374

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2016 TO 9/30/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	JULY 2016 LANDSCAPE	8/12/2016	304674
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	AUGUST 2016 LANDSCAPE MAINT	9/16/2016	305321
620021	Occup Exp-HVAC Heating, Ventilation & AC	124.45	RONK BROS INC	SVC CALL	9/23/2016	305465
620021	Occup Exp-HVAC Heating, Ventilation & AC	600.00	RONK BROS INC	DUCT CLEANING	9/23/2016	305465
660000	Occup Exp-Utilities-Water	104.84	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	80.01	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	96.56	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	57.04	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	125.52	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	108.97	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	104.84	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	92.43	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	113.11	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660000	Occup Exp-Utilities-Water	118.13	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	52.13	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	97.29	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	122.30	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	143.15	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	84.78	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	93.11	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	118.13	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	68.10	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	88.94	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660000	Occup Exp-Utilities-Water	84.78	PUBLIC UTILITY DISTRICT #1	W	9/23/2016	305443
660100	Occup Exp-Utilities-Sewer	618.93	CITY OF SEDRO WOOLLEY	SW	9/23/2016	305443
660100	Occup Exp-Utilities-Sewer	247.74	CITY OF SEDRO WOOLLEY	SW	8/12/2016	304658
660100	Occup Exp-Utilities-Sewer	371.34	CITY OF SEDRO WOOLLEY	SW	8/12/2016	304658
660100	Occup Exp-Utilities-Sewer	618.91	CITY OF SEDRO WOOLLEY	SW	9/16/2016	305305
660100	Occup Exp-Utilities-Sewer	247.72	CITY OF SEDRO WOOLLEY	SW	9/16/2016	305305
660100	Occup Exp-Utilities-Sewer	371.34	CITY OF SEDRO WOOLLEY	SW	9/16/2016	305305
660200	Occup Exp-Utilities-Electricity	34.76	PUGET SOUND ENERGY-BOT-01H	E	9/2/2016	305041
660200	Occup Exp-Utilities-Electricity	56.38	PUGET SOUND ENERGY-BOT-01H	E	9/2/2016	305041
660300	Occup Exp-Utilities-Natural Gas	19.04	CASCADE NATURAL GAS CO	GS	8/12/2016	304644
660300	Occup Exp-Utilities-Natural Gas	19.04	CASCADE NATURAL GAS CO	GS	9/16/2016	305292
660500	Occup Exp-Utilities-Surface Water Mgmt	12.24	CITY OF SEDRO WOOLLEY	ST	8/12/2016	304658
660500	Occup Exp-Utilities-Surface Water Mgmt	30.59	CITY OF SEDRO WOOLLEY	ST	8/12/2016	304658
660500	Occup Exp-Utilities-Surface Water Mgmt	18.35	CITY OF SEDRO WOOLLEY	ST	8/12/2016	304658
660500	Occup Exp-Utilities-Surface Water Mgmt	30.59	CITY OF SEDRO WOOLLEY	ST	9/16/2016	305305
660500	Occup Exp-Utilities-Surface Water Mgmt	12.24	CITY OF SEDRO WOOLLEY	ST	9/16/2016	305305
660500	Occup Exp-Utilities-Surface Water Mgmt	18.35	CITY OF SEDRO WOOLLEY	ST	9/16/2016	305305

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2016 TO 9/30/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occup Exp-Utilities-Garbage	142.49	CITY OF SEDRO WOOLLEY	GB	8/12/2016	304658
660700	Occup Exp-Utilities-Garbage	429.66	CITY OF SEDRO WOOLLEY	GB	8/12/2016	304658
660700	Occup Exp-Utilities-Garbage	169.63	CITY OF SEDRO WOOLLEY	GB	8/12/2016	304658
660700	Occup Exp-Utilities-Garbage	10.68	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	8/12/2016	304590
660700	Occup Exp-Utilities-Garbage	445.80	CITY OF SEDRO WOOLLEY	GB	9/16/2016	305305
660700	Occup Exp-Utilities-Garbage	153.26	CITY OF SEDRO WOOLLEY	GB	9/16/2016	305305
660700	Occup Exp-Utilities-Garbage	169.63	CITY OF SEDRO WOOLLEY	GB	9/16/2016	305305
800900	Interest Expense-Other	11.35	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	8/5/2016	304493
<b>TOTAL CEDAR GROVE</b>		<b>12,085.55</b>				
<b>HILLSVIEW</b>						
170000	Work-In-Process	21,229.25	LAWHEAD ARCHITECTS PS	4/1/16 to 8/1/16 HILLSVIEW Invoice 4778	8/19/2016	304769
170000	Work-In-Process	79.50	CITY OF SEDRO WOOLLEY	HILLSVIEW APTS - ROOFING PERMIT	9/7/2016	305124
170000	Work-In-Process	148.50	ARC	HILLSVIEW	9/16/2016	305259
170000	Work-In-Process	114.40	SEATTLE DAILY JOURNAL OF COMMERC	HILLSVIEW ROOF	9/23/2016	305364
170000	Work-In-Process	31.60	SKAGIT VALLEY PUBLISHING	SEEKING BIDS HILLSVIEW ROOFING	9/23/2016	305373
264000	LT Debt-Lease	340.62	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	8/5/2016	304493
411100	Comp Equip-Hardware	0.51	CDW/COMPUTER CENTERS INC	APC BATTERY	8/26/2016	304883
411100	Comp Equip-Hardware	1.83	CDW/COMPUTER CENTERS INC	APC SMART UPS 3000VA	8/26/2016	304883
411100	Comp Equip-Software Maint	2.22	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	9/2/2016	304987
411103	Equip-Other-Leased/Rented	6.36	CDW/COMPUTER CENTERS INC	MCAFFEE END PROT	8/19/2016	304740
411901	Equip-Other-Leased/Rented	0.11	KONICA MINOLTA BUS SOLUTIONS USA INC	LEASE	8/12/2016	304623
411901	Equip-Other-Leased/Rented	2.56	NEOPOST USA INC	LEASE	9/9/2016	305189
411901	Equip-Other-Leased/Rented	0.11	KONICA MINOLTA BUS SOLUTIONS USA INC	LEASE	9/16/2016	305263
420000	Professional Services-Legal	2,874.30	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS - JUL 2016	9/16/2016	305233
420000	Professional Services-Legal	1,326.02	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS - AUG 2016	9/30/2016	305529
420101	Professional Services-Auditing	174.37	STATE AUDITORS OFFICE	SEDRO AUDIT PERIOD 15-15	9/2/2016	304971
420101	Professional Services-Auditing	9,376.00	STATE AUDITORS OFFICE	SEDRO HA AUDIT PERIOD 15-15	9/30/2016	305530
420908	Professional Services-Comps	15.99	FPWEB.NET	MANAGED SERVICE HOURS	9/16/2016	305336
420908	Professional Services-Comps	9.47	HYLAND SOFTWARE, INC	DATABASE SVCS	9/30/2016	305614
420908	Professional Services-Comps	2.58	HYLAND SOFTWARE, INC	INSTALLATION SVCS	9/30/2016	305614
420908	Professional Services-Comps	0.72	CERIUM NETWORKS INC	REMOTE SYS PROGRAMMING	9/30/2016	305628
421901	Admin Contracts-Records Management	10.05	NET2VAULT LLC	MANAGED VAULTING	8/19/2016	304828
421904	Admin Contracts- Cloud Recovery Services	10.94	NET2VAULT LLC	MANAGED VAULTING	9/23/2016	305501
421999	Admin Contracts-Other	216.70	DEPARTMENT OF ENTERPRISE SERVICES	CONSULTING SVCS	9/23/2016	305464
440100	Travel-Non-training Related-Local-Mileage	197.64	KIMBERLY SAYAVONG	6/1-7/26/16 MILEAGE	8/12/2016	304686
440100	Travel-Non-training Related-Local-Mileage	179.65	KIMBERLY SAYAVONG	6/1-7/26/16 MILEAGE	8/12/2016	304686
440100	Travel-Non-training Related-Local-Mileage	0.50	VANESSA OWEN	MILEAGE 8/9-7/29/16	8/26/2016	304938
441000	Training-Individual	54.98	ASSOCIATION SERVICES OF WA INC	6/30/16 TEAM RETREAT	9/16/2016	305325
450002	Comm-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	GATEWAY MONTHLY CHARGE	8/12/2016	304625
450002	Comm-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	MONTHLY CHARGE	9/16/2016	305267
450100	Comm-Long Distance Charges	6.04	IMPACT TELECOM INC	MONTHLY CHGS	8/12/2016	304659

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
8/01/2016 TO 9/30/2016

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHARGES	9/9/2016	305176
491000	Admin Exp-Criminal/Background Checks	17.77	NATIONAL CREDIT REPORTING	CREDIT CHECK	9/2/2016	305002
491000	Admin Exp-Criminal/Background Checks	18.12	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/2/2016	304990
491000	Admin Exp-Criminal/Background Checks	23.61	NATIONAL CREDIT REPORTING	CREDIT CHECK	9/16/2016	305260
491000	Admin Exp-Criminal/Background Checks	9.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/30/2016	305554
491000	Admin Exp-Criminal/Background Checks	11.06	WASHINGTON STATE PATROL	BACKGROUND CHECK	9/30/2016	305554
491000	Admin Exp-Criminal/Background Checks	17.04	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/30/2016	305554
493000	Other Admin Exp-Postage	26.55	MAIL ADVERTISING BUREAU INC	JULY 2016 STATEMENTS	8/5/2016	304462
493000	Other Admin Exp-Postage	4.44	MAIL ADVERTISING BUREAU INC	JULY 2016 STATEMENTS	8/5/2016	304462
493000	Other Admin Exp-Postage	15.05	HASLER TOTAL FUNDS	POSTAGE	9/16/2016	305291
493000	Other Admin Exp-Postage	27.03	MAIL ADVERTISING BUREAU INC	APRIL 2016 STATEMENTS	9/23/2016	305367
493000	Other Admin Exp-Postage	28.26	MAIL ADVERTISING BUREAU INC	AUGUST 2016 STATEMENTS	9/23/2016	305367
493100	Other Admin Exp-Mail Handling	6.29	MAIL ADVERTISING BUREAU INC	JULY 2016 STATEMENTS	8/5/2016	304462
493100	Other Admin Exp-Mail Handling	1.55	MAIL ADVERTISING BUREAU INC	JULY 2016 STATEMENTS	8/5/2016	304462
493100	Other Admin Exp-Mail Handling	5.32	MAIL ADVERTISING BUREAU INC	APRIL 2016 STATEMENTS	9/23/2016	305367
493100	Other Admin Exp-Mail Handling	5.31	MAIL ADVERTISING BUREAU INC	AUGUST 2016 STATEMENTS	9/23/2016	305367
494000	Other Admin Exp-Membership Dues	84.60	NAHRO	MEMBERSHIP DUES	9/23/2016	305365
520104	Social Service Contracts-Interpretation	5.86	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/2/2016	304981
520104	Social Service Contracts-Interpretation	7.88	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/23/2016	305374
610102	Occup Exp-Equip-Appliances	112.78	HD SUPPLY FACILITIES Maint	REFRIGERATOR GASKET	9/2/2016	304979
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	JULY 2016 LANDSCAPE	8/12/2016	304674
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	AUGUST 2016 LANDSCAPE MAINT	9/16/2016	305321
620015	Occup Exp-Maint Contracts-Reasonable Accom	1,790.00	BATHCREST OF SEATTLE	2 STEEL TUBS, Units 218 & 339	8/26/2016	304903
660000	Occup Exp-Utilities-Water	1,347.88	PUBLIC UTILITY DISTRICT #1	W	9/16/2016	305301
660100	Occup Exp-Utilities-Sewer	3,707.92	CITY OF SEDRO WOOLLEY	SW	8/12/2016	304658
660100	Occup Exp-Utilities-Sewer	3,707.92	CITY OF SEDRO WOOLLEY	SW	9/16/2016	305305
660200	Occup Exp-Utilities-Electricity	1,139.06	PUGET SOUND ENERGY-BOT-01H	E	9/2/2016	305041
660201	Occup Exp-Utilities-Electricity-Closing Bill	12.91	PUGET SOUND ENERGY-BOT-01H	E	9/23/2016	305440
660500	Occup Exp-Utilities-Surface Water Mgmt	183.27	CITY OF SEDRO WOOLLEY	ST	8/12/2016	304658
660500	Occup Exp-Utilities-Surface Water Mgmt	183.27	CITY OF SEDRO WOOLLEY	ST	9/16/2016	305305
660700	Occup Exp-Utilities-Garbage	10.68	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	8/12/2016	304590
660700	Occup Exp-Utilities-Garbage	641.77	CITY OF SEDRO WOOLLEY	GB	8/12/2016	304658
660700	Occup Exp-Utilities-Garbage	652.53	CITY OF SEDRO WOOLLEY	GB	9/16/2016	305305
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	GB	9/30/2016	305538
800900	Interest Expense-Other	21.66	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	8/5/2016	304493
<b>TOTAL HILLSVIEW</b>		<b>54,508.74</b>				
<b>TOTAL SEDRO WOOLLEY</b>		<b>66,594.29</b>				

T  
A  
B  
  
N  
U  
M  
B  
E  
R



# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**To:** The Board of Commissioners  
**Date:** May 27, 2016  
**From:** Jeff Friend, Financial Reporting Manager  
**Subject:** April 2016 Financial Report

Attached for your review is an unaudited year-to-date financial report as of April 30, 2016. This report shows year-to-date actual results, budgets and variances expressed in both dollars and percentages. The report, in a working capital format, details revenues, expenses, and other sources/uses of working capital. Working capital is defined as current assets minus current liabilities and is a metric that is used to measure the ability of an organization to meet its near-term obligations (less than one year). Each report in this format will reconcile the current period working capital to that of the prior period.

**Summary:** Year-to-date operating revenues and operating expenses are 2.8% over budget and 8.0% under budget, respectively.

### Key Operating Revenue Variances

	Variance (\$)	Variance (%)
Dwell Rent	\$ 720	1.2% ●
Operating Fund Subsidy	3,373	3.4% ●
Other Misc. Income	393	427.2% ●
	<u>\$ 4,486</u>	<u>2.8% ●</u>

### Key Operating Expense Variances

	\$ Var	% Var
Salaries, Wages & Benefits	\$ (1,972)	-6.4% ●
Occupancy Expenses	(7,044)	-9.2% ●
Admin Support Expenses	(2,169)	-7.1% ●
Other Misc. Expenses	(13)	-0.5% ●
	<u>\$ (11,198)</u>	<u>-8.0% ●</u>

- Green are positive variances
- Yellow are negative variances of less than 5%
- Red are negative variances greater than 5%

**Operating Revenue and Expense:** Operating revenues were over target primarily due to a difference in budgeted and actual operating subsidy received from HUD. The budget estimated the Authority would receive 83.5% of its 2016 Operating Fund Subsidy. Through April, the Authority has received an interim prorate of approximately 87.2%. HUD will determine the final prorate later in the year. Operating Expenses were under target primarily due to a lack of expenditures for floor coverings, budgeted in support of unit turnovers costs. No vacancies have limited such expenditures. Seasonal and periodic expenses such as landscaping as well as various administrative support expenses were also under target but are expected to catch up as the year progresses.

**Non-Operating Revenue and Expense:** Non-operating revenues which consist of grant funds received to cover capital work are under target as four unit upgrades which were budgeted evenly throughout the year but have not been undertaken due to lack of vacancies. The smoking shelter project was budgeted for January but isn't expected to occur until the summer. A small amount of funding was drawn to close out the 2012 capital grant.

**Working Capital:** The year-to-date working capital balance is \$373,115; the equivalent of approximately 12 months of operating expenses. This exceeds the HUD advised-advised levels and the Authority may wish to defer draws on capital grants in order to bring this balance down. Staff will be reviewing the adequacy of reserves as the year progresses.

**Housing Authority of the City of Sedro-Woolley**  
**Statements of Financial Position**  
For the Period Ended 4/30/2016

	<u>Sedro Combined</u>	<u>Cedar Grove</u>	<u>Hillsview</u>
<b>ASSETS</b>			
<b><i>Working Capital Assets</i></b>			
Cash-Unrestricted	\$ 403,181	236,851	166,329
Accounts Receivables	6,884	3,112	3,772
Prepaid Assets & Inventory	3,349	945	2,404
Total Working Capital Assets	<u>413,414</u>	<u>240,908</u>	<u>172,505</u>
<b><i>Liabilities Offsetting Working Capital Assets</i></b>			
Accounts Payable	(28,023)	(6,090)	(21,933)
Payroll Liabilities	(6,314)	(1,773)	(4,541)
Current Portion of Long-term debt	(5,962)	(2,048)	(3,913)
Total Offsetting Liabilities	<u>(40,299)</u>	<u>(9,911)</u>	<u>(30,387)</u>
Working Capital	<u>373,115</u>	<u>230,997</u>	<u>142,118</u>
<b><i>Other Assets</i></b>			
Cash-Restricted	9,374	3,800	5,575
Capital Assets	1,700,701	469,369	1,231,333
Work-in-Process	74,119	-	74,119
Total Other Assets	<u>1,784,194</u>	<u>473,169</u>	<u>1,311,027</u>
<b>TOTAL ASSETS (net of WC offsets)</b>	<b><u>\$ 2,157,308</u></b>	<b><u>704,166</u></b>	<b><u>1,453,145</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b><i>Other Liabilities</i></b>			
Deferrals-Related to Restr Cash	\$ 9,450	3,800	5,650
Debt	5,741	1,974	3,767
	<u>15,191</u>	<u>5,774</u>	<u>9,417</u>
<b><i>Equity</i></b>			
Equity	2,142,116	698,388	1,443,728
	<u>2,142,116</u>	<u>698,388</u>	<u>1,443,728</u>
<b>TOTAL LIAB &amp; EQ (net of curr liab)</b>	<b><u>\$ 2,157,308</u></b>	<b><u>704,162</u></b>	<b><u>1,453,145</u></b>

**Housing Authority of the City of Sedro-Woolley  
Working Capital Budget vs. Actual Report  
For the Period Ended 4/30/2016**

	Actuals Through 4/30/2016	Budget Through 4/30/2016	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2016 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
<b>Revenues</b>							
Tenant Revenue	\$62,583	\$61,863	\$720	1.2%	\$185,590	\$123,007	33.7%
Operating Fund Subsidy from HUD	101,307	97,934	3,373	3.4%	293,802	192,495	34.5%
Other Operating Revenue	485	92	393	427.4%	275	(210)	176.5%
Non-operating Revenue	19,508	31,126	(11,618)	(37.3%)	206,241	186,733	9.5%
<b>Total Revenues</b>	<b>183,883</b>	<b>191,015</b>	<b>(7,132)</b>	<b>(3.7%)</b>	<b>685,908</b>	<b>502,025</b>	<b>26.8%</b>
<b>Expenses</b>							
Salaries & Benefits	28,922	30,894	(1,972)	(6.4%)	97,960	69,038	29.5%
Routine Maintenance, Utilities, Taxes & Insurance	69,651	76,695	(7,044)	(9.2%)	243,352	173,701	28.6%
Other Social Service Support Expenses & HAP	2,504	2,517	(13)	(0.5%)	7,850	5,346	31.9%
Administrative Support Expenses	28,295	30,464	(2,169)	(7.1%)	107,596	79,301	26.3%
Non-operating Expenses	1,689	142	1,547	1089.4%	425	(1,264)	397.4%
<b>Total Expenses</b>	<b>131,060</b>	<b>140,712</b>	<b>(9,652)</b>	<b>(6.9%)</b>	<b>457,183</b>	<b>326,123</b>	<b>28.7%</b>
<b>Net Income</b>	<b>52,823</b>	<b>50,303</b>	<b>2,520</b>	<b>5.0%</b>	<b>228,725</b>	<b>175,902</b>	<b>23.1%</b>
<b>Other Sources/(Uses) of Working Capital</b>							
(Increase) in Restricted/Designated Cash	(27)	0	(27)	n/m	0	27	n/m
Decrease in Restricted/Designated Cash	0	0	0	n/m	0	0	n/m
(Increase) in LT Receivables	0	0	0	n/m	0	0	n/m
Decrease in LT Receivables	0	0	0	n/m	0	0	n/m
Acquisition of Capital Assets	(2,089)	0	(2,089)	n/m	0	2,089	n/m
Maintenance Projects	(1,106)	(69,408)	68,302	(98.4%)	(128,222)	(127,116)	0.9%
Acquisition of Capital Assets	(3,195)	(69,408)	66,213	(95.4%)	(128,222)	(125,027)	2.5%
Disposition of Capital Assets	0	0	0	n/m	0	0	n/m
Change in Suspense	0	0	0	n/m	0	0	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	100	0	100	n/m	0	(100)	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(1,532)	0	(1,532)	n/m	0	1,532	n/m
Change in Other Liabilities	0	0	0	n/m	0	0	n/m
Other Non-Working Capital Income/Expense Items	0	0	0	n/m	0	0	n/m
Non Income/Expense Change in Equity	0	0	0	n/m	0	0	n/m
<b>Total Other Sources/(Uses) of Working Capital</b>	<b>(4,653)</b>	<b>(69,408)</b>	<b>64,755</b>	<b>(93.3%)</b>	<b>(128,222)</b>	<b>(123,569)</b>	<b>3.6%</b>
<b>Net Change in Working Capital</b>	<b>\$48,170</b>	<b>(\$19,105)</b>	<b>\$67,275</b>	<b>n/m</b>	<b>\$100,503</b>	<b>\$52,333</b>	<b>47.9%</b>
Working Capital, 12/31/2015	324,945						
<b>Working Capital, 4/30/2016</b>	<b>\$373,115</b>						

- 1) Four unit upgrades were budgeted evenly throughout the year but none have been completed through April due to lack of vacancies. The \$20K smoking shelter budgeted for January will not be built until June or July. The non-operating revenue variance was partially offset by unbudgeted draws of \$16K made to close out/obligate the 2012 and 2014 CFP grants.
- 2) Variance due to utility invoice timing. Also, budgeted floor coverings weren't needed due to lack of vacancies through April. Seasonal and periodic costs such as Landscaping is expected to catch up to budget as the year progresses.



# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**To:** The Board of Commissioners  
**Date:** August 15, 2016  
**From:** Jeff Friend, Financial Reporting Manager  
**Subject:** June 2016 Financial Report

Attached for your review is an unaudited year-to-date financial report as of June 30, 2016. This report shows year-to-date actual results, budgets and variances expressed in both dollars and percentages. The report, in a working capital format, details revenues, expenses, and other sources/uses of working capital. Working capital is defined as current assets minus current liabilities and is a metric that is used to measure the ability of an organization to meet its near-term obligations (less than one year). Each report in this format will reconcile the current period working capital to that of the prior period.

**Summary:** Year-to-date operating revenues and operating expenses are 8.7% over budget and 3.5% under budget, respectively.

### Operating Revenue Variances

	Variance (\$)	Variance (%)
Dwell Rent	\$ 277	0.3%
Operating Fund Subsidy	19,819	13.5%
Other Misc. Income	871	631.2%
	\$ 20,967	8.7%

### Operating Expense Variances

	\$ Var	% Var
Salaries, Wages & Benefits	\$ (1,887)	-4.1%
Occupancy Expenses	(1,372)	-1.2%
Admin Support Expenses	(3,998)	-8.7%
Other Misc. Expenses	(148)	-3.8%
	\$ (7,405)	-3.5%

- Green are positive variances
- Yellow are negative variances of less than 5%
- Red are negative variances greater than 5%

**Operating Revenue and Expense:** Operating revenues were over target primarily due to a difference in budgeted and actual operating subsidy received from HUD. The amount of subsidy requested for 2016 is greater than anticipated in the budget. Also, the budget estimated that the Authority would receive a prorated of 83.5% while the actual interim prorated is currently 89.7%. HUD will determine the final prorated later in the year. Operating Expenses were under target primarily due to vehicle maintenance fees being over-budgeted in error. Also, web services were budgeted evenly throughout the year for the redesign of the Authority's website but invoicing isn't expected until later in the year.

**Non-Operating Revenue and Expense:** Non-operating revenues which consist of grant funds received to cover capital work are under target as four unit upgrades were budgeted evenly throughout the year but only one has been completed through June due to lack of vacancies. The smoking shelter and key scan/monitoring system projects were budgeted for January and April, respectively but aren't expected to occur until the fourth quarter. A small amount of funding was drawn to close out the 2012 capital grant.

**Working Capital:** The year-to-date working capital balance is \$374,387; the equivalent of approximately 11 months of operating expenses. This exceeds the HUD advised levels and the Authority may wish to defer draws on capital grants in order to bring this balance down. Staff will be reviewing the adequacy of reserves as the year progresses.

**Housing Authority of the City of Sedro-Woolley**  
**Statements of Financial Position**

	<u>Sedro Combined</u>	<u>Cedar Grove</u>	<u>Hillsview</u>
<b>Working Capital Assets</b>			
Cash-Unrestricted	\$ 404,721	\$ 251,576	\$ 153,145
Accounts Receivables	3,296	1,442	1,854
Prepaid Assets & Inventory	2,014	568	1,446
Total Working Capital Assets	<u>410,031</u>	<u>253,586</u>	<u>156,445</u>
<b>Liabilities Offsetting Working Capital Assets</b>			
Accounts Payable	(19,296)	(6)	(19,290)
Payroll Liabilities	(6,314)	(1,773)	(4,541)
Accrued Liabilities	(4,072)	(4,072)	-
Deferrals	-	-	-
Current Portion of Long-term debt	(5,962)	(2,049)	(3,913)
Total Offsetting Liabilities	<u>(35,644)</u>	<u>(7,900)</u>	<u>(27,744)</u>
<b>Working Capital</b>	<u>374,387</u>	<u>245,686</u>	<u>128,701</u>
<b>Other Assets</b>			
Cash-Designated	-	-	-
Cash-Restricted	9,100	3,800	5,300
Receivables	-	-	-
Capital Assets	1,685,291	464,727	1,220,564
Work-in-Process	75,215	-	75,215
Suspense	-	-	-
Other Assets	-	-	-
Total Other Assets	<u>1,769,606</u>	<u>468,527</u>	<u>1,301,079</u>
<b>TOTAL ASSETS (net of WC offsets)</b>	<u>\$ 2,143,993</u>	<u>\$ 714,213</u>	<u>\$ 1,429,780</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Other Liabilities</b>			
Deferrals-Related to Restr Cash	\$ 9,100	\$ 3,800	\$ 5,300
Debt	4,712	1,620	3,092
Other Liabilities	-	-	-
	<u>13,812</u>	<u>5,420</u>	<u>8,392</u>
<b>Equity</b>			
Equity	2,130,181	708,793	1,421,388
	<u>2,130,181</u>	<u>708,793</u>	<u>1,421,388</u>
<b>TOTAL LIAB &amp; EQ (net of curr liab)</b>	<u>\$ 2,143,993</u>	<u>\$ 714,213</u>	<u>\$ 1,429,780</u>

**Housing Authority of the City of Sedro-Woolley  
Working Capital Budget vs. Actual Report  
For the Period Ended 6/30/2016**

	Actuals Through 6/30/2016	Budget Through 6/30/2016	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2016 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
<b>Revenues</b>							
Tenant Revenue	\$ 93,072	\$ 92,795	\$ 277	0.3%	\$ 185,590	\$ 92,518	50.1%
Operating Fund Subsidy from HUD	166,720	146,901	19,819	13.5%	293,802	127,082	56.7% (1)
Section 8 Subsidy from HUD	0	0	0	n/m	0	0	n/m
Other Operating Revenue	1,009	138	871	631.2%	275	(734)	366.9%
Non-operating Revenue	19,729	50,102	(30,373)	(60.6%)	206,241	186,512	9.6% (2)
<b>Total Revenues</b>	<b>280,530</b>	<b>289,936</b>	<b>(9,406)</b>	<b>(3.2%)</b>	<b>685,908</b>	<b>405,378</b>	<b>40.9%</b>
<b>Expenses</b>							
Salaries & Benefits	44,455	46,342	(1,887)	(4.1%)	97,960	53,505	45.4%
Routine Maintenance, Utilities, Taxes & Insurance	116,025	117,397	(1,372)	(1.2%)	243,352	127,327	47.7%
Direct Social Service Salaries & Benefits	0	0	0	n/m	0	0	n/m
Other Social Service Support Expenses & HAP	3,719	3,867	(148)	(3.8%)	7,850	4,131	47.4%
Administrative Support Expenses	41,906	45,904	(3,998)	(8.7%)	107,596	65,690	38.9%
Non-operating Expenses	1,763	213	1,550	727.7%	425	(1,338)	414.8%
<b>Total Expenses</b>	<b>207,868</b>	<b>213,723</b>	<b>(5,855)</b>	<b>(2.7%)</b>	<b>457,183</b>	<b>249,315</b>	<b>45.5%</b>
<b>Net Income</b>	<b>72,662</b>	<b>76,213</b>	<b>(3,551)</b>	<b>(4.7%)</b>	<b>228,725</b>	<b>156,063</b>	<b>31.8%</b>
<b>Other Sources/(Uses) of Working Capital</b>							
(Increase) in Restricted/Designated Cash	(2)	0	(2)	n/m	0	2	n/m
Decrease in Restricted/Designated Cash	250	0	250	n/m	0	(250)	n/m
(Increase) in LT Receivables	0	0	0	n/m	0	0	n/m
Change in Suspense	0	0	0	n/m	0	0	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	(250)	0	(250)	n/m	0	250	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(2,562)	(3,223)	661	(20.5%)	(6,444)	(3,882)	39.8%
Change in Other Liabilities	0	0	0	n/m	0	0	n/m
Non Income/Expense Change in Equity	0	0	0	n/m	0	0	n/m
<b>Total Other Sources/(Uses) of Working Capital</b>	<b>(23,218)</b>	<b>(92,995)</b>	<b>69,777</b>	<b>(75.0%)</b>	<b>(252,025)</b>	<b>(228,807)</b>	<b>9.2%</b>
<b>Transfer In from (Out to) Other Funds</b>							
Transfers In from Other Funds	0	0	0	n/m	0	0	n/m
Transfers Out to Other Funds	0	0	0	n/m	0	0	n/m
<b>Net Transfer In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/m</b>	<b>0</b>	<b>0</b>	<b>n/m</b>
<b>Net Change in Working Capital</b>	<b>\$ 49,444</b>	<b>\$ (16,782)</b>	<b>\$ 66,226</b>	<b>n/m</b>	<b>\$ (23,300)</b>	<b>\$ (72,744)</b>	<b>n/m</b>
Working Capital, 12/31/2015	324,943						
<b>Working Capital, 6/30/2016</b>	<b>\$ 374,387</b>						

1) Public Housing subsidy was higher than target due to an interim proration that was higher than anticipated. The budget assumed a prorate of 83.5% while the interim has been 87.2%.

2) Four unit upgrades were budgeted evenly throughout the year but only one unit has been completed through June. Upgrades are dependent upon unit availability. The non- operating revenue variance was partially offset by unbudgeted draws of \$16K made to close out/obligate the 2012 and 2014 CFP grants. Smoking shelter and key scan/monitoring system projects were budgeted in January and April, respectively. However, the projects are not expected to occur



# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**To:** The Board of Commissioners  
**Date:** September 21, 2016  
**From:** Jeff Friend, Financial Reporting Manager  
**Subject:** August 2016 Financial Report

Attached for your review is an unaudited year-to-date financial report as of August 31, 2016. This report shows year-to-date actual results, budgets and variances expressed in both dollars and percentages. The report, in a working capital format, details revenues, expenses, and other sources/uses of working capital. Working capital is defined as current assets minus current liabilities and is a metric that is used to measure the ability of an organization to meet its near-term obligations (less than one year). Each report in this format will reconcile the current period working capital to that of the prior period.

**Summary:** Year-to-date operating revenues and operating expenses are 10% over budget and 8.3% under budget, respectively.

### Operating Revenue Variances

	Variance (\$)	Variance (%)
Dwell Rent	\$ (639)	-0.5%
Operating Fund Subsidy	26,493	13.5%
Other Misc. Income	6,280	3431.7%
	\$ 32,134	10.0%

### Operating Expense Variances

	\$ Var	% Var
Salaries, Wages & Benefits	\$ (2,953)	-4.6%
Occupancy Expenses	(6,505)	-4.1%
Admin Support Expenses	(14,924)	-21.2%
Other Misc. Expenses	(341)	-6.6%
	\$ (24,723)	-8.3%

- Green are positive variances
- Yellow are negative variances of less than 5%
- Red are negative variances greater than 5%

**Operating Revenue and Expense:** Operating revenues were over target primarily due to a difference in budgeted and actual operating subsidy received from HUD. The amount of subsidy requested for 2016 is greater than anticipated in the budget. Also, the budget estimated that the Authority would receive a prorated of 83.5% while the actual interim prorated is currently 89.7%. HUD will determine the final prorated later in the year. Other Miscellaneous Income is also over-target due to an unbudgeted reimbursement from KCHA for vehicle maintenance fees billed in error in 2015.

Operating Expenses were under target primarily due to audit costs that were budgeted to start in July but were not billed to the Authority until September. Additionally, vehicle maintenance fees were over-budgeted in error and web services were budgeted evenly throughout the year for the redesign of the Authority's website but invoicing isn't expected until later in the year.

**Non-Operating Revenue and Expense:** Non-operating revenues which consist of grant funds received to cover capital work are under target as four unit upgrades were budgeted evenly throughout the year but only one has been completed through August due to lack of vacancies. The smoking shelter and key scan/monitoring system projects were budgeted for January and April, respectively but aren't expected to occur until the fourth quarter. A small amount of funding was drawn to close out the 2012 and 2014 capital grants.

September 21, 2016

---

**Working Capital:** The year-to-date working capital balance is \$400,137; the equivalent of approximately 12 months of operating expenses. This exceeds the HUD advised levels and the Authority may wish to defer draws on capital grants in order to bring this balance down. Staff will be reviewing the adequacy of reserves as the year progresses.

**Housing Authority of the City of Sedro-Woolley**  
**Statements of Financial Position**

	<u>Sedro Combined</u>	<u>Cedar Grove</u>	<u>Hillsview</u>
<b>Working Capital Assets</b>			
Cash-Unrestricted	\$ 401,406	\$ 259,515	\$ 141,891
Accounts Receivables	32,363	2,487	29,876
Prepaid Assets & Inventory	2,012	568	1,444
Total Working Capital Assets	<u>435,781</u>	<u>262,570</u>	<u>173,211</u>
<b>Liabilities Offsetting Working Capital Assets</b>			
Accounts Payable	(19,296)	(6)	(19,290)
Payroll Liabilities	(6,314)	(1,773)	(4,541)
Accrued Liabilities	(4,072)	(4,072)	-
Deferrals	-	-	-
Current Portion of Long-term debt	(5,962)	(2,049)	(3,913)
Total Offsetting Liabilities	<u>(35,644)</u>	<u>(7,900)</u>	<u>(27,744)</u>
<b>Working Capital</b>	<u>400,137</u>	<u>254,670</u>	<u>145,467</u>
<b>Other Assets</b>			
Cash-Designated	-	-	-
Cash-Restricted	9,100	3,800	5,300
Receivables	-	-	-
Capital Assets	1,669,880	460,084	1,209,796
Work-in-Process	100,823	-	100,823
Suspense	-	-	-
Other Assets	-	-	-
Total Other Assets	<u>1,779,803</u>	<u>463,884</u>	<u>1,315,919</u>
<b>TOTAL ASSETS (net of WC offsets)</b>	<u>\$ 2,179,940</u>	<u>\$ 718,554</u>	<u>\$ 1,461,386</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Other Liabilities</b>			
Deferrals-Related to Restr Cash	\$ 9,025	\$ 3,650	\$ 5,375
Debt	3,675	1,264	2,411
Other Liabilities	-	-	-
	<u>12,700</u>	<u>4,914</u>	<u>7,786</u>
<b>Equity</b>			
Equity	2,167,240	713,640	1,453,600
	<u>2,167,240</u>	<u>713,640</u>	<u>1,453,600</u>
<b>TOTAL LIAB &amp; EQ (net of curr liab)</b>	<u>\$ 2,179,940</u>	<u>\$ 718,554</u>	<u>\$ 1,461,386</u>

**Housing Authority of the City of Sedro-Woolley**  
**Working Capital Budget vs. Actual Report**  
**For the Period Ended 8/31/2016**

	Actuals Through 8/31/2016	Budget Through 8/31/2016	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2016 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
<b>Revenues</b>							
Tenant Revenue	\$ 123,088	\$ 123,727	\$ (639)	(0.5%)	\$ 185,590	\$ 62,502	66.3%
Operating Fund Subsidy from HUD	222,361	195,868	26,493	13.5%	293,802	71,441	75.7% (1)
Section 8 Subsidy from HUD	0	0	0	n/m	0	0	n/m
Other Operating Revenue	6,463	183	6,280	3431.7%	275	(6,188)	2350.2%
Non-operating Revenue	55,178	119,889	(64,711)	(54.0%)	206,241	151,063	26.8% (2)
<b>Total Revenues</b>	<b>407,090</b>	<b>439,667</b>	<b>(32,577)</b>	<b>(7.4%)</b>	<b>685,908</b>	<b>278,818</b>	<b>59.4%</b>
<b>Expenses</b>							
Salaries & Benefits	61,475	64,428	(2,953)	(4.6%)	97,960	36,485	62.8%
Routine Maintenance, Utilities, Taxes & Insurance	151,268	157,773	(6,505)	(4.1%)	243,352	92,084	62.2%
Direct Social Service Salaries & Benefits	0	0	0	n/m	0	0	n/m
Other Social Service Support Expenses & HAP	4,842	5,183	(341)	(6.6%)	7,850	3,008	61.7%
Administrative Support Expenses	55,453	70,377	(14,924)	(21.2%)	107,596	52,143	51.5% (3)
Non-operating Expenses	1,831	283	1,548	547.0%	425	(1,406)	430.8%
<b>Total Expenses</b>	<b>274,869</b>	<b>298,044</b>	<b>(23,175)</b>	<b>(7.8%)</b>	<b>457,183</b>	<b>182,314</b>	<b>60.1%</b>
<b>Net Income</b>	<b>132,221</b>	<b>141,623</b>	<b>(9,402)</b>	<b>(6.6%)</b>	<b>228,725</b>	<b>96,504</b>	<b>57.8%</b>
<b>Other Sources/(Uses) of Working Capital</b>							
(Increase) in Restricted/Designated Cash	(2)	0	(2)	n/m	0	2	n/m
Decrease in Restricted/Designated Cash	250	0	250	n/m	0	(250)	n/m
(Increase) in LT Receivables	0	0	0	n/m	0	0	n/m
Decrease in LT Receivables	0	0	0	n/m	0	0	n/m
Disposition of Capital Assets	0	0	0	n/m	0	0	n/m
Change in Suspense	0	0	0	n/m	0	0	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	(325)	0	(325)	n/m	0	325	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(3,598)	(4,296)	698	(16.2%)	(6,444)	(2,846)	55.8%
<b>Total Other Sources/(Uses) of Working Capital</b>	<b>(57,027)</b>	<b>(163,745)</b>	<b>106,718</b>	<b>(65.2%)</b>	<b>(252,025)</b>	<b>(194,998)</b>	<b>22.6%</b>
<b>Net Change in Working Capital</b>	<b>\$ 75,194</b>	<b>\$ (22,122)</b>	<b>\$ 97,316</b>	<b>n/m</b>	<b>\$ (23,300)</b>	<b>\$ (98,494)</b>	<b>n/m</b>
Working Capital, 12/31/2015	324,943						
<b>Working Capital, 8/31/2016</b>	<b>\$ 400,137</b>						

- 1) Public Housing subsidy was higher than target due to an interim proration that was higher than anticipated. The budget assumed a prorate of 83.5% while the interim has been 89.7%.
- 2) Four unit upgrades were budgeted evenly throughout the year but only one unit has been completed through August. Upgrades are dependent upon unit availability. The non-operating revenue variance was partially offset by unbudgeted draws of \$16K made to close out/obligate the 2012 and 2014 CFP grants. Smoking shelter and key scan/monitoring system projects were budgeted in January and April, respectively. However, the projects are not expected to occur until the 4th quarter. Capital Grant draws in July and August were due to the Hillview roofing project.
- 3) The Sedro 2015 audit costs were budgeted to start in July but the Authority wasn't billed until September.

T  
A  
B

N  
U  
M  
B  
E  
R

4

**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Housing Management Report**

**August and September 2016**

**Vacancy Report**

	<b>Vacates</b>	<b>Housings</b>	<b>Completed Upgrades</b>
Hillsview	0	1	0
Cedar Grove	0	1	0

**Average Unit Turnover Rates for Hillsview**

Current UTO is 10 days. One resident was evicted due to nonpayment of rent at Hillsview. One resident at Cedar Grove moved into a market rate unit. Both units were previously upgraded.

**Current Applications of Wait List as of October 1, 2016**

<b>Hillsview</b>	<b>Applicants Claiming Preference</b>	<b>Eld/Dis Claiming Preference</b>	<b>Non-Preference Applicants</b>	<b>Total</b>
1 Bedroom	52	33	45	97

<b>Cedar Grove</b>	<b>Preference</b>	<b>Non-Preference</b>	<b>Total</b>
2 Bedrooms	68	13	81
3 Bedrooms	23	1	24
4 Bedrooms	2	2	4
<b>Total</b>	<b>93</b>	<b>16</b>	<b>109</b>

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.

**Work Orders**

	<b>Routine</b>	<b>Inspection</b>	<b>Emergency</b>	<b>Vacate</b>	<b>RA</b>	<b>Total</b>
Hillsview	34	7	3	1	0	45
Cedar Grove I	6	6	0	0	0	12
Cedar Grove II	8	1	0	1	0	10
Cedar Grove III	2	3	0	0	0	5
<b>Total</b>	<b>50</b>	<b>17</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>72</b>

**Resident Functions**

Community Action is scheduled to come to the Hillsview apartments on October 25, 2016 to help residents sign up for energy assistance.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Staffing**

We are 100% staffed in Sedro-Woolley.

### **Previous Meeting Concerns**

The ivy bushes at Hillsvie need to be trimmed back and we are working with Sound Landscaping to address any areas that need attention. We will also be scheduling a carpet clean for Hillsvie before the end of the year.

### **Resident Issues.**

The legal processes for the two Hillsvie residents are closed. A judgement of default was received for one resident and a stipulation agreement for signed for the other resident.