



1400 North Reagan Street
P.O. Box 1900
San Benito, TX 78586
Office: (956) 399-7501
Fax: (956) 399-5413
www.sanbenitohousing.com

RFP 02-2024
FEE ACCOUNTING SERVICES

1. Amendment number: 01
2. Issued by: Janet Montalvo
3. Amendment for solicitation number: RFP 02-2024, Amendment dated: June 18, 2024
4. The above-numbered solicitation is amended as set forth below. Proposers must acknowledge receipt of this amendment prior to the hour and date specified for receipt of proposals, by signing this form below and return to SBHA main office, 1400 N Reagan, San Benito, TX 78586 or via email at info@sanbenitohousing.com.
5. Description of amendment:

Questions posed by potential proposer

- a. Under special requirements, Item 1, it appears that the proposer must keep an accounting system for the Housing Authority. Do you plan to terminate the accounting system you currently have?

No. The SBHA intends to keep the MRI/Lindsey software for program uses, such as Public Housing and HCV participant tracking, Work Orders, Accounts Payable, and Payroll.

- b. On Item No 6, Do you expect the proposer to prepare the VMS worksheet to be filed? Most times, the HCV manager is in charge of that.

No. The HCV manager will prepare monthly VMS. The Fee Accountant will reconcile MVS submissions with GL, or advise HCV manager of required reconciliations on VMS.

- c. How Many 990 Forms are you required to file?

One. For Community Housing Services Corp Inc, a 501(c)3.

- d. On Item 8, Do we know how many visitations a month?

Once a month for Regular Board Meeting where financials are being presented. The Fee Accountant should be available for scheduled teleconference for other matters.



- e. On Item 4, could you provide a sample of your current budget for each one requested?

Operating budget will be attached hereto.

- f. No. 8 – Consultation and Assistance: There is a comment that up to 100 hours is budgeted for this task. Is this correct? Are you asking proposer to include the 100 hours within a year?

“100 hours budgeted” refers to the maximum number of hours to be utilized under Item 8 – Consultation and Assistance. The SBHA does not anticipate requiring more than 100 hours of Consultation and Assistance from the proposer per fiscal year. This should be included in the Annual Amount on the Bid Proposal Form.

6. Name and Title of Signer: _____

Signature

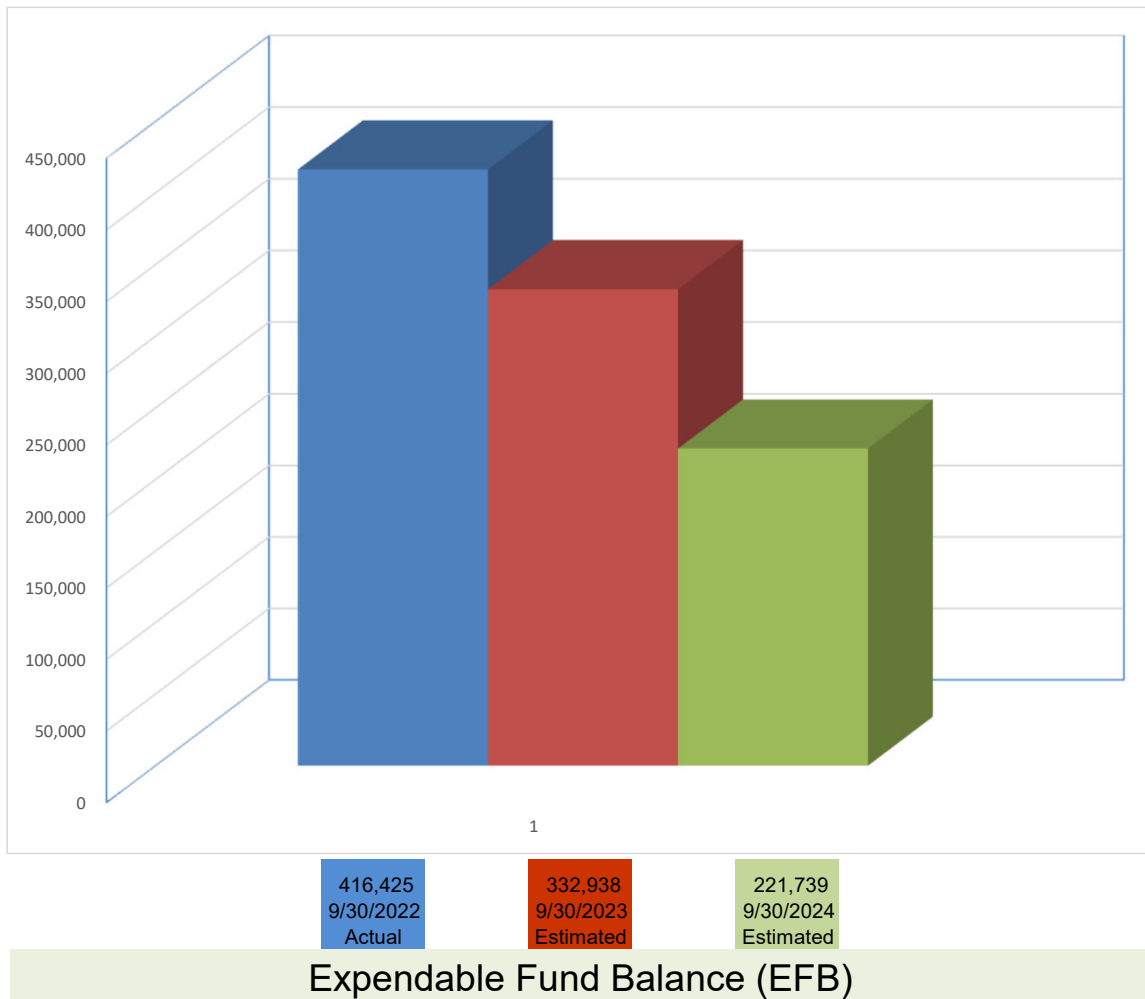
Date

San Benito Housing Authority

Public Housing Operating Budget

October 1, 2023 through September 30, 2024

2024



Prepared by: Karen Tanner
LINDSEY
An MRI Software Company

San Benito Housing Authority
P. O. Box 1900
San Benito, TX 78589

Public Housing Operating Budget				Project Number: TX025000001		
		ACC Units: 117	Available Dwelling Units for FDS: 117			
Asset Management <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Eligible Units OPF: 117	Unit Months Available FDS: 1404			
October 1, 2023 through September 30, 2024				Built Date:		
ACC: FW-1441		Last Renovation: 2020				
Number of Projects: [3] Number of AMPs: [1]		Occupancy Type: Family/Elderly/Disabled				
DUNS: 047444880		Estimated Occupancy Rate: 99%				
PHA Code: TX025		Average Bed Room Size: 2 BR				
Type of Submission Below				Building Type: 6 Story/2 Story/Single Story/Duplex		
<input checked="" type="checkbox"/> Original		Anticipated Number of Turnovers: 27				
<input type="checkbox"/> Revision Revision No. []		Project Expense Level: 484.70		CY2023		
		Utility Expense Level: 39.39		CY2023		
HUD Field Office San Antonio		Average Units Occupied		116		
San Benito Housing Authority				ACC Units	Unit Months for PUM Calculations	
There were 217 Units but 100 were converted to Tax Credit/PBV through RAD leaving 117 Public Housing Units.				117	1404	
		TX025000001	TX025000001	TX025000001	TX025000001	
FDS Line Numbers	Acc't No.	Account Description	Actual FYE PUM	Previous Budgeted PUM	PH Budget PUM	PH Budget Dollars
Tenant Revenues			2022	2023	2024	2024
70300	3110	Net Tenant Rental Revenue	147.18	224.15	238.55	334,930
70400	3120	Excess Utilities	0.00	0.00	0.00	0
70400	3690	Tenant Revenue - Other	8.90	7.83	7.83	11,000
70400	3690.FSS	FSS Escrow Forfeitures	0.00	0.00	0.00	0
70500		Total Tenant Revenue	156.08	231.98	246.39	345,930
Other Revenue						
71500	3190	Non-Dwelling Revenue	0.00	0.00	0.00	0
71100	3610	Investment Income - Unrestricted	1.32	1.50	7.12	10,000
72000	3610.1	Investment Income - Restricted	0.00	0.00	0.00	0
71500	3690.1	Other Non Tenant Revenue (See Income Detail)	45.73	83.02	113.05	158,729
71400	3690.70	Fraud Recovery or Collections on Losses	0.04	0.00	0.00	0
71300	3690.86	Proceeds from disposition of assets held for sale	0.00	0.00	0.00	0
71310	3690.87	Cost of sale of assets	0.00	0.00	0.00	0
71600	3690.88	Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0
70800	3690.97	Other Government Grants	0.00	0.00	0.00	0
10010	3690.99	Operating Transfers In From Capital Fund 1406	40.55	71.23	71.23	100,000
		Total Other Revenues	87.64	155.75	191.40	268,729
Operating Revenue HUD Receipts						
		Portion of CY 2023 Subsidy for Fiscal Year Ending 2024			123,691	
		Portion of CY 2024 Subsidy for Fiscal Year Ending 2024			376,641	
70600	8020	Total Subsidy for Request Fiscal Year	257.53	286.21	356.36	500,332
70600		Total HUD Operating Fund Receipts	257.53	286.21	356.36	500,332
70000		Total Operating Revenues	501.25	673.94	794.15	1,114,991

San Benito Housing Authority					ACC Units	Unit Months for PUM Calculations
There were 217 Units but 100 were converted to Tax Credit/PBV through RAD leaving 117 Public Housing Units.					117	1404
			TX025000001	TX025000001	TX025000001	TX025000001
FDS Line Numbers	Acc't No.	Account Description	Actual FYE PUM	Previous Budgeted PUM	PH Budget PUM	PH Budget Dollars
Administrative Expenses						
91100	4110	Administrative Salaries	161.06	264.41	196.91	276,460
11050	4110.75	Administrative - Change to Compensated Absenses	1.27	0.00	0.00	0
91700	4130	Legal Expense	35.38	17.81	8.90	12,500
91600	4140	Staff Training	0.00	7.12	7.12	10,000
91800	4150	Travel:	2.11	0.00	0.00	0
91900	4170	Outside Accounting Service	2.88	6.27	6.35	8,910
91200	4171	Auditing	2.95	5.70	5.70	8,000
91500	4182	Employee Benefit Contributions-Administrative	44.24	76.64	58.34	81,910
91400	4190.08	Advertising and Marketing	2.46	4.27	3.56	5,000
91600	4190.11	Publications	0.03	0.21	0.28	400
91600	4190.12	Membership and Dues	0.68	1.07	1.42	2,000
91600	4190.13	Telephone	7.45	8.19	12.82	18,000
91600	4190.14	Rental of Office Space	0.00	0.00	0.00	0
96200	4190.15	Collection Agent Fees	0.00	0.00	0.00	0
96200	4190.16	Fiscal Agent Fees	0.00	0.00	0.00	0
91600	4190.17	Forms, Stationary and Office Supplies	1.90	3.56	3.56	5,000
91900	4190.18	Other Operating - Administrative (Postage & Sundry)	3.16	3.56	3.92	5,500
91900	4190.19	Administrative Service Contracts	7.32	14.25	14.25	20,000
91900	4190.20	Outside Management Fee	0.00	0.00	0.00	0
91900	4190.25	Development Cost	0.00	52.86	0.00	0
91000		Total Administrative Expenses	272.89	465.92	323.13	453,680
Tenant Services						
92100	4210	Tenant Services - Salaries	0.00	0.00	0.00	0
11050	4210.75	Tenant Services - Change in Compensated Absenses	0.00	0.00	0.00	0
92400	4220	Recreation, Publications, Miscellaneous	2.12	0.00	0.00	0
92400	4220.1	Resident Participation Expenses	0.00	2.14	2.14	3,000
92300	4222	Employee Benefit Contributions - Tenant Services	0.00	0.00	0.00	0
92400	4230	Contract Cost - Training, Etc.	0.00	0.00	0.00	0
92200	4230.10	Relocation Cost	0.00	0.00	0.00	0
92400	4230.20	Tenant Services - Other	0.00	0.00	0.00	0
92500		Total Tenant Service Expense	2.12	2.14	2.14	3,000
Utilities Expense						
93100	4310	Water	3.02	5.70	5.34	7,500
93200	4320	Electricity	14.28	24.93	22.79	32,000
93200	4320.9	Security Lights	0.00	0.00	0.00	0
93300	4330	Gas	1.43	2.14	2.71	3,800
93400	4340	Fuel	0.00	0.00	0.00	0
93500	4350	Utility Labor	0.00	0.00	0.00	0
93700	4352	Utility Employee Benefits	0.00	0.00	0.00	0
93600	4390	Sewer	3.04	5.70	5.56	7,800
93800	4390.1	Other Utility Expenses	1.29	2.14	2.14	3,000
93000		Total Utility Expenses	23.06	40.61	38.53	54,100

San Benito Housing Authority					ACC Units		Unit Months for PUM Calculations	
There were 217 Units but 100 were converted to Tax Credit/PBV through RAD leaving 117 Public Housing Units.					117		1404	
					TX02500001		TX02500001	
FDS Line Numbers	Acc't No.	Account Description	Actual FYE PUM	Previous Budgeted PUM	PH Budget PUM	PH Budget Dollars		
Ordinary Maintenance & Operations								
94100	4410	Ordinary Maintenance and Operations - Labor	84.16	169.20	170.86	239,890		
11050	4410.75	Maintenance Change to Compensated Absenses	(0.19)	0.00	0.00	0		
94200	4420	Ordinary Maintenance and Operations - Materials	35.72	53.42	64.10	90,000		
94300-090	4430.01	Extermination	3.75	3.21	3.56	5,000		
94300-040	4430.02	Elevator Maintenance	0.00	0.00	0.00	0		
94300-020	4430.17	Heating and Cooling	3.92	1.78	8.55	12,000		
94300-030	4430.18	Snow Removal	0.00	0.00	0.00	0		
94300-050	4430.19	Landscape and Grounds	7.11	3.56	19.94	28,000		
94300-060	4430.20	Unit Turnaround	0.00	0.00	0.00	0		
94300-070	4430.21	Electrical	0.09	0.71	0.71	1,000		
94300-080	4430.22	Plumbing	0.92	0.71	0.71	1,000		
94300-100	4430.23	Janitorial	0.00	0.00	0.00	0		
94300-010	4431	Garbage and Trash	10.30	17.81	19.94	28,000		
Other Preventive Maintenance & Miscellaneous Maintenance Contracts Listed Below 94300-110								
	4430.08	Maintenance Contracts - Vehicle Service/Repairs	2.80	2.14	2.85	4,000		
	4430.09	Maintenance Contracts - Maintenance	6.07	3.56	3.56	5,000		
	4430.11	Maintenance Contracts - Uniforms/Cleaning	1.68	3.21	3.21	4,500		
	4430.13	Maintenance Contracts - Other	0.00	0.00	0.00	0		
94300-110		Total Other Maintenance Contracts	10.55	8.91	9.62	13,500		
94300		Total Maintenance Contracts	36.64	36.69	63.03	88,500		
94500	4433	Employee Benefit Contributions - Ordinary Maintenance	25.97	53.56	56.87	79,840		
94000		Total Ordinary Maintenance & Operations	182.30	312.87	354.86	498,230		
Protective Services								
95100	4460	Protective Services - Labor	0.00	0.00	0.00	0		
11050	4461	Protective Services - Change to Compensated Absenses	0.00	0.00	0.00	0		
95200	4470	Protective Services - Materials	0.00	0.00	0.00	0		
95200	4480	Protective Services - Contract Costs	0.49	1.78	1.78	2,500		
95500	4482	Protective Services - Employee Benefits	0.00	0.00	0.00	0		
95300	4483	Protective Services - Other	0.00	0.00	0.00	0		
95000		Total Protective Services	0.49	1.78	1.78	2,500		
Insurance Expense								
96110	4510.01	Property Insurance	8.09	14.25	17.09	24,000		
96120	4510.02	Liability Insurance	0.37	0.71	0.71	1,000		
96130	4510.04	Workers Compensation	2.49	4.63	6.84	9,600		
Other Insurance Listed Below 96140								
	4510.03	Insurance - Automobile	1.88	3.56	3.56	5,000		
	4510.05	Insurance - Fidelity Bond	0.81	1.78	1.42	2,000		
	4510.15	Insurance - Flood/Windstorm	45.10	64.10	92.59	130,000		
96140		Total Other Insurance	47.79	69.44	97.58	137,000		
		Total Insurance Premium	58.74	89.03	122.22	171,600		
Other General Expense								
96300	4520	Payments in Lieu of Taxes	11.94	18.35	20.00	28,080		
96800	4530	Severance Expense	0.00	0.00	0.00	0		
96400	4570	Bad Debt - Tenant Rents	1.69	4.99	7.12	10,000		
96500	4570.1	Bad Debt - Mortgages	0.00	0.00	0.00	0		
96600	4570.2	Bad Debts - Other	0.00	0.00	0.00	0		
96200	4590.99	Equity Transfer	361.85	0.00	0.00	0		
96200	4715.1	HAP Expense	78.46	0.00	0.00	0		
96200	4590.FSS	FSS Escrow	0.00	0.00	0.00	0		
96000		Total Other General Expense	453.94	23.34	27.12	38,080		

San Benito Housing Authority						ACC Units	Unit Months for PUM Calculations
There were 217 Units but 100 were converted to Tax Credit/PBV through RAD leaving 117 Public Housing Units.				TX025000001	TX025000001	117	1404
FDS Line Numbers	Acc't No.	Account Description	Actual FYE PUM	Previous Budgeted PUM	PH Budget PUM	PH Budget Dollars	
Interest Expense and Amortization Cost							
96720	4580	Interest on Notes Payable (Long & Short Term)	0.00	0.00	0.00	0	
96710	4920	Interest on Mortgage or Bonds	0.00	0.00	0.00	0	
96810	4920.01	Amortization of Debt Issue Costs	0.00	0.00	0.00	0	
96700		Total Interest Expense and Amortization Cost	0.00	0.00	0.00	0	
96900		Total Operating Expenditures	993.54	935.69	869.79	1,221,190	
Non-Routine Expenditures							
97700		Debt Service Payment (Principal & Interest)	0.00	0.00	0.00	0	
97100	4610.1	Extraordinary Maintenance - Labor	0.00	0.00	0.00	0	
97100	4610.2	Extraordinary Maintenance - Materials	0.00	0.00	0.00	0	
97100	4610.3	Extraordinary Maintenance - Contracts	1.95	4.27	3.56	5,000	
97200	4620	Casualty Losses - (Non-Capitalized)	0.00	0.00	0.00	0	
	7520	Replacement of Equipment (Capitalized)	0.00	0.00	0.00	0	
97100	7520.9	Replacements of Equipment (Non-Depreciable)	1.62	0.00	0.00	0	
	7540.2	Property Betterments and Additions Materials (Capitalized)	0.00	0.00	0.00	0	
	7540.3	Property Betterments and Additions Equipment (Capitalized)	0.00	0.00	0.00	0	
	7540.4	Property Betterments/Additions Contracts (Capitalized)	0.00	0.00	0.00	0	
97100	7540.93	Property Betterments and Additions (Non-Depreciable)	0.00	0.00	0.00	0	
	7560	Casualty Losses - (Capitalized)	0.00	0.00	0.00	0	
	7560.5	Proceeds from Insurance & Others (Due to Casualty Loss)	0.00	0.00	0.00	0	
		Total Non-Routine Expenditures	3.57	4.27	3.56	5,000	
1000		Net Cash Flow	(495.86)	(266.02)	(79.20)	(111,199)	

San Benito Housing Authority
 Provision for Estimated or Actual Expendable Fund Balance
 Budget Certification

TX025

Calculation of Estimated Fund Balance and Number of Months Fund Balance for the Period Ending 9/30/2024	Expendable Fund Balance at End of Prior Year:	9/30/2022	<input type="checkbox"/> Audited	<input checked="" type="checkbox"/> Un-Audited	416,425	
	Increase/Decrease to Expendable Fund Balance	9/30/2023	<input checked="" type="checkbox"/> Estimated	<input type="checkbox"/> Actual	(83,487)	
	Estimated/Actual Expendable Fund Balance FYE	9/30/2023	<input checked="" type="checkbox"/> Estimated	<input type="checkbox"/> Audited	<input type="checkbox"/> Un-Audited	332,938
	Estimated Increase/Decrease to EFB			9/30/2024	(111,199)	
	Estimated Expendable Fund Balance Request Budget Year			9/30/2024	221,739	
	Estimated Operating Expense for Request Budget Year			9/30/2024	1,226,190	
	Estimated Average Monthly Expense for Request Budget Year			9/30/2024	102,183	
	Estimated Number of Months Expendable Fund Balance Request Year			9/30/2024	2.17	

Comments:

PHA Approval

Name Eliud Garcia

Title Interim Executive Director

Signature _____

Date _____

If Requested or Required Field Office Approval

Name _____

Title _____

Signature _____

Date _____

San Benito Housing Authority
Public Housing Budget Other Income Detail Summary
October 1, 2023 through September 30, 2024

TX025

Description	Dollars	Remarks
Estimated Rent Income Eligible Tenants	334,930	Estimated Based on Current Trend
Estimated Rent Over Income Tenants	0	
Estimated Rent Police Officer Residence	0	
Estimated Rent Employee Residence	0	
Estimated Loss or Gain for Changes	0	
Total Estimated Rent	\$334,930	
Gross Potential Rent	\$337,817	
Excess Utilities		
<input type="checkbox"/> Water <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other <input checked="" type="checkbox"/> None	\$0	
<u>Other Tenant Revenue</u>		
Late Fees	0	
Tenant Damages	0	
Cable TV Reimbursements	0	
Mowing Fee	0	
Other Tenant Revenue	11,000	
Other Tenant Revenue	0	
Other Tenant Revenue	0	
Other Tenant Revenue	0	
Other Tenant Revenue	0	
Total Other Tenant Revenue	\$11,000	
FSS Escrow Forfeitures	3690.FSS	0
<u>Operating Subsidy Estimate</u>		
Potential Subsidy	2023 137,264	Estimated with 100% occupancy by Income Eligible Tenants for full Reporting Period.
Actual Calculated 100%	2023 133,030	Estimated based on most recent available Calculations.
Unfunded or Extra Funds for Pro-Ration	2023 (9,339)	Estimated Unfunded 7.020% Estimated based on Current Obligations with Offsets
Months of CY in Request FY	3 0	Other Adjustments
Estimated Subsidy from CY 2023	\$123,692	
Estimate Pro-Ration	2023 92.980%	Estimated
Estimate Pro-Ration	2024 92.980%	Estimated
Potential Subsidy	2024 417,969	Estimated based on latest calculations and 100% Occupancy by Income Eligible with inflation if applicable.
Estimate with vacancies	2024 405,077	Estimated based on most recent available calculations with estimated inflation if applicable.
Unfunded or Extra Funds for Pro-Ration	2024 (28,436)	Estimated Unfunded 7.020% Estimate when actuals not available
Months of CY in Request FY	9 0	Other Adjustments
Estimated Subsidy from CY 2024	\$376,641	
<u>Capital Fund 1406</u>		
2023 CFP Grant	100000	
CFP Grant	0	
CFP Grant	0	
Total CFP for use in Budget Year	\$100,000	This will show up on Other Financial Items - Sources & Uses
<u>Other Government Grants</u>		
Other Grant	0	
Other Grant	0	
Total other Government Grants	\$0	
Estimated Interest	10000	Current Trend
Proceeds assets held	\$0	
Cost of sale of Assets	\$0	
Fraud Recovery	\$0	
<u>Other Non Tenant Revenue</u>		
Laundry	3690.1 20,000	
General Miscellaneous	3690.10 5,000	
Management Fee - Stone Village/RAD/PBV	3690.2 104,000	Stone Village \$74,000. RAD/PVC \$30,000
Miscellaneous Nontenant Revenue	3690.1 4,257	
Income from Antenna Rental	3689.900 25,472	
Total Other Non-Tenant Revenue	\$158,729	
<u>Non-Dwelling Revenue</u>		
Community Center	0	
Other	0	
Other	0	
Total Non-Dwelling Revenue	\$0	
Gain/Loss on Sale of Fixed Assets	\$0	
Investment Income - Restricted	\$0	

San Benito Housing Authority
Schedule of Positions and Salaries
October 1, 2023 through September 30, 2024

Positions	Prior	Current	Total Public Housing		CFP		HCV PHA7		Home PHA3		SBHDC PHA4		CHSI PHA2		RAD -TCPHA8	
	Salary for FYE 2022	Salary for FYE 2023	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars
Administrative																
	100%	100%														
Lead PH Property Manager	47,840	\$50,232	100.00%	50,232	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
HVC Inspector	26,000	\$27,290	0.00%	0	0.00%	0	100.00%	27,290	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Deputy Director	65,000	\$68,245	40.00%	27,298	15.00%	10,237	45.00%	30,710	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Administrative Assistant/Waitlist Clerk	34,320	\$36,026	45.00%	16,212	0.00%	0	55.00%	19,814	0.00%	0	0.00%	0	0.00%	0	0.00%	0
HCV Coordinator	47,840	\$50,232	0.00%	0	0.00%	0	100.00%	50,232	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Property Manager - SV	36,920	\$38,771	100.00%	38,771	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Receptionist	27,560	\$27,040	40.00%	10,816	0.00%	0	60.00%	16,224	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Assistant Finance Director	41,475	\$43,534	55.00%	23,944	20.00%	8,707	25.00%	10,884	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Property Manager - LH	31,200	\$37,440	100.00%	37,440	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Finance Director	60,258	\$65,000	55.00%	35,750	0.00%	0	45.00%	29,250	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Executive Director	91,790	\$0	60.00%	0	15.00%	0	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Property Manager - PH	36,920	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Inventory Clerk	26,000	0	80.00%	0	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Property Manager - PV (RAD)		\$38,771	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	100.00%	38,771
Interim Executive Director		\$90,000	40.00%	36,000	15.00%	13,500	45.00%	40,500	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Administrative Salaries	\$573,123	\$572,581	48.28%	\$276,463	5.67%	\$32,444	39.28%	\$224,903	0.00%	\$0	0.00%	\$0	0.00%	\$0	6.77%	\$38,771
Maintenance																
	100%	100%														
Mechanic A - VP (RT)	33,904	\$31,200	100.00%	31,200	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Maintenance Manager II	43,160	\$41,600	80.00%	33,280	20.00%	8,320	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Construction	35,880	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Mechanic A (LC)	24,960	\$31,200	100.00%	31,200	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Part Time-Technician (1,248 hrs)	14,976	15,725	100.00%	15,725	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Mechanic B*	29,120	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Mechanic A (FV)	24,960	\$31,200	100.00%	31,200	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Part Time Mechanic *(1040 hrs)	15,600	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Mechanic A - SV (MS)	0	\$31,200	100.00%	31,200	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Overtime	15,000	12,000	100.00%	12,000	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Technician/Janitorial - (MM)		\$27,040	100.00%	27,040	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Grounds Maintenance-Part Time (Plan to Out Source)		\$0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Technician		\$27,040	100.00%	27,040	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Maintenance Manager-PVH (RAD)		\$45,760	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	100.00%	45,760
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Maintenance Salaries	\$237,560	\$293,965	81.60%	\$239,885	2.83%	\$8,320	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	15.57%	\$45,760

San Benito Housing Authority
Schedule of Positions and Salaries
October 1, 2023 through September 30, 2024

Positions	Current	Proposed	Total Public Housing		CFP		HCV PHA7		Home PHA3		SBHDC PHA4		CHSI PHA2		RAD -TCPHA8	
	Salary for	Salary for	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars
	2023	2024	Of Total		Of Total		Of Total		Of Total		Of Total		Of Total		Of Total	
Tenant Services	100%	100%														
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Tenant Service Salaries	\$0	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0
Protective Services	100%	100%														
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Protective Service Salaries	\$0	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0
Grand Total of All Salaries	\$810,683	\$866,546	59.59%	\$516,348	4.70%	\$40,764	25.95%	\$224,903	0.00%	\$0	0.00%	\$0	0.00%	\$0	9.75%	\$84,531

San Benito Housing Authority

Schedule of Employee Benefits

October 1, 2023 through September 30, 2024

Positions	Maximum for Wage for full FICA				\$147,000	Proposed Total Benefits 2024	Total Public Housing		CFP		HCV PHA7		Home PHA3		SBHDC PHA4		CHSI PHA2		RAD -TCPHA8	
	Total FICA Rate				7.65%		%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars
	SS Tax Rate	6.20%	Medicare Rate	1.45%																
Do not Include Employee Portions																				
	Health/Dental/Life & Other Health Related	Retirement 10%	Unemployment .01%	FICA																
Administrative																				
Lead PH Property Manager	5,710.92	5,023.20	50.23	3842.75	14,627.10	100.00%	14,627	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
HVC Inspector	5,710.92	2,728.96	27.29	2087.65	10,554.82	0.00%	0	0.00%	0	100.00%	10,555	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Deputy Director	5,710.92	6,824.48	68.24	5220.73	17,824.37	40.00%	7,130	15.00%	2,674	45.00%	8,021	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Administrative Assistant/Waitlist Clerk	5,710.92	3,602.56	36.03	2755.96	12,105.46	45.00%	5,447	0.00%	0	55.00%	6,658	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
HCV Coordinator	5,710.92	5,023.20	50.23	3842.75	14,627.10	0.00%	0	0.00%	0	100.00%	14,627	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Property Manager - SV	5,710.92	3,877.12	38.77	2966.00	12,592.81	100.00%	12,593	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Receptionist	5,710.92	2,704.00	27.04	2068.56	10,510.52	40.00%	4,204	0.00%	0	60.00%	6,306	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Assistant Finance Director	5,710.92	4,353.44	43.53	3330.38	13,438.28	55.00%	7,391	20.00%	2,688	25.00%	3,360	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Property Manager - LH	5,710.92	3,744.00	37.44	2864.16	12,356.52	100.00%	12,357	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Finance Director	5,710.92	6,500.00	65.00	4972.50	17,248.42	55.00%	9,487	0.00%	0	45.00%	7,762	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Executive Director	0.00	0.00	0.00	0.00	0.00	60.00%	0	15.00%	0	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Property Manager - PH	0.00	0.00	0.00	0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Inventory Clerk	0.00	0.00	0.00	0.00	0.00	80.00%	0	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Property Manager - PV (RAD)	5,710.92	3,877.12	38.77	2966.00	12,592.81	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	100.00%	12,593	
Interim Executive Director	5,710.92	9,000.00	90.00	6885.00	21,685.92	40.00%	8,674	15.00%	3,253	45.00%	9,759	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
				0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
				0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
				0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Total Administrative Benefits	\$68,531.04	\$57,258.08	\$572.58	\$43,802.43	\$170,164.13	48.14%	\$81,910	5.06%	\$8,614	39.40%	\$67,047	0.00%	\$0	0.00%	\$0	0.00%	\$0	7.40%	\$12,593	
Maintenance																				
Mechanic A - VP (RT)	5,710.92	3,120.00	31.20	2386.80	11,248.92	100.00%	11,249	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Maintenance Manager II	5,710.92	4,160.00	41.60	3182.40	13,094.92	80.00%	10,476	20.00%	2,619	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Construction	0.00	0.00	0.00	0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Mechanic A (LC)	5,710.92	3,120.00	31.20	2386.80	11,248.92	100.00%	11,249	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Part Time-Technician (1,248 hrs)	0.00	0.00	15.73	1202.96	1,218.69	100.00%	1,219	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Mechanic B*	0.00	0.00	0.00	0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Mechanic A (FV)	5,710.92	3,120.00	31.20	2386.80	11,248.92	100.00%	11,249	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Part Time Mechanic *(1040 hrs)	0.00	0.00	0.00	0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Mechanic A - SV (MS)	5,710.92	3,120.00	31.20	2386.80	11,248.92	100.00%	11,249	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Overtime	0.00	1,200.00	12.00	918.00	2,130.00	100.00%	2,130	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Technician/Janitorial - (MM)	5,710.92	2,704.00	27.04	2068.56	10,510.52	100.00%	10,511	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Grounds Maintenance-Part Time (Plan to O	0.00	0.00	0.00	0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Technician	5,710.92	2,704.00	27.04	2068.56	10,510.52	100.00%	10,511	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Maintenance Manager-PVH (RAD)	5,710.92	4,576.00	45.76	3500.64	13,833.32	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	100.00%	13,833	
				0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
				0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
				0.00	0.00	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	
Total Maintenance Benefits	\$45,687.36	\$27,824.00	\$293.97	\$22,488.32	\$96,293.65	82.91%	\$79,841	2.72%	\$2,619	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	14.37%	\$13,833	

San Benito Housing Authority

Schedule of Employee Benefits

October 1, 2023 through September 30, 2024

Positions	Maximum for Wage for full FICA			\$147,000	Proposed	Total Public Housing		CFP		HCV PHA7		Home PHA3		SBHDC PHA4		CHSI PHA2		RAD -TCPHA8	
	Total FICA Rate	SS Tax Rate	6.20%	Medicare Rate		1.45%	Total Benefits	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars
Do not Include Employee Portions					2024														
	Health/Dental/Life & Other Health Related	Retirement 10%	Unemployment .01%	FICA															
Tenant Services																			
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Tenant Service Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0
Protective Services																			
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Protective Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0
Grand Total Benefits	\$114,218.40	\$85,082.08	\$866.55	\$66,290.75	\$266,457.78	60.70%	\$161,751	4.22%	\$11,233	25.16%	\$67,047	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0

San Benito Housing Authority
Schedule of Administration Expense
Other than Salaries and Benefits
October 1, 2023 through September 30, 2024

	FDS Line #	Description	PH Account #	Total Agency	Public Housing	CFP	HCV PHA7	Home PHA3	SBHDC PHA4	CHSI PHA2	RAD -TCPHA8
											Dec FYE
1.	91700	Legal Expense	4130	55,500	12,500	0	30,000	2,000	1,000	10,000	0
2.	91900	Staff Training	4140	25,630	10,000	0	10,000	1,000	2,500	2,000	130
3.	91800	Travel:	4150								
		Trips to Conventions and Meetings		0	0	0	0	0	0	0	0
		Local & Other Outside Area Non-Taxable		0	0	0	0	0	0	0	0
		Taxable Auto Allowance		0	0	0	0	0	0	0	0
		Total Travel		0	0	0	0	0	0	0	0
4.	91900	Outside Accounting Service	4170	22,230	8,910	0	7,620	2,050	3,650	0	0
5.	91200	Auditing	4171	16,500	8,000	0	6,000	0	2,000	500	0
6.	91400	Advertising and Marketing	4190.08	8,000	5,000	0	2,000	0	1,000	0	0
7.	91600	Publications	4190.11	400	400	0	0	0	0	0	0
8.	91600	Membership and Dues	4190.12	5,500	2,000	0	2,000	0	1,500	0	0
9.	91600	Telephone	4190.13	33,700	18,000	0	10,000	0	5,000	0	700
10.	91600	Rental of Office Space	4190.14	0	0	0	0	0	0	0	0
11.	96200	Collection Agent Fees	4190.15	0	0	0	0	0	0	0	0
12.	96200	Fiscal Agent Fees	4190.16	0	0	0	0	0	0	0	0
13.	91600	Forms, Stationary and Office Supplies	4190.17	9,500	5,000	0	2,500	0	1,500	500	0
14.	91900	Other Operating - Administrative (Postage & Sundry)	4190.18	20,250	5,500	0	5,000	0	5,000	4,500	250
15.	91900	Administrative Service Contracts	4190.19	49,650	20,000	0	22,150	500	4,000	3,000	0
16.	91900	Outside Management Fee	4190.2	79,384	0	0	0	0	74,000	0	5,384
17.	91900	Development Cost	4190.25	30,000	0	0	0	0	0	30,000	0
		Total		\$356,244	\$95,310	\$0	\$97,270	\$5,550	\$101,150	\$50,500	\$6,464

Remarks for Administrative Expense:

Line: 3. Travel Summary: No specific itinerary is available at this time.

Line 4. Outside Accounting Service. Includes Monthly Financial Reporting and Annual Un-audited FDS.

Line 14. Includes Postage Shipping and Other Miscellaneous Charges. CHSI also includes \$2,000 for Board Meetings

Line 15. Includes Computer Support, Software License Fees, Tenant Background Checks, Budget, Operating Subsidy, MD&A, SAS 112. VMS for Voucher Program, Postage Meter Lease, Copy Machine Contract, Off Site Vault, Consulting and other Administrative Services.

Line 17. There should not be any subsidy to turn over to RAD in FY 2024. The 2023 Operating Fund did not include any of the units that transitioned to RAD.

October 1, 2023 through September 30, 2024

San Benito Housing Authority Detailed Summary of Budget Data and Justification 9/30/2024

<u>Tenant Services:</u>				Remarks:
Relocation Cost			0	
	Total Account 4231		\$0	
Recreation Publication & Other				
Recreation			0	
Publications			0	
Miscellaneous			0	
	Total Account 4220		\$0	
Tenant Service Contracts				
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
	Total Account 4230		\$0	
Resident Participation				
Estimated Resident Participation from	2023	2023	657	3 months of CY in FY 9 months of CY in FY Estimation based on OpFund pro-rated \$2,847 PHA expects to spend more.
Estimated Resident Participation from	2024	2024	1,970	
			\$3,000	
		Total Account 4220.10		
Tenant Service Other		92400	0	
		Total Account 4231	\$0	

Utilities:

Detail is entered on Budget Summary and based on current trend with expected inflation.

Ordinary Maintenance and Operation:

Materials			<u>90,000</u>
	Total Account 4420		\$90,000
Maintenance Contract Costs			
Extermination	4430.01		5,000
Elevator Maintenance	4430.02		0
Heating and Cooling	4430.17		12,000
Snow Removal	4430.18		0
Landscape and Grounds	4430.19		28,000
Unit Turnaround	4430.20		0
Electrical	4430.21		1,000
Plumbing	4430.22		1,000
Janitorial	4430.23		0
Garbage and Trash Removal	4431		28,000
All of the above have separate line and account numbers			\$75,000
Below are all part of Other Maintenance Contracts			
Maintenance Contracts - Vehicle Service/Repairs	4430.08		4,000
Maintenance Contracts - Maintenance	4430.09		5,000
Maintenance Contracts - Uniforms/Cleaning	4430.11		4,500
Maintenance Contracts - Other	4430.13		0
	Total Other Maintenance Contracts 4430		\$13,500
	Total Maintenance Contract Costs		\$88,500

Remarks:

Protective Services:

Protective Service Contracts

Contracts Prot Svc		2,500	
Contracts Prot Svc		0	
Contracts Prot Svc		0	
Contracts Prot Svc		0	
Contracts Prot Svc		0	
	Total Prot Svc Contracts 4480		\$2,500
Materials			0
	Total Prot Svc Materials 4470		0
Other			0
	Total Prot Svc Other 4483		0

Insurance Expense

Insurance Premiums that are not Employee Benefits

Property/Fire & Extended Liability		24,000	
Workers Compensation		1,000	
		9,600	
	All the above have separate lines		\$34,600
	Below are Part of Other Insurance Expense		
Insurance - Automobile	4510.03	5,000	
Insurance - Fidelity Bond	4510.05	2,000	
Insurance - Flood/Windstorm	4510.15	130,000	
	Total Other Insurance		\$137,000
	Total Insurance Expense		\$171,600

Other General Expense

General Expense		\$0	
Cable TV Expense (Tenant Reimbursable)	4590.1	\$0	
FSS Escrow	4590.FSS	\$0	
Payment in Lieu of Taxes		\$28,083	10% of Rental Income less Utilities
Bad Debt - Tenant Rents		\$10,000	
Bad Debt - Mortgages		\$0	
Bad Debt Other		\$0	
Severance Expense		\$0	

Interest Expense and Amortization Cost

Interest on Mortgage or Bonds Expense		\$0
Interest on Notes Payable		\$0
Amortization of Debt Issue Cost		\$0

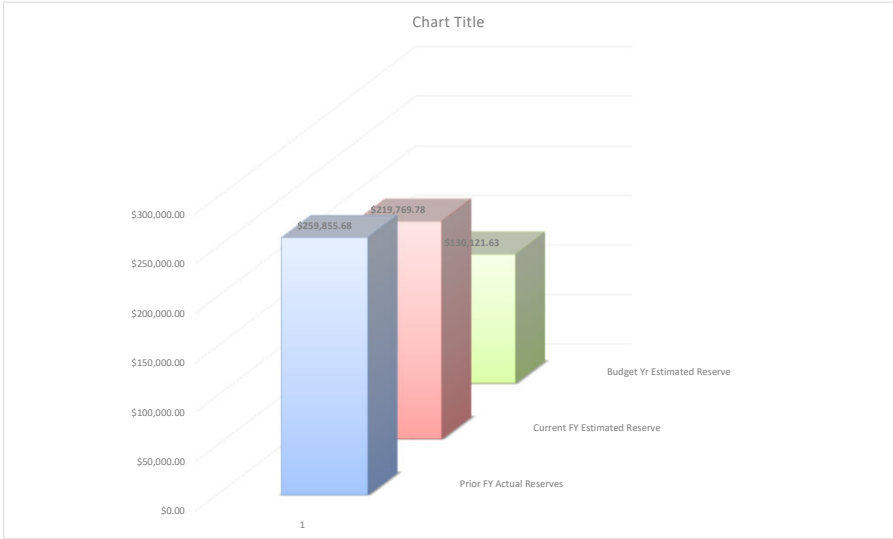
San Benito Housing Authority		Extra-ordinary Labor	Extra-ordinary Materials	Extra-ordinary Contracts	Description	No. of Items	Cost per Item	9/30/2024	
Number	Description	Acct 4610.1	Acct 4610.2	Acct 4610.3				Estimated Expenditure	
Casualty Loss-Non-Capitalized					Casualty Loss Capitalized				
1.								0	
2.								0	
								0	
								0	
								0	
	Total Non-Capitalized Casualty Loss	\$0			Total Capitalized Casualty Loss			\$0	
List Insurance Proceeds Below as Credits to Account 7560.5									
1.					Remarks				
		\$0							

San Benito Housing Choice Voucher

SECTION 8 VOUCHER ADMINISTRATIVE FEE TRANSACTION BUDGET

2024 Budget

October 1, 2023 through September 30, 2024



**San Benito Housing Choice Voucher
Administrative Fee Transactions Budget
October 1, 2023 through September 30, 2024
and Revision for**

	418				TX025
Total Eligible Units	418				TX025
Estimated Average Units Leased	382				
		2022	2023	2024	
	Account Numbers	Actual FYE	Annual Budget	Annual Budget	
Account Description					
Revenues:					
Admin Fees	3112	251,156.00	269,333.10	310,531.85	
Ongoing Admin Fee Reduction	3112.1	0.00	0.00	0.00	
Interest on Operating Reserves	3300	0.00	0.00	0.00	
Withdrawals or Recaptures of Op Reserve	3300.1	0.00	0.00	0.00	
Other Income Non ACC	3300.2	0.00	0.00	0.00	
Other Income-Misc. Revenue	3300.9	0.00	0.00	0.00	
Admin Fees Earned for Portability	3300.P	258.00	0.00	0.00	
Interest on General Funds Investments	3610	570.23	555.00	1,500.00	
Total Income for Year		\$251,984.23	\$269,888.10	312,031.85	
Expenses:					
Administrative Salaries	4110	100,169.45	164,880.00	224,903.00	
Compensated Absence Adjustment	4110.75	1,674.75	0.00	0.00	
Legal Expense	4130	5,000.00	25,000.00	30,000.00	
Staff Training	4140	2,911.07	5,000.00	10,000.00	
Travel	4150	0.00	0.00	0.00	
Accounting Fees	4170	6,465.00	7,520.00	7,620.00	
Audit Fees	4171	2,200.00	5,000.00	6,000.00	
Rental of Office Space	4180	0.00	0.00	0.00	
Employee Benefits - admin	4182	34,491.23	48,624.00	67,047.00	
N/C Equipment-OFFICE	4185	0.00	0.00	0.00	
Advertising and Marketing	4190.08	0.00	2,000.00	2,000.00	
Publications	4190.11	0.00	0.00	0.00	
Membership Dues and Fees	4190.12	1,560.78	1,900.00	2,000.00	
Telephone	4190.13	2,028.31	10,500.00	10,000.00	
Forms and Office Supplies	4190.17	1,867.08	2,000.00	2,500.00	
Other Administrative (Postage & Miscellaneous Sundry)	4190.18	2,526.92	5,000.00	5,000.00	
Administrative Contracts	4190.19	18,622.56	22,150.00	22,150.00	
Maintenance and Operations	4400	1,455.02	0.00	0.00	
Extermination	4430.01	0.00	120.00	120.00	
Vehicle Service/Repairs	4430.08	0.00	500.00	1,400.00	
Maintenance Contracts-Other	4430.13	0.00	500.00	500.00	
Protective Services/Security	4480	486.06	500.00	850.00	
Insurance - Fire & EC/Property	4510.01	2,241.60	2,242.00	3,000.00	
Insurance - General Liability	4510.02	271.80	272.00	200.00	
Insurance - Automobile	4510.03	481.00	481.00	540.00	
Insurance - Workman's Comp	4510.04	1,496.24	1,792.00	1,910.00	
Insurance - Fidelity Bond	4510.05	593.60	594.00	500.00	
Other General Expense	4590	0.00	0.00	0.00	
Admin Fees Paid for Portability	4590.P	1,750.07	1,844.00	940.00	
Portability - Port In Deposits	4590.PID	(4,526.00)	(2,484.00)	0.00	
Portability - Port In Expense	4590.PIE	4,526.00	2,484.00	0.00	
Depreciation Expense	4800	1,518.80	0.00	0.00	
Replacements of Non-Expendable Equipment	7520	0.00	0.00	0.00	
Replacement of Non-Depreciable Equipment	7520.9	0.00	1,000.00	1,000.00	
Property Betterments and Additions-Non-Expendable Equipment	7540.3	0.00	0.00	0.00	
Total Admin Expenses		\$189,811.34	\$309,419.00	400,180.00	
Residual Receipts or (Deficit) Before Adjustments		\$62,172.89	-\$39,530.90	-\$88,148.15	
Less: Depreciation	4800	\$1,518.80	\$0.00	\$0.00	
Less: Interest Earned on Gen Fund Investment	3610	\$570.23	\$555.00	\$1,500.00	
Net Cash Flow after Adjustments for Interest & Depreciation		\$63,121.46	-\$40,085.90	-\$89,648.15	
Other Adjustments to Reserves					
Calculation of Estimated Reserve Balance for the Period Ending October 1, 2023 through September 30, 2024		Operating Reserves-Owners Equity from the Prior Year	9/30/2022	\$259,855.68	
		Estimated Change in Owners Equity Current Year	9/30/2023	-\$40,085.90	
		Total Fees & Reserve or (Deficit) Current Year	9/30/2023	\$219,769.78	
		Change in Reserves-Owners Equity- Budget Year	9/30/2024	-\$89,648.15	
		Total Fees & Reserve or (Deficit) Budget Year	9/30/2024	\$130,121.63	

San Benito Housing Development Corporation

2024 Budget

October 1, 2023 through September 30, 2024

San Benito Housing Development Corporation
October 1, 2023 through September 30, 2024

Total Units		50		State Code		TX025	
Account Description		Account Numbers	2022 Actual FYE	2023 Budget or Revision	x	2024 Annual Budget	
Revenues:							
	PHA Code						
Dwelling Rent	4	3110	309,802.72	318,492.00			310,000.00
Investment Income - Unrestricted	4	3610	1,822.82	1,809.00			7,908.00
Tenant Revenue - Other	4	3690	9,869.37	8,440.00			7,740.00
Other Income - Non Tenant-Application Fee	4	3690.6	625.00	500.00			780.00
Other Income - Misc Other Revenue	4	3690.7	0.00	0.00			2,480.00
Other Income - Gain/Loss on Sale of E4	4	3690.9	0.00	0.00			0.00
Total Income for Year			\$322,119.91	\$329,241.00			328,908.00
Expenses:							
Administrative Salaries	4	4110	0.00	0.00			0.00
Compensated Absence Adjustment	4	4110.75	0.00	0.00			0.00
Legal Expense	4	4130	0.00	500.00			1,000.00
Staff Training	4	4140	2,176.62	2,500.00			2,500.00
Travel	4	4150	0.00	0.00			0.00
Accounting Fees	4	4170	3,014.00	3,490.00			3,650.00
Audit Fees	4	4171	1,000.00	1,000.00			2,000.00
Employee Benefits - admin	4	4182	0.00	0.00			0.00
Advertising and Marketing	4	4190.08	3,189.90	1,000.00			1,000.00
Publications	4	4190.11	0.00	0.00			0.00
Membership Dues and Fees	4	4190.12	1,053.00	1,050.00			1,500.00
Telephone	4	4190.13	4,200.52	4,140.00			5,000.00
Rental of Office Space	4	4190.14 or 4180	0.00	0.00			0.00
Collection Agent Fees and Court Cost	4	4190.15	0.00	0.00			0.00
Fiscal Agent Fees	4	4190.16	0.00	0.00			0.00
Forms and Office Supplies	4	4190.17	991.68	1,000.00			1,500.00
Other Administrative (Postage & Miscellaneous Sundry)	4	4190.18	2,485.02	5,970.00			5,000.00
Administrative Contracts	4	4190.19	2,968.39	4,000.00			4,000.00
Outside Management Fee	4	4190.2	70,090.44	70,090.00			74,000.00
Transfer Out to Other Program - New Construction	4	4190.20	0.00	0.00			0.00
Recreation & Other Services	4	4220	463.20	610.00			610.00
Water	4	4310	6,082.63	6,000.00			6,080.00
Electricity	4	4320	4,783.99	5,400.00			4,080.00
Gas	4	4330	262.19	290.00			300.00
Sewer	4	4390	1,101.93	1,200.00			1,100.00
Other Utility Expense	4	4390.1	350.00	400.00			400.00
Maintenance - Labor	4	4410	0.00	0.00			0.00
Maintenance - Compensated Abs	4	4410.75	0.00	0.00			0.00
Maintenance Materials	4	4420	19,948.80	22,000.00			22,000.00
Extermination	4	4430.01	2,480.00	2,000.00			2,000.00
Maintenance Contracts-Maintenance	4	4430.09	3,850.00	2,800.00			9,000.00
Uniforms / Cleaning	4	4430.11	297.27	300.00			620.00
Contract Costs - Other	4	4430.13	0.00	0.00			0.00
Heating & Cooling (Contract FY2023 to Clean 50 units included)	4	4430.17	5,671.77	10,000.00			20,000.00
Landscape & Grounds	4	4430.19	12,655.38	8,400.00			8,400.00
Electrical Contracts	4	4430.21	6,375.00	5,000.00			6,560.00
Plumbing	4	4430.22	5,290.88	2,000.00			2,000.00
Garbage and Trash Collection	4	4431	19,576.81	19,000.00			19,300.00
Employee Benefits - Maintenance	4	4433	0.00	0.00			0.00
Protective Service Contracts	4	4480	1,635.10	7,800.00			7,800.00
Insurance - Fire & EC / Property	4	4510.01	3,642.60	3,700.00			4,750.00
Insurance - General Liability	4	4510.02	67.96	100.00			100.00
Insurance - Automobile	4	4510.03	481.00	500.00			460.00
Insurance - Workers Compensation	4	4510.04	0.00	0.00			0.00
Insurance - Public Officials Liability	4	4510.05	148.40	150.00			870.00
Insurance - Other	4	4510.15	27,678.00	30,000.00			40,421.00
PILOT	4	4520.00	0.00	0.00			0.00
Collection Losses	4	4570	9,356.84	4,000.00			4,000.00
Interest - Notes Payable	4	4580	60,601.90	40,862.00			55,520.00
Settlement Charges on Notes Payable	4	4580.1	0.00	0.00			0.00
Other Non-routine Expenses	4	4630	0.00	0.00			0.00
Depreciation Expense	4	4800	173,873.76	0.00			0.00
Total Admin Expenses			\$457,844.98	\$267,252.00			\$317,521.00
Residual Receipts or (Deficit) Before Adjustments			(\$135,725.07)	\$61,989.00			\$11,387.00
Replacement Reserve Deposits			0.00	10,000.00			10,000.00
Residual Receipts or (Deficit) After Adjustments			-135,725.07	51,989.00			1,387.00