

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**December 2015**

**Revenues**

The Delaware Manufactured Home Relocation Authority (the Authority), has a Trust Fund administered by the Delaware Division of Revenue. As shown on page 3, assessments collected during December 2015 totaled \$25,587.50. Additionally, \$3,028.92 in interest was posted to the Trust Fund in December 2015 for cash held during November 2015.

For the fiscal year, total assessments collected are \$626,573.15, arbitration fees received is \$1,000.00, and total interest received is \$18,915.43 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$9,155,365.72, total interest received is \$422,570.87, arbitration fees collected is \$9,000.00, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$38,000.00 of relocation assistance during December 2015. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during December 2015 totaling \$7,417.09 (page 3).

For the fiscal year, the Authority has paid \$594,734.48 of relocation assistance; \$20,285.27 in personnel costs; \$4,776.58 in occupancy costs; and \$47,513.71 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$1,734,566.62 of relocation costs; \$284,920.36 in personnel costs; \$54,315.28 in occupancy costs; and \$902,250.81 in general and administrative costs, of which \$500.00 was used to set up a petty cash account for daily incidentals (page 5).

**Net Assets – Cash Basis - at December 31, 2015:**

Trust Fund - \$6,582,145.20

Operating Fund - \$36,661.60

Petty Cash - \$126.72

Delaware Manufactured Housing Relocation Authority  
Statement of Assets, Liabilities and Net Assets - Cash Basis  
As of December 31, 2015

ASSETS

Current Assets

Checking/Savings

Petty Cash

\$ 126.72

Trust Fund

6,582,145.20

WSFS Checking

36,661.60

TOTAL ASSETS

\$ 6,618,933.52

LIABILITIES & EQUITY

Total Liabilities

-

Net Assets

Net Assets - Prior Years

\$ 6,639,754.98

Net Increase - Current Year

(20,821.46)

Total Equity

6,618,933.52

TOTAL LIABILITIES & NET ASSETS

\$ 6,618,933.52

**Delaware Manufactured Home Relocation Authority**  
**Statements of Revenue, Expenditures and Changes in Net Assets - Cash Basis**

	<b>December 2015</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 25,587.50	\$ -	-	\$ 25,587.50
Arbitration fees	-	-	-	-
Interest income	3,028.92	-	-	3,028.92
<b>TOTAL REVENUES</b>	<b>28,616.42</b>	<b>-</b>	<b>-</b>	<b>28,616.42</b>
<b>DRAWS</b>				
	-	-	-	-
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	32,000.00	-	-	32,000.00
Payments for non-relocatable homes	-	-	-	-
Payments for abandoned homes	6,000.00	-	-	6,000.00
<b>Total program services</b>	<b>38,000.00</b>	<b>-</b>	<b>-</b>	<b>38,000.00</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	3,675.00	-	3,675.00
Wages - Compliance	-	60.00	-	60.00
Payroll Taxes	-	295.05	-	295.05
<b>Total personnel</b>	<b>-</b>	<b>4,030.05</b>	<b>-</b>	<b>4,030.05</b>
Occupancy				
Rent	-	570.00	-	570.00
Utilities	-	216.60	-	216.60
<b>Total occupancy</b>	<b>-</b>	<b>786.60</b>	<b>-</b>	<b>786.60</b>
General and administrative				
Accounting and auditing fees	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	625.00	-	625.00
Copying	-	-	-	-
Legal fees	-	1,597.95	-	1,597.95
Arbitration costs	-	-	-	-
Office expenses	-	185.00	-	185.00
Travel - Administrative	-	4.76	-	4.76
Travel - Compliance	-	55.20	-	55.20
Postage	-	98.71	-	98.71
Supplies	-	28.27	5.55	33.82
<b>Total general and administrative</b>	<b>-</b>	<b>2,594.89</b>	<b>5.55</b>	<b>2,600.44</b>
<b>Total support services</b>	<b>-</b>	<b>7,411.54</b>	<b>5.55</b>	<b>7,417.09</b>
<b>TOTAL EXPENDITURES</b>	<b>38,000.00</b>	<b>7,411.54</b>	<b>5.55</b>	<b>45,417.09</b>
<b>CHANGE IN NET ASSETS</b>	<b>(9,383.58)</b>	<b>(7,411.54)</b>	<b>(5.55)</b>	<b>(16,800.67)</b>
<b>BEGINNING NET ASSETS</b>	<b>6,591,528.78</b>	<b>44,073.14</b>	<b>132.27</b>	<b>6,635,734.19</b>
<b>ENDING NET ASSETS</b>	<b>\$ 6,582,145.20</b>	<b>\$ 36,661.60</b>	<b>\$ 126.72</b>	<b>\$ 6,618,933.52</b>

**Delaware Manufactured Home Relocation Authority**  
**Statements of Revenue, Expenditures and Changes in Net Assets - Cash Basis**

	<b>July 2015 - June 2016</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 626,573.15	\$ -	\$ -	\$ 626,573.15
Arbitration fees	-	1,000.00	-	1,000.00
Interest Income	18,915.43	-	-	18,915.43
<b>TOTAL REVENUES</b>	<b>645,488.58</b>	<b>1,000.00</b>	<b>-</b>	<b>646,488.58</b>
<b>DRAWS</b>	<b>(80,000.00)</b>	<b>80,000.00</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	522,600.00	-	-	522,600.00
Payments for non-relocatable homes	48,134.48	-	-	48,134.48
Payments for abandoned homes	23,326.98	673.02	-	24,000.00
<b>Total program services</b>	<b>594,061.46</b>	<b>673.02</b>	<b>-</b>	<b>594,734.48</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	18,763.86	-	18,763.86
Wages - Compliance	-	60.00	-	60.00
Payroll Taxes	-	1,461.41	-	1,461.41
<b>Total personnel</b>	<b>-</b>	<b>20,285.27</b>	<b>-</b>	<b>20,285.27</b>
Occupancy				
Rent	-	3,420.00	-	3,420.00
Utilities	-	1,356.58	-	1,356.58
<b>Total occupancy</b>	<b>-</b>	<b>4,776.58</b>	<b>-</b>	<b>4,776.58</b>
General and administrative				
Accounting and auditing fees	-	14,466.25	-	14,466.25
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	3,597.69	-	3,597.69
Copying	-	-	-	-
Legal fees	-	13,252.96	-	13,252.96
Arbitration costs	-	12,853.61	-	12,853.61
Office expenses	-	761.00	-	761.00
Travel - Administrative	-	1,048.34	-	1,048.34
Travel - Compliance	-	55.20	-	55.20
Postage	-	576.23	107.78	684.01
Supplies	-	728.33	66.32	794.65
<b>Total general and administrative</b>	<b>-</b>	<b>47,339.61</b>	<b>174.10</b>	<b>47,513.71</b>
<b>Total support services</b>	<b>-</b>	<b>72,401.46</b>	<b>174.10</b>	<b>72,575.56</b>
<b>TOTAL EXPENDITURES</b>	<b>594,061.46</b>	<b>73,074.48</b>	<b>174.10</b>	<b>667,310.04</b>
<b>CHANGE IN NET ASSETS</b>	<b>(28,572.88)</b>	<b>7,925.52</b>	<b>(174.10)</b>	<b>(20,821.46)</b>
<b>BEGINNING NET ASSETS</b>	<b>6,610,718.08</b>	<b>28,736.08</b>	<b>300.82</b>	<b>6,639,754.98</b>
<b>ENDING NET ASSETS</b>	<b>\$ 6,582,145.20</b>	<b>\$ 36,661.60</b>	<b>\$ 126.72</b>	<b>\$ 6,618,933.52</b>

**Delaware Manufactured Home Relocation Authority**  
**Statement of Revenues, Expenditures and Changes in Net Assets - Cash Basis**

	<b>Fund-to-Date</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash*	Total
<b>REVENUES:</b>				
Assessments	\$ 9,150,865.72	\$ 4,500.00	\$ -	\$ 9,155,365.72
Arbitration fees	-	9,000.00	-	9,000.00
Special collection	-	8,050.00	-	8,050.00
Interest Income	<u>422,570.87</u>	<u>-</u>	<u>-</u>	<u>422,570.87</u>
<b>TOTAL REVENUES</b>	<b>9,573,436.59</b>	<b>21,550.00</b>	<b>-</b>	<b>9,594,986.59</b>
<b>DRAWS</b>	<b>(1,272,750.00)</b>	<b>1,267,857.32</b>	<b>4,892.68</b>	<b>-</b>
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	1,303,914.59	931.91	-	1,304,846.50
Payments for non-relocatable homes	293,033.50	18,620.30	-	311,653.80
Payments for abandoned homes	<u>117,393.30</u>	<u>673.02</u>	<u>-</u>	<u>118,066.32</u>
Total program services	1,714,341.39	20,225.23	-	1,734,566.62
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	220,569.85	-	220,569.85
Wages - Compliance	-	41,811.25	-	41,811.25
Payroll Taxes	<u>-</u>	<u>22,539.26</u>	<u>-</u>	<u>22,539.26</u>
Total personnel	-	284,920.36	-	284,920.36
Occupancy				
Rent	-	34,730.58	-	34,730.58
Utilities	<u>-</u>	<u>19,584.70</u>	<u>-</u>	<u>19,584.70</u>
Total occupancy	-	54,315.28	-	54,315.28
General and administrative				
Accounting fees	-	293,807.58	-	293,807.58
Bank services charges	-	144.50	-	144.50
Bookkeeping & payroll processing	-	148,464.88	-	148,464.88
Consulting fees	4,200.00	11,145.00	-	15,345.00
Copying	-	631.63	61.52	693.15
Legal fees	-	321,635.54	-	321,635.54
Arbitration costs	-	52,494.55	-	52,494.55
Office expenses	-	18,528.00	287.32	18,815.32
Travel - Administrative	-	12,502.85	13.75	12,516.60
Travel - Compliance	-	21,064.23	-	21,064.23
Postage	-	4,711.10	3,209.84	7,920.94
Supplies	<u>-</u>	<u>8,154.99</u>	<u>1,193.53</u>	<u>9,348.52</u>
Total general and administrative	4,200.00	893,284.85	4,765.96	902,250.81
Total support services	4,200.00	1,232,520.49	4,765.96	1,241,486.45
<b>TOTAL EXPENDITURES</b>	<b>1,718,541.39</b>	<b>1,252,745.72</b>	<b>4,765.96</b>	<b>2,976,053.07</b>
<b>CHANGE IN NET ASSETS</b>	<b>6,582,145.20</b>	<b>36,661.60</b>	<b>126.72</b>	<b>6,618,933.52</b>
<b>BEGINNING NET ASSETS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>ENDING NET ASSETS</b>	<b>\$ 6,582,145.20</b>	<b>\$ 36,661.60</b>	<b>\$ 126.72</b>	<b>\$ 6,618,933.52</b>

\* Petty cash statistics are only available from September 2010 - current period.

**Delaware Manufactured Home Relocation Trust Fund  
Account Summary**

**Balance:** \$6,582,145.20

<b>Date</b>	<b>Explanation</b>	<b>Revenue/Interest Debit</b>	<b>Expenses Credit</b>	<b>Balance</b>
7/1/2015	Deposit - June Interest	\$2,844.47		\$6,613,562.55
7/7/2015	Marshall & Bailey (Relocation & Setup)		\$16,000.00	\$6,597,562.55
7/7/2015	Imelda Jaquez (Non-Relocatable)		\$5,000.00	\$6,592,562.55
7/15/2015	Marshall & Bailey (Relocation & Setup)		\$39,000.00	\$6,553,562.55
7/21/2015	Raul Juarez (Non-Relocatable)		\$5,000.00	\$6,548,562.55
7/21/2015	Bruce Lacey (Abandonment)		\$1,500.00	\$6,547,062.55
7/21/2015	Ricardo Cazares-Sanchez (Non-Relocatable)		\$4,500.00	\$6,542,562.55
7/22/2015	William & Linda Barbas (Non-Relocatable)		\$4,000.00	\$6,538,562.55
7/27/2015	Michael Blanco (Non-Relocatable)		\$2,568.09	\$6,535,994.46
7/27/2015	Marshall & Bailey (Relocation & Setup)		\$39,500.00	\$6,496,494.46
7/27/2015	B & O Mobile Home Transporting Inc. (Relocation & Setup)		\$15,600.00	\$6,480,894.46
7/31/2015	Deposit	\$262,751.92		\$6,743,646.38
8/1/2015	Deposit - July Interest	\$3,197.97		\$6,746,844.35
8/3/2015	Glasgow Court Enterprises (Removal and Disposal)		\$3,000.00	\$6,743,844.35
8/3/2015	Marshall & Bailey (Relocation & Setup)		\$27,500.00	\$6,716,344.35
8/13/2015	Lakeland Park Inc. (Removal and Disposal)		\$3,000.00	\$6,713,344.35
8/13/2015	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,705,344.35
8/17/2015	Maria Ortiz (Abandonment)		\$1,500.00	\$6,703,844.35
8/17/2015	Ma del Carmen Vivero (Non-Relocatable)		\$3,500.00	\$6,700,344.35
8/17/2015	Marshall & Bailey (Relocation & Setup)		\$16,000.00	\$6,684,344.35
8/24/2015	Lakeland Park Inc. (Removal and Disposal)		\$3,000.00	\$6,681,344.35
8/24/2015	Kathleen and Thomas Wilkinson (Abandonment)		\$1,500.00	\$6,679,844.35
8/24/2015	Marshall & Bailey (Relocation & Setup)		\$16,000.00	\$6,663,844.35
8/26/2015	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,655,844.35
8/26/2015	Theresa and Howard Spier (Abandonment)		\$1,500.00	\$6,654,344.35
8/31/2015	Marshall & Bailey (Relocation & Setup)		\$24,000.00	\$6,630,344.35
8/31/2015	Deposit	\$31,993.00		\$6,662,337.35
9/1/2015	Deposit - August Interest	\$3,052.95		\$6,665,390.30
9/3/2015	McGinnis Auto and Mobile Home Salvage (Relocation & Setup)		\$24,000.00	\$6,641,390.30
9/3/2015	Marshall & Bailey (Relocation & Setup)		\$28,000.00	\$6,613,390.30
9/3/2015	Douglas A. Eckl (Abandonment)		\$1,500.00	\$6,611,890.30
9/3/2015	Lonnie & Catherine Hoke (Non-Relocatable)		\$5,000.00	\$6,606,890.30
9/9/2015	Withdrawal to Operating Account		\$40,000.00	\$6,566,890.30
9/9/2015	Joann Sims (Non-Relocatable)		\$5,000.00	\$6,561,890.30
9/16/2015	Lakeland Park Inc. (Removal and Disposal)		\$3,000.00	\$6,558,890.30
9/16/2015	Marshall & Bailey (Relocation & Setup)		\$40,000.00	\$6,518,890.30
9/16/2015	Roger Bradley Coveleski & Melissa Scaia (Non-Relocatable)		\$4,000.00	\$6,514,890.30
9/16/2015	John and Kim Thomas (Non-Relocatable)		\$3,500.00	\$6,511,390.30
9/28/2015	Marshall & Bailey (Relocation & Setup)		\$16,000.00	\$6,495,390.30
9/30/2015	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,487,390.30
9/30/2015	Genaro Flores, Jr. and Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,479,390.30
9/30/2015	Deposit	\$14,722.00		\$6,494,112.30
10/1/2015	Deposit - September Interest	\$3,271.43		\$6,497,383.73
10/12/2015	Tony & Maria Rothenbacher (Non-Relocatable)		\$328.10	\$6,497,055.63
10/12/2015	Gail Johnson & Joseph Palmer (Abandonment)		\$826.98	\$6,496,228.65
10/14/2015	Marshall & Bailey (Relocation & Setup)		\$32,000.00	\$6,464,228.65
10/14/2015	Lakeland Park Inc. (Removal and Disposal)		\$3,000.00	\$6,461,228.65
10/30/2015	Deposit	\$282,381.23		\$6,743,609.88
11/1/2015	Deposit - October Interest	\$3,519.69		\$6,747,129.57
11/2/2015	Lakeland Park Inc. (Removal and Disposal)		\$3,000.00	\$6,744,129.57
11/2/2015	Mindy and Tina Crumley (Non-Relocatable)		\$3,500.00	\$6,740,629.57
11/2/2015	Michael Snyder (Non-Relocatable)		\$2,238.29	\$6,738,391.28
11/2/2015	B & O Mobile Home Transporting Inc. (Relocation & Setup)		\$20,000.00	\$6,718,391.28
11/2/2015	Marshall & Bailey (Relocation & Setup)		\$48,000.00	\$6,670,391.28

**Delaware Manufactured Home Relocation Trust Fund  
Account Summary**

**Balance:** \$6,582,145.20

Date	Explanation	Revenue/Interest Debit	Expenses Credit	Balance
11/2/2015	McGinnis Auto and Mobile Home Salvage (Relocation & Setup)		\$12,000.00	\$6,658,391.28
11/12/2015	B & O Mobile Home Transporting Inc. (Relocation & Setup)		\$20,000.00	\$6,638,391.28
11/23/2015	McGinnis Auto and Mobile Home Salvage (Relocation & Setup)		\$16,000.00	\$6,622,391.28
11/23/2015	Withdrawal to Operating Account		\$40,000.00	\$6,582,391.28
11/30/2015	Deposit	\$9,137.50		\$6,591,528.78
12/1/2015	Deposit - November Interest	\$3,028.92		\$6,594,557.70
12/7/2015	Lakeland Park Inc. (Removal and Disposal)		\$3,000.00	\$6,591,557.70
12/15/2015	Lakeland Park Inc. (Removal and Disposal)		\$3,000.00	\$6,588,557.70
12/18/2015	McGinnis Auto and Mobile Home Salvage (Relocation & Setup)		\$16,000.00	\$6,572,557.70
12/18/2015	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,564,557.70
12/29/2015	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,556,557.70
12/31/2015	Deposit	\$25,587.50		\$6,582,145.20