

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**February 2016**

**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 February 2016 totaled \$33,328.00. Additionally, \$2,949.34 in interest was posted to the Trust Fund in February 2016 for cash held during January 2016.

For the fiscal year, total assessments collected are \$911,668.01, arbitration fees received are \$1,500.00, and total interest received is \$24,799.04 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$9,440,460.58, total interest received is \$428,454.48, arbitration fees collected are \$9,500.00, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$4,000.00 of relocation assistance during February 2016. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during February 2016 totaling \$8,290.13 (page 3).

For the fiscal year, the Authority has paid \$702,734.48 of relocation assistance; \$26,453.14 in personnel costs; \$6,454.57 in occupancy costs; and \$53,538.87 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$1,842,566.62 of relocation costs; \$291,088.23 in personnel costs; \$55,993.27 in occupancy costs; and \$908,275.97 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 February 29, 2016:**

Trust Fund - \$6,765,123.67

Operating Fund - \$23,341.12

Petty Cash - \$76.18

Delaware Manufactured Housing Relocation Authority  
Statement of Assets, Liabilities and Net Assets - Cash Basis  
As of February 29, 2016

ASSETS

Current Assets

Checking/Savings

Petty Cash

\$ 76.18

Trust Fund

6,765,123.67

WSFS Checking

23,341.12

TOTAL ASSETS

\$ 6,788,540.97

LIABILITIES & EQUITY

Total Liabilities

-

Net Assets

Net Assets - Prior Years

\$ 6,639,754.98

Net Increase - Current Year

148,785.99

Total Equity

6,788,540.97

TOTAL LIABILITIES & NET ASSETS

\$ 6,788,540.97

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

	<b>February 2016</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 33,328.00	\$ -	-	\$ 33,328.00
Arbitration fees	-	500.00	-	500.00
Interest income	2,949.34	-	-	2,949.34
	36,277.34	500.00	-	36,777.34
<b>TOTAL REVENUES</b>	<b>36,277.34</b>	<b>500.00</b>	<b>-</b>	<b>36,777.34</b>
<b>DRAWS</b>	-	-	-	-
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	-	-	-	-
Payments for non-relocatable homes	4,000.00	-	-	4,000.00
Payments for abandoned homes	-	-	-	-
	4,000.00	-	-	4,000.00
Total program services	4,000.00	-	-	4,000.00
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	2,838.00	-	2,838.00
Wages - Compliance	-	-	-	-
Payroll Taxes	-	242.68	-	242.68
Total personnel	-	3,080.68	-	3,080.68
Occupancy				
Rent	-	570.00	-	570.00
Utilities	-	297.46	-	297.46
Total occupancy	-	867.46	-	867.46
General and administrative				
Accounting and auditing fees	-	2,205.00	-	2,205.00
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	590.00	-	590.00
Copying	-	-	-	-
Legal fees	-	1,145.50	-	1,145.50
Arbitration costs	-	-	-	-
Office expenses	-	5.00	-	5.00
Travel - Administrative	-	266.87	-	266.87
Travel - Compliance	-	-	-	-
Postage	-	106.74	3.45	110.19
Supplies	-	-	19.43	19.43
Total general and administrative	-	4,319.11	22.88	4,341.99
Total support services	-	8,267.25	22.88	8,290.13
	4,000.00	8,267.25	22.88	12,290.13
<b>TOTAL EXPENDITURES</b>	<b>4,000.00</b>	<b>8,267.25</b>	<b>22.88</b>	<b>12,290.13</b>
<b>CHANGE IN NET ASSETS</b>	<b>32,277.34</b>	<b>(7,767.25)</b>	<b>(22.88)</b>	<b>24,487.21</b>
<b>BEGINNING NET ASSETS</b>	<b>6,732,846.33</b>	<b>31,108.37</b>	<b>99.06</b>	<b>6,764,053.76</b>
<b>ENDING NET ASSETS</b>	<b>\$ 6,765,123.67</b>	<b>\$ 23,341.12</b>	<b>\$ 76.18</b>	<b>\$ 6,788,540.97</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	\$ 911,668.01	\$ -	\$ -	\$ 911,668.01
Arbitration fees	-	1,500.00	-	1,500.00
Interest Income	24,799.04	-	-	24,799.04
<b>TOTAL REVENUES</b>	<b>936,467.05</b>	<b>1,500.00</b>	<b>-</b>	<b>937,967.05</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	626,600.00	-	-	626,600.00
Payments for non-relocatable homes	52,134.48	-	-	52,134.48
Payments for abandoned homes	23,326.98	673.02	-	24,000.00
<b>Total program services</b>	<b>702,061.46</b>	<b>673.02</b>	<b>-</b>	<b>702,734.48</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	24,445.86	-	24,445.86
Wages - Compliance	-	60.00	-	60.00
Payroll Taxes	-	1,947.28	-	1,947.28
<b>Total personnel</b>	<b>-</b>	<b>26,453.14</b>	<b>-</b>	<b>26,453.14</b>
Occupancy				
Rent	-	4,560.00	-	4,560.00
Utilities	-	1,894.57	-	1,894.57
<b>Total occupancy</b>	<b>-</b>	<b>6,454.57</b>	<b>-</b>	<b>6,454.57</b>
General and administrative				
Accounting and auditing fees	-	16,671.25	-	16,671.25
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	4,786.25	-	4,786.25
Copying	-	-	-	-
Legal fees	-	14,996.46	-	14,996.46
Arbitration costs	-	12,853.61	-	12,853.61
Office expenses	-	771.00	-	771.00
Travel - Administrative	-	1,497.03	-	1,497.03
Travel - Compliance	-	55.20	-	55.20
Postage	-	785.35	117.48	902.83
Supplies	-	898.08	107.16	1,005.24
<b>Total general and administrative</b>	<b>-</b>	<b>53,314.23</b>	<b>224.64</b>	<b>53,538.87</b>
<b>Total support services</b>	<b>-</b>	<b>86,221.94</b>	<b>224.64</b>	<b>86,446.58</b>
<b>TOTAL EXPENDITURES</b>	<b>702,061.46</b>	<b>86,894.96</b>	<b>224.64</b>	<b>789,181.06</b>
<b>CHANGE IN NET ASSETS</b>	<b>154,405.59</b>	<b>(5,394.96)</b>	<b>(224.64)</b>	<b>148,785.99</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>\$ 6,765,123.67</b>	<b>\$ 23,341.12</b>	<b>\$ 76.18</b>	<b>\$ 6,788,540.97</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	\$ 9,435,960.58	\$ 4,500.00	\$ -	\$ 9,440,460.58
Arbitration fees	-	9,500.00	-	9,500.00
Special collection	-	8,050.00	-	8,050.00
Interest Income	<u>428,454.48</u>	<u>-</u>	<u>-</u>	<u>428,454.48</u>
<b>TOTAL REVENUES</b>	<b>9,864,415.06</b>	<b>22,050.00</b>	<b>-</b>	<b>9,886,465.06</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	1,407,914.59	931.91	-	1,408,846.50
Payments for non-relocatable homes	297,033.50	18,620.30	-	315,653.80
Payments for abandoned homes	<u>117,393.30</u>	<u>673.02</u>	<u>-</u>	<u>118,066.32</u>
Total program services	1,822,341.39	20,225.23	-	1,842,566.62
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	226,251.85	-	226,251.85
Wages - Compliance	-	41,811.25	-	41,811.25
Payroll Taxes	<u>-</u>	<u>23,025.13</u>	<u>-</u>	<u>23,025.13</u>
Total personnel	-	291,088.23	-	291,088.23
Occupancy				
Rent	-	35,870.58	-	35,870.58
Utilities	<u>-</u>	<u>20,122.69</u>	<u>-</u>	<u>20,122.69</u>
Total occupancy	-	55,993.27	-	55,993.27
General and administrative				
Accounting fees	-	296,012.58	-	296,012.58
Bank services charges	-	144.50	-	144.50
Bookkeeping & payroll processing	-	149,653.44	-	149,653.44
Consulting fees	4,200.00	11,145.00	-	15,345.00
Copying	-	631.63	61.52	693.15
Legal fees	-	323,379.04	-	323,379.04
Arbitration costs	-	52,494.55	-	52,494.55
Office expenses	-	18,538.00	287.32	18,825.32
Travel - Administrative	-	12,951.54	13.75	12,965.29
Travel - Compliance	-	21,064.23	-	21,064.23
Postage	-	4,920.22	3,219.54	8,139.76
Supplies	<u>-</u>	<u>8,324.74</u>	<u>1,234.37</u>	<u>9,559.11</u>
Total general and administrative	4,200.00	899,259.47	4,816.50	908,275.97
Total support services	4,200.00	1,246,340.97	4,816.50	1,255,357.47
<b>TOTAL EXPENDITURES</b>	<b>1,826,541.39</b>	<b>1,266,566.20</b>	<b>4,816.50</b>	<b>3,097,924.09</b>
<b>CHANGE IN NET ASSETS</b>	<b>6,765,123.67</b>	<b>23,341.12</b>	<b>76.18</b>	<b>6,788,540.97</b>
<b>BEGINNING NET ASSETS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING NET ASSETS</b>	<b>\$ 6,765,123.67</b>	<b>\$ 23,341.12</b>	<b>\$ 76.18</b>	<b>\$ 6,788,540.97</b>

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

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

**Balance:** \$6,765,123.67

<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:** \$6,765,123.67

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
1/1/2016	Deposit - December Interest	\$2,934.27		\$6,585,079.47
1/6/2016	Marshall & Bailey (Relocation & Setup)		\$24,000.00	\$6,561,079.47
1/13/2016	Jorge Diaz, Veronica Contreras and Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,553,079.47
1/13/2016	Jose Flores, Armando Perez and Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,545,079.47
1/19/2016	B & O Mobile Home Transporting Inc. (Relocation & Setup)		\$16,000.00	\$6,529,079.47
1/19/2016	Marshall & Bailey (Relocation & Setup)		\$16,000.00	\$6,513,079.47
1/25/2016	McGinnis Auto and Mobile Home Salvage (Relocation & Setup)		\$24,000.00	\$6,489,079.47
1/26/2016	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$6,481,079.47
1/31/2016	Deposit	\$251,766.86		\$6,732,846.33
2/1/2016	Deposit - January Interest	\$2,949.34		\$6,735,795.67
2/1/2016	Olin Boyer (Non-Relocatable)		\$4,000.00	\$6,731,795.67
2/29/2016	Deposit	\$33,328.00		\$6,765,123.67