

Delaware Manufactured Home Relocation Authority
Financial Summary – Cash Basis
November 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 October 2015 totaled \$9,137.50. Additionally, \$3,519.69 in interest was posted to the Trust Fund in November 2015 for cash held during October 2015.

For the fiscal year, total assessments collected are \$600,985.65, arbitration fees received is \$1,000.00, and total interest received is \$15,886.51 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$9,129,778.22, total interest received is \$419,541.95, arbitration fees collected is \$9,000.00, and total special collections are \$8,050.00 (page 5).

Expenditures

The Authority paid \$124,738.29 of relocation assistance during November 2015. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during November 2015 totaling \$18,748.02 (page 3).

For the fiscal year, the Authority has paid \$556,734.48 of relocation assistance; \$16,255.22 in personnel costs; \$3,989.98 in occupancy costs; and \$44,913.27 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$1,696,566.62 of relocation costs; \$280,890.31 in personnel costs; \$53,528.68 in occupancy costs; and \$899,650.37 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 November 30, 2015:

Trust Fund - \$6,591,528.78

Operating Fund - \$44,073.14

Petty Cash - \$132.27

Delaware Manufactured Housing Relocation Authority
Statement of Assets, Liabilities and Net Assets - Cash Basis
As of November 30, 2015

ASSETS

Current Assets

Checking/Savings

Petty Cash

\$ 132.27

Trust Fund

6,591,528.78

WSFS Checking

44,073.14

TOTAL ASSETS

\$ 6,635,734.19

LIABILITIES & EQUITY

Total Liabilities

-

Net Assets

Net Assets - Prior Years

\$ 6,639,754.98

Net Increase - Current Year

(4,020.79)

Total Equity

6,635,734.19

TOTAL LIABILITIES & NET ASSETS

\$ 6,635,734.19

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

	November 2015			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
REVENUES:				
Assessments	\$ 9,137.50	\$ -	-	\$ 9,137.50
Arbitration fees		750.00	-	750.00
Interest income	<u>3,519.69</u>	<u>-</u>	<u>-</u>	<u>3,519.69</u>
TOTAL REVENUES	12,657.19	750.00	-	13,407.19
DRAWS	(40,000.00)	40,000.00	-	-
EXPENDITURES:				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	116,000.00	-	-	116,000.00
Payments for non-relocatable homes	5,738.29	-	-	5,738.29
Payments for abandoned homes	<u>3,000.00</u>	<u>-</u>	<u>-</u>	<u>3,000.00</u>
Total program services	124,738.29	-	-	124,738.29
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	3,021.00	-	3,021.00
Wages - Compliance	-	-	-	-
Payroll Taxes	<u>-</u>	<u>234.01</u>	<u>-</u>	<u>234.01</u>
Total personnel	-	3,255.01	-	3,255.01
Occupancy				
Rent	-	570.00	-	570.00
Utilities	<u>-</u>	<u>215.66</u>	<u>-</u>	<u>215.66</u>
Total occupancy	-	785.66	-	785.66
General and administrative				
Accounting and auditing fees	-	12,135.25	-	12,135.25
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	590.00	-	590.00
Copying	-	-	-	-
Legal fees	-	1,482.00	-	1,482.00
Arbitration costs	-	-	-	-
Office expenses	-	5.00	-	5.00
Travel - Administrative	-	438.73	-	438.73
Travel - Compliance	-	-	-	-
Postage	-	41.65	-	41.65
Supplies	<u>-</u>	<u>-</u>	<u>14.72</u>	<u>14.72</u>
Total general and administrative	-	14,692.63	14.72	14,707.35
Total support services	<u>-</u>	<u>18,733.30</u>	<u>14.72</u>	<u>18,748.02</u>
TOTAL EXPENDITURES	124,738.29	18,733.30	14.72	143,486.31
CHANGE IN NET ASSETS	(152,081.10)	22,016.70	(14.72)	(130,079.12)
BEGINNING NET ASSETS	<u>6,743,609.88</u>	<u>22,056.44</u>	<u>146.99</u>	<u>6,765,813.31</u>
ENDING NET ASSETS	<u>\$ 6,591,528.78</u>	<u>\$ 44,073.14</u>	<u>\$ 132.27</u>	<u>\$ 6,635,734.19</u>

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

	July 2015 - June 2016			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
REVENUES:				
Assessments	\$ 600,985.65	\$ -	\$ -	\$ 600,985.65
Arbitration fees	-	1,000.00	-	1,000.00
Interest Income	15,886.51	-	-	15,886.51
TOTAL REVENUES	616,872.16	1,000.00	-	617,872.16
DRAWS	(80,000.00)	80,000.00	-	-
EXPENDITURES:				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	490,600.00	-	-	490,600.00
Payments for non-relocatable homes	48,134.48	-	-	48,134.48
Payments for abandoned homes	17,326.98	673.02	-	18,000.00
Total program services	556,061.46	673.02	-	556,734.48
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	15,088.86	-	15,088.86
Wages - Compliance	-	-	-	-
Payroll Taxes	-	1,166.36	-	1,166.36
Total personnel	-	16,255.22	-	16,255.22
Occupancy				
Rent	-	2,850.00	-	2,850.00
Utilities	-	1,139.98	-	1,139.98
Total occupancy	-	3,989.98	-	3,989.98
General and administrative				
Accounting and auditing fees	-	14,466.25	-	14,466.25
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	2,972.69	-	2,972.69
Copying	-	-	-	-
Legal fees	-	11,655.01	-	11,655.01
Arbitration costs	-	12,853.61	-	12,853.61
Office expenses	-	576.00	-	576.00
Travel - Administrative	-	1,043.58	-	1,043.58
Travel - Compliance	-	-	-	-
Postage	-	477.52	107.78	585.30
Supplies	-	700.06	60.77	760.83
Total general and administrative	-	44,744.72	168.55	44,913.27
Total support services	-	64,989.92	168.55	65,158.47
TOTAL EXPENDITURES	556,061.46	65,662.94	168.55	621,892.95
CHANGE IN NET ASSETS	(19,189.30)	15,337.06	(168.55)	(4,020.79)
BEGINNING NET ASSETS	6,610,718.08	28,736.08	300.82	6,639,754.98
ENDING NET ASSETS	\$ 6,591,528.78	\$ 44,073.14	\$ 132.27	\$ 6,635,734.19

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

	Fund-to-Date			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash*	Total
REVENUES:				
Assessments	\$ 9,125,278.22	\$ 4,500.00	\$ -	\$ 9,129,778.22
Arbitration fees	-	9,000.00	-	9,000.00
Special collection	-	8,050.00	-	8,050.00
Interest Income	<u>419,541.95</u>	<u>-</u>	<u>-</u>	<u>419,541.95</u>
TOTAL REVENUES	9,544,820.17	21,550.00	-	9,566,370.17
DRAWS	(1,272,750.00)	1,267,857.32	4,892.68	-
EXPENDITURES:				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	1,271,914.59	931.91	-	1,272,846.50
Payments for non-relocatable homes	293,033.50	18,620.30	-	311,653.80
Payments for abandoned homes	<u>111,393.30</u>	<u>673.02</u>	<u>-</u>	<u>112,066.32</u>
Total program services	1,676,341.39	20,225.23	-	1,696,566.62
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	216,894.85	-	216,894.85
Wages - Compliance	-	41,751.25	-	41,751.25
Payroll Taxes	<u>-</u>	<u>22,244.21</u>	<u>-</u>	<u>22,244.21</u>
Total personnel	-	280,890.31	-	280,890.31
Occupancy				
Rent	-	34,160.58	-	34,160.58
Utilities	<u>-</u>	<u>19,368.10</u>	<u>-</u>	<u>19,368.10</u>
Total occupancy	-	53,528.68	-	53,528.68
General and administrative				
Accounting fees	-	293,807.58	-	293,807.58
Bank services charges	-	144.50	-	144.50
Bookkeeping & payroll processing	-	147,839.88	-	147,839.88
Consulting fees	4,200.00	11,145.00	-	15,345.00
Copying	-	631.63	61.52	693.15
Legal fees	-	320,037.59	-	320,037.59
Arbitration costs	-	52,494.55	-	52,494.55
Office expenses	-	18,343.00	287.32	18,630.32
Travel - Administrative	-	12,498.09	13.75	12,511.84
Travel - Compliance	-	21,009.03	-	21,009.03
Postage	-	4,612.39	3,209.84	7,822.23
Supplies	<u>-</u>	<u>8,126.72</u>	<u>1,187.98</u>	<u>9,314.70</u>
Total general and administrative	4,200.00	890,689.96	4,760.41	899,650.37
Total support services	4,200.00	1,225,108.95	4,760.41	1,234,069.36
TOTAL EXPENDITURES	1,680,541.39	1,245,334.18	4,760.41	2,930,635.98
CHANGE IN NET ASSETS	6,591,528.78	44,073.14	132.27	6,635,734.19
BEGINNING NET ASSETS	-	-	-	-
ENDING NET ASSETS	\$ 6,591,528.78	\$ 44,073.14	\$ 132.27	\$ 6,635,734.19

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

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

Balance: \$6,591,528.78

Date	Explanation	Revenue/Interest Debit	Expenses Credit	Balance
6/1/2015	Deposit - May Interest	\$2,752.92		\$6,733,706.90
6/1/2015	Marshall & Bailey (Relocation & Setup)		\$16,000.00	\$6,717,706.90
6/1/2015	Brance & Frances Thompson (Non-Relocatable)		\$4,061.82	\$6,713,645.08
6/1/2015	Frank Hampton (Non-Relocatable)		\$5,000.00	\$6,708,645.08
6/10/2015	Marshall & Bailey (Relocation & Setup)		\$28,000.00	\$6,680,645.08
6/11/2015	Marshall & Bailey (Relocation & Setup)		\$19,250.00	\$6,661,395.08
6/11/2015	Withdrawal to Operating Account		\$20,000.00	\$6,641,395.08
6/15/2015	Marshall & Bailey (Relocation & Setup)		\$7,750.00	\$6,633,645.08
6/16/2015	Douglas L. Testerman (Abandonment)		\$1,500.00	\$6,632,145.08
6/22/2015	Marshall & Bailey (Relocation & Setup)		\$31,000.00	\$6,601,145.08
6/23/2015	Marshall & Bailey (Relocation & Setup)		\$19,500.00	\$6,581,645.08
6/30/2015	Deposit	\$29,073.00		\$6,610,718.08
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 Spirer (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

