

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**October 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 \$282,381.23. Additionally, \$3,271.43 in interest was posted to the Trust Fund in October 2015 for cash held during September 2015.

For the fiscal year, total assessments collected are \$591,848.15, arbitration fees received is \$250.00, and total interest received is \$12,366.82 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$9,120,640.72, total interest received is \$416,022.26, arbitration fees collected is \$8,250.00, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$36,155.08 of relocation assistance during October 2015. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during October 2015 totaling \$18,316.50 (page 3).

For the fiscal year, the Authority has paid \$431,996.19 of relocation assistance; \$13,000.21 in personnel costs; \$3,204.32 in occupancy costs; and \$30,205.92 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$1,571,828.33 of relocation costs; \$277,635.30 in personnel costs; \$52,743.02 in occupancy costs; and \$884,943.02 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 October 31, 2015:**

Trust Fund - \$6,743,609.88

Operating Fund - \$22,056.44

Petty Cash - \$146.99

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

ASSETS

Current Assets

Checking/Savings

Petty Cash

\$ 146.99

Trust Fund

6,743,609.88

WSFS Checking

22,056.44

TOTAL ASSETS

\$ 6,765,813.31

LIABILITIES & EQUITY

Total Liabilities

-

Net Assets

Net Assets - Prior Years

\$ 6,639,754.98

Net Increase - Current Year

126,058.33

Total Equity

6,765,813.31

TOTAL LIABILITIES & NET ASSETS

\$ 6,765,813.31

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

|                                         | <b>October 2015</b>                  |                                           |                  |                        |
|-----------------------------------------|--------------------------------------|-------------------------------------------|------------------|------------------------|
|                                         | Division<br>of Revenue<br>Trust Fund | Relocation<br>Authority<br>Operating Fund | Petty Cash       | Total                  |
| <b>REVENUES:</b>                        |                                      |                                           |                  |                        |
| Assessments                             | \$ 282,381.23                        | \$ -                                      | -                | \$ 282,381.23          |
| Arbitration fees                        |                                      | 250.00                                    | -                | 250.00                 |
| Interest income                         | 3,271.43                             | -                                         | -                | 3,271.43               |
| <b>TOTAL REVENUES</b>                   | <b>285,652.66</b>                    | <b>250.00</b>                             | <b>-</b>         | <b>285,902.66</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      | 328.10                               | -                                         | -                | 328.10                 |
| Payments for abandoned homes            | 3,826.98                             | 673.02                                    | -                | 4,500.00               |
| <b>Total program services</b>           | <b>36,155.08</b>                     | <b>673.02</b>                             | <b>-</b>         | <b>36,828.10</b>       |
| <u>Support Services</u>                 |                                      |                                           |                  |                        |
| Personnel                               |                                      |                                           |                  |                        |
| Wages - Administrative                  | -                                    | 3,094.86                                  | -                | 3,094.86               |
| Wages - Compliance                      | -                                    | -                                         | -                | -                      |
| Payroll Taxes                           | -                                    | 240.68                                    | -                | 240.68                 |
| <b>Total personnel</b>                  | <b>-</b>                             | <b>3,335.54</b>                           | <b>-</b>         | <b>3,335.54</b>        |
| Occupancy                               |                                      |                                           |                  |                        |
| Rent                                    | -                                    | 570.00                                    | -                | 570.00                 |
| Utilities                               | -                                    | 232.82                                    | -                | 232.82                 |
| <b>Total occupancy</b>                  | <b>-</b>                             | <b>802.82</b>                             | <b>-</b>         | <b>802.82</b>          |
| General and administrative              |                                      |                                           |                  |                        |
| Accounting and auditing fees            | -                                    | -                                         | -                | -                      |
| Bank services charges                   | -                                    | -                                         | -                | -                      |
| Bookkeeping & payroll processing        | -                                    | 590.00                                    | -                | 590.00                 |
| Copying                                 | -                                    | -                                         | -                | -                      |
| Legal fees                              | -                                    | 4,918.81                                  | -                | 4,918.81               |
| Arbitration costs                       | -                                    | 7,433.61                                  | -                | 7,433.61               |
| Office expenses                         | -                                    | 505.00                                    | -                | 505.00                 |
| Travel - Administrative                 | -                                    | 174.83                                    | -                | 174.83                 |
| Travel - Compliance                     | -                                    | -                                         | -                | -                      |
| Postage                                 | -                                    | 160.02                                    | 85.30            | 245.32                 |
| Supplies                                | -                                    | 310.57                                    | -                | 310.57                 |
| <b>Total general and administrative</b> | <b>-</b>                             | <b>14,092.84</b>                          | <b>85.30</b>     | <b>14,178.14</b>       |
| <b>Total support services</b>           | <b>-</b>                             | <b>18,231.20</b>                          | <b>85.30</b>     | <b>18,316.50</b>       |
| <b>TOTAL EXPENDITURES</b>               | <b>36,155.08</b>                     | <b>18,904.22</b>                          | <b>85.30</b>     | <b>55,144.60</b>       |
| <b>CHANGE IN NET ASSETS</b>             | <b>249,497.58</b>                    | <b>(18,654.22)</b>                        | <b>(85.30)</b>   | <b>230,758.06</b>      |
| <b>BEGINNING NET ASSETS</b>             | <b>6,494,112.30</b>                  | <b>40,710.66</b>                          | <b>232.29</b>    | <b>6,535,055.25</b>    |
| <b>ENDING NET ASSETS</b>                | <b>\$ 6,743,609.88</b>               | <b>\$ 22,056.44</b>                       | <b>\$ 146.99</b> | <b>\$ 6,765,813.31</b> |

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

|                                    | <b>July 2015 - June 2016</b>         |                                           |                  |                        |
|------------------------------------|--------------------------------------|-------------------------------------------|------------------|------------------------|
|                                    | Division<br>of Revenue<br>Trust Fund | Relocation<br>Authority<br>Operating Fund | Petty Cash       | Total                  |
|                                    |                                      |                                           |                  |                        |
| <b>REVENUES:</b>                   |                                      |                                           |                  |                        |
| Assessments                        | \$ 591,848.15                        | \$ -                                      | \$ -             | \$ 591,848.15          |
| Arbitration fees                   | -                                    | 250.00                                    | -                | 250.00                 |
| Interest Income                    | <u>12,366.82</u>                     | <u>-</u>                                  | <u>-</u>         | <u>12,366.82</u>       |
| <b>TOTAL REVENUES</b>              | <b>604,214.97</b>                    | <b>250.00</b>                             | <b>-</b>         | <b>604,464.97</b>      |
| <b>DRAWS</b>                       | <b>(40,000.00)</b>                   | <b>40,000.00</b>                          | <b>-</b>         | <b>-</b>               |
| <b>EXPENDITURES:</b>               |                                      |                                           |                  |                        |
| <u>Program Services</u>            |                                      |                                           |                  |                        |
| Relocation Assistance              |                                      |                                           |                  |                        |
| Reimbursements for moving costs    | 374,600.00                           | -                                         | -                | 374,600.00             |
| Payments for non-relocatable homes | 42,396.19                            | -                                         | -                | 42,396.19              |
| Payments for abandoned homes       | <u>14,326.98</u>                     | <u>673.02</u>                             | <u>-</u>         | <u>15,000.00</u>       |
| Total program services             | 431,323.17                           | 673.02                                    | -                | 431,996.19             |
| <u>Support Services</u>            |                                      |                                           |                  |                        |
| Personnel                          |                                      |                                           |                  |                        |
| Wages - Administrative             | -                                    | 12,067.86                                 | -                | 12,067.86              |
| Wages - Compliance                 | -                                    | -                                         | -                | -                      |
| Payroll Taxes                      | <u>-</u>                             | <u>932.35</u>                             | <u>-</u>         | <u>932.35</u>          |
| Total personnel                    | -                                    | 13,000.21                                 | -                | 13,000.21              |
| Occupancy                          |                                      |                                           |                  |                        |
| Rent                               | -                                    | 2,280.00                                  | -                | 2,280.00               |
| Utilities                          | <u>-</u>                             | <u>924.32</u>                             | <u>-</u>         | <u>924.32</u>          |
| Total occupancy                    | -                                    | 3,204.32                                  | -                | 3,204.32               |
| General and administrative         |                                      |                                           |                  |                        |
| Accounting and auditing fees       | -                                    | 2,331.00                                  | -                | 2,331.00               |
| Bank services charges              | -                                    | -                                         | -                | -                      |
| Bookkeeping & payroll processing   | -                                    | 2,382.69                                  | -                | 2,382.69               |
| Copying                            | -                                    | -                                         | -                | -                      |
| Legal fees                         | -                                    | 10,173.01                                 | -                | 10,173.01              |
| Arbitration costs                  | -                                    | 12,853.61                                 | -                | 12,853.61              |
| Office expenses                    | -                                    | 571.00                                    | -                | 571.00                 |
| Travel - Administrative            | -                                    | 604.85                                    | -                | 604.85                 |
| Travel - Compliance                | -                                    | -                                         | -                | -                      |
| Postage                            | -                                    | 435.87                                    | 107.78           | 543.65                 |
| Supplies                           | <u>-</u>                             | <u>700.06</u>                             | <u>46.05</u>     | <u>746.11</u>          |
| Total general and administrative   | -                                    | 30,052.09                                 | 153.83           | 30,205.92              |
| Total support services             | -                                    | 46,256.62                                 | 153.83           | 46,410.45              |
| <b>TOTAL EXPENDITURES</b>          | <b>431,323.17</b>                    | <b>46,929.64</b>                          | <b>153.83</b>    | <b>478,406.64</b>      |
| <b>CHANGE IN NET ASSETS</b>        | <b>132,891.80</b>                    | <b>(6,679.64)</b>                         | <b>(153.83)</b>  | <b>126,058.33</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>\$ 6,743,609.88</b>               | <b>\$ 22,056.44</b>                       | <b>\$ 146.99</b> | <b>\$ 6,765,813.31</b> |

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

|                                    | <b>Fund-to-Date</b>                  |                                           |                  | <b>Total</b>           |
|------------------------------------|--------------------------------------|-------------------------------------------|------------------|------------------------|
|                                    | Division<br>of Revenue<br>Trust Fund | Relocation<br>Authority<br>Operating Fund | Petty Cash*      |                        |
| <b>REVENUES:</b>                   |                                      |                                           |                  |                        |
| Assessments                        | \$ 9,116,140.72                      | \$ 4,500.00                               | \$ -             | \$ 9,120,640.72        |
| Arbitration fees                   | -                                    | 8,250.00                                  | -                | 8,250.00               |
| Special collection                 | -                                    | 8,050.00                                  | -                | 8,050.00               |
| Interest Income                    | <u>416,022.26</u>                    | <u>-</u>                                  | <u>-</u>         | <u>416,022.26</u>      |
| <b>TOTAL REVENUES</b>              | <b>9,532,162.98</b>                  | <b>20,800.00</b>                          | <b>-</b>         | <b>9,552,962.98</b>    |
| <b>DRAWS</b>                       | <b>(1,232,750.00)</b>                | <b>1,227,857.32</b>                       | <b>4,892.68</b>  | <b>-</b>               |
| <b>EXPENDITURES:</b>               |                                      |                                           |                  |                        |
| <u>Program Services</u>            |                                      |                                           |                  |                        |
| Relocation Assistance              |                                      |                                           |                  |                        |
| Reimbursements for moving costs    | 1,155,914.59                         | 931.91                                    | -                | 1,156,846.50           |
| Payments for non-relocatable homes | 287,295.21                           | 18,620.30                                 | -                | 305,915.51             |
| Payments for abandoned homes       | <u>108,393.30</u>                    | <u>673.02</u>                             | <u>-</u>         | <u>109,066.32</u>      |
| Total program services             | 1,551,603.10                         | 20,225.23                                 | -                | 1,571,828.33           |
| <u>Support Services</u>            |                                      |                                           |                  |                        |
| Personnel                          |                                      |                                           |                  |                        |
| Wages - Administrative             | -                                    | 213,873.85                                | -                | 213,873.85             |
| Wages - Compliance                 | -                                    | 41,751.25                                 | -                | 41,751.25              |
| Payroll Taxes                      | <u>-</u>                             | <u>22,010.20</u>                          | <u>-</u>         | <u>22,010.20</u>       |
| Total personnel                    | -                                    | 277,635.30                                | -                | 277,635.30             |
| Occupancy                          |                                      |                                           |                  |                        |
| Rent                               | -                                    | 33,590.58                                 | -                | 33,590.58              |
| Utilities                          | <u>-</u>                             | <u>19,152.44</u>                          | <u>-</u>         | <u>19,152.44</u>       |
| Total occupancy                    | -                                    | 52,743.02                                 | -                | 52,743.02              |
| General and administrative         |                                      |                                           |                  |                        |
| Accounting fees                    | -                                    | 281,672.33                                | -                | 281,672.33             |
| Bank services charges              | -                                    | 144.50                                    | -                | 144.50                 |
| Bookkeeping & payroll processing   | -                                    | 147,249.88                                | -                | 147,249.88             |
| Consulting fees                    | 4,200.00                             | 11,145.00                                 | -                | 15,345.00              |
| Copying                            | -                                    | 631.63                                    | 61.52            | 693.15                 |
| Legal fees                         | -                                    | 318,555.59                                | -                | 318,555.59             |
| Arbitration costs                  | -                                    | 52,494.55                                 | -                | 52,494.55              |
| Office expenses                    | -                                    | 18,338.00                                 | 287.32           | 18,625.32              |
| Travel - Administrative            | -                                    | 12,059.36                                 | 13.75            | 12,073.11              |
| Travel - Compliance                | -                                    | 21,009.03                                 | -                | 21,009.03              |
| Postage                            | -                                    | 4,570.74                                  | 3,209.84         | 7,780.58               |
| Supplies                           | <u>-</u>                             | <u>8,126.72</u>                           | <u>1,173.26</u>  | <u>9,299.98</u>        |
| Total general and administrative   | 4,200.00                             | 875,997.33                                | 4,745.69         | 884,943.02             |
| Total support services             | 4,200.00                             | 1,206,375.65                              | 4,745.69         | 1,215,321.34           |
| <b>TOTAL EXPENDITURES</b>          | <b>1,555,803.10</b>                  | <b>1,226,600.88</b>                       | <b>4,745.69</b>  | <b>2,787,149.67</b>    |
| <b>CHANGE IN NET ASSETS</b>        | <b>6,743,609.88</b>                  | <b>22,056.44</b>                          | <b>146.99</b>    | <b>6,765,813.31</b>    |
| <b>BEGINNING NET ASSETS</b>        | <u>-</u>                             | <u>-</u>                                  | <u>-</u>         | <u>-</u>               |
| <b>ENDING NET ASSETS</b>           | <b>\$ 6,743,609.88</b>               | <b>\$ 22,056.44</b>                       | <b>\$ 146.99</b> | <b>\$ 6,765,813.31</b> |

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

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

**Balance:** \$6,743,609.88

| <b>Date</b> | <b>Explanation</b>                                     | <b>Revenue/Interest<br/>Debit</b> | <b>Expenses<br/>Credit</b> | <b>Balance</b> |
|-------------|--------------------------------------------------------|-----------------------------------|----------------------------|----------------|
| 1/1/2015    | Deposit - December Interest                            | \$2,247.78                        |                            | \$6,534,675.08 |
| 1/31/2015   | Deposit                                                | \$157,119.61                      |                            | \$6,691,794.69 |
| 2/1/2015    | Deposit - January Interest                             | \$2,057.84                        |                            | \$6,693,852.53 |
| 2/2/2015    | Rose Ann Stacy and Kermit Stacy (Non-Relocatable Home) |                                   | \$5,000.00                 | \$6,688,852.53 |
| 2/4/2015    | Trudy Mangini-White (Abandonment)                      |                                   | \$1,500.00                 | \$6,687,352.53 |
| 2/9/2015    | Ronald Huss and Erica Jamison (Non-Relocatable Home)   |                                   | \$5,000.00                 | \$6,682,352.53 |
| 2/9/2015    | Rita Flores-Ortiz (Non-Relocatable Home)               |                                   | \$5,000.00                 | \$6,677,352.53 |
| 2/9/2015    | Sherry Sandstrom (Non-Relocatable Home)                |                                   | \$5,000.00                 | \$6,672,352.53 |
| 2/9/2015    | Reymundo Carrasco and Berenice Aguilar (Abandonment)   |                                   | \$1,500.00                 | \$6,670,852.53 |
| 2/24/2015   | Christopher J. Adams (Abandonment)                     |                                   | \$1,500.00                 | \$6,669,352.53 |
| 2/27/2015   | James Ward and Marion Ward (Abandonment)               |                                   | \$1,500.00                 | \$6,667,852.53 |
| 2/27/2015   | Deposit                                                | \$27,776.00                       |                            | \$6,695,628.53 |
| 3/1/2015    | Deposit - February Interest                            | \$2,680.62                        |                            | \$6,698,309.15 |
| 3/4/2015    | Georgi A. Paisley (Abandonment)                        |                                   | \$1,500.00                 | \$6,696,809.15 |
| 3/17/2015   | Donna Christopher (Abandonment)                        |                                   | \$1,500.00                 | \$6,695,309.15 |
| 3/23/2015   | Emily Stacy (Abandonment)                              |                                   | \$1,500.00                 | \$6,693,809.15 |
| 3/24/2015   | Silverio Bernal Brito (Non-Relocatable)                |                                   | \$5,000.00                 | \$6,688,809.15 |
| 3/31/2015   | Deposit                                                | \$5,812.50                        |                            | \$6,694,621.65 |
| 4/1/2015    | Deposit - March Interest                               | \$2,408.29                        |                            | \$6,697,029.94 |
| 4/8/2015    | Withdrawal to Operating Account                        |                                   | \$40,000.00                | \$6,657,029.94 |
| 4/8/2015    | Alvaro Hernandez-Sanchez (Non-Relocatable)             |                                   | \$5,000.00                 | \$6,652,029.94 |
| 4/8/2015    | Amie Quintana (Non-Relocatable)                        |                                   | \$5,000.00                 | \$6,647,029.94 |
| 4/14/2015   | Marshall & Bailey (Relocation & setup)                 |                                   | \$24,000.00                | \$6,623,029.94 |
| 4/15/2015   | Jacqueline Caraballo                                   |                                   | \$4,500.00                 | \$6,618,529.94 |
| 4/22/2015   | George Caldwell and Blanca Caldwell (Non-Relocatable)  |                                   | \$5,000.00                 | \$6,613,529.94 |
| 4/23/2015   | Marshall & Bailey (Relocation & Setup)                 |                                   | \$19,500.00                | \$6,594,029.94 |
| 4/29/2015   | Rigoberto Garduno (Non-Relocatable)                    |                                   | \$5,000.00                 | \$6,589,029.94 |
| 4/29/2015   | Marshall & Bailey (Relocation & Setup)                 |                                   | \$24,000.00                | \$6,565,029.94 |
| 4/30/2015   | Deposit                                                | \$22,498.00                       |                            | \$6,587,527.94 |
| 5/1/2015    | Deposit - April Interest                               | \$3,110.60                        |                            | \$6,590,638.54 |
| 5/7/2015    | Marshall & Bailey (Relocation & Setup)                 |                                   | \$15,750.00                | \$6,574,888.54 |
| 5/11/2015   | Marshall & Bailey (Relocation & Setup)                 |                                   | \$24,000.00                | \$6,550,888.54 |
| 5/11/2015   | Crystal M. Fleeger (Non-Relocatable)                   |                                   | \$5,000.00                 | \$6,545,888.54 |
| 5/11/2015   | Charles Holotanko and Wanda Williams (Abandonment)     |                                   | \$66.32                    | \$6,545,822.22 |
| 5/13/2015   | Marshall & Bailey (Relocation & Setup)                 |                                   | \$15,750.00                | \$6,530,072.22 |
| 5/14/2015   | Sarah D. Blount (Non-Relocatable)                      |                                   | \$3,907.50                 | \$6,526,164.72 |
| 5/19/2015   | Marshall & Bailey (Relocation & Setup)                 |                                   | \$15,750.00                | \$6,510,414.72 |
| 5/20/2015   | Marshall & Bailey (Relocation & Setup)                 |                                   | \$16,000.00                | \$6,494,414.72 |
| 5/20/2015   | John H. Young, Jr. & Mildred Young (Non-Relocatable)   |                                   | \$5,000.00                 | \$6,489,414.72 |
| 5/26/2015   | Marshall & Bailey (Relocation & Setup)                 |                                   | \$16,000.00                | \$6,473,414.72 |
| 5/27/2015   | Marshall & Bailey (Relocation & Setup)                 |                                   | \$8,000.00                 | \$6,465,414.72 |
| 5/29/2015   | Deposit                                                | \$265,539.26                      |                            | \$6,730,953.98 |
| 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 |

