

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**September 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 September 2015 totaled \$14,722. Additionally, \$3,052.95 in interest was posted to the Trust Fund in September 2015 for cash held during August 2015.

For the fiscal year, total assessments collected are \$309,466.92, arbitration fees received is \$0, and total interest received is \$9,095.39 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$8,838,259.49, total interest received is \$412,750.83, arbitration fees collected is \$8,000.00, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$146,000.00 of relocation assistance during September 2015. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during September 2015 totaling \$9,516.35 (page 3).

For the fiscal year, the Authority has paid \$395,168.09 of relocation assistance; \$9,664.67 in personnel costs; \$2,401.50 in occupancy costs; and \$16,027.78 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$1,535,000.23 of relocation costs; \$274,299.76 in personnel costs; \$51,940.20 in occupancy costs; and \$870,764.88 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 September 30, 2015:**

Trust Fund - \$6,494,112.30

Operating Fund - \$40,710.66

Petty Cash - \$232.29

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

ASSETS

|                  |                               |
|------------------|-------------------------------|
| Current Assets   |                               |
| Checking/Savings |                               |
| Petty Cash       | \$ 232.29                     |
| Trust Fund       | 6,494,112.30                  |
| WSFS Checking    | <u>40,710.66</u>              |
| TOTAL ASSETS     | <u><u>\$ 6,535,055.25</u></u> |

LIABILITIES & EQUITY

|                                |                               |
|--------------------------------|-------------------------------|
| Total Liabilities              | <u>-</u>                      |
| Net Assets                     |                               |
| Net Assets - Prior Years       | \$ 6,639,754.98               |
| Net Increase - Current Year    | <u>(104,699.73)</u>           |
| Total Equity                   | <u>6,535,055.25</u>           |
| TOTAL LIABILITIES & NET ASSETS | <u><u>\$ 6,535,055.25</u></u> |

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

|   | <b>September 2015</b>                |   |                  |                        |
|---|--------------------------------------|---|------------------|------------------------|
|   | Division<br>of Revenue<br>Trust Fund | Relocation<br>Authority<br>Operating Fund | Petty Cash       | Total                  |
|   | Trust Fund                           | Operating Fund                            | Petty Cash       | Total                  |
| <b>REVENUES:</b>                        |                                      |   |                  |                        |
| Assessments                             | \$ 14,722.00                         | \$ -                                      | -                | \$ 14,722.00           |
| Arbitration fees                        |                                      | -   | -                | -                      |
| Interest income                         | 3,052.95                             | -   | -                | 3,052.95               |
| <b>TOTAL REVENUES</b>                   | <b>17,774.95</b>                     | <b>-</b>                                  | <b>-</b>         | <b>17,774.95</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         | 124,000.00                           | -   | -                | 124,000.00             |
| Payments for non-relocatable homes      | 17,500.00                            | -   | -                | 17,500.00              |
| Payments for abandoned homes            | 4,500.00                             | -   | -                | 4,500.00               |
| <b>Total program services</b>           | <b>146,000.00</b>                    | <b>-</b>                                  | <b>-</b>         | <b>146,000.00</b>      |
| <u>Support Services</u>                 |                                      |   |                  |                        |
| Personnel                               |                                      |   |                  |                        |
| Wages - Administrative                  | -                                    | 3,417.00                                  | -                | 3,417.00               |
| Wages - Compliance                      | -                                    | -   | -                | -                      |
| Payroll Taxes                           | -                                    | 263.00                                    | -                | 263.00                 |
| <b>Total personnel</b>                  | <b>-</b>                             | <b>3,680.00</b>                           | <b>-</b>         | <b>3,680.00</b>        |
| Occupancy                               |                                      |   |                  |                        |
| Rent                                    | -                                    | 570.00                                    | -                | 570.00                 |
| Utilities                               | -                                    | 226.90                                    | -                | 226.90                 |
| <b>Total occupancy</b>                  | <b>-</b>                             | <b>796.90</b>                             | <b>-</b>         | <b>796.90</b>          |
| General and administrative              |                                      |   |                  |                        |
| Accounting and auditing fees            | -                                    | -   | -                | -                      |
| Bank services charges                   | -                                    | -   | -                | -                      |
| Bookkeeping & payroll processing        | -                                    | 615.00                                    | -                | 615.00                 |
| Copying                                 | -                                    | -   | -                | -                      |
| Legal fees                              | -                                    | 3,636.70                                  | -                | 3,636.70               |
| Arbitration costs                       | -                                    | 185.00                                    | -                | 185.00                 |
| Office expenses                         | -                                    | 50.00                                     | -                | 50.00                  |
| Travel - Administrative                 | -                                    | 175.06                                    | -                | 175.06                 |
| Travel - Compliance                     | -                                    | -   | -                | -                      |
| Postage                                 | -                                    | 212.01                                    | 6.74             | 218.75                 |
| Supplies                                | -                                    | 123.67                                    | 35.27            | 158.94                 |
| <b>Total general and administrative</b> | <b>-</b>                             | <b>4,997.44</b>                           | <b>42.01</b>     | <b>5,039.45</b>        |
| <b>Total support services</b>           | <b>-</b>                             | <b>9,474.34</b>                           | <b>42.01</b>     | <b>9,516.35</b>        |
| <b>TOTAL EXPENDITURES</b>               | <b>146,000.00</b>                    | <b>9,474.34</b>                           | <b>42.01</b>     | <b>155,516.35</b>      |
| <b>CHANGE IN NET ASSETS</b>             | <b>(168,225.05)</b>                  | <b>30,525.66</b>                          | <b>(42.01)</b>   | <b>(137,741.40)</b>    |
| <b>BEGINNING NET ASSETS</b>             | <b>6,662,337.35</b>                  | <b>10,185.00</b>                          | <b>274.30</b>    | <b>6,672,796.65</b>    |
| <b>ENDING NET ASSETS</b>                | <b>\$ 6,494,112.30</b>               | <b>\$ 40,710.66</b>                       | <b>\$ 232.29</b> | <b>\$ 6,535,055.25</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                             | \$ 309,466.92                        | \$ -                                      | \$ -             | \$ 309,466.92          |
| Arbitration fees                        | -                                    | -   | -                | -                      |
| Interest Income                         | 9,095.39                             | -   | -                | 9,095.39               |
| <b>TOTAL REVENUES</b>                   | <b>318,562.31</b>                    | <b>-</b>                                  | <b>-</b>         | <b>318,562.31</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         | 342,600.00                           | -   | -                | 342,600.00             |
| Payments for non-relocatable homes      | 42,068.09                            | -   | -                | 42,068.09              |
| Payments for abandoned homes            | 10,500.00                            | -   | -                | 10,500.00              |
| <b>Total program services</b>           | <b>395,168.09</b>                    | <b>-</b>                                  | <b>-</b>         | <b>395,168.09</b>      |
| <u>Support Services</u>                 |                                      |   |                  |                        |
| Personnel                               |                                      |   |                  |                        |
| Wages - Administrative                  | -                                    | 8,973.00                                  | -                | 8,973.00               |
| Wages - Compliance                      | -                                    | -   | -                | -                      |
| Payroll Taxes                           | -                                    | 691.67                                    | -                | 691.67                 |
| <b>Total personnel</b>                  | <b>-</b>                             | <b>9,664.67</b>                           | <b>-</b>         | <b>9,664.67</b>        |
| Occupancy                               |                                      |   |                  |                        |
| Rent                                    | -                                    | 1,710.00                                  | -                | 1,710.00               |
| Utilities                               | -                                    | 691.50                                    | -                | 691.50                 |
| <b>Total occupancy</b>                  | <b>-</b>                             | <b>2,401.50</b>                           | <b>-</b>         | <b>2,401.50</b>        |
| General and administrative              |                                      |   |                  |                        |
| Accounting and auditing fees            | -                                    | 2,331.00                                  | -                | 2,331.00               |
| Bank services charges                   | -                                    | -   | -                | -                      |
| Bookkeeping & payroll processing        | -                                    | 1,792.69                                  | -                | 1,792.69               |
| Copying                                 | -                                    | -   | -                | -                      |
| Legal fees                              | -                                    | 5,254.20                                  | -                | 5,254.20               |
| Arbitration costs                       | -                                    | 5,420.00                                  | -                | 5,420.00               |
| Office expenses                         | -                                    | 66.00                                     | -                | 66.00                  |
| Travel - Administrative                 | -                                    | 430.02                                    | -                | 430.02                 |
| Travel - Compliance                     | -                                    | -   | -                | -                      |
| Postage                                 | -                                    | 275.85                                    | 22.48            | 298.33                 |
| Supplies                                | -                                    | 389.49                                    | 46.05            | 435.54                 |
| <b>Total general and administrative</b> | <b>-</b>                             | <b>15,959.25</b>                          | <b>68.53</b>     | <b>16,027.78</b>       |
| <b>Total support services</b>           | <b>-</b>                             | <b>28,025.42</b>                          | <b>68.53</b>     | <b>28,093.95</b>       |
| <b>TOTAL EXPENDITURES</b>               | <b>395,168.09</b>                    | <b>28,025.42</b>                          | <b>68.53</b>     | <b>423,262.04</b>      |
| <b>CHANGE IN NET ASSETS</b>             | <b>(116,605.78)</b>                  | <b>11,974.58</b>                          | <b>(68.53)</b>   | <b>(104,699.73)</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>\$ 6,494,112.30</b>               | <b>\$ 40,710.66</b>                       | <b>\$ 232.29</b> | <b>\$ 6,535,055.25</b> |

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

|                                    | <b>Fund-to-Date</b>                  |   |                  |                        |
|------------------------------------|--------------------------------------|---|------------------|------------------------|
|                                    | Division<br>of Revenue<br>Trust Fund | Relocation<br>Authority<br>Operating Fund | Petty Cash*      | Total                  |
| <b>REVENUES:</b>                   |                                      |   |                  |                        |
| Assessments                        | \$ 8,833,759.49                      | \$ 4,500.00                               | \$ -             | \$ 8,838,259.49        |
| Arbitration fees                   | -                                    | 8,000.00                                  | -                | 8,000.00               |
| Special collection                 | -                                    | 8,050.00                                  | -                | 8,050.00               |
| Interest Income                    | <u>412,750.83</u>                    | <u>-</u>                                  | <u>-</u>         | <u>412,750.83</u>      |
| <b>TOTAL REVENUES</b>              | <b>9,246,510.32</b>                  | <b>20,550.00</b>                          | <b>-</b>         | <b>9,267,060.32</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    | 1,123,914.59                         | 931.91                                    | -                | 1,124,846.50           |
| Payments for non-relocatable homes | 286,967.11                           | 18,620.30                                 | -                | 305,587.41             |
| Payments for abandoned homes       | <u>104,566.32</u>                    | <u>-</u>                                  | <u>-</u>         | <u>104,566.32</u>      |
| Total program services             | 1,515,448.02                         | 19,552.21                                 | -                | 1,535,000.23           |
| <u>Support Services</u>            |                                      |   |                  |                        |
| Personnel                          |                                      |   |                  |                        |
| Wages - Administrative             | -                                    | 210,778.99                                | -                | 210,778.99             |
| Wages - Compliance                 | -                                    | 41,751.25                                 | -                | 41,751.25              |
| Payroll Taxes                      | <u>-</u>                             | <u>21,769.52</u>                          | <u>-</u>         | <u>21,769.52</u>       |
| Total personnel                    | -                                    | 274,299.76                                | -                | 274,299.76             |
| Occupancy                          |                                      |   |                  |                        |
| Rent                               | -                                    | 33,020.58                                 | -                | 33,020.58              |
| Utilities                          | <u>-</u>                             | <u>18,919.62</u>                          | <u>-</u>         | <u>18,919.62</u>       |
| Total occupancy                    | -                                    | 51,940.20                                 | -                | 51,940.20              |
| General and administrative         |                                      |   |                  |                        |
| Accounting fees                    | -                                    | 281,672.33                                | -                | 281,672.33             |
| Bank services charges              | -                                    | 144.50                                    | -                | 144.50                 |
| Bookkeeping & payroll processing   | -                                    | 146,659.88                                | -                | 146,659.88             |
| Consulting fees                    | 4,200.00                             | 11,145.00                                 | -                | 15,345.00              |
| Copying                            | -                                    | 631.63                                    | 61.52            | 693.15                 |
| Legal fees                         | -                                    | 313,636.78                                | -                | 313,636.78             |
| Arbitration costs                  | -                                    | 45,060.94                                 | -                | 45,060.94              |
| Office expenses                    | -                                    | 17,833.00                                 | 287.32           | 18,120.32              |
| Travel - Administrative            | -                                    | 11,884.53                                 | 13.75            | 11,898.28              |
| Travel - Compliance                | -                                    | 21,009.03                                 | -                | 21,009.03              |
| Postage                            | -                                    | 4,410.72                                  | 3,124.54         | 7,535.26               |
| Supplies                           | <u>-</u>                             | <u>7,816.15</u>                           | <u>1,173.26</u>  | <u>8,989.41</u>        |
| Total general and administrative   | 4,200.00                             | 861,904.49                                | 4,660.39         | 870,764.88             |
| Total support services             | 4,200.00                             | 1,188,144.45                              | 4,660.39         | 1,197,004.84           |
| <b>TOTAL EXPENDITURES</b>          | <b>1,519,648.02</b>                  | <b>1,207,696.66</b>                       | <b>4,660.39</b>  | <b>2,732,005.07</b>    |
| <b>CHANGE IN 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>BEGINNING NET ASSETS</b>        | <b>-</b>                             | <b>-</b>                                  | <b>-</b>         | <b>-</b>               |
| <b>ENDING NET ASSETS</b>           | <b>\$ 6,494,112.30</b>               | <b>\$ 40,710.66</b>                       | <b>\$ 232.29</b> | <b>\$ 6,535,055.25</b> |

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

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

**Balance:** \$6,479,390.30

| <b>Date</b> | <b>Explanation</b>  | <b>Revenue/Interest<br/>Debit</b> | <b>Expenses<br/>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 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 |
|             |   |                                   |                            |                |
|             |   |                                   |                            |                |
|             |   |                                   |                            |                |
|             |   |                                   |                            |                |