

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**December 2018**

**Revenues**

The Delaware Manufactured Home Relocation Authority (the Authority), has a Trust Fund administered by the Delaware Division of Revenue. As shown on page 3, assessments collected during December 2018 totaled \$4,645.00. Additionally, \$7,866.14 of interest was posted to the Trust Fund in December 2018 for cash held during November 2018.

For the fiscal year, assessments collected totaled \$587,716.91, arbitration fees collected totaled \$3,530.50 and interest received totaled \$27,687.70 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$12,738,847.42, total interest received is \$588,353.45, arbitration fees collected is \$25,200.90, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$3,000.00 of relocation assistance during December 2018. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during December 2018 totaling \$10,534.94 (page 3).

For the fiscal year, the Authority has paid \$133,000.00 of relocation assistance; \$37,737.48 in personnel costs; \$5,006.11 in occupancy costs; and \$29,832.76 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$2,431,516.62 of relocation costs; \$453,571.32 in personnel costs; \$84,882.10 in occupancy costs; and \$1,193,973.39 in general and administrative costs, of which \$500.00 was used to set up a petty cash account for daily incidentals (page 5).

**Net Position – Cash Basis - at December 31, 2018:**

Trust Fund - \$9,178,459.48

Operating Fund – \$17,805.58

Petty Cash - \$243.28

Delaware Manufactured Housing Relocation Authority  
Statement of Assets, Liabilities and Net Assets - Cash Basis  
As of December 31, 2018

ASSETS

Current Assets

Checking/Savings

Petty Cash

\$ 243.28

Trust Fund

9,178,459.48

WSFS Checking

17,805.58

TOTAL ASSETS

\$ 9,196,508.34

LIABILITIES & EQUITY

Total Liabilities

-

Net Assets

Net Assets - Prior Years

\$ 7,061,811.45

Net Increase - Current Year

2,134,696.89

Total Equity

9,196,508.34

TOTAL LIABILITIES & NET ASSETS

\$ 9,196,508.34

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

	<b>December 2018</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 4,645.00	\$ -	\$ -	\$ 4,645.00
Arbitration fees	-	500.00	-	500.00
Interest income	7,866.14	-	-	7,866.14
<b>TOTAL REVENUES</b>	<b>12,511.14</b>	<b>500.00</b>	<b>-</b>	<b>13,011.14</b>
<b>DRAWS</b>				
	-	-	-	-
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	-	-	-	-
Payments for non-relocatable homes	-	-	-	-
Payments for abandoned homes	3,000.00	-	-	3,000.00
<b>Total program services</b>	<b>3,000.00</b>	<b>-</b>	<b>-</b>	<b>3,000.00</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	5,520.00	-	5,520.00
Wages - Compliance	-	237.50	-	237.50
Payroll Taxes	-	424.44	-	424.44
<b>Total personnel</b>	<b>-</b>	<b>6,181.94</b>	<b>-</b>	<b>6,181.94</b>
Occupancy				
Rent	-	-	-	-
Utilities	-	928.46	-	928.46
<b>Total occupancy</b>	<b>-</b>	<b>928.46</b>	<b>-</b>	<b>928.46</b>
General and administrative				
Accounting and auditing fees	-	-	-	-
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	740.00	-	740.00
Consulting fees	-	-	-	-
Copying	-	-	-	-
Legal fees	-	1,950.00	-	1,950.00
Arbitration costs	-	280.00	-	280.00
Office expenses	-	-	-	-
Travel - Administrative	-	128.99	-	128.99
Travel - Compliance	-	107.92	-	107.92
Postage	-	-	25.00	25.00
Supplies	-	183.68	8.95	192.63
<b>Total general and administrative</b>	<b>-</b>	<b>3,390.59</b>	<b>33.95</b>	<b>3,424.54</b>
<b>Total support services</b>	<b>-</b>	<b>10,500.99</b>	<b>33.95</b>	<b>10,534.94</b>
<b>TOTAL EXPENDITURES</b>	<b>3,000.00</b>	<b>10,500.99</b>	<b>33.95</b>	<b>13,534.94</b>
<b>CHANGE IN NET ASSETS</b>	<b>9,511.14</b>	<b>(10,000.99)</b>	<b>(33.95)</b>	<b>(523.80)</b>
<b>BEGINNING NET ASSETS</b>	<b>9,168,948.34</b>	<b>27,806.57</b>	<b>277.23</b>	<b>9,197,032.14</b>
<b>ENDING NET ASSETS</b>	<b>\$ 9,178,459.48</b>	<b>\$ 17,805.58</b>	<b>\$ 243.28</b>	<b>\$ 9,196,508.34</b>

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

	<b>July 2018 - June 2019</b>			
	Division of Revenue	Relocation Authority	Petty Cash	Total
	Trust Fund	Operating Fund		
<b>REVENUES:</b>				
Assessments	\$ 587,716.91	\$ -	\$ -	\$ 587,716.91
Arbitration fees	-	3,535.50	(5.00)	3,530.50
Interest Income	27,687.70	-	-	27,687.70
<b>TOTAL REVENUES</b>	<b>615,404.61</b>	<b>3,535.50</b>	<b>(5.00)</b>	<b>618,935.11</b>
<b>DRAWS</b>	<b>(60,000.00)</b>	<b>59,628.33</b>	<b>371.67</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	-	-	-	-
Payments for abandoned homes	9,000.00	-	-	9,000.00
<b>Total program services</b>	<b>133,000.00</b>	<b>-</b>	<b>-</b>	<b>133,000.00</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	33,972.50	-	33,972.50
Wages - Compliance	-	1,150.00	-	1,150.00
Payroll Taxes	-	2,614.98	-	2,614.98
<b>Total personnel</b>	<b>-</b>	<b>37,737.48</b>	<b>-</b>	<b>37,737.48</b>
Occupancy				
Rent	-	2,965.00	-	2,965.00
Utilities	-	2,041.11	-	2,041.11
<b>Total occupancy</b>	<b>-</b>	<b>5,006.11</b>	<b>-</b>	<b>5,006.11</b>
General and administrative				
Accounting and auditing fees	-	5,820.00	-	5,820.00
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	4,510.00	-	4,510.00
Consulting fees	-	-	-	-
Copying	-	735.00	-	735.00
Legal fees	-	4,971.70	-	4,971.70
Arbitration costs	-	11,023.09	-	11,023.09
Office expenses	-	628.41	-	628.41
Travel - Administrative	-	867.14	-	867.14
Travel - Compliance	-	480.98	-	480.98
Postage	-	-	235.48	235.48
Supplies	-	495.74	65.22	560.96
<b>Total general and administrative</b>	<b>-</b>	<b>29,532.06</b>	<b>300.70</b>	<b>29,832.76</b>
<b>Total support services</b>	<b>-</b>	<b>72,275.65</b>	<b>300.70</b>	<b>72,576.35</b>
<b>TOTAL EXPENDITURES</b>	<b>133,000.00</b>	<b>72,275.65</b>	<b>300.70</b>	<b>205,576.35</b>
<b>CHANGE IN NET ASSETS</b>	<b>422,404.61</b>	<b>(9,111.82)</b>	<b>65.97</b>	<b>413,358.76</b>
<b>BEGINNING NET ASSETS</b>	<b>8,756,054.87</b>	<b>26,917.40</b>	<b>177.31</b>	<b>8,783,149.58</b>
<b>ENDING NET ASSETS</b>	<b>\$ 9,178,459.48</b>	<b>\$ 17,805.58</b>	<b>\$ 243.28</b>	<b>\$ 9,196,508.34</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 of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash*	
<b>REVENUES:</b>				
Assessments	\$ 12,734,347.42	\$ 4,500.00	\$ -	\$ 12,738,847.42
Arbitration fees	-	25,205.90	(5.00)	25,200.90
Special collection	-	8,050.00	-	8,050.00
Interest Income	<u>588,353.45</u>	<u>-</u>	<u>-</u>	<u>588,353.45</u>
<b>TOTAL REVENUES</b>	<b>13,322,700.87</b>	<b>37,755.90</b>	<b>(5.00)</b>	<b>13,360,451.77</b>
<b>DRAWS</b>	<b>(1,728,750.00)</b>	<b>1,720,928.32</b>	<b>7,821.68</b>	<b>-</b>
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	1,745,364.59	931.91	-	1,746,296.50
Payments for non-relocatable homes	323,533.50	18,620.30	-	342,153.80
Payments for abandoned homes	<u>342,393.30</u>	<u>673.02</u>	<u>-</u>	<u>343,066.32</u>
Total program services	2,411,291.39	20,225.23	-	2,431,516.62
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	372,303.05	-	372,303.05
Wages - Compliance	-	46,613.60	-	46,613.60
Payroll Taxes	<u>-</u>	<u>34,654.67</u>	<u>-</u>	<u>34,654.67</u>
Total personnel	-	453,571.32	-	453,571.32
Occupancy				
Rent	-	55,087.58	-	55,087.58
Utilities	<u>-</u>	<u>29,794.52</u>	<u>-</u>	<u>29,794.52</u>
Total occupancy	-	84,882.10	-	84,882.10
General and administrative				
Accounting fees	-	341,650.43	-	341,650.43
Advertising	-	2,015.80	-	2,015.80
Bank services charges	-	229.50	-	229.50
Bookkeeping & payroll processing	-	170,895.49	-	170,895.49
Consulting fees	4,200.00	11,145.00	-	15,345.00
Copying	-	1,366.63	61.52	1,428.15
Legal fees	-	382,302.77	-	382,302.77
Arbitration costs	-	181,588.03	-	181,588.03
Office expenses	-	33,554.06	335.67	33,889.73
Travel - Administrative	-	16,978.85	36.65	17,015.50
Travel - Compliance	-	23,118.50	-	23,118.50
Postage	-	5,579.90	5,492.80	11,072.70
Supplies	<u>-</u>	<u>11,775.03</u>	<u>1,646.76</u>	<u>13,421.79</u>
Total general and administrative	4,200.00	1,182,199.99	7,573.40	1,193,973.39
Total support services	<u>4,200.00</u>	<u>1,720,653.41</u>	<u>7,573.40</u>	<u>1,732,426.81</u>
<b>TOTAL EXPENDITURES</b>	<b>2,415,491.39</b>	<b>1,740,878.64</b>	<b>7,573.40</b>	<b>4,163,943.43</b>
<b>CHANGE IN NET ASSETS</b>	<b>9,178,459.48</b>	<b>17,805.58</b>	<b>243.28</b>	<b>9,196,508.34</b>
<b>BEGINNING NET ASSETS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>ENDING NET ASSETS</b>	<b>\$ 9,178,459.48</b>	<b>\$ 17,805.58</b>	<b>\$ 243.28</b>	<b>\$ 9,196,508.34</b>

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

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

**Balance:** \$9,178,459.48

Date	Explanation	Revenue/Interest	Expenses	Balance
		Debit	Credit	
1/1/2018	Deposit - December Interest	\$3,823.33		\$8,285,853.45
1/29/2018	Marshall & Bailey (Relocation & Setup)		\$3,500.00	\$8,282,353.45
1/31/2018	Deposit	\$248,591.38		\$8,530,944.83
2/1/2018	Deposit - January Interest	\$2,741.81		\$8,533,686.64
2/19/2018	Lighthouse Cove Investors, LLC (Removal and Disposal)		\$3,000.00	\$8,530,686.64
2/19/2018	Withdrawal to Operating Account		\$60,000.00	\$8,470,686.64
2/28/2018	Deposit	\$18,345.66		\$8,489,032.30
3/1/2018	Deposit - February Interest	\$1,655.20		\$8,490,687.50
3/7/2018	Lighthouse Cove Investors, LLC (Removal and Disposal)		\$3,000.00	\$8,487,687.50
3/29/2018	Deposit	\$22,513.88		\$8,510,201.38
4/1/2018	Deposit - March Interest	\$1,792.10		\$8,511,993.48
4/30/2018	Deposit	\$188,594.26		\$8,700,587.74
5/1/2018	Deposit - April Interest	\$1,078.05		\$8,701,665.79
5/15/2018	Withdrawal to Operating Account		\$60,000.00	\$8,641,665.79
5/31/2018	Deposit	\$106,065.81		\$8,747,731.60
6/1/2018	Deposit - May Interest	\$1,646.27		\$8,749,377.87
6/30/2018	Deposit	\$6,677.00		\$8,756,054.87
7/1/2018	Deposit - June Interest	\$1,778.62		\$8,757,833.49
7/3/2018	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$8,749,833.49
7/3/2018	DE Manufactured Housing Relocation Authority (Abandonment & Taxes)		\$1,500.00	\$8,748,333.49
7/23/2018	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$8,740,333.49
7/31/2018	Deposit	\$259,892.82		\$9,000,226.31
8/1/2018	Deposit - July Interest	\$3,236.41		\$9,003,462.72
8/1/2018	Withdrawal to Operating Account		\$60,000.00	\$8,943,462.72
8/3/2018	Marshall & Bailey (Relocation & Setup)		\$60,000.00	\$8,883,462.72
8/9/2018	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$8,875,462.72
8/15/2018	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$8,867,462.72
8/27/2018	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$8,859,462.72
8/31/2018	Deposit	\$30,652.50		\$8,890,115.22
9/1/2018	Deposit - August Interest	\$6,162.27		\$8,896,277.49
9/19/2018	Marshall & Bailey (Relocation & Setup)		\$8,000.00	\$8,888,277.49
9/30/2018	Deposit	\$13,287.50		\$8,901,564.99
10/1/2018	Deposit - September Interest	\$4,431.52		\$8,905,996.51
10/31/2018	Deposit	\$267,180.09		\$9,173,176.60
11/1/2018	Deposit - October Interest	\$4,212.74		\$9,177,389.34
11/7/2018	Marshall & Bailey (Relocation & Setup)		\$16,000.00	\$9,161,389.34
11/16/2018	Shana Mustachio (Abandonment)		\$1,500.00	\$9,159,889.34
11/30/2018	St. Jones Landing, LLC (Removal and Disposal)		\$3,000.00	\$9,156,889.34
11/30/2018	Deposit	\$12,059.00		\$9,168,948.34
12/1/2018	Deposit - November Interest	\$7,866.14		\$9,176,814.48
12/31/2018	St. Jones Landing, LLC (Removal and Disposal)		\$3,000.00	\$9,173,814.48
12/31/2018	Deposit	\$4,645.00		\$9,178,459.48