

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**November 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 November 2018 totaled \$12,059.00. Additionally, \$4,212.74 of interest was posted to the Trust Fund in November 2018 for cash held during October 2018.

For the fiscal year, assessments collected totaled \$583,071.91, arbitration fees collected totaled \$3,030.50 and interest received totaled \$19,821.56 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$12,734,202.42, total interest received is \$580,487.31, arbitration fees collected is \$24,700.90, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$20,500.00 of relocation assistance during November 2018. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during November 2018 totaling \$14,905.16 (page 3).

For the fiscal year, the Authority has paid \$130,000.00 of relocation assistance; \$31,555.54 in personnel costs; \$4,077.65 in occupancy costs; and \$26,408.22 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$2,428,516.62 of relocation costs; \$447,389.38 in personnel costs; \$83,953.64 in occupancy costs; and \$1,190,548.85 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 November 30, 2018:**

Trust Fund - \$9,168,948.34

Operating Fund – \$27,806.57

Petty Cash - \$277.23

Delaware Manufactured Housing Relocation Authority  
Statement of Assets, Liabilities and Net Assets - Cash Basis  
As of November 30, 2018

ASSETS

Current Assets

Checking/Savings

Petty Cash

\$ 277.23

Trust Fund

9,168,948.34

WSFS Checking

27,806.57

TOTAL ASSETS

\$ 9,197,032.14

LIABILITIES & EQUITY

Total Liabilities

-

Net Assets

Net Assets - Prior Years

\$ 7,061,811.45

Net Increase - Current Year

2,135,220.69

Total Equity

9,197,032.14

TOTAL LIABILITIES & NET ASSETS

\$ 9,197,032.14

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

	<b>November 2018</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 12,059.00	\$ -	\$ -	\$ 12,059.00
Arbitration fees	-	1,000.00	-	1,000.00
Interest income	4,212.74	-	-	4,212.74
<b>TOTAL REVENUES</b>	<b>16,271.74</b>	<b>1,000.00</b>	<b>-</b>	<b>17,271.74</b>
<b>DRAWS</b>				
	-	-	-	-
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	16,000.00	-	-	16,000.00
Payments for non-relocatable homes	-	-	-	-
Payments for abandoned homes	4,500.00	-	-	4,500.00
<b>Total program services</b>	<b>20,500.00</b>	<b>-</b>	<b>-</b>	<b>20,500.00</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	6,900.00	-	6,900.00
Wages - Compliance	-	350.00	-	350.00
Payroll Taxes	-	530.55	-	530.55
<b>Total personnel</b>	<b>-</b>	<b>7,780.55</b>	<b>-</b>	<b>7,780.55</b>
Occupancy				
Rent	-	593.00	-	593.00
Utilities	-	-	-	-
<b>Total occupancy</b>	<b>-</b>	<b>593.00</b>	<b>-</b>	<b>593.00</b>
General and administrative				
Accounting and auditing fees	-	2,910.00	-	2,910.00
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	925.00	-	925.00
Consulting fees	-	-	-	-
Copying	-	-	-	-
Legal fees	-	286.00	-	286.00
Arbitration costs	-	1,570.00	-	1,570.00
Office expenses	-	571.77	-	571.77
Travel - Administrative	-	57.24	-	57.24
Travel - Compliance	-	137.61	-	137.61
Postage	-	-	50.00	50.00
Supplies	-	-	23.99	23.99
<b>Total general and administrative</b>	<b>-</b>	<b>6,457.62</b>	<b>73.99</b>	<b>6,531.61</b>
<b>Total support services</b>	<b>-</b>	<b>14,831.17</b>	<b>73.99</b>	<b>14,905.16</b>
<b>TOTAL EXPENDITURES</b>	<b>20,500.00</b>	<b>14,831.17</b>	<b>73.99</b>	<b>35,405.16</b>
<b>CHANGE IN NET ASSETS</b>	<b>(4,228.26)</b>	<b>(13,831.17)</b>	<b>(73.99)</b>	<b>(18,133.42)</b>
<b>BEGINNING NET ASSETS</b>	<b>9,173,176.60</b>	<b>41,637.74</b>	<b>351.22</b>	<b>9,215,165.56</b>
<b>ENDING NET ASSETS</b>	<b>\$ 9,168,948.34</b>	<b>\$ 27,806.57</b>	<b>\$ 277.23</b>	<b>\$ 9,197,032.14</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	\$ 583,071.91	\$ -	\$ -	\$ 583,071.91
Arbitration fees	-	3,035.50	(5.00)	3,030.50
Interest Income	19,821.56	-	-	19,821.56
<b>TOTAL REVENUES</b>	<b>602,893.47</b>	<b>3,035.50</b>	<b>(5.00)</b>	<b>605,923.97</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	6,000.00	-	-	6,000.00
<b>Total program services</b>	<b>130,000.00</b>	<b>-</b>	<b>-</b>	<b>130,000.00</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	28,452.50	-	28,452.50
Wages - Compliance	-	912.50	-	912.50
Payroll Taxes	-	2,190.54	-	2,190.54
<b>Total personnel</b>	<b>-</b>	<b>31,555.54</b>	<b>-</b>	<b>31,555.54</b>
Occupancy				
Rent	-	2,965.00	-	2,965.00
Utilities	-	1,112.65	-	1,112.65
<b>Total occupancy</b>	<b>-</b>	<b>4,077.65</b>	<b>-</b>	<b>4,077.65</b>
General and administrative				
Accounting and auditing fees	-	5,820.00	-	5,820.00
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	3,770.00	-	3,770.00
Consulting fees	-	-	-	-
Copying	-	735.00	-	735.00
Legal fees	-	3,021.70	-	3,021.70
Arbitration costs	-	10,743.09	-	10,743.09
Office expenses	-	628.41	-	628.41
Travel - Administrative	-	738.15	-	738.15
Travel - Compliance	-	373.06	-	373.06
Postage	-	-	210.48	210.48
Supplies	-	312.06	56.27	368.33
<b>Total general and administrative</b>	<b>-</b>	<b>26,141.47</b>	<b>266.75</b>	<b>26,408.22</b>
<b>Total support services</b>	<b>-</b>	<b>61,774.66</b>	<b>266.75</b>	<b>62,041.41</b>
<b>TOTAL EXPENDITURES</b>	<b>130,000.00</b>	<b>61,774.66</b>	<b>266.75</b>	<b>192,041.41</b>
<b>CHANGE IN NET ASSETS</b>	<b>412,893.47</b>	<b>889.17</b>	<b>99.92</b>	<b>413,882.56</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>\$ 9,168,948.34</b>	<b>\$ 27,806.57</b>	<b>\$ 277.23</b>	<b>\$ 9,197,032.14</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	\$ 12,729,702.42	\$ 4,500.00	\$ -	\$ 12,734,202.42
Arbitration fees	-	24,705.90	(5.00)	24,700.90
Special collection	-	8,050.00	-	8,050.00
Interest Income	<u>580,487.31</u>	<u>-</u>	<u>-</u>	<u>580,487.31</u>
<b>TOTAL REVENUES</b>	<b>13,310,189.73</b>	<b>37,255.90</b>	<b>(5.00)</b>	<b>13,347,440.63</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>339,393.30</u>	<u>673.02</u>	<u>-</u>	<u>340,066.32</u>
Total program services	2,408,291.39	20,225.23	-	2,428,516.62
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	366,783.05	-	366,783.05
Wages - Compliance	-	46,376.10	-	46,376.10
Payroll Taxes	<u>-</u>	<u>34,230.23</u>	<u>-</u>	<u>34,230.23</u>
Total personnel	-	447,389.38	-	447,389.38
Occupancy				
Rent	-	55,087.58	-	55,087.58
Utilities	<u>-</u>	<u>28,866.06</u>	<u>-</u>	<u>28,866.06</u>
Total occupancy	-	83,953.64	-	83,953.64
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	-	170,155.49	-	170,155.49
Consulting fees	4,200.00	11,145.00	-	15,345.00
Copying	-	1,366.63	61.52	1,428.15
Legal fees	-	380,352.77	-	380,352.77
Arbitration costs	-	181,308.03	-	181,308.03
Office expenses	-	33,554.06	335.67	33,889.73
Travel - Administrative	-	16,849.86	36.65	16,886.51
Travel - Compliance	-	23,010.58	-	23,010.58
Postage	-	5,579.90	5,467.80	11,047.70
Supplies	<u>-</u>	<u>11,591.35</u>	<u>1,637.81</u>	<u>13,229.16</u>
Total general and administrative	4,200.00	1,178,809.40	7,539.45	1,190,548.85
Total support services	<u>4,200.00</u>	<u>1,710,152.42</u>	<u>7,539.45</u>	<u>1,721,891.87</u>
<b>TOTAL EXPENDITURES</b>	<b>2,412,491.39</b>	<b>1,730,377.65</b>	<b>7,539.45</b>	<b>4,150,408.49</b>
<b>CHANGE IN 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>BEGINNING NET ASSETS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>ENDING NET ASSETS</b>	<b>\$ 9,168,948.34</b>	<b>\$ 27,806.57</b>	<b>\$ 277.23</b>	<b>\$ 9,197,032.14</b>

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

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

**Balance:** \$9,168,948.34

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