

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**January 2019**

**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 January 2019 totaled \$272,442.87. Additionally, \$14,802.14 of interest was posted to the Trust Fund in January 2019 for cash held during December 2018.

For the fiscal year, assessments collected totaled \$860,159.78, arbitration fees collected totaled \$3,530.50 and interest received totaled \$42,489.89 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$13,011,290.29, total interest received is \$603,155.59, arbitration fees collected is \$25,200.90, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$8,000.00 of relocation assistance during January 2019. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during January 2019 totaling \$13,404.49 (page 3).

For the fiscal year, the Authority has paid \$141,000.00 of relocation assistance; \$44,766.94 in personnel costs; \$5,899.07 in occupancy costs; and \$35,314.83 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$2,439,516.62 of relocation costs; \$460,600.78 in personnel costs; \$85,775.06 in occupancy costs; and \$1,199,455.46 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 January 31, 2019:**

Trust Fund - \$9,397,704.49

Operating Fund – \$64,473.45

Petty Cash - \$170.92

Delaware Manufactured Housing Relocation Authority  
 Statement of Assets, Liabilities and Net Assets - Cash Basis  
 As of January 31, 2019

ASSETS

Current Assets	
Checking/Savings	
Petty Cash	\$ 170.92
Trust Fund	9,397,704.49
WSFS Checking	<u>64,473.45</u>
 TOTAL ASSETS	 <u><u>\$ 9,462,348.86</u></u>

LIABILITIES & EQUITY

Total Liabilities	<u>-</u>
 Net Assets	
Net Assets - Prior Years	\$ 8,783,149.58
Net Increase - Current Year	<u>679,199.28</u>
 Total Equity	 <u>9,462,348.86</u>
 TOTAL LIABILITIES & NET ASSETS	 <u><u>\$ 9,462,348.86</u></u>

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

	January 2019			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 272,442.87	\$ -	\$ -	\$ 272,442.87
Arbitration fees	-	-	-	-
Interest income	14,802.14	-	-	14,802.14
<b>TOTAL REVENUES</b>	<b>287,245.01</b>	<b>-</b>	<b>-</b>	<b>287,245.01</b>
<b>DRAWS</b>	<b>(60,000.00)</b>	<b>60,000.00</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	8,000.00	-	-	8,000.00
Payments for non-relocatable homes	-	-	-	-
Payments for abandoned homes	-	-	-	-
Total program services	8,000.00	-	-	8,000.00
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	5,520.00	-	5,520.00
Wages - Compliance	-	1,037.50	-	1,037.50
Payroll Taxes	-	471.96	-	471.96
Total personnel	-	7,029.46	-	7,029.46
Occupancy				
Rent	-	593.00	-	593.00
Utilities	-	299.96	-	299.96
Total occupancy	-	892.96	-	892.96
General and administrative				
Accounting and auditing fees	-	-	-	-
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	782.88	-	782.88
Consulting fees	-	-	-	-
Copying	-	-	-	-
Legal fees	-	-	-	-
Arbitration costs	-	3,831.00	-	3,831.00
Office expenses	-	284.00	-	284.00
Travel - Administrative	-	490.84	-	490.84
Travel - Compliance	-	-	-	-
Postage	-	-	61.03	61.03
Supplies	-	20.99	11.33	32.32
Total general and administrative	-	5,409.71	72.36	5,482.07
Total support services	-	13,332.13	72.36	13,404.49
<b>TOTAL EXPENDITURES</b>	<b>8,000.00</b>	<b>13,332.13</b>	<b>72.36</b>	<b>21,404.49</b>
<b>CHANGE IN NET ASSETS</b>	<b>219,245.01</b>	<b>46,667.87</b>	<b>(72.36)</b>	<b>265,840.52</b>
<b>BEGINNING 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>ENDING NET ASSETS</b>	<b>\$ 9,397,704.49</b>	<b>\$ 64,473.45</b>	<b>\$ 170.92</b>	<b>\$ 9,462,348.86</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 Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 860,159.78	\$ -	\$ -	\$ 860,159.78
Arbitration fees	-	3,535.50	(5.00)	3,530.50
Interest Income	42,489.84	-	-	42,489.84
<b>TOTAL REVENUES</b>	902,649.62	3,535.50	(5.00)	906,180.12
<b>DRAWS</b>	(120,000.00)	119,628.33	371.67	-
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	132,000.00	-	-	132,000.00
Payments for non-relocatable homes	-	-	-	-
Payments for abandoned homes	9,000.00	-	-	9,000.00
<b>Total program services</b>	141,000.00	-	-	141,000.00
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	39,492.50	-	39,492.50
Wages - Compliance	-	2,187.50	-	2,187.50
Payroll Taxes	-	3,086.94	-	3,086.94
<b>Total personnel</b>	-	44,766.94	-	44,766.94
Occupancy				
Rent	-	3,558.00	-	3,558.00
Utilities	-	2,341.07	-	2,341.07
<b>Total occupancy</b>	-	5,899.07	-	5,899.07
General and administrative				
Accounting and auditing fees	-	5,820.00	-	5,820.00
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	5,292.88	-	5,292.88
Consulting fees	-	-	-	-
Copying	-	735.00	-	735.00
Legal fees	-	4,971.70	-	4,971.70
Arbitration costs	-	14,854.09	-	14,854.09
Office expenses	-	912.41	-	912.41
Travel - Administrative	-	1,357.98	-	1,357.98
Travel - Compliance	-	480.98	-	480.98
Postage	-	-	296.51	296.51
Supplies	-	516.73	76.55	593.28
<b>Total general and administrative</b>	-	34,941.77	373.06	35,314.83
<b>Total support services</b>	-	85,607.78	373.06	85,980.84
<b>TOTAL EXPENDITURES</b>	141,000.00	85,607.78	373.06	226,980.84
<b>CHANGE IN NET ASSETS</b>	641,649.62	37,556.05	(6.39)	679,199.28
<b>BEGINNING NET ASSETS</b>	8,756,054.87	26,917.40	177.31	8,783,149.58
<b>ENDING NET ASSETS</b>	\$ 9,397,704.49	\$ 64,473.45	\$ 170.92	\$ 9,462,348.86

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

	Fund-to-Date			Total
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash*	
<b>REVENUES:</b>				
Assessments	\$ 13,006,790.29	\$ 4,500.00	\$ -	\$ 13,011,290.29
Arbitration fees	-	25,205.90	(5.00)	25,200.90
Special collection	-	8,050.00	-	8,050.00
Interest Income	603,155.59	-	-	603,155.59
<b>TOTAL REVENUES</b>	<b>13,609,945.88</b>	<b>37,755.90</b>	<b>(5.00)</b>	<b>13,647,696.78</b>
<b>DRAWS</b>	<b>(1,788,750.00)</b>	<b>1,780,928.32</b>	<b>7,821.68</b>	<b>-</b>
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	1,753,364.59	931.91	-	1,754,296.50
Payments for non-relocatable homes	323,533.50	18,620.30	-	342,153.80
Payments for abandoned homes	342,393.30	673.02	-	343,066.32
<b>Total program services</b>	<b>2,419,291.39</b>	<b>20,225.23</b>	<b>-</b>	<b>2,439,516.62</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	377,823.05	-	377,823.05
Wages - Compliance	-	47,651.10	-	47,651.10
Payroll Taxes	-	35,126.63	-	35,126.63
<b>Total personnel</b>	<b>-</b>	<b>460,600.78</b>	<b>-</b>	<b>460,600.78</b>
Occupancy				
Rent	-	55,680.58	-	55,680.58
Utilities	-	30,094.48	-	30,094.48
<b>Total occupancy</b>	<b>-</b>	<b>85,775.06</b>	<b>-</b>	<b>85,775.06</b>
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	-	171,678.37	-	171,678.37
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	-	185,419.03	-	185,419.03
Office expenses	-	33,838.06	335.67	34,173.73
Travel - Administrative	-	17,469.69	36.65	17,506.34
Travel - Compliance	-	23,118.50	-	23,118.50
Postage	-	5,579.90	5,553.83	11,133.73
Supplies	-	11,796.02	1,658.09	13,454.11
<b>Total general and administrative</b>	<b>4,200.00</b>	<b>1,187,609.70</b>	<b>7,645.76</b>	<b>1,199,455.46</b>
<b>Total support services</b>	<b>4,200.00</b>	<b>1,733,985.54</b>	<b>7,645.76</b>	<b>1,745,831.30</b>
<b>TOTAL EXPENDITURES</b>	<b>2,423,491.39</b>	<b>1,754,210.77</b>	<b>7,645.76</b>	<b>4,185,347.92</b>
<b>CHANGE IN NET ASSETS</b>	<b>9,397,704.49</b>	<b>64,473.45</b>	<b>170.92</b>	<b>9,462,348.86</b>
<b>BEGINNING NET ASSETS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING NET ASSETS</b>	<b>\$ 9,397,704.49</b>	<b>\$ 64,473.45</b>	<b>\$ 170.92</b>	<b>\$ 9,462,348.86</b>

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



