

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**April 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 April 2019 totaled \$243,808.37. Additionally, \$20,837.21 of interest was posted to the Trust Fund in April 2019 for cash held during March 2019.

For the fiscal year, assessments collected totaled \$1,148,968.115, arbitration fees collected totaled \$3,730.50 and interest received totaled \$97,737.72 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$13,300,098.66, total interest received is \$658,403.47, arbitration fees collected is \$25,401.15, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$1,474.15 of relocation assistance during April 2019. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during March 2019 totaling \$15,255.64 (page 3).

For the fiscal year, the Authority has paid \$143,974.15 of relocation assistance; \$65,238.47 in personnel costs; \$8,645.17 in occupancy costs; and \$67,567.85 in general and administrative costs (page 4).

Since inception on April 1, 2004, the Authority has paid \$2,442,490.77 of relocation costs; \$481,072.31 in personnel costs; \$88,521.16 in occupancy costs; and \$1,231,708.48 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 April 30, 2019:**

Trust Fund - \$9,738,786.59

Operating Fund – \$8,914.15

Petty Cash - \$459.82

Delaware Manufactured Housing Relocation Authority  
Statement of Assets, Liabilities and Net Assets - Cash Basis  
As of April 30, 2019

ASSETS

Current Assets

Checking/Savings

Petty Cash

\$ 459.82

Trust Fund

9,738,785.59

WSFS Checking

8,914.15

TOTAL ASSETS

\$ 9,748,159.56

LIABILITIES & EQUITY

Total Liabilities

-

Net Assets

Net Assets - Prior Years

\$ 8,783,149.58

Net Increase - Current Year

965,009.98

Total Equity

9,748,159.56

TOTAL LIABILITIES & NET ASSETS

\$ 9,748,159.56

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

**April 2019**

	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 243,808.37	\$ -	\$ -	\$ 243,808.37
Arbitration fees	-	-	-	-
Interest income	20,837.21	-	-	20,837.21
<b>TOTAL REVENUES</b>	<b>264,645.58</b>	<b>-</b>	<b>-</b>	<b>264,645.58</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	1,474.15	-	-	1,474.15
<b>Total program services</b>	<b>1,474.15</b>	<b>-</b>	<b>-</b>	<b>1,474.15</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	5,611.75	-	5,611.75
Wages - Compliance	-	-	-	-
Payroll Taxes	-	431.46	-	431.46
<b>Total personnel</b>	<b>-</b>	<b>6,043.21</b>	<b>-</b>	<b>6,043.21</b>
Occupancy				
Rent	-	593.00	-	593.00
Utilities	-	311.68	-	311.68
<b>Total occupancy</b>	<b>-</b>	<b>904.68</b>	<b>-</b>	<b>904.68</b>
General and administrative				
Accounting and auditing fees	-	3,521.25	-	3,521.25
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	740.00	-	740.00
Consulting fees	-	-	-	-
Copying	-	-	-	-
Legal fees	-	-	-	-
Arbitration costs	-	-	-	-
Office expenses	-	2,379.67	-	2,379.67
Travel - Administrative	-	139.08	-	139.08
Travel - Compliance	-	-	-	-
Postage	-	-	7.35	7.35
Supplies	-	33.97	12.28	46.25
<b>Total general and administrative</b>	<b>-</b>	<b>6,813.97</b>	<b>19.63</b>	<b>6,833.60</b>
<b>Total support services</b>	<b>-</b>	<b>13,761.86</b>	<b>19.63</b>	<b>13,781.49</b>
<b>TOTAL EXPENDITURES</b>	<b>1,474.15</b>	<b>13,761.86</b>	<b>19.63</b>	<b>15,255.64</b>
<b>CHANGE IN NET ASSETS</b>	<b>263,171.43</b>	<b>(13,761.86)</b>	<b>(19.63)</b>	<b>249,389.94</b>
<b>BEGINNING NET ASSETS</b>	<b>9,475,615.16</b>	<b>22,676.01</b>	<b>479.45</b>	<b>9,498,770.62</b>
<b>ENDING NET ASSETS</b>	<b>\$ 9,738,786.59</b>	<b>\$ 8,914.15</b>	<b>\$ 459.82</b>	<b>\$ 9,748,160.56</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	\$ 1,148,968.15	\$ -	\$ -	\$ 1,148,968.15
Arbitration fees	-	3,735.75	(5.00)	3,730.75
Interest Income	<u>97,737.72</u>	<u>-</u>	<u>-</u>	<u>97,737.72</u>
<b>TOTAL REVENUES</b>	1,246,705.87	3,735.75	(5.00)	1,250,436.62
<b>DRAWS</b>	(120,000.00)	119,273.99	726.01	-
<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	<u>11,974.15</u>	<u>-</u>	<u>-</u>	<u>11,974.15</u>
Total program services	143,974.15	-	-	143,974.15
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	57,650.25	-	57,650.25
Wages - Compliance	-	3,048.75	-	3,048.75
Payroll Taxes	<u>-</u>	<u>4,539.47</u>	<u>-</u>	<u>4,539.47</u>
Total personnel	-	65,238.47	-	65,238.47
Occupancy				
Rent	-	5,337.00	-	5,337.00
Utilities	<u>-</u>	<u>3,308.17</u>	<u>-</u>	<u>3,308.17</u>
Total occupancy	-	8,645.17	-	8,645.17
General and administrative				
Accounting and auditing fees	-	9,341.25	-	9,341.25
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	7,512.88	-	7,512.88
Consulting fees	-	-	-	-
Copying	-	852.97	-	852.97
Legal fees	-	11,995.70	-	11,995.70
Arbitration costs	-	30,802.26	-	30,802.26
Office expenses	-	3,292.08	-	3,292.08
Travel - Administrative	-	1,699.46	-	1,699.46
Travel - Compliance	-	910.30	-	910.30
Postage	-	55.00	324.41	379.41
Supplies	<u>-</u>	<u>667.45</u>	<u>114.09</u>	<u>781.54</u>
Total general and administrative	-	67,129.35	438.50	67,567.85
Total support services	-	141,012.99	438.50	141,451.49
<b>TOTAL EXPENDITURES</b>	143,974.15	141,012.99	438.50	285,425.64
<b>CHANGE IN NET ASSETS</b>	982,731.72	(18,003.25)	282.51	965,010.98
<b>BEGINNING NET ASSETS</b>	<u>8,756,054.87</u>	<u>26,917.40</u>	<u>177.31</u>	<u>8,783,149.58</u>
<b>ENDING NET ASSETS</b>	<u>\$ 9,738,786.59</u>	<u>\$ 8,914.15</u>	<u>\$ 459.82</u>	<u>\$ 9,748,160.56</u>

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

	<b>Fund-to-Date</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash*	Total
<b>REVENUES:</b>				
Assessments	\$ 13,295,598.66	\$ 4,500.00	\$ -	\$ 13,300,098.66
Arbitration fees	-	25,406.15	(5.00)	25,401.15
Special collection	-	8,050.00	-	8,050.00
Interest Income	<u>658,403.47</u>	<u>-</u>	<u>-</u>	<u>658,403.47</u>
<b>TOTAL REVENUES</b>	13,954,002.13	37,956.15	(5.00)	13,991,953.28
<b>DRAWS</b>	(1,788,750.00)	1,780,573.98	8,176.02	-
<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	<u>345,367.45</u>	<u>673.02</u>	<u>-</u>	<u>346,040.47</u>
Total program services	2,422,265.54	20,225.23	-	2,442,490.77
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	395,980.80	-	395,980.80
Wages - Compliance	-	48,512.35	-	48,512.35
Payroll Taxes	<u>-</u>	<u>36,579.16</u>	<u>-</u>	<u>36,579.16</u>
Total personnel	-	481,072.31	-	481,072.31
Occupancy				
Rent	-	57,459.58	-	57,459.58
Utilities	<u>-</u>	<u>31,061.58</u>	<u>-</u>	<u>31,061.58</u>
Total occupancy	-	88,521.16	-	88,521.16
General and administrative				
Accounting fees	-	345,171.68	-	345,171.68
Advertising	-	2,015.80	-	2,015.80
Bank services charges	-	229.50	-	229.50
Bookkeeping & payroll processing	-	173,898.37	-	173,898.37
Consulting fees	4,200.00	11,145.00	-	15,345.00
Copying	-	1,484.60	61.52	1,546.12
Legal fees	-	389,326.77	-	389,326.77
Arbitration costs	-	201,367.20	-	201,367.20
Office expenses	-	36,217.73	335.67	36,553.40
Travel - Administrative	-	17,811.17	36.65	17,847.82
Travel - Compliance	-	23,547.82	-	23,547.82
Postage	-	5,634.90	5,581.73	11,216.63
Supplies	<u>-</u>	<u>11,946.74</u>	<u>1,695.63</u>	<u>13,642.37</u>
Total general and administrative	4,200.00	1,219,797.28	7,711.20	1,231,708.48
Total support services	<u>4,200.00</u>	<u>1,789,390.75</u>	<u>7,711.20</u>	<u>1,801,301.95</u>
<b>TOTAL EXPENDITURES</b>	<u>2,426,465.54</u>	<u>1,809,615.98</u>	<u>7,711.20</u>	<u>4,243,792.72</u>
<b>CHANGE IN NET ASSETS</b>	9,738,786.59	8,914.15	459.82	9,748,160.56
<b>BEGINNING NET ASSETS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>ENDING NET ASSETS</b>	<u>\$ 9,738,786.59</u>	<u>\$ 8,914.15</u>	<u>\$ 459.82</u>	<u>\$ 9,748,160.56</u>

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

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

**Balance:** \$9,738,786.59

Date	Explanation	Revenue/Interest		Expenses		Balance
		Debit		Credit		
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
1/1/2019	Deposit - December Interest	\$14,802.14				\$9,193,261.62
1/7/2019	Marshall & Bailey (Relocation & Setup)			\$8,000.00		\$9,185,261.62
1/16/2019	Withdrawal to Operating Account			\$60,000.00		\$9,125,261.62
1/31/2019	Deposit	\$272,442.87				\$9,397,704.49
2/1/2019	Deposit - January Interest	\$17,166.22				\$9,414,870.71
2/27/2019	Sherry Fullmore (Abandonment)			\$1,500.00		\$9,413,370.71
2/28/2019	Deposit	\$24,890.00				\$9,438,260.71
3/1/2019	Deposit - February Interest	\$17,244.45				\$9,455,505.16
3/29/2019	Deposit	\$20,110.00				\$9,475,615.16
4/1/2019	Deposit - March Interest	\$20,837.21				\$9,496,452.37
4/29/2019	Sussex County - Grace Tinley (Abandonment – Taxes Owed)			\$1,274.15		\$9,495,178.22
4/29/2019	Doelze Appraisals - Grace Tinley (Appraisal)			\$200.00		\$9,494,978.22
4/30/2019	Deposit	\$243,808.37				\$9,738,786.59