

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**May 2020**

**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 May 2020 totaled \$225,144.71. Additionally, \$24,820.23 of interest was posted to the Trust Fund in May 2020 for cash held during March 2020.

For the fiscal year, assessments collected totaled \$1,157,606.16, arbitration fees collected totaled \$1,750.00 and interest received totaled \$270,324.88 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$14,521,644.82, total interest received is \$971,730.16, arbitration fees collected is \$27,401.15, and total special collections are \$8,050.00 (page 5).

**Expenditures**

The Authority paid \$0.00 of relocation assistance during May 2020. The Authority paid personnel costs and bills for professional services, office expenses, and utilities during May 2020 totaling \$17,235.53 (page 3). The Authority paid \$2,829.50 in capital expenditures during May 2020.

For the fiscal year, the Authority has paid \$0.00 of relocation assistance; \$78,592.04 in personnel costs; \$14,638.56 in occupancy costs; and \$66,246.82 in general and administrative costs (page 4). The Authority has paid \$1,500.00 in security deposits and \$5,929.14 in capital expenditures during the fiscal year.

Since inception on April 1, 2004, the Authority has paid \$2,445,216.62 of relocation costs; \$580,535.03 in personnel costs; \$101,388.68 in occupancy costs; and \$1,336,561.97 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 May 31, 2020:**

Trust Fund - \$11,029,433.59

Operating Fund – \$32,280.77

Petty Cash - \$480.33

Delaware Manufactured Housing Relocation Authority  
Statement of Assets, Liabilities and Net Assets - Cash Basis  
As of May 31, 2020

ASSETS

Current Assets

Checking/Savings	
Petty Cash	\$ 480.33
Trust Fund	11,029,433.59
WSFS Checking	<u>32,280.77</u>

11,062,194.69

Leasehold Improvements	5,929.14
Security Deposit	<u>1,500.00</u>

7,429.14

TOTAL ASSETS \$ 11,069,623.83

LIABILITIES & EQUITY

Total Liabilities -

Net Assets

Net Assets - Prior Years	\$ 9,815,438.45
Net Increase - Current Year	<u>1,254,185.38</u>

Total Equity 11,069,623.83

TOTAL LIABILITIES & NET ASSETS \$ 11,069,623.83

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

	<b>May 2020</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 225,144.71	\$ -	\$ -	\$ 225,144.71
Arbitration fees	-	-	-	-
Interest income	24,820.23	-	-	24,820.23
	249,964.94	-	-	249,964.94
<b>TOTAL REVENUES</b>	249,964.94	-	-	249,964.94
<b>DRAWS</b>	(3,000.00)	3,000.00	-	-
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	-	-	-	-
Payments for non-relocatable homes	-	-	-	-
Payments for abandoned homes	-	-	-	-
	-	-	-	-
Total program services	-	-	-	-
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	6,338.48	-	6,338.48
Wages - Compliance	-	187.50	-	187.50
Payroll Taxes	-	492.12	-	492.12
	-	7,018.10	-	7,018.10
Total personnel	-	7,018.10	-	7,018.10
Occupancy				
Rent	-	616.00	-	616.00
Utilities	-	549.71	-	549.71
	-	1,165.71	-	1,165.71
Total occupancy	-	1,165.71	-	1,165.71
General and administrative				
Accounting and auditing fees	-	-	-	-
Advertising	-	-	-	-
Bank services charges	-	-	-	-
Bookkeeping & payroll processing	-	797.80	-	797.80
Consulting fees	-	-	-	-
Copying	-	-	-	-
Legal fees	-	-	-	-
Arbitration costs	-	5,645.00	-	5,645.00
Office expenses	-	2,506.00	-	2,506.00
Travel - Administrative	-	-	-	-
Travel - Compliance	-	102.92	-	102.92
Postage	-	-	-	-
Supplies	-	-	-	-
	-	9,051.72	-	9,051.72
Total general and administrative	-	9,051.72	-	9,051.72
	-	17,235.53	-	17,235.53
Total support services	-	17,235.53	-	17,235.53
	-	17,235.53	-	17,235.53
<b>TOTAL EXPENDITURES</b>	-	17,235.53	-	17,235.53
<b>CHANGE IN NET ASSETS</b>	246,964.94	(14,235.53)	-	232,729.41
<b>BEGINNING NET ASSETS</b>	10,782,468.65	53,945.44	480.33	10,836,894.42
<b>ENDING NET ASSETS</b>	\$ 11,029,433.59	\$ 39,709.91	\$ 480.33	\$ 11,069,623.83

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

	<b>July 2019 - June 2020</b>			
	Division of Revenue Trust Fund	Relocation Authority Operating Fund	Petty Cash	Total
<b>REVENUES:</b>				
Assessments	\$ 1,157,606.16	\$ -	\$ -	\$ 1,157,606.16
Arbitration fees	-	1,750.00	-	1,750.00
Interest Income	270,324.88	-	-	270,324.88
<b>TOTAL REVENUES</b>	<b>1,427,931.04</b>	<b>1,750.00</b>	<b>-</b>	<b>1,429,681.04</b>
<b>DRAWS</b>	<b>(183,000.00)</b>	<b>182,579.26</b>	<b>420.74</b>	<b>-</b>
<b>EXPENDITURES:</b>				
<u>Program Services</u>				
Relocation Assistance				
Reimbursements for moving costs	-	-	-	-
Payments for non-relocatable homes	-	-	-	-
Payments for abandoned homes	-	-	-	-
<b>Total program services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	74,494.54	-	74,494.54
Wages - Compliance	-	5,256.25	-	5,256.25
Payroll Taxes	-	5,859.35	-	5,859.35
<b>Total personnel</b>	<b>-</b>	<b>85,610.14</b>	<b>-</b>	<b>85,610.14</b>
Occupancy				
Rent	-	7,671.00	-	7,671.00
Utilities	-	3,533.63	-	3,533.63
<b>Total occupancy</b>	<b>-</b>	<b>11,204.63</b>	<b>-</b>	<b>11,204.63</b>
General and administrative				
Accounting and auditing fees	-	8,026.87	-	8,026.87
Advertising	-	130.00	-	130.00
Bank services charges	-	60.00	-	60.00
Bookkeeping & payroll processing	-	8,363.00	-	8,363.00
Consulting fees	-	-	-	-
Copying	-	891.00	24.00	915.00
Legal fees	-	4,736.35	-	4,736.35
Arbitration costs	3,000.00	43,748.54	-	46,748.54
Office expenses	-	4,503.62	-	4,503.62
Travel - Administrative	-	1,037.60	-	1,037.60
Travel - Compliance	-	2,381.88	-	2,381.88
Postage	-	700.77	128.66	829.43
Supplies	-	718.91	229.69	948.60
<b>Total general and administrative</b>	<b>3,000.00</b>	<b>75,298.54</b>	<b>382.35</b>	<b>78,680.89</b>
<b>Total support services</b>	<b>3,000.00</b>	<b>172,113.31</b>	<b>382.35</b>	<b>175,495.66</b>
<b>TOTAL EXPENDITURES</b>	<b>3,000.00</b>	<b>172,113.31</b>	<b>382.35</b>	<b>175,495.66</b>
<b>CHANGE IN NET ASSETS</b>	<b>1,241,931.04</b>	<b>12,215.95</b>	<b>38.39</b>	<b>1,254,185.38</b>
<b>BEGINNING NET ASSETS</b>	<b>9,787,502.55</b>	<b>27,493.96</b>	<b>441.94</b>	<b>9,815,438.45</b>
<b>ENDING NET ASSETS</b>	<b>\$ 11,029,433.59</b>	<b>\$ 39,709.91</b>	<b>\$ 480.33</b>	<b>\$ 11,069,623.83</b>

**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	\$ 14,521,644.82	\$ 4,500.00	\$ -	\$ 14,526,144.82
Arbitration fees	-	27,406.15	(5.00)	27,401.15
Special collection	-	8,050.00	-	8,050.00
Interest Income	<u>971,730.16</u>	<u>-</u>	<u>-</u>	<u>971,730.16</u>
<b>TOTAL REVENUES</b>	<b>15,493,374.98</b>	<b>39,956.15</b>	<b>(5.00)</b>	<b>15,533,326.13</b>
<b>DRAWS</b>	<b>(2,031,750.00)</b>	<b>2,023,153.24</b>	<b>8,596.76</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	348,093.30	673.02	-	<u>348,766.32</u>
Total program services	2,424,991.39	20,225.23	-	2,445,216.62
<u>Support Services</u>				
Personnel				
Wages - Administrative	-	483,343.59	-	483,343.59
Wages - Compliance	-	53,768.60	-	53,768.60
Payroll Taxes	-	43,422.84	-	<u>43,422.84</u>
Total personnel	-	580,535.03	-	580,535.03
Occupancy				
Rent	-	66,316.58	-	66,316.58
Utilities	<u>-</u>	<u>35,072.10</u>	<u>-</u>	<u>35,072.10</u>
Total occupancy	-	101,388.68	-	101,388.68
General and administrative				
Accounting fees	-	362,598.55	-	362,598.55
Advertising	-	2,145.80	-	2,145.80
Bank services charges	-	314.50	-	314.50
Bookkeeping & payroll processing	-	183,776.37	-	183,776.37
Consulting fees	4,200.00	11,145.00	-	15,345.00
Copying	-	2,375.60	61.52	2,437.12
Legal fees	-	400,043.12	24.00	400,067.12
Arbitration costs	3,000.00	253,357.25	-	256,357.25
Office expenses	-	41,449.62	335.67	41,785.29
Travel - Administrative	-	19,113.71	36.65	19,150.36
Travel - Compliance	-	25,929.70	-	25,929.70
Postage	-	7,942.98	4,110.46	12,053.44
Supplies	-	12,665.65	1,935.82	<u>14,601.47</u>
Total general and administrative	7,200.00	1,322,857.85	6,504.12	1,336,561.97
Total support services	<u>7,200.00</u>	<u>2,004,781.56</u>	<u>6,504.12</u>	<u>2,018,485.68</u>
<b>TOTAL EXPENDITURES</b>	<b>2,432,191.39</b>	<b>2,025,006.79</b>	<b>6,504.12</b>	<b>4,463,702.30</b>
<b>CHANGE IN NET ASSETS</b>	<b>11,029,433.59</b>	<b>38,102.60</b>	<b>2,087.64</b>	<b>11,069,623.83</b>
<b>BEGINNING NET ASSETS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING NET ASSETS</b>	<b>\$ 11,029,433.59</b>	<b>\$ 38,102.60</b>	<b>\$ 2,087.64</b>	<b>\$ 11,069,623.83</b>

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