

**Delaware Manufactured Home Relocation Authority**  
**Financial Summary – Cash Basis**  
**OCTOBER 2021**

**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 October 2021 totaled \$194,428.87; arbitration fees collected were zero and interest posted to the Trust Fund totaled zero.

For the fiscal year, assessments collected totaled \$459,572.35; arbitration fees collected were zero; and interest received totaled zero (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$16,093,542.80; total interest received is \$1,148,356.77; arbitration fees collected of \$10,666.07; and total special collections are \$8,050.00 (page 5).

**Expenditures**

During the month of October 2021 the Authority paid zero in relocation assistance; \$11,713.26 in personnel costs; \$2,380.16 in occupancy costs and \$44,378.74 in general and administrative costs (page 3).

For the fiscal year, the Authority paid \$1,500.00 in relocation assistance; \$38,253.35 in personnel costs; \$7,936.76 in occupancy costs; and \$102,231.65 in general and administrative costs (page 4). The Authority has paid \$5,929.14 in capital expenditures and \$1,750 in security deposits (\$1,500 to Keller Williams Realty and \$250 to City of Dover for electric usage which will be returned after 4 years).

Since inception on April 1, 2004, the Authority has paid \$2,445,181.12 in relocation costs; \$731,901.46 personnel costs; \$131,144.75 in occupancy costs; and \$1,691,880.98 in general and administrative costs (page 5).

2021 Compliance Investigation Costs are \$6,372.36 (page 6).

2021 Arbitrator expenses are \$52,471.51 (page 7).

**Net Position – Cash Basis – as of October 31, 2021:**

Trust Fund - \$12,224,760.83  
Operating Fund - \$29,260.86  
Petty Cash - \$306.50

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11/08/21  
Cash Basis

Delaware Manufactured Home Relocation Authority  
**Balance Sheet**  
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Operating Account	29,260.86
Petty Cash	306.50
Trust Fund	12,224,760.83
Total Checking/Savings	12,254,328.19
Other Current Assets	
Leasehold Improvements	5,929.14
Security Deposit	250.00
Total Other Current Assets	6,179.14
Total Current Assets	12,260,507.33
TOTAL ASSETS	12,260,507.33
LIABILITIES & EQUITY	
Equity	
Retained Earnings	11,950,856.74
Net Income	308,650.59
Total Equity	12,260,507.33
TOTAL LIABILITIES & EQUITY	12,260,507.33

**Delaware Manufactured Home Relocation Authority**  
**Profit & Loss - Monthly Report**  
October 2021 through October 2031

	<u>.Trust</u>	<u>Operating</u>	<u>Petty Cash</u>	<u>TOTAL</u>
Income				
Assessments	194,428.87	0.00	0.00	194,428.87
Interest Income	0.00	0.00	0.00	0.00
Total Income	194,428.87	0.00	0.00	194,428.87
Gross Profit	194,428.87	0.00	0.00	194,428.87
Expense				
General & Administrative				
Arbitration Costs	0.00	31,140.91	0.00	31,140.91
Bank Service Charges	0.00	0.00	0.00	0.00
Bookkeeping/Payroll Processing	0.00	2,225.00	0.00	2,225.00
DOJ Legal Fund	6,782.50	0.00	0.00	6,782.50
Legal Fees	0.00	1,403.00	0.00	1,403.00
Office Expense	0.00	1,611.00	0.00	1,611.00
Postage	0.00	116.00	0.00	116.00
Supplies	0.00	327.83	17.38	345.21
Travel-Compliance	0.00	755.12	0.00	755.12
Total General & Administrative	6,782.50	37,578.86	17.38	44,378.74
Occupancy				
Rent	0.00	1,545.00	0.00	1,545.00
Utilities	0.00	835.16	0.00	835.16
Total Occupancy	0.00	2,380.16	0.00	2,380.16
Personnel				
Payroll Taxes	0.00	753.06	0.00	753.06
Wages-Administrative	0.00	9,747.70	0.00	9,747.70
Wages-Compliance	0.00	1,212.50	0.00	1,212.50
Total Personnel	0.00	11,713.26	0.00	11,713.26
Total Expense	6,782.50	51,672.28	17.38	58,472.16
Net Income	187,646.37	-51,672.28	-17.38	135,956.71

**Delaware Manufactured Home Relocation Authority**  
**Profit & Loss - Fiscal Year Report**  
 July through October 2021

	.Trust	Operating	Petty Cash	TOTAL
Income				
Assessments	459,572.35	0.00	0.00	459,572.35
Interest Income	0.00	0.00	0.00	0.00
Total Income	459,572.35	0.00	0.00	459,572.35
Cost of Goods Sold				
DRAWS	60,000.00	-60,000.00	0.00	0.00
Total COGS	60,000.00	-60,000.00	0.00	0.00
Gross Profit	399,572.35	60,000.00	0.00	459,572.35
Expense				
General & Administrative				
Accounting/Auditing fees	0.00	8,600.00	0.00	8,600.00
Arbitration Costs	0.00	42,489.11	0.00	42,489.11
Bookkeeping/Payroll Processing	0.00	4,730.00	0.00	4,730.00
Computer, Printer, Copier	0.00	2,550.00	0.00	2,550.00
Copying	0.00	0.00	21.00	21.00
DOJ Legal Fund	31,147.97	0.00	0.00	31,147.97
Legal Fees	0.00	7,711.61	0.00	7,711.61
Office Expense	0.00	1,574.50	0.00	1,574.50
Postage	0.00	230.15	49.70	279.85
Supplies	0.00	703.26	85.75	789.01
Travel-Administrative	0.00	195.16	0.00	195.16
Travel-Compliance	0.00	1,143.44	0.00	1,143.44
Total General & Administrative	31,147.97	70,927.23	155.45	102,231.65
Occupancy				
Rent	0.00	6,180.00	0.00	6,180.00
Utilities	0.00	1,756.76	0.00	1,756.76
Total Occupancy	0.00	7,936.76	0.00	7,936.76
Personnel				
Payroll Taxes	0.00	2,663.88	0.00	2,663.88
Wages-Administrative	0.00	34,245.72	0.00	34,245.72
Wages-Compliance	0.00	1,343.75	0.00	1,343.75
Total Personnel	0.00	38,253.35	0.00	38,253.35
Relocation Assistance				
Payments for abandoned homes	1,500.00	0.00	0.00	1,500.00
Total Relocation Assistance	1,500.00	0.00	0.00	1,500.00
Total Expense	32,647.97	117,117.34	155.45	149,921.76
Net Income:	366,924.38	-57,117.34	-155.45	309,650.59



**Delaware Manufactured Home Relocation Authority**  
**Profit & Loss - Since Inception**  
April 2004 through October 2021

	Trust	Operating	Petty Cash	TOTAL
<b>Income</b>				
Arbitration	0.00	10,666.07	0.00	10,666.07
Assessments	16,089,042.80	4,500.00	0.00	16,093,542.80
Interest Income	1,148,356.77	0.00	0.00	1,148,356.77
Special Collection	0.00	8,050.00	0.00	8,050.00
<b>Total Income</b>	<b>17,237,399.57</b>	<b>23,216.07</b>	<b>0.00</b>	<b>17,260,615.64</b>
<b>Cost of Goods Sold</b>				
DRAWS	2,380,700.00	-2,371,086.54	-9,613.46	0.00
<b>Total COGS</b>	<b>2,380,700.00</b>	<b>-2,371,086.54</b>	<b>-9,613.46</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>14,856,699.57</b>	<b>2,394,302.61</b>	<b>9,613.46</b>	<b>17,260,615.64</b>
<b>Expense</b>				
<b>General &amp; Administrative</b>				
Accounting/Auditing fees	0.00	372,725.24	0.00	372,725.24
Advertising	0.00	2,635.35	0.00	2,635.35
Arbitration Costs	3,000.00	302,473.23	5.00	305,478.23
Auditing	0.00	9,000.00	0.00	9,000.00
Bank Service Charges	0.00	304.00	0.00	304.00
Bookkeeping/Payroll Processing	0.00	203,161.41	0.00	203,161.41
Collection Fees	0.00	705.00	0.00	705.00
Computer, Printer, Copier	0.00	16,843.07	0.00	16,843.07
Consulting Fees	4,200.00	11,145.00	0.00	15,345.00
Copying	0.00	75.53	45.00	120.53
DOJ Legal Fund	180,736.85	0.00	0.00	180,736.85
Legal Fees	0.00	451,718.58	0.00	451,718.58
Office Expense	0.00	47,798.74	498.69	48,297.43
Postage	0.00	7,809.82	6,038.37	13,848.19
Supplies	0.00	17,461.31	1,612.04	19,073.35
Travel-Administrative	0.00	26,293.45	0.00	26,293.45
Travel-Compliance	0.00	25,581.55	13.75	25,595.30
<b>Total General &amp; Administrative</b>	<b>187,936.85</b>	<b>1,495,731.28</b>	<b>8,212.85</b>	<b>1,691,880.98</b>
<b>Occupancy</b>				
Rent	0.00	87,514.58	0.00	87,514.58
Security Deposit	0.00	1,500.00	0.00	1,500.00
Utilities	0.00	42,130.17	0.00	42,130.17
<b>Total Occupancy</b>	<b>0.00</b>	<b>131,144.75</b>	<b>0.00</b>	<b>131,144.75</b>
<b>Personnel</b>				
Payroll Taxes	0.00	54,007.00	0.00	54,007.00
Wages-Administrative	0.00	659,046.96	0.00	659,046.96
Wages-Compliance	0.00	18,847.50	0.00	18,847.50
<b>Total Personnel</b>	<b>0.00</b>	<b>731,901.46</b>	<b>0.00</b>	<b>731,901.46</b>
<b>Relocation Assistance</b>				
Payments for abandoned homes	349,593.30	673.02	0.00	350,266.32
Payments for non-relocatable ho	323,664.37	17,084.80	0.00	340,749.17
Reimbursements for moving costs	1,753,233.72	931.91	0.00	1,754,165.63
<b>Total Relocation Assistance</b>	<b>2,426,491.39</b>	<b>18,689.73</b>	<b>0.00</b>	<b>2,445,181.12</b>
<b>Total Expense</b>	<b>2,614,428.24</b>	<b>2,377,467.22</b>	<b>8,212.85</b>	<b>5,000,108.31</b>
<b>Net Income</b>	<b>12,242,271.33</b>	<b>16,835.39</b>	<b>1,400.61</b>	<b>12,260,507.33</b>

**Delaware Manufactured Home Relocation Authority**  
**Itemized Category Report**  
October 2021

11/08/21

Date	Split	Num	Name	Memo	Amount
<b>Income</b>					
<b>Arbitration</b>					
10/25/2021	Operating-Acc...		Lakeside Communi...	Pot Nets Lakeside vs. Lakeside Community	250.00
Total Arbitration					250.00
<b>Assessments</b>					
10/29/2021	Trust Fund			Deposit	194,428.87
10/15/2021	Operating Acc...		Constance Kennick	to cover fees for a FOIA request	56.80
Total Assessments					194,485.67
<b>Interest Income</b>					
10/01/2021	Trust Fund			zero for Sept	
Total Interest Income					0.00
Total Income					194,735.67
Gross Profit					194,735.67
<b>Expense</b>					
<b>General &amp; Administrative</b>					
<b>Arbitration Costs</b>					
10/04/2021	Accounts Pay...	568406	Morris James LLP	Inv #568406 4/14/21-6/4/21	8,757.71
10/04/2021	Accounts Pay...	569767	Morris James LLP	Inv #569767 6/29/21-7/28/21	825.00
10/04/2021	Accounts Pay...	570596	Morris James LLP	Inv #570596 7/29/21-8/27/21	950.00
10/04/2021	Accounts Pay...	153986	Reger, Rizzo & Dar...	Inv #153986 4/29/21-7/22/21	9,940.00
10/04/2021	Accounts Pay...	155619	Reger, Rizzo & Dar...	Inv #155619 7/26/21-9/27/21	7,350.00
Total Arbitration Costs					27,622.71
<b>Bookkeeping/Payroll Processing</b>					
10/07/2021	Wages-Admin...	1437	ADP	ADP Payroll Processing fee	35.00
10/21/2021	Wages-Admin...	1438	ADP	ADP Payroll Processing fee	35.00
10/14/2021	Wages-Admin...	1436	ADP	ADP Payroll Processing fee	35.00
10/28/2021	Wages-Admin...	1440	ADP	ADP Payroll Processing fee	35.00
10/04/2021	Accounts Pay...		Falcidian, LLC	Oct fee	1,025.00
Total Bookkeeping/Payroll Processing					1,165.00
<b>DOJ Legal Fund</b>					
10/08/2021	Trust Fund		DOJ Legal Fund	Sept 2021	6,782.50
Total DOJ Legal Fund					6,782.50
<b>Office Expense</b>					
10/04/2021	Accounts Pay...	33316	Martel Inc.	Inv #33316 training on flash key to answer 2nd call	125.00
10/04/2021	Accounts Pay...	115	Sharon M. Collins	Inv #115 9/3, 9/12, 9/17, 9/24	400.00
Total Office Expense					525.00
<b>Postage</b>					
10/15/2021	Accounts Pay...		WSFS Bank Visa	USPS postage	116.00
Total Postage					116.00
<b>Supplies</b>					
10/27/2021	Petty Cash		Food Lion	refreshments for board meeting	17.38
10/04/2021	Accounts Pay...	23654	Rose Systems, Inc.	Inv #23654 new checks 3245-3544	137.50
10/15/2021	Accounts Pay...		WSFS Bank Visa	Handvac, spillbuster	118.88
10/15/2021	Accounts Pay...		WSFS Bank Visa	oxy deep cleaner & spot cleaner	29.48
Total Supplies					303.24
<b>Travel-Compliance</b>					
10/04/2021	Accounts Pay...		George Meldrum	127 miles @ \$.056 + \$4.00 tolls	75.12
10/29/2021	Accounts Pay...		George Meldrum	116 miles @ \$.056 + \$4.00 tolls	68.96
10/07/2021	Accounts Pay...		John Jones	107 miles @ \$.056	59.92
10/07/2021	Accounts Pay...		Keith Harris	119 miles @ \$.056	66.64
10/07/2021	Accounts Pay...		Keith Harris	14 miles @ \$.056	7.84
10/21/2021	Accounts Pay...		Keith Harris	96 miles @ \$.056	53.76

**Delaware Manufactured Home Relocation Authority**  
**Itemized Category Report**  
October 2021

11/08/21

Date	Split	Num	Name	Memo	Amount
10/22/2021	Accounts Pay...		Keith Harris	105 miles @ \$0.56	58.80
10/04/2021	Accounts Pay...		Mitch Crane	100 miles @ \$0.56	56.00
10/29/2021	Accounts Pay...		Mitch Crane	100 miles @ \$0.56	56.00
10/29/2021	Accounts Pay...		William H. Dunn	98 miles @ \$0.56 + \$4.00 tolls	58.88
Total Travel-Compliance					561.92
Total General & Administrative					37,076.37
<b>Occupancy</b>					
<b>Rent</b>					
10/27/2021	Operating Acc...	10152	Keller Williams Re...		1,545.00
Total Rent					1,545.00
<b>Utilities</b>					
10/14/2021	Operating Acc...		City of Dover Utility	eft-Acct #225391-40972	114.98
10/14/2021	Operating Acc...		City of Dover Utility	eft-Acct #225391-40962	93.83
10/15/2021	Accounts Pay...		Comcast	Acct #8299 20.023 0950862	233.76
Total Utilities					442.57
Total Occupancy					1,987.57
<b>Personnel</b>					
<b>Payroll Taxes</b>					
10/07/2021	Wages-Admin...	1437			149.98
10/21/2021	Wages-Admin...	1438			150.77
10/14/2021	Wages-Admin...	1436			150.77
10/28/2021	Wages-Admin...	1440			150.77
Total Payroll Taxes					602.29
<b>Wages-Administrative</b>					
10/07/2021	-SPLIT-	1437			1,941.54
10/21/2021	-SPLIT-	1438			1,951.54
10/14/2021	-SPLIT-	1436			1,951.54
10/28/2021	-SPLIT-	1440			1,951.54
Total Wages-Administrative					7,796.16
<b>Wages-Compliance</b>					
10/07/2021	Accounts Pay...		John Jones	9 @ \$25/hr	225.00
10/07/2021	Accounts Pay...		Keith Harris	8.5 hours @ \$25.00	212.50
10/07/2021	Accounts Pay...		Keith Harris	3.5 hours @ \$25.00	87.50
10/21/2021	Accounts Pay...		Keith Harris	4 hours @ \$25.00	100.00
10/22/2021	Accounts Pay...		Keith Harris	4 hours @ \$25.00	100.00
Total Wages-Compliance					725.00
Total Personnel					9,123.45
Total Expense					48,187.39
Net Income					146,548.28