

Delaware Manufactured Home Relocation Authority
Financial Summary – Cash Basis
JULY 2023

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 July 2023 totaled \$235,952.47; arbitration fees collected were zero and interest posted to the Trust Fund totaled \$38,768.55.

For the fiscal year, assessments collected totaled \$235,952.47; arbitration fees collected were zero; and interest received totaled were \$38,768.55 (page 4).

Since inception on April 1, 2004, the Authority has collected assessments totaling \$18,084,290.70; total interest received is \$1,288,939.52; arbitration fees collected of \$8,166.98 and total special collections are \$8,050.00 (page 5).

Expenditures

During the month of July 2023 the Authority paid \$18,800.00 in relocation assistance; \$6,909.69 in personnel costs; \$2,005.91 in occupancy costs; and \$3,647.13 in general and administrative costs (page 3).

For the fiscal year, the Authority paid \$18,800.00 in relocation assistance; \$6,909.69 in personnel costs; \$2,005.91 in occupancy costs; and \$3,647.13 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 \$3,296,915.82 in relocation costs; \$932,897.44 in personnel costs; \$173,238.41 in occupancy costs; and \$2,123,200.17 in general and administrative costs (page 5).

2023 Compliance Investigation Costs are \$2,915.91 (page 6).

2023 Arbitrator expenses are zero (page 7).

Net Position – Cash Basis – as of July 30, 2023:

Trust Fund - \$12,808,541.64
Operating Fund - \$46,633.29
Petty Cash - \$144.29

Delaware Manufactured Home Relocation Authority
Itemized Category Report
 July 2023

08/03/23

Date	Split	Num	Name	Memo	Amount
Income					
Assessments					
07/31/2023	Trust Fund			Deposit	235,952.47
Total Assessments					235,952.47
Interest Income					
07/01/2023	Trust Fund			Deposit	38,768.55
Total Interest Income					38,768.55
Other Income					
07/31/2023	7242 New Op...		WSFS Bank	Savings check	3.00
Total Other Income					3.00
Total Income					274,724.02
Gross Profit					274,724.02
Expense					
General & Administrative					
Bookkeeping/Payroll Processing					
07/01/2023	Accounts Pay...		Falckdian, LLC	July fee	1,075.00
07/07/2023	Wages-Admini...	1548	ADP	ADP Payroll Processing fee	35.00
07/21/2023	Wages-Admini...	1550	ADP	ADP Payroll Processing fee	35.00
07/28/2023	Accounts Pay...		Falckdian, LLC	July fee increase	25.00
Total Bookkeeping/Payroll Processing					1,170.00
Computer, Printer, Copier					
07/20/2023	Accounts Pay...		First Citizens Bank & Trust...	new HP printer	90.77
Total Computer, Printer, Copier					90.77
DOJ Legal Fund					
07/03/2023	Trust Fund		DOJ Legal Fund	June 2023	1,304.50
Total DOJ Legal Fund					1,304.50
Office Expense					
07/14/2023	Accounts Pay...	137	Sharon M. Collins	Inv #137 6/3,11,18,23,30	1,000.00
Total Office Expense					1,000.00
Supplies					
07/10/2023	Petty Cash		Food Lion	water	6.08
07/11/2023	Petty Cash		Giant Foods	refreshments for board meeting	12.98
07/17/2023	Accounts Pay...		Staples Credit Plan	bookends, steno pads, paper towels,...	92.93
Total Supplies					111.99
Travel-Compliance					
07/14/2023	Accounts Pay...		Mitch Crane	100 miles @ \$0.655 for 7/13/23	65.50
07/14/2023	Accounts Pay...		George Meldrum	104 miles @ \$0.655 + \$4.00 tolls for ...	72.12
07/14/2023	Accounts Pay...		William H. Dunn	96 miles @ \$0.655 + \$4.00 tolls for 7...	66.88
07/26/2023	Accounts Pay...		Letti Mitchell Anderson	36 miles @ \$0.655	23.58
07/26/2023	Accounts Pay...		Letti Mitchell Anderson	28 miles @ \$0.655	18.34
07/26/2023	Accounts Pay...		Letti Mitchell Anderson	25 miles @ \$0.655	16.38
Total Travel-Compliance					262.80
Total General & Administrative					3,940.06
Occupancy					
Rent					
07/27/2023	7242 New Op...	07262	Keller Williams Realty Ren...		1,600.00
Total Rent					1,600.00

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Date	Split	Num	Name	Memo	Amount
Utilities					
07/03/2023	Accounts Pay...		Comcast	Acct #8299 20 023 0950882	238.76
07/15/2023	7242 New Op...	07032	City of Dover Utility	Acct #225391-40972	105.36
07/15/2023	7242 New Op...	07033	City of Dover Utility	Acct #225391-40962	61.79
07/17/2023	Accounts Pay...		Comcast	Acct #8299 20 023 0950882	239.83
Total Utilities					645.74
Total Occupancy					2,245.74
Personnel					
Payroll Taxes					
07/07/2023	Wages-Admini...	1548			156.73
07/21/2023	Wages-Admini...	1550			335.28
Total Payroll Taxes					492.01
Wages-Administrative					
07/07/2023	-SPLIT-	1548			2,026.54
07/21/2023	-SPLIT-	1550			4,334.89
Total Wages-Administrative					6,361.43
Wages-Compliance					
07/26/2023	Accounts Pay...		Letti Mitchell Anderson	1.5 hr @ \$25.00	31.25
07/26/2023	Accounts Pay...		Letti Mitchell Anderson	.50 hr @ \$25.00	12.50
07/26/2023	Accounts Pay...		Letti Mitchell Anderson	.50 hr @ \$25.00	12.50
Total Wages-Compliance					56.25
Total Personnel					6,909.69
Relocation Assistance					
Delinquent taxes owed					
07/17/2023	Trust Fund		New Castle County - Treas...	taxes owed fir B. Markley & P. Nevins	7,229.83
Total Delinquent taxes owed					7,229.83
Payments for non-relocatable ho					
07/17/2023	Trust Fund		Brett Markley & Pauline N...	non-relocation	8,370.17
07/17/2023	Trust Fund		Reybold Homes, Inc.	appraisals	200.00
07/17/2023	Trust Fund		Merton C. Steele Jr.	non-relocation	3,000.00
Total Payments for non-relocatable ho					11,570.17
Total Relocation Assistance					18,800.00
Total Expense					31,895.49
Net Income					242,828.53