



MEMBERS OF THE PUBLIC MAY ATTEND VIA ZOOM BY CLICKING ON THE FOLLOWING LINK:

<https://us06web.zoom.us/j/87543079995?pwd=stO2Wutn72GYtq0eighoJ2fFm7HtwJ.1>

OR BY CALLING 1-669-444-9171 AND ENTERING MEETING ID NUMBER 875 4307 9995 FOLLOWED BY PASSCODE 956179. MEMBERS OF THE PUBLIC CAN ALSO LISTEN TO THE MEETING BY LOGGING ONTO THE CITY'S WEBSITE USING THIS LINK: http://www.winslowaz.gov/government/agendas_and_minutes/index.php

**AGENDA
NOTICE OF SPECIAL MEETING
OF THE WINSLOW PUBLIC HOUSING AUTHORITY**

**JUNE 25, 2024 – 6:00 P.M.
DOORS OPEN AT 5:30 P.M.**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Public Housing Authority of the City of Winslow, Arizona, and to the general public that the Winslow Public Housing Authority will hold a special meeting on Tuesday, June 25, 2024 at 6:00 p.m. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona. Members of the Winslow Public Housing Authority will attend either in person or via Zoom. The public may be asked to temporarily relocate if an executive session occurs and will be invited back in when the Housing Authority returns from executive session.

- 1. PLEDGE OF ALLEGIANCE AND INVOCATION/MOMENT OF SILENCE**
- 2. ROLL CALL - EXCUSE ABSENT MEMBERS**
- 3. CONSIDERATION AND POSSIBLE ACTION**
 - A. Discussion and/or Action to Approve Minutes of Public Housing Authority Special Meeting – April 9, 2024 (Suzy Wetzel)
 - B. Discussion and/or Action Regarding Resolution No. 1945 to Approve the Housing Authority's 2024/2025 Operating Budget (Kim Salazar)
- 4. UPDATE FROM PUBLIC HOUSING DIRECTOR WHICH MAY INCLUDE OCCUPANCY RATES, WAIT LIST INFORMATION, UNIT MODIFICATIONS UPDATE AND UPCOMING TRAINING**
- 5. ADJOURNMENT**

The Housing Authority reserves the right to move into executive session for legal advice under authority of A.R.S. 38-431.03(A)(3) on any of the above agenda items. A copy of the agenda background materials already made available to the Housing Authority is available at City Hall, 21 Williamson Avenue, Winslow, Arizona between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday and at the Winslow Public Library, 420 West Gilmore, Winslow, Arizona during regular library hours.

Pursuant to the Americans with Disabilities Act (ADA) the Housing Authority endeavors to ensure the accessibility of its meetings to all persons with disabilities. Assistive listening devices are available for the public's use for meetings. Reasonable accommodations will be made upon request for persons with disabilities or for those who speak English other than very well. If you need an accommodation for a meeting, please call the City Clerk's Office at 928-289-1416 at least 48 hours prior to the meeting so that an accommodation can be arranged.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Housing Authority are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

Minutes of the special meeting of the Winslow Housing Authority held on April 9, 2024, at 6:00 P.M. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona.

MEMBERS PRESENT:

Chairperson Cano, Commissioner Cake, Commissioner Crisp, Commissioner MacLean, Commissioner McKee, Commissioner Nelson, Commissioner Tafoya

MEMBERS ABSENT:

None

STAFF:

David Coolidge City Manager, Trish Stuhan City Attorney, Suzy Wetzel City Clerk, Kim Salazar Public Housing Director

Chairperson Cano called the meeting to order. The Pledge was given and the Invocation was offered by Commissioner McKee. Roll call was taken and all members were present.

CONSIDERATION AND POSSIBLE ACTION

A. Discussion and/or Action to Approve Minutes of Public Housing Authority Special Meeting – November 14, 2023

Motion: Moved by Commissioner McKee, seconded by Commissioner Nelson, to approve minutes from November 14, 2023. Motion passed unanimously with Chairperson Cano and Commissioners Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

B. Discussion and/or Action Regarding Resolution No. 1936 to Approve Opening of the Housing Authority's Housing Choice Voucher/Section 8 Program Waiting List

The Public Housing Director explained that the number of families on the Section 8 wait list is down to approximately 30 – 50 families making it necessary to reopen so that there is a healthy list to pull from when units become available.

After the Public Housing Director responded to a question from Commissioner Crisp, the following motion was made:

Motion: Moved by Commissioner Cake, seconded by Commissioner Nelson, to approve Resolution No. 1936. Motion passed unanimously

with Chairperson Cano and Commissioners Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

C. Discussion and/or Action Regarding Resolution No. 1937 Approving the Housing Authority's 2024 Annual Plan

The Public Housing Director stated that since the Public Housing Authority is highly qualified, it is not necessary to approve the Annual Plan. It is necessary, however, to approve the Civil Rights Certification.

Motion: Moved by Chairperson Cano, seconded by Commissioner Cake, to approve Resolution No. 1937. Motion passed unanimously with Chairperson Cano and Commissioners Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

D. Discussion and/or Action Regarding Resolution No. 1938 to Amend and Approve the Housing Authority's Admissions and Continued Occupancy Policy (ACOP) and Administrative Plan

The Public Housing Director discussed both the Admissions and Continued Occupancy Policy and Administrative Plan and explained that the updates need to be in place once the Housing Opportunity Through Modernization Act is fully implemented.

The Public Housing Director also discussed the updates that will result in changes that benefit both residents and staff.

Motion: Moved by Commissioner Nelson, seconded by Commissioner McKee, to approve Resolution No. 1938. Motion passed unanimously with Chairperson Cano and Commissioners Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

ADJOURNMENT

Motion: Moved by Commissioner Cake, seconded by Commissioner Nelson, to adjourn at 6:10 p.m. Motion passed unanimously with Chairperson Cano and Commissioners Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

Chairperson

Attest:

City Clerk

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the Winslow Housing Authority held on April 9, 2024 at 6:00 P.M. I further certify that the meeting was duly called and that a quorum was present.

Dated this _____ day of _____, 2024.

City Clerk

RESOLUTION NO. 1945

**RESOLUTION OF THE GOVERNING BOARD OF THE CITY
OF WINSLOW PUBLIC HOUSING AUTHORITY TO APPROVE
THE HOUSING AUTHORITY'S 2024/2025 OPERATING
BUDGET**

WHEREAS, the Department of Housing and Urban Development requires all Housing Authorities to annually review and update their budgets as necessary and in accordance with Section 6 (c) of the U.S. Housing Act of 1937; and

WHEREAS, the preparation and approval of this budget meets with current and federal accounting guidelines and is within the Housing Authorities approved policies.

NOW, THEREFORE, BE IT RESOLVED THAT THE GOVERNING BOARD OF THE WINSLOW PUBLIC HOUSING AUTHORITY approves the Housing Authority's annual operating budget to accurately reflect the current year's expenditures.

PASSED AND ADOPTED by the Governing Board of the Winslow Public Housing Authority this 25th day of June, 2024.

Roberta W. Cano, Board Chairman

ATTEST:

Suzy Wetzel, City Clerk

APPROVED AS TO FORM:

Trish Stuhan, City Attorney

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Winslow Public Housing Authority

PHA Code: AZ008

PHA Fiscal Year Beginning: 2025

Board Resolution Number: 1945

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

06/25/2024

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

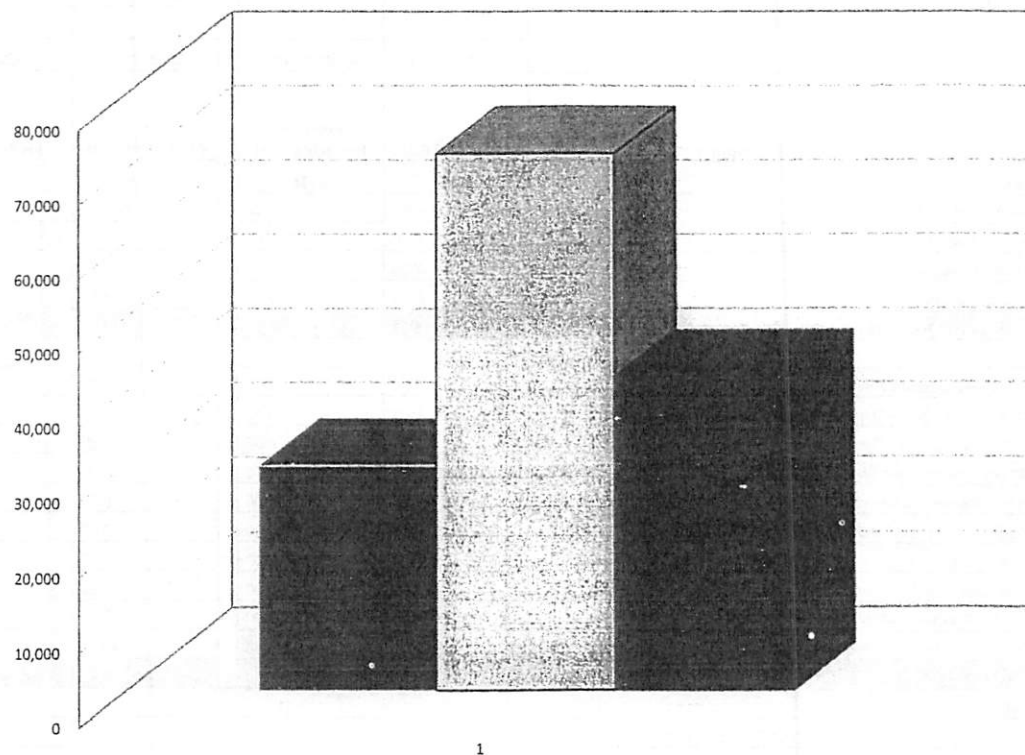
Print Board Chairperson's Name:	Signature:	Date:
Roberta W. Cano		06/25/2024

Winslow Public Housing Authority

Public Housing Operating Budget

July 1, 2024 through June 30, 2025

2025



Expendable Fund Balance (EFB)

Prepared by: Karen Tanner
LINDSEY
An MRI Software Company

Winslow Public Housing Authority
900 Henderson Square
Winslow, AZ 86047

Public Housing Operating Budget				Project Number: AZ008000001			
				ACC Units: 55		Available Dwelling Units for FDS: 55	
Asset Management ☐ Yes ☒ No				Eligible Units OPF: 55		Unit Months Available FDS: 660	
July 1, 2024 through June 30, 2025				Built Date: 1958 and 1984			
ACC: SF131				Last Renovation: Not Recent			
Number of Projects: [2] Number of AMPs: [1]				Occupancy Type: Family			
UEI: UCR4F6KPM3L6				Estimated Occupancy Rate:		98%	
PHA Code: AZ008				Average Bed Room Size: 3 BR			
Type of Submission Below				Building Type: Duplex/Semi-Detached			
☒ Original				Anticipated Number of Turnovers: 16			
☐ Revision Revision No. []				Project Expense Level: 469.64 CY2024			
				Utility Expense Level: 133.41 CY2024			
HUD Field Office Phoenix, AZ				Average Units Occupied 51			
Winslow Public Housing Authority						ACC Units 55	
						Unit Months for PUM Calculations 660	
				AZ008000001		AZ008000001	
						AZ008000001	
						AZ008000001	
FDS Line Numbers	Acc't No.	Account Description	Actual FYE PUM	Previous Budgeted PUM	PH Budget PUM	PH Budget Dollars	
Tenant Revenues			2023	2024	2025	2025	
70300	3110	Net Tenant Rental Revenue	328.55	345.44	315.67	208,340	
70400	3120	Excess Utilities	0.00	0.00	0.00	0	
70400	3690	Tenant Revenue - Other	7.06	5.55	4.06	2,680	
70400	3690.FSS	FSS Escrow Forfeitures	0.00	0.00	0.00	0	
70500		Total Tenant Revenue	335.61	350.99	319.73	211,020	
Other Revenue							
71500	3190	Non-Dwelling Rental Revenue	0.00	0.00	0.00	0	
71100	3610	Investment Income - Unrestricted	0.01	0.02	0.00	0	
72000	3610.1	Investment Income - Restricted	0.00	0.00	0.00	0	
71500	3690.1	Other Revenue - Non Tenant	0.04	0.00	0.00	0	
71400	3690.70	Fraud Recovery or Collections on Losses	0.00	0.00	0.00	0	
71300	3690.86	Proceeds from disposition of assets held for sale	0.00	0.00	0.00	0	
71310	3690.87	Cost of sale of assets	0.00	0.00	0.00	0	
71600	3690.88	Gain/Loss on Sale of Fixed Assets	0.00	0.00	0.00	0	
70800	3690.97	Other Government Grants, Donations to Operations	0.00	0.00	0.00	0	
10010	3690.99	Operating Transfers In From Capital Fund 1406	0.00	37.88	40.91	27,000	
		Total Other Revenues	0.05	37.90	40.91	27,000	
Operating Revenue HUD Receipts							
			Portion of CY 2024 Subsidy for Fiscal Year Ending 2025		86,129		
			Portion of CY 2025 Subsidy for Fiscal Year Ending 2025		87,422		
70600	8020	Total Subsidy for Request Fiscal Year	245.76	253.57	262.96	173,551	
70600		Total HUD Operating Fund Receipts	245.76	253.57	262.96	173,551	
70000		Total Operating Revenues	581.42	642.46	623.59	411,571	

Winslow Public Housing Authority					ACC Units	Unit Months for PUM Calculations
			AZ008000001	AZ008000001	55	660
FDS Line Numbers	Acc't No.	Account Description	Actual FYE PUM	Previous Budgeted PUM	AZ008000001	AZ008000001
					PH Budget PUM	PH Budget Dollars
Administrative Expenses						
91100	4110	Administrative Salaries	115.66	190.98	123.98	81,830
11050	4110.75	Administrative - Change to Compensated Absences	2.82	0.00	0.00	0
91700	4130	Legal Expense	0.00	0.45	0.76	500
91600	4140	Staff Training	1.45	0.76	3.79	2,500
91800	4150	Travel:	0.00	3.03	5.30	3,500
91900	4170	Outside Accounting Service	7.42	8.79	6.80	4,490
91200	4171	Auditing	7.58	4.55	5.30	3,500
91500	4182	Employee Benefit Contributions-Administrative	40.01	70.14	52.71	34,790
91400	4190.08	Advertising and Marketing	0.00	0.30	0.45	300
91600	4190.11	Publications	0.29	0.30	0.45	300
91600	4190.12	Membership and Dues	0.41	0.00	0.76	500
91600	4190.13	Telephone	0.62	0.30	1.97	1,300
91600	4190.14	Rental of Office Space	0.00	0.00	0.00	0
96200	4190.15	Collection Agent Fees	0.00	0.15	0.45	300
96200	4190.16	Fiscal Agent Fees	0.00	1.52	0.00	0
91600	4190.17	Forms, Stationary and Office Supplies	5.04	1.52	5.68	3,750
91900	4190.18	Other Operating - Administrative	3.68	9.85	4.92	3,250
91900	4190.19	Administrative Service Contracts	42.73	0.00	30.68	20,250
91900	4190.20	Outside Management Fee	0.00	0.00	0.00	0
91000		Total Administrative Expenses	227.71	292.64	244.03	161,060
Tenant Services						
92100	4210	Tenant Services - Salaries	0.00	0.00	0.00	0
11050	4210.75	Tenant Services - Change in Compensated Absences	0.00	0.00	0.00	0
92400	4220	Recreation, Publications, Miscellaneous	0.61	0.00	0.00	0
92400	4220.1	Resident Participation Expenses	0.00	1.82	1.76	1,160
92300	4222	Employee Benefit Contributions - Tenant Services	0.00	0.00	0.00	0
92400	4230	Contract Cost - Training, Etc.	0.15	0.00	0.00	0
92200	4230.10	Relocation Cost	0.00	0.00	0.00	0
92400	4230.20	Tenant Services - Other	0.00	0.00	0.00	0
92500		Total Tenant Service Expense	0.76	1.82	1.76	1,160
Utilities Expense						
93100	4310	Water	19.04	25.45	28.03	18,500
93200	4320	Electricity	7.34	11.94	13.18	8,700
93200	4320.9	Security Lights	0.00	0.00	0.00	0
93300	4330	Gas	4.69	5.30	5.53	3,650
93400	4340	Fuel	0.00	0.00	0.00	0
93500	4350	Utility Labor	0.00	0.00	0.00	0
93700	4352	Utility Employee Benefits	0.00	0.00	0.00	0
93600	4390	Sewer	42.38	47.95	50.38	33,250
93800	4390.1	Other Utility Expenses	0.00	0.00	0.00	0
93000		Total Utility Expenses	73.45	90.64	97.12	64,100

Winslow Public Housing Authority					ACC Units	Unit Months for PUM Calculations
					55	660
					AZ008000001	AZ008000001
FDS Line Numbers	Acc't No.	Account Description	Actual FYE PUM	Previous Budgeted PUM	PH Budget PUM	PH Budget Dollars
Ordinary Maintenance & Operations						
94100	4410	Ordinary Maintenance and Operations - Labor	92.04	98.82	103.15	68,080
11050	4410.75	Maintenance Change to Compensated Absences	3.95	0.00	0.00	0
94200	4420	Ordinary Maintenance and Operations - Materials	99.48	60.51	68.18	45,000
94300-090	4430.01	Extermination	4.48	3.79	4.55	3,000
94300-040	4430.02	Elevator Maintenance	0.00	0.00	0.00	0
94300-020	4430.17	Heating and Cooling	0.00	0.00	0.00	0
94300-030	4430.18	Snow Removal	0.00	0.00	0.00	0
94300-050	4430.19	Landscape and Grounds	0.00	2.27	2.27	1,500
94300-060	4430.20	Unit Turnaround	8.34	12.88	12.88	8,500
94300-070	4430.21	Electrical	0.00	4.55	4.55	3,000
94300-080	4430.22	Plumbing	0.56	15.15	15.15	10,000
94300-100	4430.23	Janitorial	0.00	0.00	0.00	0
94300-010	4431	Garbage and Trash	26.58	35.80	39.02	25,750
Other Preventive Maintenance & Miscellaneous Maintenance Contracts Listed Below 94300-110						
	4430.03	Maintenance Contracts - Other Repairs	0.10	12.88	0.00	0
	4430.08	Maintenance Contracts - Auto/Truck Maintenance	2.56	0.00	0.00	0
	4430.11	Maintenance Contracts - Uniforms/Cleaning	0.27	0.00	0.00	0
	4430.13	Maintenance Contracts - Other	39.78	0.00	13.64	9,000
94300-110		Total Other Maintenance Contracts	42.71	12.88	13.64	9,000
94300		Total Maintenance Contracts	82.67	87.32	92.05	60,750
94500	4433	Employee Benefit Contributions - Ordinary Maintenance	19.65	22.88	33.41	22,050
94000		Total Ordinary Maintenance & Operations	297.79	269.53	296.79	195,880
Protective Services						
95100	4460	Protective Services - Labor	0.00	0.00	0.00	0
11050	4460.75	Protective Services - Change to Compensated Absences	0.00	0.00	0.00	0
95200	4470	Protective Services - Materials	0.00	0.00	0.00	0
95200	4480	Protective Services - Contract Costs	0.00	0.00	0.00	0
95500	4482	Protective Services - Employee Benefits	0.00	0.00	0.00	0
95300	4483	Protective Services - Other	0.00	0.00	0.00	0
95000		Total Protective Services	0.00	0.00	0.00	0
Insurance Expense						
96110	4510.01	Property Insurance	0.00	27.27	0.00	0
96120	4510.02	Liability Insurance	0.00	1.52	0.00	0
96130	4510.04	Workers Compensation	6.78	7.58	6.06	4,000
Other Insurance Listed Below 96140						
	4510.03	Insurance - Automobile	0.00	8.33	3.79	2,500
	4510.15	Insurance - Other-Flood	52.92	0.00	19.70	13,000
96140		Total Other Insurance	52.92	8.33	23.48	15,500
		Total Insurance Premium	59.70	44.70	29.55	19,500
Other General Expense						
96300	4520	Payments in Lieu of Taxes	0.00	25.48	0.00	0
96800	4530	Severance Expense	0.00	0.00	0.00	0
96400	4570	Bad Debt - Tenant Rents	1.77	6.82	0.00	0
96500	4570.1	Bad Debt - Mortgages	0.00	0.00	0.00	0
96600	4570.2	Bad Debts - Other	0.00	0.00	0.00	0
96200	4590	Other General Expense	0.00	0.00	0.00	0
96200	4590.1	Cable TV Expense (Tenant Reimbursable)	0.00	0.00	0.00	0
96200	4590.FSS	FSS Escrow	0.00	0.00	0.00	0
96000		Total Other General Expense	1.77	32.30	0.00	0

Winslow Public Housing Authority					ACC Units	Unit Months for PUM Calculations
			AZ008000001	AZ008000001	55	660
					AZ008000001	AZ008000001
FDS Line Numbers	Acc't No.	Account Description	Actual FYE PUM	Previous Budgeted PUM	PH Budget PUM	PH Budget Dollars
Interest Expense and Amortization Cost						
96720	4580	Interest on Notes Payable (Long & Short Term)	0.00	0.00	0.00	0
96710	4920	Interest on Mortgage or Bonds	0.00	0.00	0.00	0
96810	4920.01	Amortization of Debt Issue Costs	0.00	0.00	0.00	0
96700		Total Interest Expense and Amortization Cost	0.00	0.00	0.00	0
96900		Total Operating Expenditures	661.18	731.63	669.24	441,700
Non-Routine Expenditures						
97700		Debt Service Payment (Principal & Interest)	0.00	0.00	0.00	0
97100	4610.1	Extraordinary Maintenance - Labor	0.00	0.00	0.00	0
97100	4610.2	Extraordinary Maintenance - Materials	2.81	0.00	0.00	0
97100	4610.3	Extraordinary Maintenance - Contracts	0.00	0.00	0.00	0
97200	4620	Casualty Losses - (Non-Capitalized)	0.00	0.00	0.00	0
	7520	Replacement of Equipment (Capitalized)	14.38	0.00	0.00	0
97100	7520.9	Replacements of Equipment (Non-Depreciable)	0.28	0.00	0.00	0
	7540.2	Property Betterments and Additions Materials (Capitalized)	0.00	0.00	0.00	0
	7540.3	Property Betterments and Additions Equipment (Capitalized)	0.00	0.00	0.00	0
	7540.4	Property Betterments/Additions Contracts (Capitalized)	0.00	0.00	0.00	0
97100	7540.93	Property Betterments and Additions (Non-Depreciable)	0.00	0.00	0.00	0
	7560	Casualty Losses - (Capitalized)	0.00	0.00	0.00	0
	7560.5	Proceeds from Insurance & Others (Due to Casualty Loss)	0.00	0.00	0.00	0
		Total Non-Routine Expenditures	17.47	0.00	0.00	0
1000		Net Cash Flow	(97.23)	(89.17)	(45.65)	(30,129)

Winslow Public Housing Authority Provision for Estimated or Actual Expendable Fund Balance Budget Certification						AZ008
Calculation of Estimated Fund Balance and Number of Months Fund Balance for for the Period Ending 6/30/2025	Expendable Fund Balance at End of Prior Year:	6/30/2023	☒ Audited	☐ Un-Audited		29,939
	Increase/Decrease to Expendable Fund Balance	6/30/2024	☒ Estimated	☐ Actual		42,000
	Estimated/Actual Expendable Fund Balance FYE	6/30/2024	☒ Estimated	☐ Audited	☐ Un-Audited	71,939
	Estimated Increase/Decrease to EFB				6/30/2025	(30,129)
	Estimated Expendable Fund Balance Request Budget Year				6/30/2025	41,810
	Estimated Operating Expense for Request Budget Year				6/30/2025	441,700
	Estimated Average Monthly Expense for Request Budget Year				6/30/2025	36,808
	Estimated Number of Months Expendable Fund Balance Request Year				6/30/2025	1.14
Comments: The 6/30/2024 Expendable Fund Balance is estimated based on information from February 2024 Financial Statements and expected activity for March through June 2024. Part of this expected activity is to draw \$25,000 from 1406 in 2024 CFP which will increase Income and Current Assets in Operations. If this is not completed in FY2024 and or expenses go beyond estimate the Number of Months Expendable Fund Balance could fall below one month or Expendable Fund Balance could end in deficit. PHA Approval Name <u>Kimberly Salazar</u> Title <u>Executive Director</u> Signature _____ Date _____ If Requested or Required Field Office Approval Name _____ Title _____ Signature _____ Date _____						

Winslow Public Housing Authority
Public Housing Budget Other Income Detail Summary
July 1, 2024 through June 30, 2025

AZ008

Description	Dollars	Remarks
Estimated Rent Income Eligible Tenants	208,340	Estimated Based on Current Trend
Estimated Rent Over Income Tenants	0	
Estimated Rent Police Officer Residence	0	
Estimated Rent Employee Residence	0	
Estimated Loss or Gain for Changes	0	
Total Estimated Rent	<u>\$208,340</u>	
Gross Potential Rent	\$212,198	
Excess Utilities		
☐ Water ☐ Electric ☐ Gas ☐ Other ☒ None	\$0	
<u>Other Tenant Revenue</u>		
Late Fees	380	
Tenant Damages	1,500	
Cable TV Reimbursements	0	
Mowing Fee	300	
Other Tenant Revenue	500	
Other Tenant Revenue	0	
Other Tenant Revenue	0	
Other Tenant Revenue	0	
Other Tenant Revenue	0	
Total Other Tenant Revenue	<u>\$2,680</u>	
FSS Escrow Forfeitures	3690.FSS 0	
<u>Operating Subsidy Estimate</u>		
Potential Subsidy	2024 98,526	Estimated with 100% occupancy by Income Eligible Tenants for full Reporting Period.
Actual Calculated 100%	2024 98,501	Estimated based on most recent available Calculations.
Unfunded or Extra Funds for Pro-Ration	2024 (12,372)	Estimated Unfunded 12.560% Estimated based on Current Obligations with Offsets
Months of CY in Request FY	6 0	Other Adjustments
Estimated Subsidy from CY 2024	<u>\$86,129</u>	
Estimate Pro-Ration	2024 87,440%	Estimated
Estimate Pro-Ration	2025 87,440%	Estimated
Potential Subsidy	2025 100,004	Estimated based on latest calculations and 100% Occupancy by Income Eligible with inflation if applicable.
Estimate with vacancies	2025 99,979	Estimated based on most recent available calculations with estimated inflation if applicable.
Unfunded or Extra Funds for Pro-Ration	2025 (12,557)	Estimated Unfunded 12.560% Estimate when actuals not available
Months of CY in Request FY	6 0	Other Adjustments
Estimated Subsidy from CY 2025	<u>\$87,421</u>	
<u>Capital Fund 1406</u>	3690.99	
2025 CFP Grant 1406 to Operations	27000	
CFP Grant 1406 to Operations	0	
CFP Grant 1406 to Operations	0	
Total CFP for use in Budget Year	<u>\$27,000</u>	
<u>Other Government Grants or Donations</u>	3690.97	
Other Grant or Donations to Operations	0	
Other Grant or Donations to Operations	0	
Total other Government Grants	<u>\$0</u>	
Estimated Interest	0	Current Trend
Proceeds assets held	\$0	
Cost of sale of Assets	\$0	
Fraud Recovery	\$0	
<u>Other Non Tenant Revenue</u>	3690.1	
Laundry	0	
Vending	0	
Royalties	0	
Management Fee Income	0	
Total Other Non-Tenant Revenue	<u>\$0</u>	
<u>Non-Dwelling Rent Revenue</u>		
Community Center	0	
Other	0	
Other	0	
Total Non-Dwelling Revenue	<u>\$0</u>	
Gain/Loss on Sale of Fixed Assets	\$0	
Investment Income - Restricted	\$0	

Winslow Public Housing Authority
Schedule of Positions and Salaries
July 1, 2024 through June 30, 2025

[illegible]

Winslow Public Housing Authority
Schedule of Positions and Salaries
July 1, 2024 through June 30, 2025

	Current	Proposed	Total Public Housing		CFP		Section 8 Voucher		Other 2		Other 3		Other 4	
Positions	Salary for 2024	Salary for 2025	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars	% Of Total	Dollars
Tenant Services														
	100%	100%												
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Tenant Service Salaries	\$0	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0
Protective Services														
	100%	100%												
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
			100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Protective Service Salaries	\$0	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0
Grand Total of All Salaries	\$191,272	\$193,966	77.28%	\$149,905	0.00%	\$0	22.72%	\$44,061	0.00%	\$0	0.00%	\$0	0.00%	\$0

Winslow Public Housing Authority																	
Schedule of Employee Benefits																	
July 1, 2024 through June 30, 2025																	
	Maximum for Wage for full FICA				\$168,500												
	Total FICA Rate				7.65%	Proposed	Total Public Housing	CFP	Section 8 Voucher	Other 2	Other 3	Other 4					
	SS Tax Rate	6.20%	Medicare Rate	1.45%	Total Benefits	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars
Positions	Do not Include Employee Portions				2025												
	Health/Dental/Life & Other Health Related	Retirement 12.27%	State Unemployment SUTA	FICA													
Tenant Services																	
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Tenant Service Benefits	\$0:00	\$0:00	\$0:00	\$0:00	\$0:00	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0
Protective Services																	
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
				0.00	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Total Protective Services	\$0:00	\$0:00	\$0:00	\$0:00	\$0:00	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0
Grand Total Benefits	\$32,126.52	\$23,799.63	\$4,607.00	\$14,838.40	\$75,571.55	75.21%	\$56,838	0.00%	\$0	24.79%	\$18,733	0.00%	\$0	0.00%	\$0	0.00%	\$0

Winslow Public Housing Authority
Schedule of Administration Expense
Other than Salaries and Benefits
July 1, 2024 through June 30, 2025

	FDS Line #	Description	PH Account #	Total Agency	Public Housing	CFP	Section 8 Voucher	Other 2	Other 3	Other 4
1.	91700	Legal Expense	4130	800	500	0	300	0	0	0
2.	91900	Staff Training	4140	4,000	2,500	0	1,500	0	0	0
3.	91800	Travel:	4150							
		Trips to Conventions and Meetings		5,500	3,500	0	2,000	0	0	0
		Local & Other Outside Area Non-Taxable		0	0	0	0	0	0	0
		Taxable Auto Allowance		0	0	0	0	0	0	0
		Total Travel		5,500	3,500	0	2,000	0	0	0
4.	91900	Outside Accounting Service	4170	7,590	4,490	0	3,100	0	0	0
5.	91200	Auditing	4171	6,500	3,500	0	3,000	0	0	0
6.	91400	Advertising and Marketing	4190.08	500	300	0	200	0	0	0
7.	91600	Publications	4190.11	500	300	0	200	0	0	0
8.	91600	Membership and Dues	4190.12	500	500	0	0	0	0	0
9.	91600	Telephone	4190.13	1,500	1,300	0	200	0	0	0
10.	91600	Rental of Office Space	4190.14	0	0	0	0	0	0	0
11.	96200	Collection Agent Fees	4190.15	400	300	0	100	0	0	0
12.	96200	Fiscal Agent Fees	4190.16	0	0	0	0	0	0	0
13.	91600	Forms, Stationary and Office Supplies	4190.17	4,750	3,750	0	1,000	0	0	0
14.	91900	Other Operating - Administrative	4190.18	4,450	3,250	0	1,200	0	0	0
15.	91900	Administrative Service Contracts	4190.19	26,750	20,250	0	6,500	0	0	0
16.	91900	Outside Management Fee	4190.20	0	0	0	0	0	0	0
		Total		\$63,740	\$44,440	\$0	\$19,300	\$0	\$0	\$0

Remarks for Administrative Expense:

Line: 3. Travel Summary: No specific itinerary is available at this time.

Line 4. Outside Accounting Service. Includes Monthly Financial Reporting, Annual Unaudited FDS Preparation, Monthly Grant Fees, GASB 68 Entries if applicable prepared by MRI.

Line 14. Includes Postage Shipping and Other Miscellaneous Charges.

Line 15. Includes Computer Support, Software License Fees, Tenant Background Checks, Budget, Operating Subsidy, MD&A, SAS 112, Copy Machine Contract, Off Site Vault, Postage Meter, Consulting and Other Administrative Services as needed.

Winslow Public Housing Authority 900 Henderson Square Winslow, AZ 86047 July 1, 2024 through June 30, 2025				
Winslow Public Housing Authority			Detailed Summary of Budget Data and Justification	
			6/30/2025	
Tenant Services:			Remarks:	
Relocation Cost			0	
	Total Account 4231		\$0	
Recreation Publication & Other				
Recreation			0	
Publications			0	
Miscellaneous			0	
	Total Account 4220		\$0	
Tenant Service Contracts				
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
Tenant Service Contract or Training			0	
	Total Account 4230		\$0	
Resident Participation				
Estimated Resident Participation from	2024	2024	579	6 months of CY in FY
Estimated Resident Participation from	2025	2025	579	6 months of CY in FY
	Total Account 4220.10		\$1,158	Use Estimated Subsidy Pro-ratio
Tenant Service Other		92400	0	
	Total Account 4231		\$0	
Utilities:				
Detail is entered on Budget Summary and based on current trend with expected inflation.				
Ordinary Maintenance and Operation:				
Materials			45,000	
	Total Account 4420		\$45,000	
Maintenance Contract Costs				
Extermination	4430.01		3,000	
Elevator Maintenance	4430.02		0	
Heating and Cooling	4430.17		0	
Snow Removal	4430.18		0	
Landscape and Grounds	4430.19		1,500	
Unit Turnaround	4430.20		8,500	
Electrical	4430.21		3,000	
Plumbing	4430.22		10,000	
Janitorial	4430.23		0	
Garbage and Trash Removal	4431		25,750	
All of the above have separate line and account numbers			\$51,750	
Below are all part of Other Maintenance Contracts				
Maintenance Contracts - Other Repairs	4430.03		0	
Maintenance Contracts - Auto/Truck Maintenance	4430.08		0	
Maintenance Contracts - Uniforms/Cleaning	4430.11		0	
Maintenance Contracts - Other	4430.13		9,000	
Maintenance Contracts - Other 5	4430.00		0	
Maintenance Contracts - Other 6	4430.00		0	
	Total Other Maintenance Contracts 4430		\$9,000	
	Total Maintenance Contract Costs		\$60,750	

Remarks:

Protective Services:**Protective Service Contracts**

Contracts Prot Svc	0
Contracts Prot Svc	0
Contracts Prot Svc	0
Contracts Prot Svc	0
Contracts Prot Svc	0
Total Prot Svc Contracts 4480	\$0

Materials	Total Prot Svc Materials 4470	0
Other	Total Prot Svc Other 4483	0

Insurance Expense**Insurance Premiums that are not Employee Benefits**

Property/Fire & Extended Liability	0
Workers Compensation	4,000
All the above have separate lines	\$4,000
Below are Part of Other Insurance Expense	
Insurance - Automobile	2,500
Insurance - Other-Flood	13,000
Insurance - Other 3	0
Insurance - Other 4	0
Insurance - Other 5	0
Insurance - Other 6	0
Total Other Insurance	\$15,500
Total Insurance Expense	\$19,500

Other General Expense

General Expense	\$0
Cable TV Expense (Tenant Reimbursable)	\$0
FSS Escrow	\$0
Payment in Lieu of Taxes	\$0
Bad Debt - Tenant Rents	\$0
Bad Debt - Mortgages	\$0
Bad Debt Other	\$0
Severance Expense	\$0
	Waived

Interest Expense and Amortization Cost

Interest on Mortgage or Bonds Expense	\$0
Interest on Notes Payable	\$0
Amortization of Debt Issue Cost	\$0

Budgeted Schedule of Non-routine Expenditures

Winslow Public Housing Authority
900 Henderson Square
Winslow, AZ 86047

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List Replacements and Additions Separately

Winslow Public Housing Authority											
Description		Extra-ordinary Labor Acct 4810.1	Extra-ordinary Materials Acct 4810.2	Extra-ordinary Contracts Acct 4810.3	Description	No. of Items	Cost per Item	6/30/2025 Estimated Expenditure			
Number											
1.					Replacements:			0			
2.							0				
3.							0				
4.							0				
5.							0				
6.							0				
							0				
							0				
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							0				
							0				
							0				
							0				
							0				
Total Replacements								\$0			
					No. of Materials	No. of Equipment	No. of Contracts	Cost per Item	PB&A Materials	PB&A Equipment	PB&A Contracts
	Property Betterments & Additions								0	0	0
									0	0	0
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Capitalization Table
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