

**Portland Housing Bureau**  
Finance & Accounting – Month-End Status Report

Month	Report Date
June 2012	8/3/2012

<b>Loan Activity Reconciliation</b>	
<b>Receivables Activity vs. Loan Disbursements</b>	<b>SAP 529003 vs. Mitas Disbursement:</b> Identified Mitas activity posted in June, but SAP posted in May, SAP GI/IR clearing correction from prior month and June activities posted in July in Mitas, but June in SAP. Backup detail in Month End Account Reconciliation worksheet.
	<b>SAP 134300 vs. MITAS 1401 Balance:</b> A variance of \$44.38 between Mitas and SAP total gross loans portfolio balance due to timing issue. Backup detail in Month End Account Reconciliation worksheet.
<b>Mitas Cash Receipts vs. SAP Cash Clearing</b>	<b>SAP 120040 vs. Mitas Receipts:</b> Identified June activities posted to July in Mitas, July payment posted to June in Mitas, SAP payments JEs correction and reversal.
<b>Revenue Offset Account vs. Principle-Reducing Revenues</b>	<b>SAP 598550 vs. 452100:</b> Identified issue with a JE moving revenue from fund 213505 to 218000 and incorrect posting to GL accounts. This will need to be cleaned up later.
	<b>SAP vs. MITAS Balance:</b> N/A
<b>Receivable Offset Account vs. Receivables Booked</b>	<b>SAP 598700 vs. 134300, 132295, 529007, 137100 &amp; 134350:</b> No discrepancy except for the interest revenue posted to account 137100 which is ok.
	<b>SAP vs. MITAS Balance:</b> N/A
<b>Negative Loan Balances</b>	<b>Issues Identified &amp; Resolution Steps:</b> None
<b>Escrow Account Balances (281200)</b>	<b>Issues Identified &amp; Resolution Steps:</b> Fixed Mitas AP status issue, JE correction from prior month in SAP, no variance after reconciliation.
<b>Unapplied Cash Clearing (211111)</b>	<b>Issues Identified &amp; Resolution Steps:</b> Paid-off refund in the amount of \$340.18 to loan 06982-95 posted in June will be cleared in July.
<b>Non-MITAS Outstanding Checks</b>	<b>Issues Identified &amp; Resolution Steps:</b> None

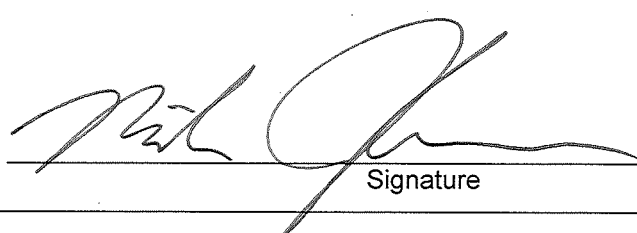
<b>Budget To Actuals Monitoring</b>	
<b>Personal Services By Fund/Grant</b>	<b>Issues Identified &amp; Resolution Steps:</b> No budgetary issues identified. TIF Gateway mildly overspent, but within budget at legal fund level and no IGA reimbursement issues.
<b>External M&amp;S By Fund/Grant</b>	<b>Issues Identified &amp; Resolution Steps:</b> No issues identified in assignment of expenses to proper G/L account
<b>Program Income By Fund/Grant</b>	<b>Issues Identified &amp; Resolution Steps:</b> No issues identified in G/L or fund assignment of program incomes posted.
<b>Indirect Cost Recovery</b>	<b>TIF Indirect Current Through:</b> June 2012
	<b>CDBG Indirect Current Through:</b> June 2012
	<b>Lead Indirect Current Through:</b> June 2012

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Billing & A/R Status	
<b>PHB-PDC TIF Billing</b>	<b>Last Invoice Billed:</b> 10099842, June 2012 TIF reimbursement
<b>A/R Aging At Month-End</b>	<b>PDC Invoices Outstanding:</b> <ul style="list-style-type: none"> <li>• Headwaters – April, May &amp; June billings. Inquiry sent to T</li> <li>• IGA – see above. PDC is current.</li> </ul>
	<b>Invoices &gt; 60 Days:</b> 10094711, April Headwaters. See a'
<b>Grants Billing</b>	<b>CDBG Admin Billing Current Through:</b> April 2012
	<b>HOME Admin Billing Current Through:</b> April 2012
	<b>LEAD Admin Current Through:</b> Feb 2012
	<b>Issues Identified &amp; Resolution Steps:</b> Lead billings have been on hold due to LOCCS system being frozen pending resolution of Lead grant audit items. CDBG & HOME non-admin billings were prioritized at year-end due to magnitude of project disbursements at year-end.  <i>Billing Detail at K:\Operations\Finance\Grant Files\Grant Billing\2011-12</i>

*See April's email attached*

Other	
<b>Cash Balances</b>	<b>Issues At Legal Fund Level:</b> <ul style="list-style-type: none"> <li>• CDBG fund \$1.2M negative</li> <li>• HOME fund \$1500 negative</li> </ul>
	<b>Issues At Sub-Fund Level:</b> <ul style="list-style-type: none"> <li>• 4 TIF sub-funds negative due to billing lag</li> </ul>
	<b>Resolution Steps:</b> CDBG went negative due to major expenses incurred in late June on which there was little time to bill and recoup cash. OMF however, has a process for retroactively making inter-fund cash loans (processed 6/30, reversed 7/1) to resolve negative cash issues. F&A has identified this as a "lesson learned" that we may need to be more mindful of large year-end disbursements in future FY's
<b>Petty Cash Reconciliation</b>	<b>Last month-end reconciliation:</b> Petty Cash reconciled 7/20/2012 <b>Issues Identified &amp; Resolution Steps:</b> N/A

Reviewed by Finance & Accounting Manager	
 _____ Signature	8/6/12 _____ Date

## Stewart, Paul

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**From:** Shook, Anna  
**Sent:** Monday, July 30, 2012 8:21 AM  
**To:** Stewart, Paul; Williams, Alice (PHB)  
**Cc:** Chau, Charlie  
**Subject:** RE: June Month-End Recon / Status Report

I updated it a while ago. The CDBG and HOME admin billings are done through April, and IDC is done through June for Lead and CDBG.

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**From:** Stewart, Paul  
**Sent:** Thursday, July 26, 2012 10:28 AM  
**To:** Shook, Anna; Williams, Alice (PHB)  
**Cc:** Chau, Charlie  
**Subject:** June Month-End Recon / Status Report

Anna –

Charlie reminded me we need to wrap this up. It's largely complete. I was unclear, though, if you'd done your piece.

Alice –

Could you complete the petty cash section?

Here is the file folder -- [K:\Operations\Finance\Reconciliation\FY 2011-12\2012-06 \(Jun\)](#).

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### Paul Stewart

*Senior Financial Analyst*  
Portland Housing Bureau

421 SW 6th Avenue, Suite 500  
Portland, OR 97204  
(P) 503.823.2389  
(F) 503.823.2387  
[paul.stewart@portlandoregon.gov](mailto:paul.stewart@portlandoregon.gov)

