

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

Month	Report Date
Sep 2012	10/18/2012

<b>Loan Activity Reconciliation</b>	
<b>Receivables Activity vs. Loan Disbursements</b>	<b>SAP 529003 vs. Mitas Disbursement:</b> Identified and corrected Mitas AP interface status, September activities posted in October and August in Mitas-timing issue, August SAP loan balance reconciliation booked in September due to missed deadline for August JE entry period, closing fee surplus and GI/IR incorrectly post to 529001. Backup detail available in Month End Account Reconciliation worksheet.
	<b>SAP 134300 vs. MITAS 1401 Balance:</b> Identified Mitas AP interface status issue on two loans, Mitas post to October for September activity on one loan, SAP posting to 529001 to 529003 timing variance corrections. Backup detail available in Month End Account Reconciliation worksheet.
<b>Mitas Cash Receipts vs. SAP Cash Clearing</b>	<b>SAP 120040 vs. Mitas Receipts:</b> All clean, on issue between SAP and Mitas.
<b>Revenue Offset Account vs. Principle-Reducing Revenues</b>	<b>SAP 598550 vs. 452100:</b> All net out to be zero except for the outstanding reconciliation item from August which should be cleared in October.
	<b>SAP vs. MITAS Balance:</b> No variance except for the \$38.12 from loan balance reconciliation for the month of September.
<b>Receivable Offset Account vs. Receivables Booked</b>	<b>SAP 598700 vs. 134300, 132295, 529007, 137100 &amp; 134350:</b> No variance except for the August reconciliation entry post in September.
	<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> Identified and corrected Mitas AP status issues with the interface, one September activity Mitas posted in Oct. Backup detail available in Month End Account Reconciliation worksheet.
<b>Unapplied Cash Clearing (211111)</b>	<b>Issues Identified &amp; Resolution Steps:</b> No issue except for the unapplied fix from Mitas which it will be cleared in October.
<b>Non-MITAS Outstanding Checks</b>	<b>Issues Identified &amp; Resolution Steps:</b> N/A


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<b>Budget To Actuals Monitoring</b>	
<b>Personal Services By Fund/Grant</b>	<b>Issues Identified &amp; Resolution Steps:</b> <ul style="list-style-type: none"> <li>• HMIS local match fund – Still over budget due to mistakes made with personnel splits for AMLS team. Corrections appear to be in process with central payroll.</li> <li>• All grants billed through June 2012. First quarter billing in progress for 12-13.</li> </ul>
<b>External M&amp;S By Fund/Grant</b>	<b>Issues Identified &amp; Resolution Steps:</b> <ul style="list-style-type: none"> <li>• Identified one expense needing to be JE'd to correct G/L account</li> </ul>
<b>Internal M&amp;S</b>	<b>Issues Identified &amp; Resolution Steps:</b> <ul style="list-style-type: none"> <li>• Note: reviewed August month-end, not September b/c not all providers had billed September at time of this review</li> <li>• One charge made by OMF to wrong funded program. Have followed up with OMF contact to resolve.</li> <li>• Facilities IA running over budget. Continue to monitor. Have notified admin team that makes facilities requests for bureau.</li> <li>• BTS IA on cusp of being over budget. Continue to monitor closely.</li> </ul>
<b>Program Income By Fund/Grant</b>	<b>Issues Identified &amp; Resolution Steps:</b> <ul style="list-style-type: none"> <li>• No issues identified</li> </ul>
<b>Indirect Cost Recovery</b>	<b>TIF Indirect Current Through:</b> Sep-2012 <b>CDBG Indirect Current Through:</b> June 2012 <b>Lead Indirect Current Through:</b> June 2012

<b>Billing &amp; A/R Status</b>	
<b>PHB-PDC TIF Billing</b>	<b>Last Invoice Billed:</b> For September-2012 Activity
<b>A/R Aging At Month-End</b>	<b>PDC Invoices Outstanding:</b> <ul style="list-style-type: none"> <li>• <b>Current</b> – September TIF billing; September Headwaters</li> <li>• <b>1-30 Days</b> – Headwaters for Aug (\$69k) and Sept (\$88k)</li> </ul> <b>Invoices &gt; 60 Days:</b> N/A
<b>Grants Billing</b>	<b>CDBG Admin Billing Current Through:</b> June 2012 <b>HOME Admin Billing Current Through:</b> June 2012 <b>LEAD Admin Current Through:</b> June 2012 <b>Issues Identified &amp; Resolution Steps:</b> Q1 billings in progress.  <i>Billing Detail at K:\Operations\Finance\Grant Files\Grant Billing\2012-13</i>

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Other	
<b>Cash Balances</b>	<b>Issues At Legal Fund Level:</b> <ul style="list-style-type: none"> <li>• CDBG – Q1 Billing is in progress so fund is currently negative.</li> </ul>
	<b>Issues At Sub-Fund Level:</b> <ul style="list-style-type: none"> <li>• TIF - several sub-funds are negative. This is due to the unavoidable timing issues in the reimbursement process. (I.e., the amount each is negative is roughly equivalent to the outstanding billing.)</li> </ul>
	<b>Resolution Steps:</b> <ul style="list-style-type: none"> <li>• Billings in progress should take care of balance issues in CDBG.</li> </ul>
<b>Petty Cash Reconciliation</b>	<b>Last Reconciliation Date: 10/4/12; Closing balance \$457.27</b> <b>Issues Identified &amp; Resolution Steps: none</b>

Reviewed by Finance & Accounting Manager	
 _____ Signature	10/31/12 _____ Date

