

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

Month	Report Date
December 2012	2/28/2013

Loan Activity Reconciliation	
Receivables Activity vs. Loan Disbursements	SAP 529003 vs. Mitas Disbursement: Identified and corrected Mitas AP status updates, Mitas disbursement posted in December vs SAP posted in November, JE corrected GI/IR incorrectly post to 529001 for loans disbursements.
	SAP 134300 vs. MITAS 1401 Balance: Identified Mitas AP status update, GI/IR return of closing cost surplus, SAP pending receivable JEs, reclassification and reapplied principal payment to escrow account.
Mitas Cash Receipts vs. SAP Cash Clearing	SAP 120040 vs. Mitas Receipts: Clean, no variance between Mitas and SAP totaling \$555,118 for the month of December.
Revenue Offset Account vs. Principle-Reducing Revenues	SAP 598550 vs. 452100: No variance totaling \$446,330 in loan repayment revenue for the month.
	SAP vs. MITAS Balance: None
Receivable Offset Account vs. Receivables Booked	SAP 598700 vs. 134300, 132295, 529007, 137100 & 134350: Identified and reapplied/moved \$159.83 from principal payment to escrow account.
	SAP vs. MITAS Balance: N/A
Negative Loan Balances	Issues Identified & Resolution Steps: None
Escrow Account Balances (281200)	Issues Identified & Resolution Steps: Corrected Mitas AP status update, moved unapplied amount to fee in SAP with Doc 3100515529.
Unapplied Cash Clearing (211111)	Issues Identified & Resolution Steps: Identified and moved \$85.44 unapplied to fee revenue.
Non-MITAS Outstanding Checks	Issues Identified & Resolution Steps: None

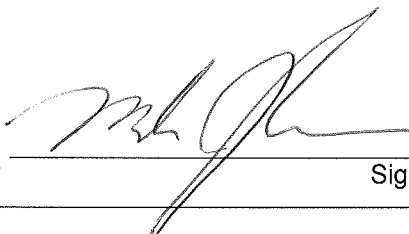
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Budget To Actuals Monitoring	
Personal Services By Fund/Grant	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • CDASDO running hot – looking into root cause • CDEH00 (inactive) has expenses – Anna to resolve • CDEHES / HCPG1 running hot -- looking into root cause • HCMG2 / CDASBS running hot – due to unemployment insurance, unbudgeted temps, tri-met charges – to be addressed in Winter BMP
External M&S By Fund/Grant	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • JE 3100515526 corrects a number of transactions
Internal M&S	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • This review not completed prior to January month-end review of internal M&S. Thus, no longer worthwhile to complete. <p><i>Review based on AP1-5 as many current month internal M&S costs don't show until month-end settlements run.</i></p>
Program Income By Fund/Grant	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • \$4800 worker's comp adjustment under State EAIP program – following up with Stella to determine which employee(s)
Indirect Cost Recovery	TIF Indirect Current Through: December 2012 CDBG Indirect Current Through: November 2012 Issues Identified & Resolution Steps: N/A

Billing & A/R Status	
PHB-PDC TIF Billing	Last Invoice Billed: December, invoice 10110321 (\$632k)
A/R Aging At Month-End	PDC Invoices Outstanding: <ul style="list-style-type: none"> • Current – \$88k (December Headwaters) • 1-30 Days – None • 31-60 Days – \$80k (October Headwaters); email into PDC for status Invoices > 60 Days: None.
Grants Billing	CDBG Admin Billing Current Through: December HOME Admin Billing Current Through: December LEAD Admin Current Through: November Issues Identified & Resolution Steps: <i>Billing Detail at K:\Operations\Finance\Grant Files\Grant Billing\2012-13</i>

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Other	
Cash Balances	Issues At Legal Fund Level: N/A
	Issues At Sub-Fund Level: <ul style="list-style-type: none"> • TIF Interstate and North Macadam are negative net of pending reimbursements.
	Resolution Steps: <ul style="list-style-type: none"> • Interstate requires research & analysis. • North Mac – monitor and perform analysis if still negative net of pending reimbursement next month.
Petty Cash Reconciliation	Last Reconciliation Date: 1/11/2013 Closing balance: \$465.14 Pending replenishments in cash journal: \$34.86 Issues Identified & Resolution Steps: Receipted \$230.96 replenished; Re: Doc.3700030310
Subrecipient Contracts	Total Subrecipient Contracts To Execute in FY: 36 Status as of: <ul style="list-style-type: none"> • Executed: 33 • Pending auditor release: 0 • In process: 3 • Not started: 0
	Subrecipient contracts > 2 months late with billing:6
	Subrecipient Monitorings Planned: pending 2/6 decision from contract managers workgroup
	Subrecipient Monitorings Completed: Issues Identified & Resolution Steps:

Reviewed by Finance & Accounting Manager	
 _____ Signature	_____ 2/28/13 Date

