

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

Month	Report Date
February 2013	4/3/2013

Loan Activity Reconciliation	
Receivables Activity vs. Loan Disbursements	SAP 529003 vs. Mitas Disbursement: Corrected SAP receivable overstatement on loan 107341-12 and loan 106898-11. Closing costs had been paid to the wrong vendor in FY12. When payment made to correct vendor in FY13, staff booked the amount as an SAP receivable, but this receivable had already been booked in FY12.
	SAP 134300 vs. MITAS 1401 Balance: Identified and corrected Mitas AP status update on loan 106898-11, booked additional loan receivables into SAP that got missed on several loans.
Mitas Cash Receipts vs. SAP Cash Clearing	SAP 120040 vs. Mitas Receipts: Clean, no variance between Mitas and SAP, total \$463,676.46 for the month of February.
Revenue Offset Account vs. Principle-Reducing Revenues	SAP 598550 vs. 452100: No variance, they all net out to zero.
	SAP vs. MITAS Balance: None, total principal payment collected for the month amount to \$234,264.79.
Receivable Offset Account vs. Receivables Booked	SAP 598700 vs. 134300, 132295, 529007, 137100 & 134350: No variance, all accounts net to zero.
	SAP vs. MITAS Balance: N/A
Negative Loan Balances	Issues Identified & Resolution Steps: None
Escrow Account Balances (281200)	Issues Identified & Resolution Steps: Identified and corrected Mitas interface AP status update on three loans, posted disbursements timing issue between Mitas and SAP, Mitas posted in March vs. SAP posted in February on two loans.
Unapplied Cash Clearing (211111)	Issues Identified & Resolution Steps: All clean with no outstanding/unclear item.
Non-MITAS Outstanding Checks	Issues Identified & Resolution Steps: None

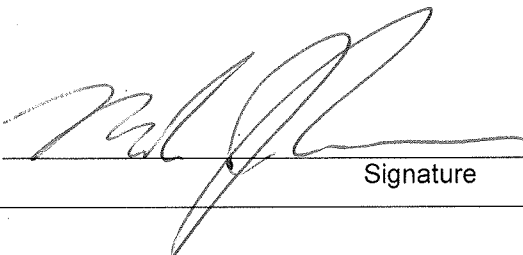
Portland Housing Bureau
 Finance & Accounting – Month-End Reconciliation & Status Report

Budget To Actuals Monitoring	
Personal Services By Fund/Grant	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • HIF projecting to be slightly over budget. Ineligible tri-met expenses to move to GF for remainder of FY, not HIF. • NSP-3, McKinney & ESG grants projecting to be over budget. Communicated to Anna for resolution. • TIF CES, Gateway & SPB – increase approp in BMP
External M&S By Fund/Grant	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • Two refunds to HUD in 218000 and 219000 – in progress (both at OMF) • Section 108 move to 213505 completed for current year • Briarwood amount posted in Not-Relevant to be corrected (Charlie)
Internal M&S	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • Projected to exceed GF budget by \$16k, due to: <ul style="list-style-type: none"> ○ P&D copier usage & archive doc scanning (\$10k, assuming no more scanning) ○ Facilities service requests. ○ IT for various reasons (\$3k) • PS to shift budget from external M&S in Spring BMP as necessary <p><i>Review based on AP1-7 as many current month internal M&S costs don't show until month-end settlements run.</i></p>
Fund-Level Expenses	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • Need to process cash transfer from fund 213006 to 218000
Revenues	Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • Followed up with Alice re: status of \$10k billing to MultCo for street youth outreach. IGA amendment pending. • Need to appropriate \$4800 worker's comp refund in Spring BMP • Checked in with Wendy re: HMIS budget and anticipated revenue. Balance of budgeted revenue anticipated before YE.
Indirect Cost Recovery	TIF Indirect Current Through: February 2013 CDBG Indirect Current Through: January 2013 Issues Identified & Resolution Steps: <ul style="list-style-type: none"> • Completed analysis of CDBG indirect recovery and identified some I/O's and projects underbilled. Remediation in process. • Identified indirect recovered from fund 221000 has been exceeding amounts received from PDC. True-up necessary (PS to lead)

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

Billing & A/R Status	
PHB-PDC TIF Billing	Last Invoice Billed: 10117924 for Feb-2013 TIF activity
A/R Aging At Month-End <i>(does not include grants billings managed by OMF)</i>	PDC Invoices Outstanding: <ul style="list-style-type: none"> • Current – See Feb TIF billing above • 1-30 Days – January Headwaters (\$87k) • 31-60 Days – None
	Invoices > 60 Days: None
Grants Billing <i>(as of 3/6)</i>	CDBG Admin Billing Current Through: January 2013
	HOME Admin Billing Current Through: December 2013
	LEAD Admin Current Through: December 2013
	Issues Identified & Resolution Steps: None <i>Billing Detail at K:\Operations\Finance\Grant Files\Grant Billing\2012-13</i>

Other	
Cash Balances	Issues At Legal Fund Level: None
	Issues At Sub-Fund Level: <ul style="list-style-type: none"> • TIF Interstate remains negative (\$275k) net of pending reimbursements.
	Resolution Steps: <ul style="list-style-type: none"> • TIF interstate requires research and analysis.
Petty Cash Reconciliation	Last Reconciliation Date: 2/21/2013 Closing balance: \$465.14 Pending replenishments in cash journal: \$46.36 Issues Identified & Resolution Steps: N/A
Subrecipient Contracts	Total Subrecipient Contracts To Execute in FY: 39 Status as of: <ul style="list-style-type: none"> • Executed: 39 • Pending auditor release: 0 • In process: 0 • Not started: 0
	Subrecipient contracts > 2 months late with billing: 0
	Subrecipient Monitorings Planned: 10 Subrecipient Monitorings Scheduled: 4 Subrecipient Monitorings Conducted: 1 Issues Identified & Resolution Steps: Current unscheduled are CEP, HDC, Oregon ON, PDC, REACH, Red Cross. Emailed contract managers to request "complete by" timeline.

Reviewed by Finance & Accounting Manager	
 _____ Signature	4/3/13 _____ Date

