

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

Month	Report Date
May 2013	6/21/2013

<b>Loan Activity Reconciliation</b>	
<b>Receivables Activity vs. Loan Disbursements</b>	<b>SAP 529003 vs. Mitas Disbursement:</b> No variance between Mitas and SAP for the month of May. Detail available in the Month End Account Reconciliation Worksheet.
	<b>SAP 134300 vs. MITAS 1401 Balance:</b> No variance between Mitas and SAP for the of May, except for the rounding errors of \$1.18 in total. Detail available in the Month End Account Reconciliation Worksheet.
<b>Mitas Cash Receipts vs. SAP Cash Clearing</b>	<b>SAP 120040 vs. Mitas Receipts:</b> Clean, no variance with a total cash receipts for the month was \$528,541.66
<b>Revenue Offset Account vs. Principle-Reducing Revenues</b>	<b>SAP 598550 vs. 452100:</b> All net out to zero, clean for the month of May
	<b>SAP vs. MITAS Balance:</b> Identified and corrected a \$1.00 typo in SAP manual receipt JE on loan 38532-07.
<b>Receivable Offset Account vs. Receivables Booked</b>	<b>SAP 598700 vs. 134300, 132295, 529007, 137100 &amp; 134350:</b> Both receivable and offset accounts net out to zero, no variance for the month of May.
	<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 SAP JE receipt booked to the wrong fund and GL account with loan 25270-96, a pending AP direct entry deletion to be cleared in June.
<b>Unapplied Cash Clearing (211111)</b>	<b>Issues Identified &amp; Resolution Steps:</b> Identified a disbursement of \$41 variance between Mitas and SAP with loan 04210-82, it was a timing issue between Mitas and SAP, Mitas posted in May and SAP posted in June.
<b>Non-MITAS Outstanding Checks</b>	<b>Issues Identified &amp; Resolution Steps:</b> None

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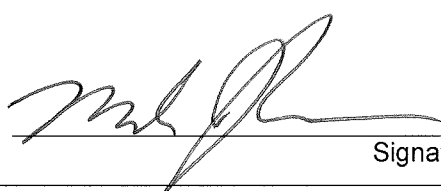
<b>Budget To Actuals Monitoring</b>	
<b>Personal Services By Fund/Grant</b>	<b>Issues Identified &amp; Resolution Steps:</b> Reviewed as part of the pre-work for overexpenditure process. A number of appropriations to be shifted or increased to accommodate projected overspending.
<b>External M&amp;S By Fund/Grant</b>	<b>Issues Identified &amp; Resolution Steps:</b> 217001 No Issues; 218000 No Issues; 219000 No Issues; 621 No Issues; 221, one issue, corrected before payment was made; 213 No issues; 100 No Issues
<b>Internal M&amp;S</b>	<b>Issues Identified &amp; Resolution Steps:</b> PHB projects to overexpend internal M&S by \$6k associated with file scanning project. Appropriation to shifted from EMS in overexpenditure ordinance to prevent this.  <i>Review based on AP1-10 as many current month internal M&amp;S costs don't show until month-end settlements run.</i>
<b>Fund-Level Expenses</b>	<b>Issues Identified &amp; Resolution Steps:</b> No issues identified.
<b>Revenues</b>	<b>Issues Identified &amp; Resolution Steps:</b> General fund recovery of indirect cost from CDBG lagging -- this has been assumed in YE projections. HIF program income projecting to come in \$100k behind budget.
<b>Indirect Cost Recovery</b> <i>Status as of 6/5/13</i>	<b>TIF Indirect Current Through:</b> May 2013
	<b>CDBG Indirect Current Through:</b> April 2013
	<b>Issues Identified &amp; Resolution Steps:</b> N/A

<b>Billing &amp; A/R Status</b>	
<b>PHB-PDC TIF Billing</b> <i>Status as of 6/7/2013</i>	<b>Last Invoice Billed:</b> 10125178 for May expenses
<b>A/R Aging</b> <i>Status as of 6/7/2013</i>	<b>PDC Invoices Outstanding:</b> <ul style="list-style-type: none"> <li>• <b>Current</b> – N/A</li> <li>• <b>1-30 Days</b> – May Headwaters (\$81k) and May TIF (\$1.26M)</li> <li>• <b>31-60 Days</b> – N/A</li> <li>• <b>61+ Days</b> – N/A</li> </ul> <b>Other Invoices &gt; 60 Days:</b> N/A. Submitted inquiries re: 31-60 invoices.
<b>Grants Billing</b> <i>Status as of 06/03/2013</i>	<b>CDBG Admin Billing Current Through:</b> April 2013
	<b>HOME Admin Billing Current Through:</b> April 2013
	<b>LEAD Admin Current Through:</b> April 2013
	<b>Issues Identified &amp; Resolution Steps:</b> None  <i>Billing Detail at K:\Operations\Finance\Grant Files\Grant Billing\2012-13</i>
<b>Grant Program Income</b> <i>Status as of 06/05/2013</i>	<b>CDBG Program Income Received in IDIS Through:</b> April 2013  <b>Current Month:</b> \$183,580 <b>Budgeted:</b> \$88,666 <b>% Bud. to Act.:</b> 207% <b>Year to Date:</b> \$1,189,328 <b>Budgeted:</b> \$886,666 <b>% Bud. to Act.:</b> 134%  <b>FY 12-13 Budgeted:</b> 1,064,000

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	<b>HOME Program Income Received in IDIS Through:</b> April 2013  <b>Current Month:</b> \$23,703 <b>Budgeted:</b> \$34,837 <b>% Bud. to Act.:</b> 68% <b>Year to Date:</b> \$827,410 <b>Budgeted:</b> \$348,470 <b>% Bud. to Act.:</b> 237%  <b>FY 12-13 Budgeted:</b> \$418,164
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Other	
<b>Cash Balances</b> <i>Status as of 6/7/2013</i>	<b>Issues At Legal Fund Level:</b> N/A
	<b>Issues At Sub-Fund Level:</b> Housing investment fund balance continues to dwindle. TIF interstate remains negative.
	<b>Resolution Steps:</b> TIF Interstate requires additional research.
<b>Petty Cash Reconciliation</b> <i>Status as of 6/7/2013</i>	<b>Last Reconciliation Date:</b> 06/06/2013 <b>Closing balance:</b> \$470.01 <b>Pending replenishments in cash journal:</b> \$29.99 <b>Issues Identified &amp; Resolution Steps:</b> none
<b>Subrecipient Contracts</b> <i>Status as of 6/7/2013</i>	<b>Total Subrecipient Contracts To Execute in Current FY</b> <ul style="list-style-type: none"> <li>• Executed: 39</li> <li>• Pending auditor release: 0</li> <li>• In process: 0</li> <li>• Not started: 0</li> </ul>
	<b>Subrecipient contracts &gt; 2 months late with billing:</b> None
	<b>Subrecipient Monitorings Planned:</b> 10
	<b>Subrecipient Monitorings Completed:</b> 10 <b>Issues Identified &amp; Resolution Steps:</b> N/A

Reviewed by Finance & Accounting Manager	
 _____ Signature	6/27/13 _____ Date

