

**HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA**

**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTAL DATA**

**TWELVE MONTHS ENDED MARCH 31, 2011**

**Mike Estes, P.C.**  
A Professional Accounting Corporation

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**MIKE ESTES, P.C.**  
A PROFESSIONAL ACCOUNTING CORPORATION  
4200 AIRPORT FREEWAY – SUITE 100  
FORT WORTH, TEXAS 76117

MIKE ESTES, CPA

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(817) 831-3553  
(817) 831-3560  
e-mail: [office@mikeestepc.com](mailto:office@mikeestepc.com)  
website: [mikeestepc.com](http://mikeestepc.com)

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AUDIT QUALITY CENTER

Independent Auditor's Report

Board of Commissioners  
Housing Authority of Guthrie  
Guthrie, Oklahoma

We have audited the accompanying basic financial statements of each major fund of the Housing Authority of the City of Guthrie, Oklahoma as of and for the year ended March 31, 2011, which collectively comprise the Authority's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Housing Authority of the City of Guthrie, Oklahoma's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund of the Housing Authority of the City of Guthrie, Oklahoma, as of March 31, 2011, and the respective changes in financial position and cash flows, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2011, on our consideration of the Housing Authority of the City of Guthrie, Oklahoma's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis listed in the table of contents is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the City of Guthrie, Oklahoma's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements of the Housing Authority of the City of Guthrie, Oklahoma. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole. The accompanying Financial Data Schedules required by HUD and other accompanying information identified in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Mike Estes, P.C.  
Fort Worth, Texas  
December 14, 2011

**HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA**

**REQUIRED SUPPLEMENTAL INFORMATION**

**MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)**

**MARCH 31, 2011**

***Guthrie Housing Authority  
Management's Discussion and Analysis  
For the Year Ended March 31, 2011***

**Introduction**

This Management's Discussion and Analysis (MD&A) of the Guthrie Housing Authority (Authority) provides an introduction and overview to the financial statements of the Guthrie Housing Authority for the fiscal year ended March 31, 2011. The Guthrie Housing Authority presents this discussion and analysis of its financial performance during the fiscal year ended March 31, 2011, to assist the reader in focusing on significant financial issues.

The primary focus of the Authority's financial statements is on the statements of its two enterprise funds encompassing the general fund, which consists of the public housing Low Rent program and the Capital Fund program, and the Rural Rental Program funded by the Guthrie Housing Authority. This information contained herein this MD&A should be considered in conjunction with the Authority's basic financial statements and related notes to the financial statements.

The Authority has 5 individual programs. They include the Low Rent Public Housing Program, the Capital Fund Program, and the Rural Development Program and a Management Fund Program.

- The Low Rent Program consists of 159 dwelling units. Funding is provided based on dwelling rents paid by the tenants and operating fund payments received from the Department of Housing & Urban Development based on a formula.
- The Capital Fund Program is also a formula based program from HUD. The purpose of this program is to provide funding for the modernization and improvement of the Low Rent Public Housing Program. These resources allow the Housing Authority to provide capital improvements for the current dwelling structures and assist in their operations.
- The Formula Capital Fund Stimulus Grant is also a formula based grant funded through the American Recovery and Reinvestment Act of 2009. The purpose of this grant is to provide funding for the modernization and improvement of the Low Rent Public Housing Program. These resources allow the Authority to provide more jobs and provide energy efficient modernization and renovation of the current dwelling structures.
- The Rural Development Housing Program is a 28 unit apartment complex constructed from loans provided by the Department of Agriculture benefiting rural residents classified as elderly or disabled. The apartment complex is subsidized by HUD through Section 8 rental assistance payments. Tenants typically pay rent, which is 30 percent of the adjusted gross income. The remaining portion of the rent is provided by HUD in the form of rental assistance.
- The Management Fund Program was developed for the purpose of providing management and consulting services to Public Housing Authorities.

# *Management's Discussion and Analysis - Cont.*

## **Overview of the Financial Statements**

This overview of the financial statement is intended to inform and introduce the reader to the Authority's basic financial statements. The basic financial statements are comprised of three individual statements. These statements include:

- The Statement of Net Assets
- The Statement of Revenues, Expense, and Changes in Net Assets
- The Statement of Cash Flows

**The Statement of Net Assets** presents information on the assets and liabilities, with the differences between the two being reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial situation of the Authority is improving or deteriorating. Net Assets is comprised of three individual components:

- *Investment in Capital Assets, Net of Related Debt* consists of capital asset balances net of accumulated depreciation less any outstanding balances of related debt associated with these assets.
- *Restricted Net Assets* consists of assets that are restricted by limitations placed on these assets by an external source or party.
- *Unrestricted Net Assets* consists of net assets that do not meet the definition of the above categories. An unrestricted net asset is basically the amount of funds available for future year appropriations.

**The Statement of Revenues, Expenses, and Changes in Net Assets** reports the operating revenues, operating expenses, non-operating revenues, and non-operating expenses of the Authority for the fiscal year ended March 31, 2011, to determine the change in net assets for the fiscal year.

**The Statement of Cash Flows** reports cash activities for the fiscal year resulting from operating activities, investing activities, non-capital financing activities, and capital and related financing activities. The net result of these activities represents the increase or decrease of the cash equivalent account balance for the year ended March 31, 2011.

## **Financial Highlights**

- The Guthrie Housing Authority's total net assets increased from \$2,599,458 to \$2,791,468, an increase of \$192,010 or 7%. The total assets increased by \$167,971 or 5%.
- The unrestricted net asset balance is listed as \$798,989 at March 31, 2011. This represents a decrease of \$65,023 or 8% from the previous year.
- Total revenues decreased from \$1,552,775 to \$1,206,185, a decrease of \$346,590 or 22%.
- Total expenses decreased by \$12,926 from \$1,027,101 to \$1,014,175 for the current year.

## *Management's Discussion and Analysis - Cont.*

### *Housing Authority Activities & Highlights*

The Housing Authority's overall financial position and operations for the past two years are summarized below based on the information in the current and prior financial statements. The table below lists the asset and liability comparisons for the year ended March 31, 2011, and March 31, 2010.

**Summary Statement of Net Assets**

Category	FYE 2011	FYE 2010	Change \$	Change %
Current Assets	\$ 1,044,650	\$ 1,112,513	\$ (67,863)	-6%
Fixed Assets (Net of Depreciation)	\$ 2,288,237	\$ 2,052,403	\$ 235,834	11%
Total Assets	\$ 3,332,887	\$ 3,164,916	\$ 167,971	5%
Current Liabilities	\$ 87,290	\$ 89,772	\$ (2,482)	-3%
Long Term Liabilities	\$ 454,129	\$ 475,686	\$ (21,557)	-5%
Total Liabilities	\$ 541,419	\$ 565,458	\$ (24,039)	-4%
Unrestricted Net Assets	\$ 798,989	\$ 864,012	\$ (65,023)	-8%
Restricted Net Assets	\$ 162,403	\$ 160,745	\$ 1,658	0%
Investment in Net Fixed Assets	\$ 1,830,076	\$ 1,574,701	\$ 255,375	16%
Total Net Assets	\$ 2,791,468	\$ 2,599,458	\$ 192,010	7%

#### *Current Assets*

Current assets decreased by \$67,863 or 6%. This decrease is primarily due to lower accounts receivable, which decreased from \$88,193 to \$31,349.

#### *Fixed Assets*

Fixed assets increased from \$2,052,403 to \$2,288,237, an increase of \$235,834 from March 31, 2010 to March 31, 2011. This increase is primarily due to the roofing and drainage projects. Further discussion is located in the capital asset section.

#### *Long Term Liabilities*

Long term liabilities decreased from \$475,686 to \$454,129, a decrease of \$21,557 from March 31, 2010 to March 31, 2011. The difference is due to the decrease in the note payable related to the Rural Development program.

#### *Net Assets*

The Authority's total net asset balance increased by \$192,010 from the previous year.

The Authority's unrestricted net assets decreased from \$864,012 to \$798,989, a decrease of \$65,023, or 8% for the current year, while the Authority's restricted net assets increased by \$1,658. The unrestricted net asset account balance is the amount available for future appropriations. This balance is subject to program specific guidelines. Individual program balances are as follows:

#### Unrestricted Net Assets:

Low Rent Housing Program	\$ 751,833
Rural Development Program	32,783
Management Program	<u>14,373</u>
Total	<u>\$ 798,989</u>

## *Management's Discussion and Analysis - Cont.*

### Overview of the Financial Statements-Cont.

Investment in net fixed assets increased by \$255,375 for the current fiscal year. This is due to the addition of the current year's assets and accumulated depreciation.

#### *Restricted Net Assets*

Restricted net assets increased by \$1,658 from \$160,745 to \$162,403 due to higher reserve account balances.

#### *Summary Statement of Revenues & Expenses and Changes in Net Assets Years Ended March 31, 2011 and 2010*

Category	FYE 2011	FYE 2010	Change \$	Change %
Tenant Revenue	\$ 264,714	\$ 232,369	\$ 32,345	14%
HUD Operating Grants	\$ 529,467	\$ 558,959	\$ (29,492)	-5%
Capital Grants	\$ 368,839	\$ 369,795	\$ (956)	0%
Interest Income	\$ 11,402	\$ 8,225	\$ 3,177	39%
Other Revenue	\$ 31,763	\$ 383,427	\$ (351,664)	-92%
Total Revenue	\$ 1,206,185	\$ 1,552,775	\$ (346,590)	-22%
Administration	\$ 289,585	\$ 264,693	\$ 24,892	9%
Tenant Services	\$ 4,351	\$ 3,606	\$ 745	21%
Utilities	\$ 89,873	\$ 89,250	\$ 623	1%
Ordinary Maintenance	\$ 263,717	\$ 242,410	\$ 21,307	9%
General Expense	\$ 97,330	\$ 106,804	\$ (9,474)	-9%
Interest Expense	\$ 38,158	\$ 40,075	\$ (1,917)	-5%
Depreciation	\$ 231,161	\$ 253,521	\$ (22,360)	-9%
Extraordinary Maintenance	\$ -	\$ 1,217	\$ (1,217)	N/A
Casualty Losses	\$ -	\$ 25,525	\$ (25,525)	N/A
Total Expenses	\$ 1,014,175	\$ 1,027,101	\$ (12,926)	-1%
Excess of Revenue over Expenses	\$ 192,010	\$ 525,674	\$ (333,664)	-63%
Net Assets, Beginning of Year	\$ 2,599,458	\$ 2,073,784	\$ 525,674	25%
Net Assets, End of Year	\$ 2,791,468	\$ 2,599,458	\$ 192,010	7%

#### *Results of Operations*

Revenues of the Authority are generated principally from dwelling rents and HUD grants (including Operating and Capital Funds). The Authority's revenue decreased by \$346,590 during the current fiscal year. Significant changes noted between the current and previous fiscal years include:

- Other revenue decreased by \$351,664 from the previous year due to the classification of insurance proceeds accrued in the previous year from storm damage.
- HUD operating grants decreased by \$29,492 primarily due to lower operating subsidy for the Low Rent program. Operating Subsidy decreased from \$434,299 to \$407,121 in the current year.

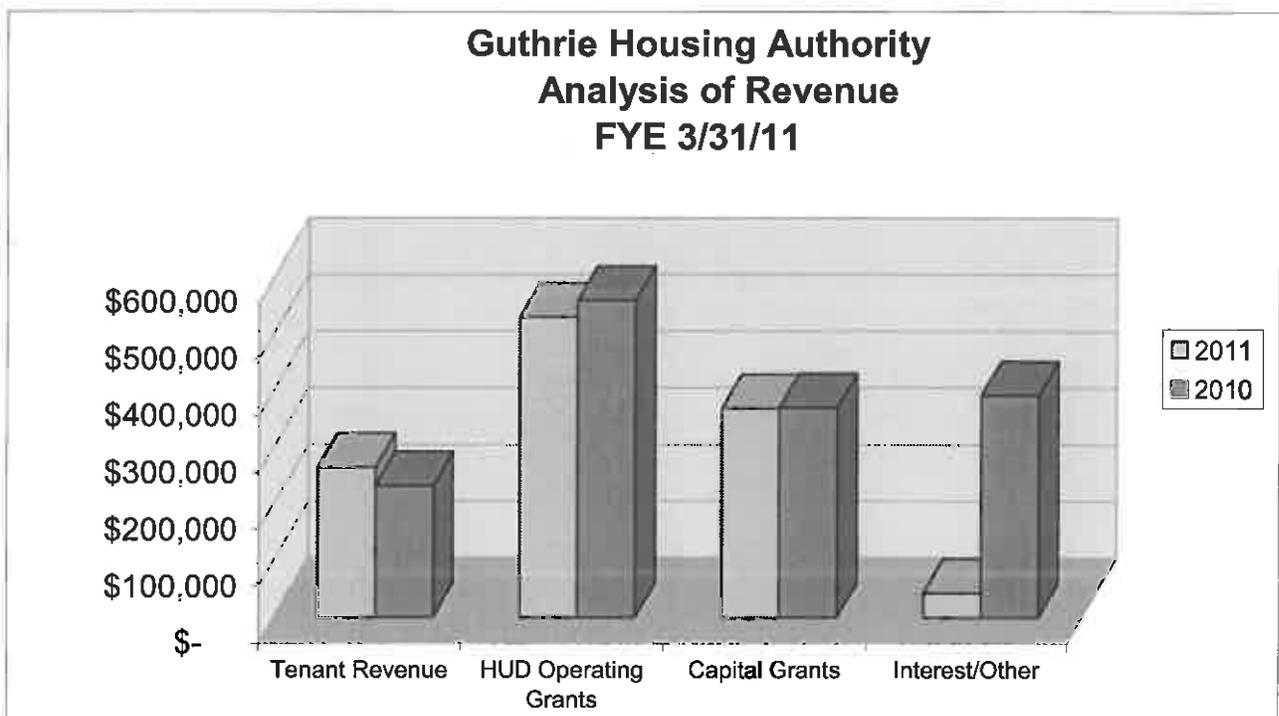
## *Management's Discussion and Analysis - Cont.*

- Tenant revenue increased by 32,345 or 14 % due to higher average rent and higher units leased for both the Low Rent program and the Rural Rental program. Units leased for the Low Rent program increased from 1,561 in the previous year to 1,722 in the current year while the average rent increased from \$148 in the previous year to \$154 in the current year. Units leased for the Rural Rental program increased from 309 in the previous year to 336 while the average rent increased from \$121 in the previous year to \$184 in the current year.

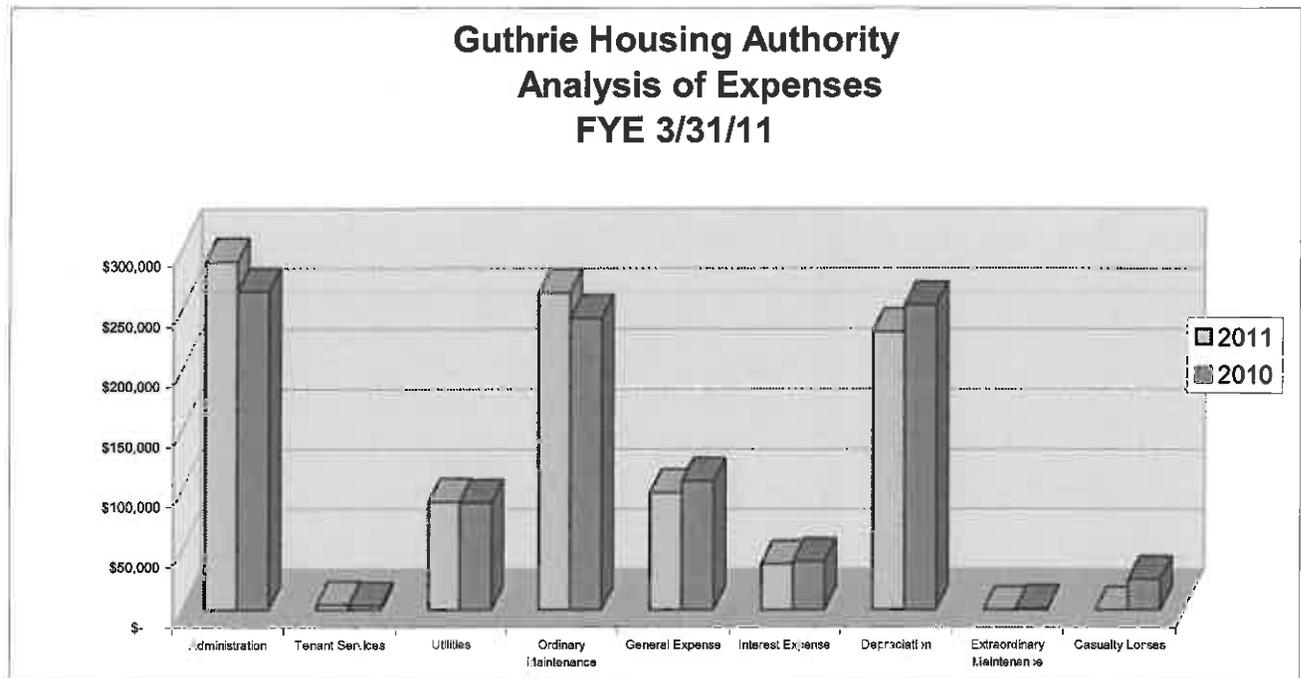
Total expenses decreased by \$12,926. Significant differences between the years include:

- Administration expenses increased by \$24,892 from \$264,963 to \$289,585 primarily due to higher administrative salaries and computer expense. Administrative salaries increased from \$162,911 to \$175,895 in the current year. Computer expense increased from \$8,040 in the previous year to \$12,201 in the current year.
- Maintenance expense increased by \$21,307 primarily due to higher maintenance materials costs. Maintenance materials increased from \$39,456 in the previous year to \$58,069 in the current year.
- General expenses decreased by \$9,474 primarily due to a decrease in compensated absence expense due to employee's taking less leave in the current year than in the previous year.
- Depreciation expense decreased by \$22,360 due to the original cost of the apartment complex becoming fully depreciated in the previous year.

We have provided the following presentations to demonstrate the revenues and expenses by summarized account category:



## *Management's Discussion and Analysis - Cont.*



### *Capital Assets*

As of March 31, 2011, the Guthrie Housing Authority's investment in capital assets was \$1,830,076. This investment includes land, building, and equipment. The principal balance of the notes has been reduced from the cost of the fixed assets in the calculation of investment in capital assets.

Category	FYE 2011	FYE 2010	Change \$	Change %
Land	\$ 133,924	\$ 133,924	\$ -	0%
Buildings	\$ 8,067,747	\$ 6,999,461	\$ 1,068,286	15%
Equipment	\$ 253,302	\$ 236,523	\$ 16,779	7%
Construction in Progress	\$ -	\$ 618,069	\$ (618,069)	0%
Accumulated Depreciation	\$ (6,166,736)	\$ (5,935,574)	\$ (231,162)	4%
<b>Total Net Fixed Assets</b>	<b>\$ 2,288,237</b>	<b>\$ 2,052,403</b>	<b>\$ 235,834</b>	<b>11%</b>

- Additions noted in the building account are due to the completion and capitalization of the roofing and site drainage projects.
- Additions noted to the equipment account are from the purchase of computer equipment and the purchase of a mower.

### *Debt Administration*

The Rural Development Project was financed through notes issued by the Department of Agriculture. The principal amount of these notes decreased by \$17,591 from \$462,568 to \$444,977 for the current year. No additional debt has been incurred during the current fiscal year. Of the \$444,977 note balance \$15,134 is classified as current debt and \$429,843 is classified as long term debt.

The Authority classifies a portion of the employee's leave as long term debt. This is because the Authority does not anticipate paying out the total amount accrued in the upcoming fiscal year. The amount estimated as long term was \$9,152.

## *Management's Discussion and Analysis - Cont.*

### **Subsequent Event**

Our future CFP contracts will include installation of 20 units of energy efficient central heat and air conditioning systems. We also will be completing installation of ceiling fans in all of our Public Housing units, 159. There are no lawsuits or grievances at this time or known about. We are reviewing our staffing and other management expense items to determine where we can create savings to offset the reduced amount of operating subsidy due to the Operating Fund Proration. Additionally we are reviewing our CFP Plan for possible revision due to the reduced amount of CFP funding received.

### **Request for Information**

This financial report is designed to provide a general overview of the Authority's accountability for all those interested.

If you should have additional questions regarding the financial information, you can contact our office in writing at the following address:

Guthrie Housing Authority  
Frank Krusemark, Executive Director  
1524 E. Perkins Ave  
Guthrie, OK 73044-5843

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
STATEMENT OF NET ASSETS

MARCH 31, 2011

	General	Rural Rental	Total
<b>ASSETS</b>			
Current assets			
Cash and cash equivalents	\$ 172,459	\$ 24,273	\$ 196,732
Investments	610,122	6,319	616,441
Investments - restricted	0	90,083	90,083
Accounts receivable net	14,341	15,289	29,630
Interest receivable	1,633	86	1,719
Prepaid items and other assets	6,693	1,565	8,258
Inventory	10,517	1,858	12,375
Restricted assets - cash and cash equivalents	17,092	72,320	89,412
<b>Total Current Assets</b>	<b>832,857</b>	<b>211,793</b>	<b>1,044,650</b>
Capital Assets, net			
Land and other non-depreciated assets	108,933	24,991	133,924
Other capital assets - net of depreciation	1,938,860	215,453	2,154,313
<b>Total Capital Assets, net</b>	<b>2,047,793</b>	<b>240,444</b>	<b>2,288,237</b>
<b>Total Assets</b>	<b>\$ 2,880,650</b>	<b>\$ 452,237</b>	<b>\$ 3,332,887</b>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts payable	\$ 17,092	\$ 663	\$ 17,755
Deferred revenue	3,560	430	3,990
Compensated absences payable	9,540	2,110	11,650
Accrued PILOT	9,923	5,427	15,350
Deposits due others	17,092	6,319	23,411
Current portion of long-term debt	0	15,134	15,134
<b>Total Current Liabilities</b>	<b>57,207</b>	<b>30,083</b>	<b>87,290</b>
Noncurrent Liabilities			
Compensated absences payable	7,494	1,658	9,152
Long-term debt	0	444,977	444,977
<b>Total Liabilities</b>	<b>64,701</b>	<b>476,718</b>	<b>541,419</b>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	2,047,793	(219,667)	1,828,126
Restricted	0	162,403	162,403
Unrestricted	768,156	32,783	800,939
<b>Net Assets</b>	<b>2,815,949</b>	<b>(24,481)</b>	<b>2,791,468</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 2,880,650</b>	<b>\$ 452,237</b>	<b>\$ 3,332,887</b>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN FUND NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2011

	General	Rural Rental	Total
<b>OPERATING REVENUES</b>			
Dwelling rental	\$ 186,392	\$ 35,821	\$ 222,213
Governmental operating grants	434,880	115,746	550,626
Other	48,300	4,805	53,105
<b>Total Operating Revenues</b>	<b>669,572</b>	<b>156,372</b>	<b>825,944</b>
<b>OPERATING EXPENSES</b>			
Administration	260,783	28,802	289,585
Tenant services	4,351	0	4,351
Utilities	87,162	2,711	89,873
Ordinary maintenance & operations	249,246	14,471	263,717
General expenses	77,988	19,342	97,330
Depreciation	205,412	25,750	231,162
<b>Total Operating Expenses</b>	<b>884,942</b>	<b>91,076</b>	<b>976,018</b>
<b>Income (Loss) from Operations</b>	<b>(215,370)</b>	<b>65,296</b>	<b>(150,074)</b>
<b>Non Operating Revenues (Expenses)</b>			
Interest earnings	9,703	1,699	11,402
Interest expense	0	(38,158)	(38,158)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>9,703</b>	<b>(36,459)</b>	<b>(26,756)</b>
<b>Income (Loss) before contribution</b>	<b>(205,667)</b>	<b>28,837</b>	<b>(176,830)</b>
<b>Capital Contribution</b>	<b>368,839</b>	<b>0</b>	<b>368,839</b>
<b>Change in net assets</b>	<b>163,172</b>	<b>28,837</b>	<b>192,009</b>
<b>Total net assets - beginning</b>	<b>2,652,777</b>	<b>(53,318)</b>	<b>2,599,459</b>
<b>Total net assets - ending</b>	<b>\$ 2,815,949</b>	<b>\$ (24,481)</b>	<b>\$ 2,791,468</b>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2011

	General	Rural Rental	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rental receipts	\$ 180,896	\$ 37,288	\$ 218,184
Other receipts	124,774	(284)	124,490
Federal grants	432,935	103,070	536,005
Payments to vendors	(302,474)	(30,177)	(332,651)
Payments to employees – net	(376,845)	(34,155)	(411,000)
Net cash provided (used) by operating activities	59,286	75,742	135,028
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Notes payable payments	0	(17,591)	(17,591)
Purchase of capital equipment	(451,825)	(15,171)	(466,996)
Federal Capital Grants	368,839	0	368,839
Interest paid on bonds payable	0	(41,545)	(41,545)
Net cash provided (used) by capital and related financing activities	(82,986)	(74,307)	(157,293)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest income	8,360	1,718	10,078
Purchase of investments	(8,315)	(1,559)	(9,874)
Net cash provided (used) by investing activities	45	159	204
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(23,655)	1,594	(22,061)
<b>CASH AND CASH EQUIVALENTS</b>			
Beginning of Fiscal Year	213,206	94,999	308,205
<b>CASH AND CASH EQUIVALENTS</b>			
End of Fiscal Year	\$ 189,551	96,593	286,144

Continued

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2011

	General	Rural Rental	Total
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>			
Operating income (loss)	\$ (215,370)	\$ 65,296	\$ (150,074)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation Expense	205,412	25,750	231,162
Provision of uncollectible accounts	(6,648)	2,019	(4,629)
Change in assets and liabilities:			
Receivables	79,940	(17,417)	62,523
Inventories	1,510	1,234	2,744
Prepaid items	(2,721)	(916)	(3,637)
Account payables	(4,721)	(1,343)	(6,064)
Accrued PILOT	473	1,072	1,545
Deferred revenue	895	331	1,226
Deposits due others	516	(284)	232
Net cash provided (used) by operations	<u>\$ 59,286</u>	<u>\$ 75,742</u>	<u>\$ 135,028</u>

Concluded

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

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HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** The accompanying financial statements of the Housing Authority of Guthrie have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**A. REPORTING ENTITY** Housing Authorities are chartered as public corporations under the state laws for the purpose of providing safe and sanitary dwellings accommodations. This creation was contingent upon the local governing body of the city declaring a need for the Housing Authority to function in such city. The Housing Authority is governed by a five member Board of Commissioners. The members, appointed by the Honorable Mayor of Guthrie, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing	159 units
Rural Development	28 units

GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt with HUD approval.

The Housing Authority is a related organization of the City of Guthrie since the City of Guthrie appoints a voting majority of the Housing Authority's governing board. The City of Guthrie is not financially accountable for the Housing Authority as it cannot impose its will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, the City of Guthrie. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the City of Guthrie.

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

- 1) Appointing a voting majority of an organization's governing body, and:
  - a) The ability of the government to impose its will on that organization and/or
  - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.

HOUSING AUTHORITY OF GUTHRIE  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

- 2) Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government.
- 3) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

**B. FUNDS** The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

The transactions of the Housing Authority are reported in a proprietary enterprise fund. The general fund accounts for the transactions of the public housing Low Rent program and the Capital Fund program. The Authority also assists other PHAs. The consulting income and related expenses are also accounted for in the General Fund. The Rural Rental fund accounts for the Rural Development program.

**C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

**PROPRIETARY FUNDS** Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The Housing Authority has elected, pursuant to GASB Statement No. 20, to apply all GASB pronouncements and only FASB pronouncements issued before November 30, 1989.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal ongoing operations. According to the Authority's policy, governmental operating grants are considered operating revenues. The other principal operating revenues of the Housing Authority are rent and maintenance charges to residents and operating fees earned. Operating expenses for proprietary funds include the administrative costs of providing the service and the housing assistance payments to landlords. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

HOUSING AUTHORITY OF GUTHRIE  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

**D. CASH AND CASH EQUIVALENTS** Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits, of less than ninety days, and cash with fiscal agent. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under state law and national banks having their principal offices in the state.

On the Statement of Cash Flows, cash and cash equivalents, end of year, is \$286,144. This is comprised of cash and cash equivalents of \$196,732 and restricted assets – cash of \$89,412, on the statement of net assets.

**E. INVESTMENTS** Investments are limited by the Housing Authority’s investment policy to Certificates of Deposit. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31:

Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

The Housing Authority reported at amortized cost money market investments *participating* interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less.

**Definitions:**

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

**F. REVENUE RECOGNITION** Revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual – that is, when they become *measurable* and *available* to the finance expenditures of the fiscal period. “Available” is determined as collectible within the 12 months of the fiscal year or soon enough thereafter to be used in pay liabilities of the current period.

**G. INVENTORY** All purchased inventory items are valued at cost using the first-in, first-out method. Inventory is recorded using the purchase method. At year end, the amount of inventory is recorded for external financial reporting.

HOUSING AUTHORITY OF GUTHRIE  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

**H. PREPAID ITEMS** Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**I. CAPITAL ASSETS** Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$500. Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	40 years
Building improvements	15 years
Furniture and equipment	3-5 years

**J. DEFERRED REVENUES** The Housing Authority reports deferred revenues on its balance sheet. Deferred revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for deferred revenue is removed from the statement of net assets sheet and the revenue is recognized.

**K. COMPENSATED ABSENCES** The Housing Authority follows adopted Board policy for accumulated annual and sick leave. Employees may accumulate up to 160 hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate. Employees with less than five full years of service, upon separation will not be paid. Employees with five or more years of continuous service who resign or retire will be paid for 10% of this accrued sick leave.

**L. POST EMPLOYMENT BENEFITS** The Authority does not recognize or pay any post employment benefits. Accordingly, Governmental Accounting Standards Board (GASB) Statement Number 45 does not apply.

**M. RESTRICTED NET ASSETS** Net assets are reported as restricted when constraints placed on net asset use are either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

HOUSING AUTHORITY OF GUTHRIE  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

**N. USE OF ESTIMATES** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 – DEPOSITS AND INVESTMENTS** The Housing Authority has reported their investments with a maturity at time of purchase of one year or less at amortized cost. Investments with maturity at time of purchase of greater than one year are presented at fair value at March 31, 2011. Deposits are stated at cost, which approximates fair value.

**Interest Rate Risk:** The Housing Authority's policy does not address interest rate risk.

**Credit Rate Risk:** GASB 40 disclosure of credit rate risk does not apply, since the Authority's only investments are certificates of deposit.

**Custodial Credit Risk:** The Authority's policy requires the financial institution to cover the first \$250,000 of deposits with FDIC coverage. Any excess deposits must be collateralized with securities held by the pledging financial institution, with a fair market value that equals or exceeds the amount of excess deposits.

**Restricted Cash:** \$17,092 is restricted in the General Fund for security deposits. \$72,320 of Rural Rental funds are restricted.

At March 31, 2011, the Housing Authority's carrying amount of deposits was \$992,543 and the bank balance was \$1,023,859, which includes \$706,524 in certificates of deposits classified as investments. Petty cash consists of \$125. Of the bank balance, \$286,224 was exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Housing Authority's name.

**NOTE 3 – ACCOUNTS RECEIVABLE** The receivables at March 31, 2011, are as follows:

<u>Class of Receivables</u>	<u>General</u>	<u>Rural Rental</u>	<u>Total</u>
Local sources:			
Tenants	\$ 3,079	\$ 1,541	\$ 4,620
Other	9,316	0	9,316
Rural Development	0	13,748	13,748
HUD	1,946	0	1,946
<b>Total</b>	<b>\$ 14,341</b>	<b>\$ 15,289</b>	<b>\$ 29,630</b>

The tenants account receivable is net of an allowance for doubtful accounts of \$4,500.

HOUSING AUTHORITY OF GUTHRIE  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

**NOTE 4 – CAPITAL ASSETS** The changes in capital assets are as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Non-depreciable assets				
Land and buildings	\$ 133,924	\$ 0	\$ 0	\$ 133,924
Construction in progress	618,069	0	618,069	0
Depreciable assets:				
Buildings	6,999,461	1,068,286	0	8,067,747
Furniture and equipment	236,522	16,779	0	253,301
Total capital assets	7,987,976	1,085,065	618,069	8,454,972
Less: accumulated depreciation				
Buildings	5,753,633	210,272	0	5,963,905
Furniture and equipment	181,940	20,890	0	202,830
Total accumulated depreciation	5,935,573	231,162	0	6,166,735
Total capital assets, net	\$ 2,052,403	\$ 853,903	\$ 618,069	\$ 2,288,237

**NOTE 5 – ACCOUNTS PAYABLE** The payables at March 31, 2011 are as follows:

	General	Rural Rental	Total
Vendors	\$ 4,653	\$ 564	\$ 5,217
Payroll taxes & Retirement withheld	5,169	57	5,226
Utilities	7,270	42	7,312
Total	\$ 17,092	\$ 663	\$ 17,755

**NOTE 6 – COMPENSATED ABSENCES** At March 31, 2011, employees of the Housing Authority have accumulated and vested \$20,802 of employee leave computed in accordance with GASB, Codification Section C60.

HOUSING AUTHORITY OF GUTHRIE  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

**NOTE 7 – LONG-TERM OBLIGATIONS** Transactions for the year ended March 31, 2011 are summarized as follows:

	Balance 4-1-10	Additions	Reductions	Balance 3-31-11	Due Within One Year
	\$				
USDA-RD note payable	477,702	0	17,591	460,111	15,134
Compensated absences	26,830	18,019	24,047	20,802	11,650
Total	\$ 504,532	18,019	41,638	480,913	26,784

The USDA–RD note are payable in monthly installments of \$4,549 including principal and interest, and bears interest of 8.25%. All land and structures of the USDA–RD project serve as collateral. The net depreciated cost at March 31, 2011 is \$240,444. An amortization schedule is not presented, due to fluctuations in principal and interest subsidies provided by USDA–RD.

**NOTE 8 – RETIREMENT SYSTEM** The Housing Authority participates in the Housing Renewal and Local Agency Retirement Plan, which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan after completion of a probationary period of six months.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Each participant in the plan is required to make a monthly contribution equal to 6% of his effective compensation, and may make additional contributions. The employer is required to make monthly contributions equal to 6% of each participant’s effective compensation.

The Housing Authority’s contribution for each employee and income allocated to the employee’s account is fully vested after five years of continuous service. The Housing Authority’s contributions and interest forfeited by employees who leave employment before one year of service are used to offset future contributions of the Housing Authority.

The Housing Authority has the right to establish or amend retirement plan provisions. The Housing Authority’s Joinder Agreement with the Housing Renewal and Local Agency Retirement Plan may be amended or modified by Board Resolution. Amendment of the Joinder Agreement is limited to provisions affecting plan specifications.

The Housing Authority made the required contributions of \$20,073 for the year ended March 31, 2011, of which \$10,023 was paid by the Housing Authority and \$10,050 was paid by employees. No payments were made out of the forfeiture account.

HOUSING AUTHORITY OF GUTHRIE  
NOTES TO THE BASIC FINANCIAL STATEMENTS

MARCH 31, 2011

**NOTE 9 – COMMITMENTS AND CONTINGENCIES**

**Litigation** The Housing Authority is not presently involved in litigation.

**Grant Disallowances** The Housing Authority participates in a number of federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Housing Authority management believes that the amount of disallowance, if any, which may arise from future audits will not be material.

**Construction Projects** There are certain renovation or construction projects in progress at March 31, 2011. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

**Risk Management** The Housing Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Housing Authority carries commercial insurance.

The entity transfer risk of loss by contracting with the Housing Authority Risk Retention Group, a mutual insurance carrier governed under Vermont state laws, for all major categories of exposed risk.

This includes coverage of property, general liability, and public official's liability. Their contract obligates the mutual carrier to meet settlements up to the maximum coverage, after the PHA's premiums and deductions are met.

The policies of the Housing Authority Risk Retention Group do not include a stipulation for assessment, which would expose the entity to additional liability. If the mutual carrier was unable to meet its obligations, the risk to the participating entity would be that only its own claim would be unpaid.

Coverage has not significantly changed from the previous year and settlements for each of the past three years have not exceeded insurance coverage.

**NOTE 10 – ECONOMIC DEPENDENCE** The Department of Housing and Urban Development provided \$919,465 to the Housing Authority, which represents approximately 76% of the Housing Authority's total revenue and capital contributions for the year.

**NOTE 11 - SUBSEQUENT EVENTS** Management has evaluated events and transactions subsequent to the statement of net assets sheet date through the date of the independent auditor's report (the date the financial statements were available to be issued) for potential recognition or disclosure in the financial statements. Management has not identified any items requiring recognition or disclosure.

**MIKE ESTES, P.C.**  
A PROFESSIONAL ACCOUNTING CORPORATION  
4200 AIRPORT FREEWAY – SUITE 100  
FORT WORTH, TEXAS 76117

MIKE ESTES, CPA

(817) 831-3553  
(817) 831-3560  
e-mail: [office@mikeestepc.com](mailto:office@mikeestepc.com)  
website: [mikeestepc.com](http://mikeestepc.com)

MEMBER OF THE  
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ACCOUNTANTS  
and the  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards*

Housing Authority of Guthrie  
Guthrie, Oklahoma

We have audited the accompanying basic financial statements of each major fund of the Housing Oklahoma, as of and for the year ended March 31, 2011, and have issued our report thereon dated December 14, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Housing Authority of the City of Guthrie, Oklahoma's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Guthrie, Oklahoma's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Guthrie, Oklahoma's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Guthrie, Oklahoma's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Board of Commissioners, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Mike Estes, P.C.  
Fort Worth, Texas  
December 14, 2011

**MIKE ESTES, P.C.**  
A PROFESSIONAL ACCOUNTING CORPORATION  
4200 AIRPORT FREEWAY – SUITE 100  
FORT WORTH, TEXAS 76117

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AICPA GOVERNMENTAL  
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MIKE ESTES, CPA

(817) 831-3553  
(817) 831-3560  
e-mail: [office@mikeestepc.com](mailto:office@mikeestepc.com)  
website: [mikeestepc.com](http://mikeestepc.com)

Report on Compliance with Requirements That Could Have a Direct  
and Material Effect on Each Major Program and on Internal Control  
Over Compliance in Accordance With OMB Circular A-133

Independent Auditor's Report

Housing Authority of Guthrie  
Guthrie, Oklahoma

**Compliance**

We have audited the Housing Authority of the City of Guthrie, Oklahoma compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Housing Authority of the City of Guthrie, Oklahoma's major federal programs for the year ended March 31, 2011. The Housing Authority of the City of Guthrie, Oklahoma's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Housing Authority of the City of Guthrie, Oklahoma's management. Our responsibility is to express an opinion on the Housing Authority of the City of Guthrie, Oklahoma's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of the City of Guthrie, Oklahoma's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Housing Authority of the City of Guthrie, Oklahoma's compliance with those requirements.

In our opinion, the Housing Authority of the City of Guthrie, Oklahoma complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2011.

### **Internal Control Over Compliance**

Management of the Housing Authority of the City of Guthrie, Oklahoma is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Housing Authority of the City of Guthrie, Oklahoma's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Guthrie, Oklahoma's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the Board of Commissioners, others within the entity, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Mike Estes, P.C.  
Fort Worth, Texas  
December 14, 2011

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED MARCH 31, 2011

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs:		
Low-Income Housing Operating Subsidy	14.850a	\$ 407,121
Capital Fund Cluster		
Capital Fund Program	14.872	231,649
American Recovery and Reinvestment Act	14.885	164,949
Total Capital Fund Cluster		<u>396,598</u>
Section 8 HAP – New Construction	14.182	<u>115,746</u>
Total United States Department of Housing and Urban Development		<u>\$ 919,465</u>
Total Expenditures of Federal Awards		<u><u>\$ 919,465</u></u>

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED MARCH 31, 2011

**NOTE 1 – GENERAL** The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of the Housing Authority of the City of Guthrie, Oklahoma (the “Housing Authority”). The Housing Authority reporting entity is defined in NOTE 1(A) to the Housing Authority’s basic financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through other government agencies, are included on the schedule.

**NOTE 2 – BASIS OF ACCOUNTING** The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in NOTE 1(C) to the Housing Authority’s basic financial statements.

**NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS** Federal awards revenues are reported in the Housing Authority’s basic financial statements as follows:

	<u>Federal Sources</u>
Enterprise funds:	
Governmental operating grants	\$ 550,626
Capital contributions	<u>368,839</u>
Total	<u>\$ 919,465</u>

**NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS** Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED MARCH 31, 2011

**Section I – Summary of the Auditor’s Results**

**Financial Statement Audit**

1. Type of Auditor’s Report Issued on Financial Statements – Unqualified.
2. Internal Control Over Financial Reporting:
  - a. Material weakness(es) identified? \_\_\_\_\_ yes ✓ no
  - b. Significant deficiency(ies) identified? \_\_\_\_\_ yes ✓ none reported
3. Noncompliance material to financial statements noted? \_\_\_\_\_ yes ✓ no

**Audit of Federal Awards**

1. Internal Control Over Major Programs:
  - a. Material weakness(es) identified? \_\_\_\_\_ yes ✓ no
  - b. Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes ✓ none reported
2. Type of Auditor’s Report Issued on Compliance For Major Programs – Unqualified.
3. Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? \_\_\_\_\_ yes ✓ no
4. The programs tested as major programs include:  

CFDA# 14.872	Capital Fund
CFDA# 14.885	American Recovery and Reinvestment Act
5. Dollar threshold used to distinguish between Type A and Type B Programs: \$ 300,000
6. Auditee qualified as low-risk auditee? ✓ yes \_\_\_\_\_ no

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED MARCH 31, 2011

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

There are no audit findings.

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED MARCH 31, 2011

**Section III – Findings and questioned costs for federal awards which are required to be reported under OMB Circular No. A-133 Section .510 (a):**

There are no audit findings.

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
CORRECTIVE ACTION PLAN

YEAR ENDED MARCH 31, 2011

There are no audit findings.

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED MARCH 31, 2011

**The following prior audit findings were required to be reported under OMB Circular No. A-133, Section 510(a) (for the major program) for the prior year:**

There were no prior audit findings.

**SUPPLEMENTARY INFORMATION**

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
STATEMENT AND CERTIFICATION OF ACTUAL MODERNIZATION COST  
ANNUAL CONTRIBUTION CONTRACT

YEAR ENDED MARCH 31, 2011

		2007 Capital Fund
Funds approved	\$	194,241
Funds expended		194,241
Excess of funds approved	\$	<u>0</u>
Funds advanced	\$	194,241
Funds expended		194,241
Excess (Deficiency) of funds advanced	\$	<u>0</u>

1. The Actual Modernization Costs are as follows:
2. The distribution of costs by project as shown on the Final Statement of Modernization Costs dated June 25, 2010 accompanying the Actual Modernization Costs Certificate submitted to HUD for approval is in agreement with the PHA's records.
3. All modernization costs have been paid and all related liabilities have been discharged through payment.

See accountant's report

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED MARCH 31, 2011

CASH BASIS

	2008 Capital Fund	2009 Capital Fund	2009 Capital Fund Recovery Grant
Funds approved	\$ 193,575	\$ 245,027	\$ 245,027
Funds expended	180,098	167,753	245,027
Excess of funds approved	<u>\$ 13,477</u>	<u>\$ 77,274</u>	<u>\$ 0</u>
Funds advanced	\$ 180,098	\$ 165,807	\$ 245,027
Funds expended	180,098	167,753	245,027
Excess (Deficiency) of funds advanced	<u>\$ 0</u>	<u>\$ (1,946)</u>	<u>\$ 0</u>

See accountant's report

FHA Development No. 42-042-730759656-014  
Required Information

**MIKE ESTES, P.C.**  
**A PROFESSIONAL ACCOUNTING CORPORATION**  
4200 AIRPORT FREEWAY – SUITE 100  
FORT WORTH, TEXAS 76117

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MIKE ESTES, CPA

(817) 831-3553  
(817) 831-3560  
*e-mail: office@mikeestespc.com*  
*website: mikeestespc.com*

MEMBER OF THE  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC  
ACCOUNTANTS  
*and the*  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES

Board of Commissioners  
Housing Authority of the City of Guthrie  
Guthrie, Oklahoma

And

United States Department of Agriculture  
Rural Development  
Servicing Office  
Oklahoma City, OK

We have performed the procedures enumerated below, which were agreed to by Rural Development and the owner of Oak Park Addition, Guthrie, Oklahoma and the project's financial accounts, solely to assist those parties in evaluating the accompanying Form RD 3560-10, Borrower Housing Balance Sheet, Form RD 3560-7, Multiple Family Housing Project Budget ("Financial Reports") and Supporting Documentation are prepared by the Borrower in accordance with the criteria specified in RD Regulations contained in 7 CFR 3560 section 303(b) and section 306, in accordance with determinations noted in Attachment 4-D of RD Handbook HB-2-3560, for the year ended March 31, 2011. The owner is responsible for presentation of the financial reports. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of Rural Development and the owner. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We examined selected receipts, invoices, and cancelled checks that support administrative; and operating and maintenance expenses presented on Form RD 3560-7. Part II, line items 1 – 10 and 19 – 32 to determine they were incurred as part of the ongoing operations of the project. We selected representative sample of invoices and supporting documentation, based on sample size determined by RD in Attachment 4-D of RD Handbook HB-2-3560, for expenses included in Lines 1 – 10 and 19 – 32 of Form RD 3560-7 and determined that the services were eligible expenses, in accordance with Attachment 4-A of HB-2-3560, and the shipping address agreed to the project address. In addition, we examined a sample of expenditures with the vendors invoice to determine if the amounts paid agreed with the vendor's invoice/statement.

**Findings:** No discrepancies were noted during the examination of the sample of expenditures.

2. We confirmed the balance of the replacement reserve presented on Form RD 3560-7, Part III, and confirmed that no amounts were encumbered by the financial institution that holds the accounts. We determined that all balances are within the FDIC insurance limits. We determined number of reserve account withdrawals from the original bank statements and compared the withdrawals to the amounts approved by Rural Development on Form RD 3560-12. We compared the invoices and cancelled checks to the approved withdrawals from Rural Development.

**Findings:** The balance reported by the financial institution agreed to the project's bank reconciliation and no encumbrances were noted. All withdrawals were paid to the vendors approved by Rural Development on Form RD 3560-12.

3. We did not identify any Identify of Interest.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the financial reports and supporting documentation of Oak Park Addition of Guthrie, Oklahoma. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Commissioners, management, and Rural Development and is not intended to be and should not be used by anyone other than these specified parties.

December 14, 2011  
Fort Worth, Texas

December 14, 2011

USDA Rural Development Office  
Oklahoma City, Oklahoma

In accordance with the criteria specified in Section 5; Paragraph 4.32 C. of the USDA Rural Development Handbook (HB-2-3560) for the year ended March 31, 2011, the borrower must self-certify that the Housing Authority of Guthrie, Oklahoma, Rural Development is in compliance with the nine performance standards. The following is a summary of our compliance with the performance standards.

1. The required accounts are properly maintained and tracked separately. The accounts we maintain are marked below:

<input checked="" type="checkbox"/> Operating Accounts(s)	<input checked="" type="checkbox"/> Security Deposit Account
<input checked="" type="checkbox"/> Tax & Insurance Account	<input checked="" type="checkbox"/> Reserve Account
<input checked="" type="checkbox"/> Other Accounts: <u>Certificate of Deposit</u>	

2. The payments from operating accounts are disclosed and accurately represented.
3. The reserve account:
  - a. Is on schedule with the Agency required minimum funding requirements;
  - b. Is maintained in a supervised bank account that requires the Agency's countersignature on all withdrawals;
  - c. Is on schedule with contributions to the reserve account for the current year with the Agency required minimum funding; and
  - d. Has no encumbrances on the reserve funds
4. The tenant security deposits account is fully funded and is maintained in a separate account.
5. The payment of owner return was:

Paid in the amount of \$\_\_\_\_\_ for 20\_\_ fiscal year and was (was not) in accordance with the Agency's requirements OR

Not paid during the reporting year OR

not allowable due to our nonprofit status OR

not allowable due to our nonprofit status. However, an asset management fee in the amount of \$\_\_\_\_\_ was paid for 20\_\_ fiscal year.

6. The borrower has maintained proper insurance in accordance with the requirement in 7 CFR 3560.105. Coverage maintained for the Housing Authority of Guthrie, Oklahoma, Rural Development is as follows:

<input checked="" type="checkbox"/> Liability Insurance	<input type="checkbox"/> Flood Insurance
<input checked="" type="checkbox"/> Property Insurance	<input type="checkbox"/> Earthquake Insurance
<input checked="" type="checkbox"/> Fidelity Bond	<input type="checkbox"/> Other: _____

7. All financial records are adequate and suitable for examination.
8. There have been no changes in the ownership of the Housing Authority of Guthrie, Oklahoma, Rural Development, other than those approved by the Agency and identified in the certification. For non-profit borrowers: The Board of Commissioners is active and maintains oversight responsibilities for the project.
9. The real estate taxes (property taxes) are paid in accordance with state and/or local requirements. As of March 31, 2011 there are no delinquent real estate taxes (property taxes).

I certify that the above is true, accurate and is properly supported by documentation kept in our files.

Frank Krusemark, Executive Director

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**MULTI-FAMILY HOUSING  
BORROWER BALANCE SHEET  
PART I - BALANCE SHEET**

PROJECT NAME Oak Park Addition	BORROWER NAME Guthrie Housing Authority	BORROWER ID AND PROJECT NO. 43-42-133-1979
-----------------------------------	--	---

	CURRENT YEAR 4/1/2010 3/31/2011	PRIOR YEAR 4/1/2009 3/31/2010	COMMENTS
--	---------------------------------------	-------------------------------------	----------

**ASSETS**

**CURRENT ASSETS**

	CURRENT YEAR	PRIOR YEAR	COMMENTS
1. GENERAL OPERATING ACCOUNT	24,271.15	23,493.42	
2. R.E. TAX & INSURANCE ACCOUNT	-	-	
3. RESERVE ACCOUNT	162,403.09	160,745.79	
4. SECURITY DEPOSIT ACCOUNT	6,319.00	5,603.00	
5. OTHER CASH ( <i>identify</i> )	-	-	
6. OTHER ( <i>Deferred Charges</i> )	593.17		
7. ACCOUNTS RECEIVABLE ( <i>Attach list</i> )	17,433.00	16.00	
A/R 0-30 Days	13,869.00		
A/R 30-6- Days			
A/R 60-90 Days			
A/R Over 90 Days	3,564.00		
8. LESS: ALLOWANCE FOR DOUBTFUL ACCOUNTS	(2,144.45)	(2.40)	
9. INVENTORIES ( <i>supplies</i> )	1,858.55	2,968.86	
10. PREPAYMENTS                      prepaid insurance	971.95	648.83	
11. <u>Accrued Interest Receivable</u>	86.40	104.76	
12. TOTAL CURRENT ASSETS ( <i>Add 1 thru 11</i> )	211,791.86	193,578.26	

**FIXED ASSETS**

13. LAND	24,991.00	24,991.00	
14. BUILDINGS	875,577.40	847,669.02	
15. LESS: ACCUMULATED DEPRECIATION	(661,281.89)	(635,791.66)	
16. FURNITURE & EQUIPMENT	1,417.50	-	
17. LESS: ACCUMULATED DEPRECIATION	(259.88)	-	
18. <u>Construction in Progress</u>	-	14,155.38	
19. TOTAL FIXED ASSETS ( <i>Add 13 thru 18</i> )	240,444.13	251,023.74	

**OTHER ASSETS**

20. _____			
21. TOTAL ASSETS ( <i>Add 12, 19, and 20</i> )	452,235.99	444,602.00	

**LIABILITIES AND OWNERS EQUITY**

**CURRENT LIABILITIES**

22. ACCOUNTS PAYABLE ( <i>Attach list</i> )	8,629.52	10,817.00	
A/P 0-30 Days	8,629.52		
A/P 30-6- Days			
A/P 60-90 Days			
A/P Over 90 Days			
23. NOTES PAYABLE ( <i>Attach list</i> )	15,134.00	15,134.00	
24. SECURITY DEPOSITS	6,319.00	6,603.00	
25. TOTAL CURRENT LIABILITIES ( <i>Add 22 thru 24</i> )	30,082.52	32,554.00	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**LONG-TERM LIABILITIES**

26. NOTES PAYABLE RURAL DEVELOPMENT	444,976.67	462,568.00
27. OTHER ( <i>Identify</i> ) <u>Compensated absences</u>	1,658.00	2,798.00
28. TOTAL LONG-TERM LIABILITIES ( <i>Add 26 and 27</i> )	446,634.67	465,366.00
29. TOTAL LIABILITIES ( <i>Add 25 and 28</i> )	476,717.19	497,920.00
30. OWNER'S EQUITY (Net Worth) ( <i>21 minus 29</i> )	(24,481.20)	(53,318.00)
31. TOTAL LIABILITIES AND OWNER'S EQUITY ( <i>Add 29 and 30</i> )	452,235.99	444,602.00

**Warning:** Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Borrower or Borrower's Representative)

\_\_\_\_\_  
(Title)

**PART II - VERIFICATION OF REVIEW**

I/We have reviewed the borrower's records. The accompanying balance sheet, and statements of actual budget and income on Form RD 1930-7, is a fair presentation of the borrower's records.

I/We certify that no identity of interest exists between me/us and any individual or organization doing business with the project or borrower.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Address)

HOUSING AUTHORITY OF GUTHRIE  
ACCOUNTS PAYABLE

YEAR ENDED MARCH 31, 2011

Guthrie HA  
3/31/2011  
Accounts Payable

Vendors & Contractors	564.14
Wages Payable	57.13
Other Accrued Liabilities	42.21
PILOT	5,426.83
Employee Leave	2,109.21
Prepaid Rent	430.00
	<u>8,629.52</u>

**Position 3**  
**MULTIPLE FAMILY HOUSING PROJECT BUDGET/  
UTILITY ALLOWANCE**

<b>PROJECT NAME</b> Oak Park Addition		<b>BORROWER NAME</b> Guthrie Housing Authority		<b>BORROWER ID &amp; PROJECT NO.</b> 43-42-133-1979	
<b>Loan/Transfer Amount \$</b>		<b>Note Rate Payment \$</b>		<b>IC Payment \$</b>	
<b>Reporting Period</b>	<b>Budget Type</b>	<b>Project Rental Type</b>	<b>Profit type</b>	The following utilities are master metered:	
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Regular Report <input type="checkbox"/> Rent Charge <input type="checkbox"/> SMR <input type="checkbox"/> Other Servicing	<input type="checkbox"/> Family <input type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input checked="" type="checkbox"/> Mixed <input type="checkbox"/> LH	<input type="checkbox"/> Full Profit <input type="checkbox"/> Limited Profit <input checked="" type="checkbox"/> Non-Profit	Elect. ___ Gas ___ Water ___ Sewer ___ Trash ___ Other ___	
				I hereby request ___ units of RA. Current number of RA units ___	
				Borrower Accounting Method ___ Cash <input checked="" type="checkbox"/> Accrual	

**PART I - CASH FLOW STATEMENT**

	<b>CURRENT BUDGET</b>	<b>Actual</b>	<b>PROPOSED BUDGET</b>	<b>COMMENTS or (YTD)</b>
BEGINNING DATES ->	4/1/2010	4/1/2010	4/1/2011	( - - )
ENDING DATES ->	3/31/2011	3/31/2011	3/31/2012	( - - )
<b>OPERATIONAL CASH SOURCES</b>				
1. RENTAL INCOME	159,936	35,821.00	159,936.00	
2. RHS RENTAL ASSISTANCE RECEIVED		115,746.00		
3. APPLICATION FEES RECEIVED				
4. LAUNDRY AND VENDING			-	
5. INTEREST INCOME	1,040	1,699.00	1,000.00	
6. TENANT CHARGES	400	4,805.30	3,000.00	
7. OTHER - PROJECT SOURCES			-	
8. LESS (Vacancy and Contingency Allowance)	8,000		8,000.00	
9. LESS (Agency Approved Incentive Allowance)				
10. <b>SUB-TOTAL</b> [(1 thru 7) - (8 & 9)]	153,376	158,071.30	155,936	
<b>NON-OPERATIONAL CASH SOURCES</b>				
11. CASH - NON PROJECT				
12. AUTHORIZED LOAN (Non-RHS)				
13. TRANSFER FROM RESERVE	11,050	-	-	
14. <b>SUB-TOTAL</b> (11 thru 13)	11,050	-	-	
15. <b>TOTAL CASH SOURCES</b> (10 + 14)	164,426	158,071.30	155,936	
<b>OPERATIONAL CASH USES</b>				
16. TOTAL O&M EXPENSES (From Part II)	89,280	80,497.13	70,880	
17. RHS DEBT PAYMENT	54,588	38,158.00	54,588	
18. RHS PAYMENT (Overage)				
19. RHS PAYMENT (Late Fee)				
20. REDUCTION IN PRIOR YEAR PAYABLES				
21. TENANT UTILITY PAYMENTS				
22. TRANSFER TO RESERVE	-	1,657.30	-	interest
23. RETURN TO OWNER/NP ASSET MANAGEMENT FEE				
24. <b>SUB-TOTAL</b> (16 thru 23)	143,868	120,312.43	125,468	
<b>NON-OPERATIONAL CASH USES</b>				
25. AUTHORIZED DEBT PAYMENT (Non-RHS)				
26. ANNUAL CAPITAL BUDGET (From Part III, Lines 4-6)	11,050	-	-	
27. MISCELLANEOUS				
28. <b>SUB-TOTAL</b> (25 thru 27)	11,050	-	-	
29. <b>TOTAL CASH USES</b> (24+28)	154,918	120,312.43	125,468	
30. <b>NET CASH (DEFICIT)</b> (15 - 29)	9,508	37,758.87	30,468	
<b>CASH BALANCE</b>				
31. BEGINNING CASH BALANCE	63,994	23,493.42	73,502	
32. ACCRUAL TO CASH ADJUSTMENT		(36,981.14)		
33. <b>ENDING CASH BALANCE</b> (30+31+32)	73,502	24,271.15	103,970	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control

**PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE**

	CURRENT BUDGET	Actual	PROPOSED BUDGET	COMMENTS or (YTD)
1. MAINTENANCE & REPAIRS PAYROLL	23,380	4,888.85	9,000.00	
2. MAINTENANCE & REPAIRS SUPPLY	12,900	4,639.38	4,000.00	
3. MAINTENANCE & REPAIRS CONTRACT	840	2,425.24	300.00	
4. PAINTING AND DECORATING	100		3,200.00	
5. SNOW REMOVAL				
6. ELEVATOR MAINTENANCE CONTRACT				
7. GROUNDS	-		-	
8. SERVICES	920		400.00	
9. ANNUAL CAPITAL BUDGET <i>(From Part V-Operating)</i>	-	15,170.50	-	
10. OTHER OPERATING EXPENSES <i>(Itemize)</i>		-		
11. <b>SUB-TOTAL MAINTENANCE &amp; OPERATING (1 thru 10)</b>	38,140	27,123.97	16,900	
12. ELECTRICITY	900	1,830.36	2,000.00	
13. WATER	200	44.47	200.00	
14. SEWER	220	116.80	100.00	
15. FUEL <i>(Oil/Coal/Gas)</i>	500	720.12	550.00	
16. GARBAGE & TRASH REMOVAL	200	174.97	100.00	
17. OTHER UTILITIES	-			
18. <b>SUB-TOTAL UTILITIES (12-17)</b>	2,020	2,886.72	2,950	
19. SITE MANAGEMENT PAYROLL	19,620	7,110.41	7,300.00	
20. MANAGEMENT FEE		13,269.26	13,700.00	
21. PROJECT AUDITING EXPENSE	1,180	1,320.00	1,180.00	
22. PROJECT BOOKKEEPING/ACCOUNTING	660	378.39	720.00	
23. LEGAL EXPENSES	-	1.55	-	
24. ADVERTISING	160	229.69	300.00	
25. TELEPHONE & ANSWERING SERVICE	920	514.37	500.00	
26. OFFICE SUPPLIES	980	1,080.38	850.00	
27. OFFICE FURNITURE & EQUIPMENT	-			
28. TRAINING EXPENSE	350	247.00	100.00	
29. HEALTH INSURANCE & OTHER EMPLOYEE BENEFITS	7,550	7,221.01	7,500.00	
30. PAYROLL TAXES	3,290	543.95	1,220.00	
31. WORKMAN'S COMPENSATION	1,140	1,020.47	1,100.00	
32. OTHER ADMINISTRATIVE EXPENSES <i>(Itemize)</i>	1,500	5,225.77	3,000.00	
33. <b>SUBTOTAL ADMINISTRATIVE (19 thru 32)</b>	37,350	38,162.25	37,470	
34. REAL ESTATE TAXES	4,200	5,426.83	5,460.00	
35. SPECIAL ASSESSMENTS				
36. OTHER TAXES, LICENSES & PERMITS				
37. PROPERTY & LIABILITY INSURANCE	6,450	5,492.45	6,000.00	
38. FIDELITY COVERAGE INSURANCE	120	256.76	400.00	
39. OTHER INSURANCE	1,000	1,148.15	1,700.00	
40. <b>SUBTOTAL TAXES &amp; INSURANCE (34 thru 39)</b>	11,770	12,324	13,560	
41. <b>TOTAL O&amp;M EXPENSES (11+18+33+40)</b>	89,280	80,497.13	70,880	

**PART III - ACCOUNT BUDGETING / STATUS**

	CURRENT BUDGET	Actual	PROPOSED BUDGET	COMMENTS or (YTD)
<b>RESERVE ACCOUNT:</b>				
1. BEGINNING BALANCE	63,994	160,745.79	95,000.00	
2. TRANSFER TO RESERVE		1,657.30	-	
TRANSFER FROM RESERVE	-		-	
3. OPERATING DEFICIT	-		-	
4. ANNUAL CAPITAL BUDGET <i>(Part V - Reserve)</i>	(11,050)	-	-	
5. EQUIPMENT REPAIR & REPLACEMENT				
6. OTHER NON-OPERATING EXPENSES				
7. TOTAL <i>(3 thru 6)</i>	(11,050)	-	-	
8. ENDING BALANCE <i>[(1+2)-7]</i>	75,044	162,403.09	95,000	

**GENERAL OPERATING ACCOUNT:\***

BEGINNING BALANCE	23,493.42	
ENDING BALANCE	24,271.15	

**REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNT:\***

BEGINNING BALANCE		
ENDING BALANCE		

**TENANT SECURITY DEPOSIT ACCOUNT:\***

BEGINNING BALANCE	5,603.00	
ENDING BALANCE	6,319.00	

*(\* Complete upon submission of actual expenses.)*

Number of Applicants on the waiting list		Reserve Acct. Req. Balance	
Number of Applicants needing RA		Amount Ahead/Behind	



**Part VI - SIGNATURES, DATES AND COMMENTS**

**Warning:** Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(Signature of Borrower or Borrower's Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
AGENCY APPROVAL (*Rural Development Approval Official*):

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
COMMENTS:

**Part V- ANNUAL CAPITAL BUDGET**

		Proposed Number of Units/Items	Proposed from Reserve	Actual from Reserve	Proposed from Operating	Actual from Operating	Actual Total Cost	Total Actual Units/Items
<b>Appliances:</b>	Range							
	Refrigerator							
	Range Hood							
	Washers & Dryers							
	Other							
<b>Carpet and Vinyl:</b>	1 BR							
	2BR							
	3 BR							
	4 BR							
	Other							
<b>Cabinets:</b>	Kitchens							
	Bathrooms							
	Other							
<b>Doors:</b>	Exterior							
	Interior							
	Other							
<b>Window Coverings:</b>	List							
	Other							
<b>Heating &amp; Air Conditioning :</b>	Heating							
	Air Conditioning							
	Other							
<b>Plumbing:</b>	Water Heater							
	Bath Sinks							
	Kitchen Sinks							
	Faucets							
	Toilets							
	Other							
<b>Major Electrical:</b>	List							
	Other							
<b>Structures:</b>	Windows							
	Screens							
	Walls							
	Roofing							
	Siding							
	Exterior Painting							
	Other							
<b>Paving</b>	Asphalt							
	Concrete							
	Seal & Stripe							
	Other							
<b>Landscape &amp; Grounds:</b>	Landscaping							
	Lawn Equipment							
	Fencing							
	Recreation Area							
	Signs Other							
<b>Accessibility Features:</b>	List							
	Other							
<b>Automation Equip.:</b>	Site Management					1,417.50		
	Common Area							
	Other							
<b>Other:</b>	Drainage					13,753.00		
	List							
	List							
<b>TOTAL CAPITAL EXPENSES:</b>			0	0	0	15,170.50	0	0

HOUSING AUTHORITY OF GUTHRIE  
OTHER ADMINISTRATIVE EXPENSES

YEAR ENDED MARCH 31, 2011

**Other Administrative Expenses**

Publications	\$	59.25
Computer	\$	1,080.69
Dues	\$	121.50
Sundry	\$	<u>3,964.33</u>
	\$	<u>5,225.77</u>

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULE

YEAR ENDED MARCH 31, 2011

**Entity Wide Balance Sheet Summary**

	Project Total	14,182 N/C S/R Section 8 Programs	14,885 Formula Capital Fund Stimulus Grant	1 Business Activities	10,415 Rural Rental Housing Loans	Total
111 Cash - Unrestricted	\$166,734	\$0		\$5,725	\$24,273	\$196,732
112 Cash - Restricted - Modernization and Development	\$0	\$0				\$0
113 Cash - Other Restricted	\$0	\$0			\$66,001	\$66,001
114 Cash - Tenant Security Deposits	\$17,092	\$0			\$6,319	\$23,411
115 Cash - Restricted for Payment of Current Liabilities	\$0	\$0				\$0
100 Total Cash	\$183,826	\$0	\$0	\$5,725	\$96,593	\$286,144
121 Accounts Receivable - PHA Projects	\$0	\$0				\$0
122 Accounts Receivable - HUD Other Projects	\$1,946	\$0				\$1,946
124 Accounts Receivable - Other Government	\$0	\$0			\$13,748	\$13,748
125 Accounts Receivable - Miscellaneous	\$0	\$0		\$9,316		\$9,316
126 Accounts Receivable - Tenants	\$5,435	\$0			\$3,685	\$9,120
126.1 Allowance for Doubtful Accounts - Tenants	-\$2,356	\$0			-\$2,144	-\$4,500
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0		\$0	\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$0	\$0				\$0
128 Fraud Recovery	\$0	\$0				\$0
128.1 Allowance for Doubtful Accounts - Fraud	\$0	\$0				\$0
129 Accrued Interest Receivable	\$1,633	\$0			\$86	\$1,719
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$6,658	\$0	\$0	\$9,316	\$15,375	\$31,349
131 Investments - Unrestricted	\$610,122	\$0				\$610,122
132 Investments - Restricted	\$0	\$0			\$96,402	\$96,402
135 Investments - Restricted for Payment of Current Liability	\$0	\$0				\$0
142 Prepaid Expenses and Other Assets	\$6,681	\$0		\$12	\$1,565	\$8,258
143 Inventories	\$11,685	\$0			\$2,065	\$13,750
143.1 Allowance for Obsolete Inventories	-\$1,168	\$0			-\$207	-\$1,375
144 Inter Program Due From	\$0	\$0				\$0
145 Assets Held for Sale	\$0	\$0				\$0
150 Total Current Assets	\$817,804	\$0	\$0	\$15,053	\$211,793	\$1,044,650
161 Land	\$108,933	\$0			\$24,991	\$133,924
162 Buildings	\$7,192,169	\$0			\$875,578	\$8,067,747
163 Furniture, Equipment & Machinery - Dwellings	\$0	\$0			\$0	\$0
164 Furniture, Equipment & Machinery - Administration	\$251,885	\$0			\$1,417	\$253,302
165 Leasehold Improvements	\$0	\$0				\$0
166 Accumulated Depreciation	-\$5,505,194	\$0			-\$661,542	-\$6,166,736
167 Construction in Progress	\$0	\$0				\$0
168 Infrastructure	\$0	\$0				\$0
160 Total Capital Assets, Net of Accumulated Depreciation	\$2,047,793	\$0	\$0	\$0	\$240,444	\$2,288,237
171 Notes, Loans and Mortgages Receivable - Non-Current	\$0	\$0				\$0
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	\$0	\$0				\$0
173 Grants Receivable - Non Current	\$0	\$0				\$0
174 Other Assets	\$0	\$0				\$0
176 Investments in Joint Ventures	\$0	\$0				\$0
180 Total Non-Current Assets	\$2,047,793	\$0	\$0	\$0	\$240,444	\$2,288,237
190 Total Assets	\$2,865,597	\$0	\$0	\$15,053	\$452,237	\$3,332,887

**HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULE**

**YEAR ENDED MARCH 31, 2011**

**Entity Wide Balance Sheet Summary**

	Project Total	14.182 N/C S/R Section 8 Programs	14.885 Formula Capital Fund Stimulus Grant	1 Business Activities	10.415 Rural Rental Housing Loans	Total
311 Bank Overdraft	\$0	\$0				\$0
312 Accounts Payable <= 90 Days	\$4,597	\$0		\$56	\$564	\$5,217
313 Accounts Payable >90 Days Past Due	\$0	\$0				\$0
321 Accrued Wage/Payroll Taxes Payable	\$5,109	\$0		\$60	\$57	\$5,226
322 Accrued Compensated Absences - Current Portion	\$9,224	\$0		\$316	\$2,110	\$11,650
324 Accrued Contingency Liability	\$0	\$0				\$0
325 Accrued Interest Payable	\$0	\$0				\$0
331 Accounts Payable - HUD PHA Programs	\$0	\$0				\$0
332 Account Payable - PHA Projects	\$0	\$0				\$0
333 Accounts Payable - Other Government	\$9,923	\$0			\$5,427	\$15,350
341 Tenant Security Deposits	\$17,092	\$0			\$6,319	\$23,411
342 Deferred Revenues	\$3,560	\$0			\$430	\$3,990
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue Bonds	\$0	\$0			\$15,134	\$15,134
344 Current Portion of Long-term Debt - Operating Borrowings	\$0	\$0				\$0
345 Other Current Liabilities	\$0	\$0				\$0
346 Accrued Liabilities - Other	\$7,270	\$0			\$42	\$7,312
347 Inter Program - Due To	\$0	\$0				\$0
348 Loan Liability - Current	\$0	\$0				\$0
310 Total Current Liabilities	\$56,775	\$0	\$0	\$432	\$30,083	\$87,290
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$0	\$0			\$444,977	\$444,977
352 Long-term Debt, Net of Current - Operating Borrowings	\$0	\$0				\$0
353 Non-current Liabilities - Other	\$0	\$0				\$0
354 Accrued Compensated Absences - Non Current	\$7,246	\$0		\$248	\$1,658	\$9,152
355 Loan Liability - Non Current	\$0	\$0				\$0
356 FASB 5 Liabilities	\$0	\$0				\$0
357 Accrued Pension and OPEB Liabilities	\$0	\$0				\$0
350 Total Non-Current Liabilities	\$7,246	\$0	\$0	\$248	\$446,635	\$454,129
300 Total Liabilities	\$64,021	\$0	\$0	\$680	\$476,718	\$541,419
508.1 Invested In Capital Assets, Net of Related Debt	\$2,047,793	\$0			-\$219,667	\$1,828,126
509.2 Fund Balance Reserved						
511.2 Unreserved, Designated Fund Balance						
511.1 Restricted Net Assets	\$0	\$0			\$162,403	\$162,403
512.1 Unrestricted Net Assets	\$753,783	\$0	\$0	\$14,373	\$32,783	\$800,939
512.2 Unreserved, Undesignated Fund Balance						
513 Total Equity/Net Assets	\$2,801,576	\$0	\$0	\$14,373	-\$24,481	\$2,791,468
600 Total Liabilities and Equity/Net Assets	\$2,865,597	\$0	\$0	\$15,053	\$452,237	\$3,332,887

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULE

YEAR ENDED MARCH 31, 2011

**Single Project Revenue and Expense**

	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$186,392	\$0	\$186,392
70400 Tenant Revenue - Other	\$16,537	\$0	\$16,537
70500 Total Tenant Revenue	\$202,929	\$0	\$202,929
70600 HUD PHA Operating Grants	\$407,121	\$23,410	\$430,531
70610 Capital Grants	\$0	\$208,239	\$208,239
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants	\$0	\$0	\$0
71100 Investment Income - Unrestricted	\$9,703	\$0	\$9,703
71200 Mortgage Interest Income	\$0	\$0	\$0
71300 Proceeds from Disposition of Assets Held for Sale	\$0	\$0	\$0
71310 Cost of Sale of Assets	\$0	\$0	\$0
71400 Fraud Recovery	\$0	\$0	\$0
71500 Other Revenue	\$4,585	\$0	\$4,585
71600 Gain or Loss on Sale of Capital Assets	\$0	\$0	\$0
72000 Investment Income - Restricted	\$0	\$0	\$0
70000 Total Revenue	\$624,338	\$231,649	\$855,987
91100 Administrative Salaries	\$136,407	\$6,099	\$142,506
91200 Auditing Fees	\$7,480	\$0	\$7,480
91300 Management Fee	\$0	\$0	\$0
91310 Book-keeping Fee	\$0	\$0	\$0
91400 Advertising and Marketing	\$665	\$0	\$665
91500 Employee Benefit contributions - Administrative	\$48,739	\$0	\$48,739
91600 Office Expenses	\$14,387	\$0	\$14,387
91700 Legal Expense	\$9	\$0	\$9
91800 Travel	\$1,093	\$0	\$1,093
91810 Allocated Overhead	\$0	\$0	\$0
91900 Other	\$22,963	\$0	\$22,963
91000 Total Operating - Administrative	\$231,743	\$6,099	\$237,842
92000 Asset Management Fee	\$0	\$0	\$0
92100 Tenant Services - Salaries	\$3,908	\$0	\$3,908
92200 Relocation Costs	\$0	\$0	\$0
92300 Employee Benefit Contributions - Tenant Services	\$357	\$0	\$357
92400 Tenant Services - Other	\$86	\$0	\$86
92500 Total Tenant Services	\$4,351	\$0	\$4,351

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULE

YEAR ENDED MARCH 31, 2011

**Single Project Revenue and Expense**

	Low Rent	Capital Fund	Total Project
93100 Water	\$29,617	\$0	\$29,617
93200 Electricity	\$12,045	\$0	\$12,045
93300 Gas	\$6,822	\$0	\$6,822
93400 Fuel	\$0	\$0	\$0
93500 Labor	\$0	\$0	\$0
93600 Sewer	\$38,678	\$0	\$38,678
93700 Employee Benefit Contributions - Utilities	\$0	\$0	\$0
93800 Other Utilities Expense	\$0	\$0	\$0
93000 Total Utilities	\$87,162	\$0	\$87,162
94100 Ordinary Maintenance and Operations - Labor	\$119,213	\$0	\$119,213
94200 Ordinary Maintenance and Operations - Materials and Other	\$58,434	\$0	\$58,434
94300 Ordinary Maintenance and Operations Contracts	\$48,329	\$0	\$48,329
94500 Employee Benefit Contributions - Ordinary Maintenance	\$23,217	\$0	\$23,217
94000 Total Maintenance	\$249,193	\$0	\$249,193
95100 Protective Services - Labor	\$0	\$0	\$0
95200 Protective Services - Other Contract Costs	\$0	\$0	\$0
95300 Protective Services - Other	\$0	\$0	\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0	\$0
95000 Total Protective Services	\$0	\$0	\$0
96110 Property Insurance	\$17,895	\$0	\$17,895
96120 Liability Insurance	\$8,224	\$0	\$8,224
96130 Workmen's Compensation	\$5,783	\$0	\$5,783
96140 All Other Insurance	\$12,215	\$0	\$12,215
96100 Total insurance Premiums	\$44,117	\$0	\$44,117
96200 Other General Expenses	\$76	\$0	\$76
96210 Compensated Absences	\$16,223	\$0	\$16,223
96300 Payments in Lieu of Taxes	\$9,923	\$0	\$9,923
96400 Bad debt - Tenant Rents	\$3,939	\$0	\$3,939
96500 Bad debt - Mortgages	\$0	\$0	\$0
96600 Bad debt - Other	\$0	\$0	\$0
96800 Severance Expense	\$0	\$0	\$0
96000 Total Other General Expenses	\$30,161	\$0	\$30,161
96710 Interest of Mortgage (or Bonds) Payable	\$0	\$0	\$0
96720 Interest on Notes Payable (Short and Long Term)	\$0	\$0	\$0
96730 Amortization of Bond Issue Costs	\$0	\$0	\$0
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$646,727	\$6,099	\$652,826
97000 Excess of Operating Revenue over Operating Expenses	-\$22,389	\$225,550	\$203,161

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULE

YEAR ENDED MARCH 31, 2011

**Single Project Revenue and Expense**

	Low Rent	Capital Fund	Total Project
97100 Extraordinary Maintenance	\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$0	\$0	\$0
97300 Housing Assistance Payments	\$0	\$0	\$0
97350 HAP Portability-In	\$0	\$0	\$0
97400 Depreciation Expense	\$171,683	\$33,729	\$205,412
97500 Fraud Losses	\$0	\$0	\$0
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense	\$0	\$0	\$0
90000 Total Expenses	\$818,410	\$39,828	\$858,238
10010 Operating Transfer In	\$17,311	\$0	\$17,311
10020 Operating transfer Out	\$0	-\$17,311	-\$17,311
10030 Operating Transfers from/to Primary Government	\$0	\$0	\$0
10040 Operating Transfers from/to Component Unit	\$0	\$0	\$0
10050 Proceeds from Notes, Loans and Bonds			
10060 Proceeds from Property Sales			
10070 Extraordinary Items, Net Gain/Loss	\$0	\$0	\$0
10080 Special Items (Net Gain/Loss)	\$0	\$0	\$0
10091 Inter Project Excess Cash Transfer In	\$0	\$0	\$0
10092 Inter Project Excess Cash Transfer Out	\$0	\$0	\$0
10093 Transfers between Program and Project - In	\$0	\$0	\$0
10094 Transfers between Project and Program - Out	\$0	\$0	\$0
10100 Total Other financing Sources (Uses)	\$17,311	-\$17,311	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$176,761	\$174,510	-\$2,251
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$2,171,323	\$471,904	\$2,643,227
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$135,723	\$24,877	\$160,600
11050 Changes in Compensated Absence Balance			
11060 Changes in Contingent Liability Balance			
11070 Changes in Unrecognized Pension Transition Liability			
11080 Changes in Special Term/Severance Benefits Liability			
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	1982		1982
11210 Number of Unit Months Leased	1722		1722
11270 Excess Cash	\$689,938		\$689,938
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$0	\$364,054	\$364,054
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$4,785	\$4,785
11650 Leasehold Improvements Purchases	\$0	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULE

YEAR ENDED MARCH 31, 2011

**Entity Wide Revenue and Expense Summary**

	Project Total	14.182 N/C S/R Section 8 Programs	14.885 Formula Capital Fund Stimulus	1 Business Activities	10.415 Rural Rental Housing Loans	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$186,392	\$0			\$35,821	\$222,213	\$0	\$222,213
70400 Tenant Revenue - Other	\$16,537	\$0			\$4,805	\$21,342	\$0	\$21,342
70500 Total Tenant Revenue	\$202,929	\$0	\$0	\$0	\$40,626	\$243,555	\$0	\$243,555
70600 HUD PHA Operating Grants	\$430,531	\$115,746	\$4,349			\$550,626	\$0	\$550,626
70610 Capital Grants	\$208,239	\$0	\$160,600			\$368,839	\$0	\$368,839
70710 Management Fee						\$0	\$0	\$0
70720 Asset Management Fee						\$0	\$0	\$0
70730 Book Keeping Fee						\$0	\$0	\$0
70740 Front Line Service Fee						\$0	\$0	\$0
70750 Other Fees						\$0	\$0	\$0
70700 Total Fee Revenue						\$0	\$0	\$0
70800 Other Government Grants	\$0	\$0				\$0	\$0	\$0
71100 Investment Income - Unrestricted	\$9,703	\$0			\$51	\$9,754	\$0	\$9,754
71200 Mortgage Interest Income	\$0	\$0				\$0	\$0	\$0
71300 Proceeds from Disposition of Assets Held for Sale	\$0	\$0				\$0	\$0	\$0
71310 Cost of Sale of Assets	\$0	\$0				\$0	\$0	\$0
71400 Fraud Recovery	\$0	\$0				\$0	\$0	\$0
71500 Other Revenue	\$4,585	\$0		\$27,178		\$31,763	\$0	\$31,763
71600 Gain or Loss on Sale of Capital Assets	\$0	\$0				\$0	\$0	\$0
72000 Investment Income - Restricted	\$0	\$0			\$1,648	\$1,648	\$0	\$1,648
70000 Total Revenue	\$855,987	\$115,746	\$164,949	\$27,178	\$42,325	\$1,206,185	\$0	\$1,206,185
91100 Administrative Salaries	\$142,506	\$0	\$4,349	\$13,450	\$15,590	\$175,895	\$0	\$175,895
91200 Auditing Fees	\$7,480	\$0			\$1,320	\$8,800	\$0	\$8,800
91300 Management Fee	\$0	\$0				\$0	\$0	\$0
91310 Book-keeping Fee	\$0	\$0				\$0	\$0	\$0
91400 Advertising and Marketing	\$665	\$0		\$3	\$230	\$898	\$0	\$898
91500 Employee Benefit contributions - Administrative	\$48,739	\$0		\$1,540	\$6,413	\$56,692	\$0	\$56,692
91600 Office Expenses	\$14,387	\$0		\$327	\$1,595	\$16,309	\$0	\$16,309
91700 Legal Expense	\$9	\$0			\$2	\$11	\$0	\$11
91800 Travel	\$1,093	\$0		\$2,527	\$247	\$3,867	\$0	\$3,867
91810 Allocated Overhead	\$0					\$0	\$0	\$0
91900 Other	\$22,963	\$0		\$745	\$3,405	\$27,113	\$0	\$27,113
91000 Total Operating - Administrative	\$237,842	\$0	\$4,349	\$18,592	\$28,802	\$289,585	\$0	\$289,585
92000 Asset Management Fee	\$0	\$0				\$0	\$0	\$0
92100 Tenant Services - Salaries	\$3,908	\$0				\$3,908	\$0	\$3,908
92200 Relocation Costs	\$0	\$0				\$0	\$0	\$0
92300 Employee Benefit Contributions - Tenant Services	\$357	\$0				\$357	\$0	\$357
92400 Tenant Services - Other	\$86	\$0				\$86	\$0	\$86
92500 Total Tenant: Services	\$4,351	\$0	\$0	\$0	\$0	\$4,351	\$0	\$4,351

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULE

YEAR ENDED MARCH 31, 2011

**Entity Wide Revenue and Expense Summary**

	Project Total	14.182 N/C S/R Section 8 Programs	14.885 Formula Capital Fund Stimulus	1 Business Activities	10.415 Rural Rental Housing Loans	Subtotal	ELIM	Total
93100 Water	\$29,617	\$0			\$44	\$29,661	\$0	\$29,661
93200 Electricity	\$12,045	\$0			\$1,830	\$13,875	\$0	\$13,875
93300 Gas	\$6,822	\$0			\$720	\$7,542	\$0	\$7,542
93400 Fuel	\$0	\$0				\$0	\$0	\$0
93500 Labor	\$0	\$0				\$0	\$0	\$0
93600 Sewer	\$38,678	\$0			\$117	\$38,795	\$0	\$38,795
93700 Employee Benefit Contributions - Utilities	\$0	\$0				\$0	\$0	\$0
93800 Other Utilities Expense	\$0	\$0				\$0	\$0	\$0
93000 Total Utilities	\$87,162	\$0	\$0	\$0	\$2,711	\$89,873	\$0	\$89,873
94100 Ordinary Maintenance and Operations - Labor	\$119,213	\$0			\$4,889	\$124,102	\$0	\$124,102
94200 Ordinary Maintenance and Operations - Materials and Other	\$58,434	\$0		\$10	\$4,639	\$63,083	\$0	\$63,083
94300 Ordinary Maintenance and Operations Contracts	\$48,329	\$0		\$43	\$2,600	\$50,972	\$0	\$50,972
94500 Employee Benefit Contributions - Ordinary Maintenance	\$23,217	\$0			\$2,343	\$25,560	\$0	\$25,560
94000 Total Maintenance	\$249,193	\$0	\$0	\$53	\$14,471	\$263,717	\$0	\$263,717
95100 Protective Services - Labor	\$0	\$0				\$0	\$0	\$0
95200 Protective Services - Other Contract Costs	\$0	\$0				\$0	\$0	\$0
95300 Protective Services - Other	\$0	\$0				\$0	\$0	\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0				\$0	\$0	\$0
95000 Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
96110 Property Insurance	\$17,895	\$0			\$4,041	\$21,936	\$0	\$21,936
96120 Liability Insurance	\$8,224	\$0			\$1,451	\$9,675	\$0	\$9,675
96130 Workmen's Compensation	\$5,783	\$0			\$1,021	\$6,804	\$0	\$6,804
96140 All Other Insurance	\$12,215	\$0		\$259	\$1,405	\$13,879	\$0	\$13,879
96100 Total insurance Premiums	\$44,117	\$0	\$0	\$259	\$7,918	\$52,294	\$0	\$52,294
96200 Other General Expenses	\$76	\$0		\$3,001	\$57	\$3,134	\$0	\$3,134
96210 Compensated Absences	\$16,223	\$0		\$450	\$3,798	\$20,471	\$0	\$20,471
96300 Payments in Lieu of Taxes	\$9,923	\$0			\$5,427	\$15,350	\$0	\$15,350
96400 Bad debt - Tenant Rents	\$3,939	\$0			\$2,142	\$6,081	\$0	\$6,081
96500 Bad debt - Mortgages	\$0	\$0				\$0	\$0	\$0
96600 Bad debt - Other	\$0	\$0				\$0	\$0	\$0
96800 Severance Expense	\$0	\$0				\$0	\$0	\$0
96000 Total Other General Expenses	\$30,161	\$0	\$0	\$3,451	\$11,424	\$45,036	\$0	\$45,036
96710 Interest of Mortgage (or Bonds) Payable	\$0	\$0			\$38,158	\$38,158	\$0	\$38,158
96720 Interest on Notes Payable (Short and Long Term)	\$0	\$0				\$0	\$0	\$0
96730 Amortization of Bond Issue Costs	\$0	\$0				\$0	\$0	\$0
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0	\$38,158	\$38,158	\$0	\$38,158
96900 Total Operating Expenses	\$652,826	\$0	\$4,349	\$22,355	\$103,484	\$783,014	\$0	\$783,014
97000 Excess of Operating Revenue over Operating Expenses	\$203,161	\$115,746	\$160,600	\$4,823	-\$61,159	\$423,171	\$0	\$423,171

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULE

YEAR ENDED MARCH 31, 2011

**Entity Wide Revenue and Expense Summary**

	Project Total	14.182 N/C S/R Section 8 Programs	14.885 Formula Capital Fund Stimulus	1 Business Activities	10.415 Rural Rental Housing Loans	Subtotal	ELIM	Total
97100 Extraordinary Maintenance	\$0	\$0				\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$0	\$0				\$0	\$0	\$0
97300 Housing Assistance Payments	\$0	\$0				\$0	\$0	\$0
97350 HAP Portability-In	\$0	\$0				\$0	\$0	\$0
97400 Depreciation Expense	\$205,412	\$0			\$25,750	\$231,162	\$0	\$231,162
97500 Fraud Losses	\$0	\$0				\$0	\$0	\$0
97600 Capital Outlays - Governmental Funds								
97700 Debt Principal Payment - Governmental Funds								
97800 Dwelling Units Rent Expense	\$0	\$0				\$0	\$0	\$0
90000 Total Expenses	\$858,238	\$0	\$4,349	\$22,355	\$129,234	\$1,014,176	\$0	\$1,014,176
10010 Operating Transfer In	\$17,311	\$0			\$115,746	\$133,057	-\$111,898	\$21,159
10020 Operating transfer Out	-\$17,311	-\$115,746				-\$133,057	\$111,898	-\$21,159
10030 Operating Transfers from/to Primary Government	\$0	\$0				\$0	\$0	\$0
10040 Operating Transfers from/to Component Unit	\$0	\$0				\$0	\$0	\$0
10050 Proceeds from Notes, Loans and Bonds								
10060 Proceeds from Property Sales								
10070 Extraordinary Items, Net Gain/Loss	\$0	\$0				\$0	\$0	\$0
10080 Special Items (Net Gain/Loss)	\$0	\$0				\$0	\$0	\$0
10091 Inter Project Excess Cash Transfer In	\$0					\$0	\$0	\$0
10092 Inter Project Excess Cash Transfer Out	\$0					\$0	\$0	\$0
10093 Transfers between Program and Project - In	\$0	\$0				\$0	\$0	\$0
10094 Transfers between Project and Program - Out	\$0	\$0				\$0	\$0	\$0
10100 Total Other financing Sources (Uses)	\$0	-\$115,746	\$0	\$0	\$115,746	\$0		\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$2,251	\$0	\$160,600	\$4,823	\$28,837	\$192,009		\$192,009
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0	\$54,588	\$54,588		\$54,588
11030 Beginning Equity	\$2,643,227	\$0	\$0	\$9,550	-\$53,318	\$2,599,459	\$0	\$2,599,459
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$160,600	\$0	-\$160,600			\$0	\$0	\$0
11050 Changes in Compensated Absence Balance								
11060 Changes in Contingent Liability Balance								
11070 Changes in Unrecognized Pension Transition Liability								
11080 Changes in Special Term/Severance Benefits Liability								
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents								
11100 Changes in Allowance for Doubtful Accounts - Other								
11170 Administrative Fee Equity								
11180 Housing Assistance Payments Equity								
11190 Unit Months Available	1982	0			336	2318	0	2318
11210 Number of Unit Months Leased	1722	0			317	2039	0	2039
11270 Excess Cash	\$689,938					\$689,938		\$689,938
11610 Land Purchases	\$0					\$0		\$0
11620 Building Purchases	\$364,054					\$364,054		\$364,054
11630 Furniture & Equipment - Dwelling Purchases	\$0					\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$4,785					\$4,785		\$4,785
11650 Leasehold Improvements Purchases	\$0					\$0		\$0
11660 Infrastructure Purchases	\$0					\$0		\$0
13510 CFFP Debt Service Payments	\$0					\$0		\$0
13901 Replacement Housing Factor Funds	\$0					\$0		\$0