

**HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA**

**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTAL DATA**

**TWELVE MONTHS ENDED MARCH 31, 2014**

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

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and the  
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AUDIT QUALITY CENTER

Independent Auditor's Report

Board of Commissioners  
Housing Authority of Guthrie  
Guthrie, Oklahoma

***Report on the Financial Statements***

We have audited the accompanying 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, 2014, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Guthrie, Oklahoma's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design and audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly we express no such opinion. An audit also

includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***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, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Managements' Discussion and Analysis on pages 4 to 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards general accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

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 statement of modernization costs-uncompleted, and the financial data schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The statement of modernization costs-uncompleted, and the financial data schedules is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement of modernization costs-

uncompleted, and the financial data schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 29, 2014 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Audit Standards* in considering the Housing Authority of the City of Guthrie, Oklahoma's internal control over financial reporting and compliance.

Mike Estes, P.C.  
Fort Worth, Texas  
December 29, 2014

*Guthrie Housing Authority  
Management's Discussion and Analysis  
For the Year Ended March 31, 2014*

**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, 2014. The Guthrie Housing Authority presents this discussion and analysis of its financial performance during the fiscal year ended March 31, 2014, 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 fund 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 4 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 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.

**Overview of the Financial Statements**

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

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

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

*Guthrie Housing Authority  
Management's Discussion and Analysis  
For the Year Ended March 31, 2014*

- Net Investment in Capital Assets consists of capital asset balances net of accumulated depreciation less any outstanding balances of related debt associated with the acquisition of these assets.
- Restricted component of net position consists of resources that are restricted by limitations placed on these resources by an external source or imposed by law through enabling legislation.
- Unrestricted component of net position represents the remaining resources available that do not meet the definition of the above categories. The unrestricted component of Net Position is basically the amount of resources available for future year appropriations.

The Statement of Revenues, Expenses, and Changes in Net Position reports the operating revenues, operating expenses, non-operating revenues, and non-operating expenses of the Authority for the fiscal year ended March 31, 2014, to determine the net change in Net Position 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, 2014.

**Financial Highlights**

The Guthrie Housing Authority's Net Position decreased from \$2,436,375 to \$2,431,370, a decrease of \$5,005. Total assets also decreased by \$18,950 or 1%.

Total revenue increased from \$876,943 to \$971,002, an increase of \$94,059 or 11%.

Total expenses decreased by \$15,499, from \$991,506 to \$976,007 for the current year. This represents a decrease of 2%.

**Housing Authority Activities & Highlights**

The 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, 2014, and March 31, 2014.

**Summary Statement of Net Position**

<u>Category</u>	<u>FYE 2014</u>	<u>FYE 2013</u>	<u>Change \$</u>	<u>Change %</u>
Current Assets	\$ 1,029,582	\$ 985,511	\$ 44,071	4%
Noncurrent Assets	\$ 1,895,963	\$ 1,958,984	\$ (63,021)	-3%
Total Assets	\$ 2,925,545	\$ 2,944,495	\$ (18,950)	-1%
Current Liabilities	\$ 103,008	\$ 92,048	\$ 10,960	12%
Noncurrent Liabilities	\$ 391,167	\$ 416,072	\$ (24,905)	-6%
Total Liabilities	\$ 494,175	\$ 508,120	\$ (13,945)	-3%
Unrestricted	\$ 730,871	\$ 712,880	\$ 17,991	3%
Restricted	\$ 210,676	\$ 188,792	\$ 21,884	0%
Investment in Capital Assets	\$ 1,489,823	\$ 1,534,703	\$ (44,880)	-3%
Total Net Position	\$ 2,431,370	\$ 2,436,375	\$ (5,005)	0%

*Guthrie Housing Authority  
Management's Discussion and Analysis  
For the Year Ended March 31, 2014*

**Current Assets**

Current assets increased by \$44,071 or 4%. This increase is primarily due to an increase in cash at year end in the amount of \$26,298.

**Current Liabilities**

Current liabilities increased by \$10,960 due primarily to Accounts Payable – other government that was accrued at year end. This increase was because of the increase in tenant rental revenue.

**Net Position**

The net position of the Authority decreased by \$5,005 from the previous fiscal year.

Individual program balances that comprise the unrestricted component of net position are as follows:

Low Rent Program	\$ 640,428
Rural Development Program	<u>90,443</u>
Total Unrestricted	<u>\$ 730,871</u>

The Authority's restricted component of Net Position increased from \$188,792 to \$210,676, an increase of \$21,884 from the previous fiscal year. This is primarily due to reserve deposit, in the Rural Development Housing Program, in the amount of \$21,125.

**Summary Statement of Revenues & Expenses and Changes in Net Position  
Years Ended March 31, 2014 and 2013**

<u>Category</u>	<u>FYE 2014</u>	<u>FYE 2013</u>	<u>Change \$</u>	<u>Change %</u>
Tenant Revenue	\$ 312,277	\$ 239,665	\$ 72,612	30%
HUD Operating Grants	\$ 519,352	\$ 451,569	\$ 67,783	15%
Capital Grants	\$ 126,615	\$ 160,856	\$ (34,241)	-21%
Interest Income	\$ 2,941	\$ 3,308	\$ (367)	-11%
Other Revenue	\$ 9,817	\$ 21,545	\$ (11,728)	-54%
Total Revenue	\$ 971,002	\$ 876,943	\$ 94,059	11%
Administration	\$ 198,902	\$ 221,162	\$ (22,260)	-10%
Tenant Services	\$ 3,024	\$ 7,822	\$ (4,798)	-61%
Utilities	\$ 111,493	\$ 99,979	\$ 11,514	12%
Ordinary Maintenance	\$ 273,744	\$ 269,895	\$ 3,849	1%
General Expense	\$ 138,102	\$ 96,753	\$ 41,349	43%
Interest Expense	\$ 34,271	\$ 38,889	\$ (4,618)	-12%
Depreciation	\$ 216,471	\$ 257,006	\$ (40,535)	-16%
Total Expenses	\$ 976,007	\$ 991,506	\$ (15,499)	-2%
Excess of Revenue over Expenses	\$ (5,005)	\$ (114,563)	\$ 109,558	-96%
Net Position, Beginning of Year	\$ 2,436,375	\$ 2,550,938	\$ (114,563)	-4%
Net Position, End of Year	\$ 2,431,370	\$ 2,436,375	\$ (5,005)	0%

*Guthrie Housing Authority  
Management's Discussion and Analysis  
For the Year Ended March 31, 2014*

**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 increased by \$94,059 compared to the previous fiscal year.

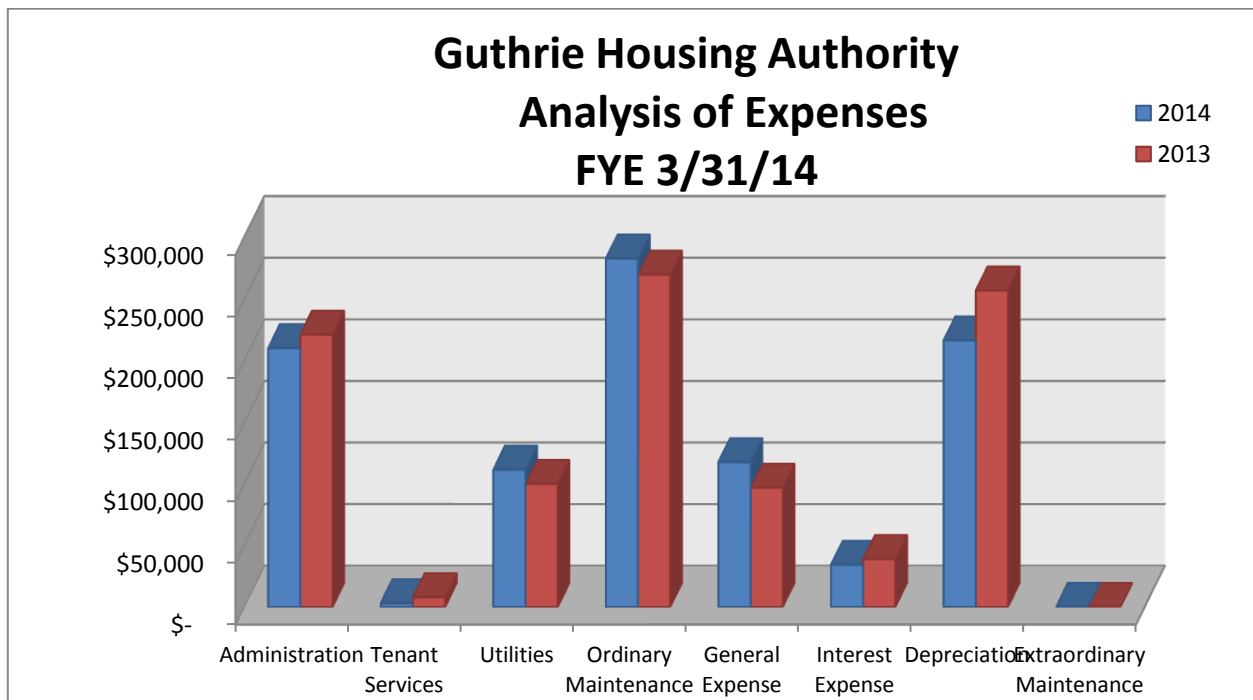
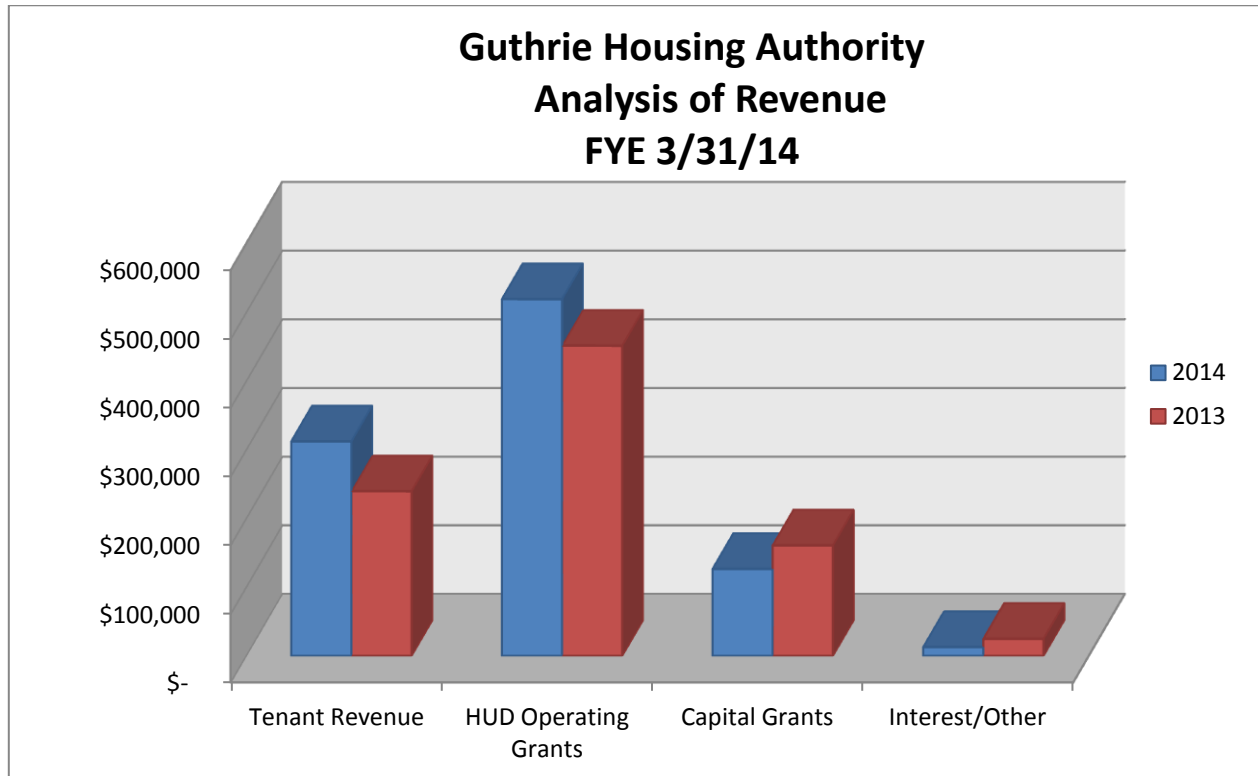
- Capital Grants decreased \$34,241 from the previous fiscal year. This decrease was primarily due to a HVAC/Dryer Vents Project, funded by the 2010 Capital Fund Program in the previous year.
- Tenant revenue increased \$72,612 from the previous fiscal year primarily due to an increase in tenant rent for the Low Rent Program in the amount of \$63,795.
- HUD operating grants increased by \$67,783 primarily due to increased operating subsidy for the Low Rent program. Operating Subsidy increased from \$318,891 to \$393,882 in the current year.
- Interest income decreased by 11% primarily due to lower interest rates.

Total expenses decreased by \$15,499. Significant variances include the following:

- Administration costs decreased by \$22,260 due primarily to a reduction of staffing and benefit costs. Administrative salary and benefit cost decreased by \$21,956 from the previous year.
- Tenant services decreased by \$4,798 due primarily to a reduction in tenant salaries. Tenant services salaries decreased by \$4,077.
- General expenses increased by \$41,349 or 22% primarily due to an increase in bad debt – tenant rents in the amount of \$18,230 in the current year.
- Utilities increased by \$11,514 or 12% primarily due to an increase in water in the amount of \$7,679. An increase in electricity in the amount of \$544, gas increased by \$5,102 and sewer decreased by \$1,811.

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Management's Discussion and Analysis  
For the Year Ended March 31, 2014*

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



*Guthrie Housing Authority  
Management's Discussion and Analysis  
For the Year Ended March 31, 2014*

**Capital Assets**

As of March 31, 2014, the Guthrie Housing Authority's net investment in capital assets was \$1,489,823. This investment includes building improvements and equipment.

<u>Category</u>	<u>FYE 2014</u>	<u>FYE 2013</u>	<u>Change \$</u>	<u>Change %</u>
Land	\$ 133,925	\$ 133,925	\$ -	0%
Buildings	\$ 8,366,232	\$ 8,230,575	\$ 135,657	2%
Equipment	\$ 233,055	\$ 226,861	\$ 6,194	3%
Construction in Progress	\$ -	\$ -	\$ -	0%
Accumulated Depreciation	\$ (6,837,249)	\$ (6,632,377)	\$ (204,872)	3%
Total Net Capital Assets	\$ 1,895,963	\$ 1,958,984	\$ (63,021)	-3%

The increase in buildings is due to the HVAC/ Dryer Vent project funded by the 2011 Capital Fund Program.

The increase in equipment is due to the purchase of a John Deere Gator in the current year.

**Long-Term Debt Activity**

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 \$7,109, a net decrease of \$120 from the previous year. The PHA also has a Rural Development loan. The balance at March 31, 2014 was \$384,058, a net decrease of \$24,785 from the previous year.

**Subsequent Event**

As of the time of this analysis, HUD has finalized the funding levels for the 2014 calendar year. It has been reported that operating subsidy for the Low Rent Housing Program will be prorated at 89%.

**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  
Jennifer Ricker, Executive Director  
1524 E Perkins Ave  
Guthrie, OK 73044-5843

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
STATEMENT OF NET POSITION

MARCH 31, 2014

	General	Rural Rental	Total
	<hr/>	<hr/>	<hr/>
<b>ASSETS</b>			
Current assets			
Cash and cash equivalents	\$ 264,775	\$ 94,530	\$ 359,305
Investments	403,734	0	403,734
Accounts receivable net	6,775	389	7,164
Interest receivable	190	236	426
Prepaid items and other assets	7,420	1,238	8,658
Investments - restricted	0	123,377	123,377
Inventory	11,828	2,087	13,915
Restricted assets - cash and cash equivalents	18,658	94,345	113,003
	<hr/>	<hr/>	<hr/>
Total Current Assets	713,380	316,202	1,029,582
	<hr/>	<hr/>	<hr/>
Capital Assets, net			
Land and other non-depreciated assets	108,934	24,991	133,925
Other capital assets - net of depreciation	1,597,008	165,030	1,762,038
	<hr/>	<hr/>	<hr/>
Total Capital Assets, net	1,705,942	190,021	1,895,963
	<hr/>	<hr/>	<hr/>
Total Assets	\$ 2,419,322	\$ 506,223	\$ 2,925,545
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts payable	\$ 24,755	\$ 2,123	\$ 26,878
Unearned income	1,377	123	1,500
Compensated absences payable	6,597	431	7,028
Accrued PILOT	14,109	3,137	17,246
Deposits due others	18,658	7,046	25,704
Accrued Interest Payable	0	2,570	2,570
Current portion of long-term debt	0	22,082	22,082
	<hr/>	<hr/>	<hr/>
Total Current Liabilities	65,496	37,512	103,008
	<hr/>	<hr/>	<hr/>
Noncurrent Liabilities			
Compensated absences payable	6,866	243	7,109
Long term debt	0	384,058	384,058
	<hr/>	<hr/>	<hr/>
Total Liabilities	72,362	421,813	494,175
	<hr/>	<hr/>	<hr/>
<b>NET POSITION</b>			
Net investment in capital assets	1,705,942	(216,119)	1,489,823
Restricted	0	210,676	210,676
Unrestricted	641,018	89,853	730,871
	<hr/>	<hr/>	<hr/>
Net Position	2,346,960	84,410	2,431,370
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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 POSITION

FOR THE YEAR ENDED MARCH 31, 2014

	General	Rural Rural Rental	Total
	<hr/>	<hr/>	<hr/>
<b>OPERATING REVENUES</b>			
Dwelling rental	\$ 248,750	35,203	\$ 283,953
Governmental operating grants	393,882	125,470	519,352
Other	33,327	3,214	36,541
	<hr/>	<hr/>	<hr/>
Total Operating Revenues	675,959	163,887	839,846
	<hr/>	<hr/>	<hr/>
<b>OPERATING EXPENSES</b>			
Administration	174,632	24,270	198,902
Tenant services	3,024	0	3,024
Utilities	107,658	3,835	111,493
Ordinary maintenance & operations	244,728	28,792	273,520
General expenses	123,427	14,675	138,102
Depreciation	188,981	27,490	216,471
Casualty losses	224	0	224
	<hr/>	<hr/>	<hr/>
Total Operating Expenses	842,674	99,062	941,736
	<hr/>	<hr/>	<hr/>
Income (Loss) from Operations	(166,715)	64,825	(101,890)
	<hr/>	<hr/>	<hr/>
Non Operating Revenues (Expenses)			
Interest earnings	2,102	839	2,941
Gain on disposal of assets	1,600	0	1,600
Interest expense	0	(34,271)	(34,271)
	<hr/>	<hr/>	<hr/>
Total Non-Operating Revenues (Expenses)	3,702	(33,432)	(29,730)
	<hr/>	<hr/>	<hr/>
Income (Loss) before contribution	(163,013)	31,393	(131,620)
	<hr/>	<hr/>	<hr/>
Capital Contribution	126,615	0	126,615
	<hr/>	<hr/>	<hr/>
Change in net position	(36,398)	31,393	(5,005)
	<hr/>	<hr/>	<hr/>
Total net position - beginning	2,383,358	53,017	2,436,375
	<hr/>	<hr/>	<hr/>
Total net position - ending	\$ 2,346,960	\$ 84,410	\$ 2,431,370
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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, 2014

	General	Rural Rental	Total
	<hr/>	<hr/>	<hr/>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rental receipts	\$ 220,353	\$ 36,904	\$ 257,257
Other receipts	43,401	1,404	44,805
Federal grants	390,785	125,316	516,101
Payments to vendors	(350,462)	(50,286)	(400,748)
Payments to employees – net	(275,243)	(19,161)	(294,404)
	<hr/>	<hr/>	<hr/>
Net cash provided (used) by operating activities	28,834	94,177	123,011
	<hr/>	<hr/>	<hr/>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Sale of capital assets	1,600	0	1,600
Purchase of capital assets	(126,616)	(26,835)	(153,451)
Federal Capital Grants	126,615	0	126,615
Payments on note payable	0	(18,141)	(18,141)
Interest expense	0	(31,893)	(31,893)
	<hr/>	<hr/>	<hr/>
Net cash provided (used) by capital and related financing activities	1,599	(76,869)	(75,270)
	<hr/>	<hr/>	<hr/>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest income	2,101	814	2,915
Purchase of investments	(2,086)	(716)	(2,802)
	<hr/>	<hr/>	<hr/>
Net cash provided (used) by investing activities	15	98	113
	<hr/>	<hr/>	<hr/>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	30,448	17,406	47,854
	<hr/>	<hr/>	<hr/>
<b>CASH AND CASH EQUIVALENTS</b>			
Beginning of Fiscal Year	252,985	171,469	424,454
	<hr/>	<hr/>	<hr/>
<b>CASH AND CASH EQUIVALENTS</b>			
End of Fiscal Year	\$ 283,433	\$ 188,875	472,308
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Continued

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2014

	General	Rural Rental	Total
	<u>          </u>	<u>          </u>	<u>          </u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>			
Operating income (loss)	\$ (166,715)	\$ 64,825	\$ (101,890)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation Expense	188,981	27,490	216,471
Provision of uncollectible accounts	3,066	(369)	2,697
Change in assets and liabilities:			
Receivables	(6,736)	559	(6,177)
Inventories	1,107	196	1,303
Prepaid items	3,071	1,077	4,148
Account payables	1,083	(5)	1,078
Unearned income	(467)	0	(467)
Deposits due others	(16)	404	388
Accrued PILOT	5,460	0	5,460
	<u>          </u>	<u>          </u>	<u>          </u>
Net cash provided (used) by operations	\$ 28,834	\$ 94,177	\$ 123,011
	<u>          </u>	<u>          </u>	<u>          </u>

Concluded

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

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

MARCH 31, 2014

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

MARCH 31, 2014

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** The accompanying financial statements of the Housing Authority of the City 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 the City of Guthrie, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing	FW 159 units
Section 8	
Housing Choice Vouchers	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:

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

MARCH 31, 2014

- 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.
- 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 statement of net position.

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. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

MARCH 31, 2014

**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 \$472,308. This is comprised of cash and cash equivalents of \$359,305 and restricted assets – cash of \$113,003, on the statement of net position.

**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.

Definitions:

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

**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.

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

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

MARCH 31, 2014

**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	5 – 7 years
Computers	3 – 5 years

**J. UNEARNED INCOME** The Housing Authority reports prepaid revenues on its statement of net position. Prepaid 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 prepaid revenue is removed from the statement of net position 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 three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

**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. NET POSITION AND FLOW ASSUMPTIONS** Net position is reported as restricted when constraints placed on net position use as 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.

Sometime the Authority may fund outlays from both restricted and unrestricted resources. In the event that should occur, the Authority must make a flow assumption about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

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

MARCH 31, 2014

**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, 2014. 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: \$18,658 is restricted in the General Fund for security deposits. \$7,046 of Rural Rental funds are restricted for security deposits. An additional \$94,345 of cash and cash equivalents and \$116,331 of investments are restricted. This \$210,676 is equal to the restricted net assets balance.

At March 31, 2014, the Housing Authority's carrying amount of deposits was \$999,294 and the bank balance was \$1,002,668, which includes \$527,111 in certificates of deposits classified as investments. Petty cash consists of \$125. \$715,089 of the bank balance was covered by FDIC Insurance. The remaining bank balance of \$287,579 was covered by pledged securities. However, this \$287,579 was exposed to custodial credit risk, as defined by GASBS No. 40, para. 8, 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.

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

MARCH 31, 2014

**NOTE 3 – ACCOUNTS RECEIVABLE** The receivables at March 31, 2014, are as follows:

<u>Class of Receivables</u>	<u>General</u>	<u>Rural Rental</u>	<u>Total</u>
Local sources:			
Tenants	\$ 3,678	\$ 389	\$ 4,067
Federal sources:			
Grants	3,097	0	3,097
Total	\$ 6,775	\$ 389	\$ 7,164

The tenants account receivable is net of an allowance for doubtful accounts of \$564.

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

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Non-depreciable assets				
Land and buildings	\$ 133,925	\$ 0	\$ 0	\$ 133,925
Construction in progress	0	0	0	0
Depreciable assets:				
Buildings	8,230,575	135,657	0	8,366,232
Furniture and equipment	226,861	17,794	11,600	233,055
Total capital assets	8,591,361	153,451	11,600	8,733,212
Less: accumulated depreciation				
Buildings	6,440,027	202,849	0	6,642,876
Furniture and equipment	192,350	13,623	11,600	194,373
Total accumulated deprecation	6,632,377	216,472	11,600	6,837,249
Total capital assets, net	\$ 1,958,984	\$ (63,021)	\$ 0	\$ 1,895,963

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

MARCH 31, 2014

**NOTE 5 – ACCOUNTS PAYABLE** The payables at March 31, 2014 are as follows:

	General	Rural Rental	Total
Vendors	\$ 6,832	\$ 1,242	\$ 8,074
Payroll taxes & Retirement withheld	2,599	303	2,902
Utilities	15,324	578	15,902
Total	\$ 24,755	\$ 2,123	\$ 26,878

**NOTE 6 – COMPENSATED ABSENCES** At March 31, 2014, employees of the Housing Authority have accumulated and vested \$14,137 of employee leave computed in accordance with GASB, Codification Section C60.

**NOTE 7 – LONG-TERM OBLIGATIONS** Transactions for the year ended March 31, 2014 are summarized as follows:

	Balance 4-1-13	Additions	Reductions	Balance 3-31-14	Due Within One Year
	\$				
USDA-RD note payable	424,281	0	18,141	406,140	22,082
Compensated absences	17,499	19,305	22,667	14,137	7,028
Total	\$ 441,780	19,305	40,808	420,277	29,110

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, 2014 is \$190,021. An amortization schedule is not presented, due to fluctuations in principal and interest subsidies provided by USDA–RD.

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

MARCH 31, 2014

**NOTE 8 – RETIREMENT SYSTEM** The Housing Authority participates in the Housing Agency Retirement Trust, 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 \$25,590 for the year ended March 31, 2014, of which \$12,795 was paid by the Housing Authority and \$12,795 was paid by employees. No payments were made out of the forfeiture account.

**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, 2014. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

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

MARCH 31, 2014

**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 Housing Authority transfers risk of loss by participating in a public entity risk pool and contracting with a commercial insurance carrier for all major categories of exposed risk.

This includes coverage of property, general liability, public liability, auto, bond, and worker's compensation. The risk pool and insurance contracted are obligated to meet settlements up to the maximum coverage, after the PHA's premiums and deductions are met.

Legal counsel believes, based on case precedent and Texas Attorney General opinions, that if the Texas Municipal League Intergovernmental Risk Pool (TML) is unable to meet its obligations, the risk to the Housing Authority is only that 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 \$645,967 to the Housing Authority, which represents approximately 66% 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 position date through, December 29, 2014, of the independent auditor's report for potential recognition or disclosure in the financial statements. Management has not identified any items requiring recognition or disclosure

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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*

Independent Auditor's Report

Housing Authority of Guthrie  
Guthrie, Oklahoma

We have audited, 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, the 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, 2014, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Guthrie, Oklahoma's basic financial statements, and have issued our report thereon dated December 29, 2014.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Guthrie, Oklahoma's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions 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. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Guthrie, Oklahoma's internal control.

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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***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*.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mike Estes, P.C.  
Fort Worth, Texas  
December 29, 2014

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Report on Compliance For Each Major Federal Program; Report on Internal  
Control Over Compliance; and Report on the Schedule of Expenditures of  
Federal Awards Required by OMB Circular A-133

Independent Auditor's Report

Housing Authority of Guthrie  
Guthrie, Oklahoma

***Report on Compliance for Each Major Federal Program***

We have audited the Housing Authority of the City of Guthrie, Oklahoma's 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, 2014. 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.

***Management's Responsibility***

Management is responsible compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Housing Authority of the City of Guthrie, Oklahoma's major federal programs based on our audit of the types of compliance requirements referred to above. 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, *Audits of States, Local Governments, and Non-Profit Organizations*. 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 on compliance for each major federal program. However, our audit does not provide a legal determination of the Housing Authority of the City of Guthrie, Oklahoma's compliance.

### ***Opinion on Each Major Federal Program***

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, 2014.

### ***Report on 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 types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Housing Authority of the City of Guthrie, Oklahoma's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 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. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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 material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

***Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133***

We have audited the financial statements of Housing Authority of the City of Guthrie, Oklahoma as of and for the year ended March 31, 2014, and have issued our report thereon dated December 29, 2014, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Mike Estes, P.C.  
Fort Worth, Texas  
December 29, 2014

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

YEAR ENDED MARCH 31, 2014

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	\$ 386,888
Capital Fund Program	14.872	133,609
Section 8 HAP – New Construction	14.182	125,470
		<hr/>
Total United States Department of Housing and Urban Development		\$ 645,967
		<hr/>
Total Expenditures of Federal Awards		\$ 645,967
		<hr/> <hr/>

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

YEAR ENDED MARCH 31, 2014

**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	\$ 519,352
Capital contributions	126,615
	<hr/>
Total	\$ 645,967
	<hr/> <hr/>

**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, 2014

**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# 14.850                      Public and Indian Housing – Low Rent Program
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, 2014

**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, 2014

**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, 2014

There are no audit findings.

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

YEAR ENDED MARCH 31, 2014

**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 OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED MARCH 31, 2014

CASH BASIS

	2010 Capital Fund	2011 Capital Fund	2012 Capital Fund
	<u>          </u>	<u>          </u>	<u>          </u>
Funds approved	\$ 191,573	\$ 162,897	\$ 144,385
Funds expended	<u>191,573</u>	<u>145,861</u>	<u>33,766</u>
Excess of funds approved	<u>\$ 0</u>	<u>\$ 17,036</u>	<u>\$ 110,619</u>
 Funds advanced	 \$ 191,573	 \$ 143,372	 \$ 33,158
Funds expended	<u>191,573</u>	<u>145,861</u>	<u>33,766</u>
Excess (Deficiency) of funds	<u>\$ 0</u>	<u>\$ (2,489)</u>	<u>\$ (608)</u>

See accountant's report

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

**MIKE ESTES, P.C.**  
**A PROFESSIONAL ACCOUNTING CORPORATION**  
4040 FOSSIL CREEK BLVD – SUITE 100  
FORT WORTH, TEXAS 76137

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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, 2014. 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.

Mike Estes, P.C.  
Fort Worth, Texas  
December 29, 2014

December 29, 2014

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, 2014, 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, 2014 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.

Jennifer Ricker, Executive Director

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Form RD 3560-10

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

FORM APPROVED

(Rev. 02-05)

OMB NO. 0575-0189

PROJECT NAME Oak Park Addition	BORROWER NAME Guthrie Housing Authority	BORROWER ID & PROJECT NO. 43-42-133-1979
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	BEGINNING DATES> ENDING DATES>	CURRENT YEAR ( 4/1/2013 ) ( 3/31/2014 )	PRIOR YEAR ( 4/1/2012 ) ( 3/31/2013 )	COMMENTS
--	-----------------------------------	---	---	----------

**ASSETS****CURRENT ASSETS**

1. GENERAL OPERATING ACCOUNT	\$94,908.71	\$98,696.00	
2. R.E. TAX & INSURANCE ACCOUNT			
3. RESERVE ACCOUNT	\$210,675.83	\$188,792.01	
4. SECURITY DEPOSIT ACCOUNT	\$6,667.00	\$6,642.00	
5. OTHER CASH ( <i>identify</i> )	-		
6. OTHER ( <i>identify</i> )	-		
7. TOTAL ACCOUNTS RECEIVABLE ( <i>Attach list</i> )	\$953.00	\$1,523.00	
... ACCTS RCVBL 0-30 DAYS \$			
ACCTS RCVBL 30-60 DAYS \$			
ACCTS RCVBL 60-90 DAYS \$			
ACCTS RCVBL OVER 90 DAYS \$ <u>953.00</u>			
8. LESS: ALLOWANCE FOR DOUBTFUL ACCOUNTS	(\$563.75)	(\$913.80)	
9. INVENTORIES ( <i>supplies</i> )	\$2,087.28	\$2,263.13	
10. PREPAYMENTS prepaid insurance	\$1,237.95	\$2,315.00	
11. Accrued Interest Receivable	\$236.34	\$211.66	
12. <b>TOTAL CURRENT ASSETS</b> ( <i>Add 1 thru 11</i> )	\$316,202.36	\$299,529.00	

13. LAND	\$24,991.00	\$24,991.00	
14. BUILDINGS	\$903,469.53	\$876,635.40	
15. LESS: ACCUMULATED DEPRECIATION	(\$740,734.69)	(\$714,124.43)	
16. FURNITURE & EQUIPMENT	\$4,398.75	\$4,398.75	
17. LESS: ACCUMULATED DEPRECIATION	(\$2,104.13)	(\$1,224.38)	
18. Construction in Progress			
19. <b>TOTAL FIXED ASSETS</b> ( <i>Add 13 thru 18</i> )	\$190,020.46	\$190,676.34	

**OTHER ASSETS**

20.			
21. <b>TOTAL ASSETS</b> ( <i>Add 12, 19, and 20</i> )	\$506,222.82	\$490,205.34	

**LIABILITIES AND OWNERS EQUITY****CURRENT LIABILITIES**

22. TOTAL ACCOUNTS PAYABLE ( <i>Attach list</i> )	\$2,123.00	\$6,049.34	
OTHER \$	6,261.00		
ACCTS RCVBL 30-60 DAYS \$			
ACCTS RCVBL 60-90 DAYS \$			
ACCTS RCVBL OVER 90 DAYS \$			
23. NOTES PAYABLE ( <i>Attach list</i> )	\$22,082.00	\$15,438.00	
24. SECURITY DEPOSITS	\$7,046.00	\$6,642.00	
25. <b>TOTAL CURRENT LIABILITIES</b> ( <i>Add 22 thru 24</i> )	\$37,512.00	\$28,129.34	

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 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 .....	\$384,058.00	\$408,843.00	
27.	OTHER <i>Identify</i> ) Comp. Abs. Payable .....	\$243.00	\$216.00	
28.	<b>TOTAL LONG-TERM LIABILITIES</b> <i>(Add 26 and 27)</i> .....	\$384,301.00	\$409,059.00	
29.	<b>TOTAL LIABILITIES</b> <i>(Add 25 and 28)</i> .....	\$421,813.00	\$437,188.34	
30.	OWNER'S EQUITY (Net Worth) <i>(21 minus 29)</i> .....	\$84,409.82	\$53,017.00	
31.	<b>TOTAL LIABILITIES AND OWNER'S EQUITY</b> <i>(Add 29 and 30)</i> .....	\$506,222.82	\$490,205.34	

**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 THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

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

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

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

**PART II - VERIFICATION OF REVIEW**

I/We have reviewed the borrower's records. The accompanying balance sheet, and statement 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)

☐ In lieu of the above verification and signature, a review completed, dated and signed by a person or firm qualified by license or certification is attached.

HOUSING AUTHORITY OF GUTHRIE  
ACCOUNTS PAYABLE

YEAR ENDED MARCH 31, 2014

PILOT	3,170.00
Accrued interest payable	2,570.00
Accrued compensated	
absences payable	398.00
Unearned Income	123.00
	<hr/>
	6,261.00
	<hr/>

# MULTIPLE FAMILY HOUSING PROJECT BUDGET/ UTILITY ALLOWANCE

FORM APPROVED  
OMB NO. 0575-0189

(Rev. 05-06)

<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>Project Type</b>	<b>The following utilities are master metered</b>		<input type="checkbox"/> I hereby request 0 units of RA. Current # _____ Borrower Accounting Method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
<input checked="" type="checkbox"/> Annual	<input checked="" type="checkbox"/> Initial	<input type="checkbox"/> Family	<input type="checkbox"/> Full Profit					
<input type="checkbox"/> Quarterly	<input type="checkbox"/> Regular Report	<input type="checkbox"/> Elderly	<input type="checkbox"/> Ltd Profit	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas			
<input type="checkbox"/> Monthly	<input type="checkbox"/> Rent Change	<input type="checkbox"/> Congregate	<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> Water	<input type="checkbox"/> Sewer			
	<input type="checkbox"/> SNR	<input type="checkbox"/> Group Home		<input type="checkbox"/> Trash				
	<input type="checkbox"/> Other Servicing	<input checked="" type="checkbox"/> Mixed <input type="checkbox"/> LH		<input type="checkbox"/> Other	_____			

## PART I - CASH FLOW STATEMENT

	CURRENT BUDGET 4/1/2013 3/31/2014	ANNUALIZED ACTUAL 4/1/2013 3/31/2014	PROPOSED BUDGET 4/1/2014 3/31/2015	COMMENTS or (YTD) -- --
BEGINNING DATES>				
ENDING DATES>				

### OPERATIONAL CASH SOURCES

1. RENTAL INCOME	\$168,672.00	\$35,203.55	\$168,672.00	
2. RHS RENTAL ASSISTANCE RECEIVED		\$125,470.00		
3. APPLICATION FEES RECEIVED				
4. LAUNDRY AND VENDING	-		-	
5. INTEREST INCOME	\$2,130.00	\$838.79	\$870.00	
6. TENANT CHARGES	\$2,500.00	\$2,214.00	\$2,950.00	
7. OTHER - PROJECT SOURCES	\$750.00	\$1,000.17	\$1,330.00	
8. LESS (Vacancy/Contingency Allowance)	\$5,060.00		\$6,000.00	
9. LESS (Agency Approved Incentive Allowance)				
10. SUB-TOTAL [(1 thru 7) - (8&9)]	\$168,992.00	\$164,726.51	\$167,822.00	

### NON-OPERATIONAL CASH SOURCES

11. CASH -NON PROJECT				
12. AUTHORIZED LOAN (Non-RHS)				
13. TRANSFER FROM RESERVE				
14. SUB-TOTAL (11 thru 13)	-	-	-	
15. TOTAL CASH SOURCES (10+14)	\$168,992.00	\$164,726.51	\$167,822.00	

### OPERATIONAL CASH USES

16. TOTAL O&M EXPENSES (From Part II)	\$66,830.00	\$71,574.18	\$74,080.00	
17. RHS DEBT PAYMENT (P-\$18,141, I-\$31,898)	\$54,588.00	\$50,039.00	\$54,588.00	
18. RHS PAYMENT (Overage)		-		
19. RHS PAYMENT (Late Fee)				
20. REDUCTION IN PRIOR YEAR PAYABLES				
21. TENANT UTILITY PAYMENTS				
22. TRANSFER TO RESERVE		\$21,883.82	-	Interest \$758.30
23. RETURN TO OWNER /NP ASSET MANAGEMENT FEE				
24. SUB-TOTAL (16 thru 23)	\$121,418.00	\$143,497.00	\$128,668.00	

### NON-OPERATIONAL CASH USES

25. AUTH DEBT PAYMENT (Non-RHS)				
26. LONG TERM IMPREVEMENTS (Non-RHS)	-	\$26,834.13	-	
27. MISCELLANEOUS				
28. SUB-TOTAL (25 thru 27)	-	\$26,834.13	-	
29. TOTAL CASH USES (24+28)	\$121,418.00	\$170,331.13	\$128,668.00	
30. NET CASH (DEFICIT) (15-29)	\$47,574.00	(\$5,604.62)	\$39,154.00	

### CASH BALANCE

31. BEGINNING CASH BALANCE	\$98,565.00	\$98,696.00	\$132,609.00	
32. ACCRUAL TO CASH ADJUSTMENT		\$1,817.33		
33. ENDING CASH BALANCE (30+31+32)	\$146,139.00	\$94,908.71	\$171,763.00	

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 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 1/2 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.

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

	CURRENT BUDGET	ANNUALIZED ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
1. MAINTENANCE & REPAIRS PAYROLL.....	\$15,410.00	\$3,943.85	\$4,270.00	
2. MAINTENANCE & REPAIRS SUPPLY.....	\$4,000.00	\$6,348.55	\$3,160.00	
3. MAINTENANCE & REPAIRS CONTRACT.....	\$500.00	-	\$7,550.00	
4. PAINTING.....	\$180.00	-	\$6,820.00	
5. SNOW REMOVAL.....				
6. ELEVATOR MAINT/CONTRACT.....				
7. GROUNDS.....	\$3,200.00	\$5,156.25	\$3,200.00	
8. SERVICES.....		\$10,609.46		
9. ANNUAL CAPITAL BUDGET (From Part V - Operating) ...				
10. OTHER OPERATING EXPENSES (Itemize) .....				
11. <b>SUB-TOTAL MAINT &amp; OPRG (1 thru 10) .....</b>	<b>\$23,290.00</b>	<b>\$26,058.11</b>	<b>\$25,000.00</b>	
12. ELECTRICITY.....	\$1,800.00	\$2,369.95	\$2,760.00	
13. WATER.....	\$200.00	\$359.69	\$120.00	
14. SEWER.....	\$100.00	\$206.36	\$100.00	
15. FUEL..... (OIL/COAL/GAS).....	\$560.00	\$899.88	\$310.00	
16. GARBAGE & TRASH REMOVAL.....	\$3,010.00	\$2,974.56	\$3,000.00	
17. OTHER UTILITIES.....				
18. <b>SUB-TOTAL UTILITIES (12 thru 17) .....</b>	<b>\$5,670.00</b>	<b>\$6,810.44</b>	<b>\$6,290.00</b>	
19. SITE MANAGEMENT PAYROLL.....	\$16,850.00	\$12,479.19	\$15,670.00	
20. MANAGEMENT FEE.....				
21. PROJECT AUDITING EXPENSE.....	\$2,800.00	\$2,760.00	\$2,760.00	
22. PROJECT BOOKKEEPING/ACCOUNTING.....	\$940.00	\$805.75	\$940.00	
23. TENANT SERVICES.....				
24. ADVERTISING.....	\$700.00	\$757.60	\$330.00	
25. TELEPHONE & ANSWERING SERVICE.....	\$750.00	\$835.91	\$780.00	
26. OFFICE SUPPLIES.....	\$1,150.00	\$1,639.34	\$1,530.00	
27. OFFICE FURNITURE & EQUIPMENT.....				
28. TRAINING EXPENSE.....	\$400.00	\$9.59	\$10.00	
29. HEALTH INS & OTHER EMP BENEFITS.....	\$6,950.00	\$1,074.35	\$4,830.00	
30. PAYROLL TAXES.....	\$2,470.00	\$500.65	\$1,520.00	
31. WORKMAN'S COMPENSATION.....	\$1,070.00	\$1,110.20	\$1,070.00	
32. OTHER ADMINISTRATIVE EXPENSES. (Itemize) .....	\$8,000.00	\$7,069.62	\$3,110.00	
33. <b>SUB-TOTAL ADMIN (19 thru 32) .....</b>	<b>\$42,080.00</b>	<b>\$29,042.20</b>	<b>\$32,550.00</b>	
34. REAL ESTATE TAXES.....	-	\$3,136.77		
35. SPECIAL ASSESSMENTS.....	\$3,130.00		\$3,130.00	
36. OTHER TAXES, LICENSES & PERMITS.....				
37. PROPERTY & LIABILITY INSURANCE.....	\$5,460.00	\$5,934.15	\$5,520.00	
38. FIDELITY COVERAGE INSURANCE.....	\$60.00	-	\$60.00	
39. OTHER INSURANCE.....	\$670.00	\$592.51	\$1,530.00	
40. <b>SUB-TOTAL TAXES &amp; INS (34 thru 39) .....</b>	<b>\$9,320.00</b>	<b>\$9,663.43</b>	<b>\$10,240.00</b>	
41. <b>TOTAL O&amp;M EXPENSES.(11+18+33+40) .....</b>	<b>\$80,360.00</b>	<b>\$71,574.18</b>	<b>\$74,080.00</b>	

**PART III - ACCOUNT BUDGETING/STATUS**

	CURRENT BUDGET	ANNUALIZED ACTUAL	PROPOSED BUDGET	COMMENTS or YTD
<b>RESERVE ACCOUNT:</b>				
1. BEGINNING BALANCE.....	\$95,500.00	\$188,792.01	\$95,970.00	
2. TRANSFER TO RESERVE.....	\$470.00	\$21,883.82		- 758.30 Interest
TRANSFER FROM RESERVE				
3. INTEREST INCOME.....				
4. ANNUAL CAPITAL BUDGET <i>(Part V - Reserve</i>				
5. BUILDING & EQUIPMENT REPAIR.....				
6. OTHER NON-OPERATING EXPENSES.....				
7. TOTAL <i>(3 thru 6)</i> .....				
8. ENDING BALANCE <i>[(1+2)-7]</i> .....	\$95,970.00	\$210,675.83	\$95,970.00	

**GENERAL OPERATING ACCOUNT:\***

BEGINNING BALANCE.....	\$98,696.00	
ENDING BALANCE.....	\$94,908.71	

**REAL ESTATE TAX & INSURANCE ESCROW**

**ACCOUNT:\***

BEGINNING BALANCE.....		
ENDING BALANCE.....		

**TENANT SECURITY DEPOSIT ACCOUNT:\***

BEGINNING BALANCE.....	\$6,642.00	
ENDING BALANCE.....	\$6,667.00	

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

NUMBER OF APPLICANTS ON WAITING LIST.....	0	RESERVE ACCT REQ BALANCE.....	
NUMBER OF APPLICANTS NEEDING RA.....	0	AMOUNT AHEAD/BEHIND.....	

**PART IV - RENT SCHEDULE & UTILITY ALLOWANCE**

A. CURRENT APPROVED RENTS: 0

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
TYPE	SIZE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
Duplex	1 BR	28	-	\$476.00	\$476.00	-	\$159,936.00	\$159,936.00	\$105.00
CURRENT RENT TOTALS:						\$0.00	\$159,936.00	\$159,936.00	
						BASIC	NOTE	HUD	

B. PROPOSED CHANGE TO RENTS - Effective Date:

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			
TYPE	SIZE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
PROPOSED RENT TOTALS:								\$0.00	
						BASIC	NOTE	HUD	

C. PROPOSED UTILITY ALLOWANCE - Effective Date:

**MONTHLY DOLLAR ALLOWANCES**

BR SIZE	UNIT TYPE	NUMBER	ELECTRIC	GAS	WATER	SEWER	TRASH	OTHER	TOTAL

**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.							
	2 BR							
	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 and 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 and Stripe							
	Other							
<b>Landscape and Grounds:</b>								
	Landscaping							
	Lawn Equipment							
	Fencing							
	Recreation Area							
	Signs							
	Other							
<b>Accessibility Features:</b>								
	List							
	Other							
<b>Automation Equipment:</b>								
	Site Management							
	Common Area							
	Other							
<b>Other:</b>								
	Pavement Work	1			0	22150	22,150	1
	Concrete Work	1			0	4684	4,684	
	List							
<b>TOTAL CAPITAL EXPENSES:</b>			-		-			

**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:**

HOUSING AUTHORITY OF GUTHRIE

YEAR ENDED MARCH 31, 2014

Other Admin Expenses	
Compensated Absenses	\$1,093.51
Publications/Memberships	\$208.50
Computer Expenses	\$2,270.82
Postage	\$320.79
Internet	\$292.09
Bad Debts	\$732.95
Other	<u>\$2,150.96</u>
Total	<u>\$7,069.62</u>

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

**YEAR ENDED MARCH 31, 2014**

<b>Entity Wide Balance Sheet Summary</b>					
	Project Total	14.182 N/C S/R Section 8 Programs	10.415 Rural Rental Housing Loans	1 Business Activities	Total
111 Cash - Unrestricted	\$264,185	\$0	\$94,530	\$590	\$359,305
112 Cash - Restricted - Modernization and Development	\$0	\$0	\$0		\$0
113 Cash - Other Restricted	\$0	\$0	\$87,299		\$87,299
114 Cash - Tenant Security Deposits	\$18,658	\$0	\$7,046		\$25,704
115 Cash - Restricted for Payment of Current Liabilities	\$0	\$0	\$0		\$0
100 Total Cash	\$282,843	\$0	\$188,875	\$590	\$472,308
121 Accounts Receivable - PHA Projects	\$0	\$0			\$0
122 Accounts Receivable - HUD Other Projects	\$3,097	\$0			\$3,097
124 Accounts Receivable - Other Government	\$0	\$0			\$0
125 Accounts Receivable - Miscellaneous	\$0	\$0			\$0
126 Accounts Receivable - Tenants	\$8,621	\$0	\$953		\$9,574
126.1 Allowance for Doubtful Accounts - Tenants	-\$4,943	\$0	-\$564		-\$5,507
126.2 Allowance for Doubtful Accounts - Other	\$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	\$190	\$0	\$236		\$426
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$6,965	\$0	\$625	\$0	\$7,590
131 Investments - Unrestricted	\$403,734	\$0			\$403,734
132 Investments - Restricted	\$0	\$0	\$123,377		\$123,377
135 Investments - Restricted for Payment of Current Liability	\$0	\$0	\$0		\$0
142 Prepaid Expenses and Other Assets	\$7,420	\$0	\$1,238		\$8,658
143 Inventories	\$13,142	\$0	\$2,319		\$15,461
143.1 Allowance for Obsolete Inventories	-\$1,314	\$0	-\$232		-\$1,546
144 Inter Program Due From	\$0	\$0			\$0
145 Assets Held for Sale	\$0	\$0			\$0
150 Total Current Assets	\$712,790	\$0	\$316,202	\$590	\$1,029,582
161 Land	\$108,934	\$0	\$24,991	\$0	\$133,925
162 Buildings	\$7,462,762	\$0	\$903,470	\$0	\$8,366,232
163 Furniture, Equipment & Machinery - Dwellings	\$223,619	\$0	\$0		\$223,619
164 Furniture, Equipment & Machinery - Administration	\$0	\$0	\$4,399	\$5,037	\$9,436
165 Leasehold Improvements	\$0	\$0	\$0		\$0
166 Accumulated Depreciation	-\$6,093,151	\$0	-\$742,839	-\$1,259	-\$6,837,249
167 Construction in Progress	\$0	\$0	\$0		\$0
168 Infrastructure	\$0	\$0	\$0		\$0
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,702,164	\$0	\$190,021	\$3,778	\$1,895,963
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	\$1,702,164	\$0	\$190,021	\$3,778	\$1,895,963
200 Deferred Outflow of Resources	\$0	\$0			\$0
290 Total Assets and Deferred Outflow of Resources	\$2,414,954	\$0	\$506,223	\$4,368	\$2,925,545

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

**YEAR ENDED MARCH 31, 2014**

<b>Entity Wide Balance Sheet Summary</b>					
	Project Total	14.182 N/C S/R Section 8 Programs	10.415 Rural Rental Housing Loans	1 Business Activities	Total
311 Bank Overdraft	\$0	\$0			\$0
312 Accounts Payable <= 90 Days	\$6,832	\$0	\$1,242		\$8,074
313 Accounts Payable >90 Days Past Due	\$0	\$0	\$0		\$0
321 Accrued Wage/Payroll Taxes Payable	\$2,599	\$0	\$303		\$2,902
322 Accrued Compensated Absences - Current Portion	\$6,597	\$0	\$431		\$7,028
324 Accrued Contingency Liability	\$0	\$0	\$0		\$0
325 Accrued Interest Payable	\$0	\$0	\$2,570		\$2,570
331 Accounts Payable - HUD PHA Programs	\$0	\$0			\$0
332 Account Payable - PHA Projects	\$0	\$0			\$0
333 Accounts Payable - Other Government	\$14,109	\$0	\$3,137		\$17,246
341 Tenant Security Deposits	\$18,658	\$0	\$7,046		\$25,704
342 Unearned Revenue	\$1,377	\$0	\$123		\$1,500
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	\$0	\$0	\$22,082		\$22,082
344 Current Portion of Long-term Debt - Operating Borrowings	\$0	\$0			\$0
345 Other Current Liabilities	\$0	\$0	\$578		\$578
346 Accrued Liabilities - Other	\$15,324	\$0			\$15,324
347 Inter Program - Due To	\$0	\$0			\$0
348 Loan Liability - Current	\$0	\$0			\$0
310 Total Current Liabilities	\$65,496	\$0	\$37,512	\$0	\$103,008
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$0	\$0	\$384,058		\$384,058
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	\$6,866	\$0	\$243		\$7,109
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	\$6,866	\$0	\$384,301	\$0	\$391,167
300 Total Liabilities	\$72,362	\$0	\$421,813	\$0	\$494,175
400 Deferred Inflow of Resources					
508.4 Net Investment in Capital Assets	\$1,702,164	\$0	-\$216,119	\$3,778	\$1,489,823
511.4 Restricted Net Position	\$0	\$0	\$210,676	\$0	\$210,676
512.4 Unrestricted Net Position	\$640,428	\$0	\$89,853	\$590	\$730,871
513 Total Equity - Net Assets / Position	\$2,342,592	\$0	\$84,410	\$4,368	\$2,431,370
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$2,414,954	\$0	\$506,223	\$4,368	\$2,925,545

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULES

YEAR ENDED MARCH 31, 2014

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$248,750	\$0	\$248,750
70400 Tenant Revenue - Other	\$26,110	\$0	\$26,110
70500 Total Tenant Revenue	\$274,860	\$0	\$274,860
70600 HUD PHA Operating Grants	\$386,888	\$6,994	\$393,882
70610 Capital Grants	\$0	\$126,615	\$126,615
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	\$2,101	\$0	\$2,101
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	\$7,217	\$0	\$7,217
71600 Gain or Loss on Sale of Capital Assets	\$1,600	\$0	\$1,600
72000 Investment Income - Restricted	\$0	\$0	\$0
70000 Total Revenue	\$672,666	\$133,609	\$806,275
91100 Administrative Salaries	\$88,923	\$4,460	\$93,383
91200 Auditing Fees	\$6,440	\$0	\$6,440
91300 Management Fee	\$0	\$0	\$0
91310 Book-keeping Fee	\$0	\$0	\$0
91400 Advertising and Marketing	\$2,570	\$0	\$2,570
91500 Employee Benefit contributions - Administrative	\$33,855	\$0	\$33,855
91600 Office Expenses	\$18,112	\$0	\$18,112
91700 Legal Expense	\$0	\$0	\$0
91800 Travel	\$215	\$0	\$215
91810 Allocated Overhead	\$0	\$0	\$0
91900 Other	\$19,974	\$0	\$19,974
91000 Total Operating - Administrative	\$170,089	\$4,460	\$174,549
92000 Asset Management Fee	\$0	\$0	\$0
92100 Tenant Services - Salaries	\$2,948	\$0	\$2,948
92200 Relocation Costs	\$0	\$0	\$0
92300 Employee Benefit Contributions - Tenant Services	\$13	\$0	\$13
92400 Tenant Services - Other	\$63	\$0	\$63
92500 Total Tenant Services	\$3,024	\$0	\$3,024
93100 Water	\$44,934	\$0	\$44,934
93200 Electricity	\$12,013	\$0	\$12,013
93300 Gas	\$7,729	\$0	\$7,729
93400 Fuel	\$0	\$0	\$0
93500 Labor	\$0	\$0	\$0
93600 Sewer	\$42,982	\$0	\$42,982
93700 Employee Benefit Contributions - Utilities	\$0	\$0	\$0
93800 Other Utilities Expense	\$0	\$0	\$0
93000 Total Utilities	\$107,658	\$0	\$107,658

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULES

YEAR ENDED MARCH 31, 2014

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
94100 Ordinary Maintenance and Operations - Labor	\$84,293	\$0	\$84,293
94200 Ordinary Maintenance and Operations - Materials and Other	\$37,142	\$0	\$37,142
94300 Ordinary Maintenance and Operations Contracts	\$95,611	\$0	\$95,611
94500 Employee Benefit Contributions - Ordinary Maintenance	\$27,682	\$0	\$27,682
94000 Total Maintenance	\$244,728	\$0	\$244,728
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	\$30,106	\$0	\$30,106
96120 Liability Insurance	\$8,779	\$0	\$8,779
96130 Workmen's Compensation	\$6,291	\$0	\$6,291
96140 All Other Insurance	\$3,535	\$0	\$3,535
96100 Total insurance Premiums	\$48,711	\$0	\$48,711
96200 Other General Expenses	\$0	\$0	\$0
96210 Compensated Absences	\$28,509	\$0	\$28,509
96300 Payments in Lieu of Taxes	\$14,109	\$0	\$14,109
96400 Bad debt - Tenant Rents	\$27,468	\$0	\$27,468
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	\$70,086	\$0	\$70,086
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	\$644,296	\$4,460	\$648,756
97000 Excess of Operating Revenue over Operating Expenses	\$28,370	\$129,149	\$157,519
97100 Extraordinary Maintenance	\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$224	\$0	\$224
97300 Housing Assistance Payments	\$0	\$0	\$0
97350 HAP Portability-In	\$0	\$0	\$0
97400 Depreciation Expense	\$173,994	\$13,980	\$187,974
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	\$818,514	\$18,440	\$836,954

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

YEAR ENDED MARCH 31, 2014

<b>Single Project Revenue and Expense</b>			
	<b>Low Rent</b>	<b>Capital Fund</b>	<b>Total Project</b>
10010 Operating Transfer In	\$2,534	\$0	\$2,534
10020 Operating transfer Out	\$0	-\$2,534	-\$2,534
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)	\$2,534	-\$2,534	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$143,314	\$112,635	-\$30,679
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$2,218,117	\$155,154	\$2,373,271
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$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	1869		1869
11210 Number of Unit Months Leased	1785		1785
11270 Excess Cash	\$574,355		\$574,355
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$0	\$108,822	\$108,822
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$17,793	\$17,793
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 SCHEDULES

YEAR ENDED MARCH 31, 2014

Entity Wide Revenue and Expense Summary							
	Project Total	14.182 N/C S/R Section 8 Programs	10.415 Rural Rental Housing Loans	1 Business Activities	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$248,750	\$0	\$35,203		\$283,953	\$0	\$283,953
70400 Tenant Revenue - Other	\$26,110	\$0	\$2,214		\$28,324	\$0	\$28,324
70500 Total Tenant Revenue	\$274,860	\$0	\$37,417	\$0	\$312,277	\$0	\$312,277
70600 HUD PHA Operating Grants	\$393,882	\$125,470			\$519,352	\$0	\$519,352
70610 Capital Grants	\$126,615	\$0			\$126,615	\$0	\$126,615
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	\$2,101	\$0	\$80	\$1	\$2,182	\$0	\$2,182
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	\$7,217	\$0	\$1,000		\$8,217	\$0	\$8,217
71600 Gain or Loss on Sale of Capital Assets	\$1,600	\$0			\$1,600	\$0	\$1,600
72000 Investment Income - Restricted	\$0	\$0	\$759		\$759	\$0	\$759
70000 Total Revenue	\$806,275	\$125,470	\$39,256	\$1	\$971,002	\$0	\$971,002
91100 Administrative Salaries	\$93,383	\$0	\$10,903		\$104,286	\$0	\$104,286
91200 Auditing Fees	\$6,440	\$0	\$2,760		\$9,200	\$0	\$9,200
91300 Management Fee	\$0	\$0	\$0		\$0	\$0	\$0
91310 Book-keeping Fee	\$0	\$0	\$0		\$0	\$0	\$0
91400 Advertising and Marketing	\$2,570	\$0	\$758		\$3,328	\$0	\$3,328
91500 Employee Benefit contributions - Administrative	\$33,855	\$0	\$1,315		\$35,170	\$0	\$35,170
91600 Office Expenses	\$18,112	\$0	\$3,333		\$21,445	\$0	\$21,445
91700 Legal Expense	\$0	\$0	\$0		\$0	\$0	\$0
91800 Travel	\$215	\$0	\$10		\$225	\$0	\$225
91810 Allocated Overhead	\$0	\$0	\$0		\$0	\$0	\$0
91900 Other	\$19,974	\$0	\$5,191	\$83	\$25,248	\$0	\$25,248
91000 Total Operating - Administrative	\$174,549	\$0	\$24,270	\$83	\$198,902	\$0	\$198,902

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULES

YEAR ENDED MARCH 31, 2014

Entity Wide Revenue and Expense Summary							
	Project Total	14.182 N/C S/R Section 8 Programs	10.415 Rural Rental Housing Loans	1 Business Activities	Subtotal	ELIM	Total
92000 Asset Management Fee	\$0	\$0			\$0	\$0	\$0
92100 Tenant Services - Salaries	\$2,948	\$0			\$2,948	\$0	\$2,948
92200 Relocation Costs	\$0	\$0			\$0	\$0	\$0
92300 Employee Benefit Contributions - Tenant Services	\$13	\$0			\$13	\$0	\$13
92400 Tenant Services - Other	\$63	\$0			\$63	\$0	\$63
92500 Total Tenant Services	\$3,024	\$0	\$0	\$0	\$3,024	\$0	\$3,024
93100 Water	\$44,934	\$0	\$359		\$45,293	\$0	\$45,293
93200 Electricity	\$12,013	\$0	\$2,370		\$14,383	\$0	\$14,383
93300 Gas	\$7,729	\$0	\$900		\$8,629	\$0	\$8,629
93400 Fuel	\$0	\$0	\$0		\$0	\$0	\$0
93500 Labor	\$0	\$0			\$0	\$0	\$0
93600 Sewer	\$42,982	\$0	\$206		\$43,188	\$0	\$43,188
93700 Employee Benefit Contributions - Utilities	\$0	\$0			\$0	\$0	\$0
93800 Other Utilities Expense	\$0	\$0			\$0	\$0	\$0
93000 Total Utilities	\$107,658	\$0	\$3,835	\$0	\$111,493	\$0	\$111,493
94100 Ordinary Maintenance and Operations - Labor	\$84,293	\$0	\$3,446		\$87,739	\$0	\$87,739
94200 Ordinary Maintenance and Operations - Materials and Other	\$37,142	\$0	\$6,348		\$43,490	\$0	\$43,490
94300 Ordinary Maintenance and Operations Contracts	\$95,611	\$0	\$18,739		\$114,350	\$0	\$114,350
94500 Employee Benefit Contributions - Ordinary Maintenance	\$27,682	\$0	\$259		\$27,941	\$0	\$27,941
94000 Total Maintenance	\$244,728	\$0	\$28,792	\$0	\$273,520	\$0	\$273,520
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
96110 Property Insurance	\$30,106	\$0	\$4,385		\$34,491	\$0	\$34,491
96120 Liability Insurance	\$8,779	\$0	\$1,549		\$10,328	\$0	\$10,328
96130 Workmen's Compensation	\$6,291	\$0	\$1,110		\$7,401	\$0	\$7,401
96140 All Other Insurance	\$3,535	\$0	\$593		\$4,128	\$0	\$4,128
96100 Total insurance Premiums	\$48,711	\$0	\$7,637	\$0	\$56,348	\$0	\$56,348

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULES

YEAR ENDED MARCH 31, 2014

Entity Wide Revenue and Expense Summary							
	Project Total	14.182 N/C S/R Section 8 Programs	10.415 Rural Rental Housing Loans	1 Business Activities	Subtotal	ELIM	Total
96200 Other General Expenses	\$0	\$0			\$0	\$0	\$0
96210 Compensated Absences	\$28,509	\$0	\$3,168		\$31,677	\$0	\$31,677
96300 Payments in Lieu of Taxes	\$14,109	\$0	\$3,137		\$17,246	\$0	\$17,246
96400 Bad debt - Tenant Rents	\$27,468	\$0	\$733		\$28,201	\$0	\$28,201
96500 Bad debt - Mortgages	\$0	\$0			\$0	\$0	\$0
96600 Bad debt - Other	\$0	\$0		\$4,630	\$4,630	\$0	\$4,630
96800 Severance Expense	\$0	\$0			\$0	\$0	\$0
96000 Total Other General Expenses	\$70,086	\$0	\$7,038	\$4,630	\$81,754	\$0	\$81,754
96710 Interest of Mortgage (or Bonds) Payable	\$0	\$0	\$34,271		\$34,271	\$0	\$34,271
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	\$34,271	\$0	\$34,271	\$0	\$34,271
96900 Total Operating Expenses	\$648,756	\$0	\$105,843	\$4,713	\$759,312	\$0	\$759,312
97000 Excess of Operating Revenue over Operating Expenses	\$157,519	\$125,470	-\$66,587	-\$4,712	\$211,690	\$0	\$211,690
97100 Extraordinary Maintenance	\$0	\$0			\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$224	\$0			\$224	\$0	\$224
97300 Housing Assistance Payments	\$0	\$0			\$0	\$0	\$0
97350 HAP Portability-In	\$0	\$0			\$0	\$0	\$0
97400 Depreciation Expense	\$187,974	\$0	\$27,490	\$1,007	\$216,471	\$0	\$216,471
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	\$836,954	\$0	\$133,333	\$5,720	\$976,007	\$0	\$976,007

HOUSING AUTHORITY OF GUTHRIE, OKLAHOMA  
FINANCIAL DATA SCHEDULES

YEAR ENDED MARCH 31, 2014

Entity Wide Revenue and Expense Summary							
	Project Total	14.182 N/C S/R Section 8 Programs	10.415 Rural Rental Housing Loans	1 Business Activities	Subtotal	ELIM	Total
10010 Operating Transfer In	\$2,534	\$0	\$125,470		\$128,004	-\$128,004	\$0
10020 Operating transfer Out	-\$2,534	-\$125,470			-\$128,004	\$128,004	\$0
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	-\$125,470	\$125,470	\$0	\$0		\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$30,679	\$0	\$31,393	-\$5,719	-\$5,005		-\$5,005
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$2,373,271	\$0	\$53,017	\$10,087	\$2,436,375	\$0	\$2,436,375
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0			\$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	1869	0	336		2205	0	2205
11210 Number of Unit Months Leased	1785	0	318		2103	0	2103
11270 Excess Cash	\$574,355				\$574,355		\$574,355
11610 Land Purchases	\$0				\$0		\$0
11620 Building Purchases	\$108,822				\$108,822		\$108,822
11630 Furniture & Equipment - Dwelling Purchases	\$0				\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$17,793				\$17,793		\$17,793
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