

Brookfield Housing Authority

***3 Brooks Quarry Road
Brookfield, CT 06804-1052
(203) 775-1403 Fax (203) 740-8714
Mon - Thurs 9:00 AM - 1:00 PM***

***~ Annual Report ~
2014 - 2015***

Brookfield Housing Authority

3 Brooks Quarry Road

Brookfield, CT 06804-1052

(203) 775-1403 Fax (203) 740-8714

Annual Meeting

AGENDA- Sept 15, 2015 6:00pm
Room 139, Brookfield Town Hall

- Call to order
- Annual Report
- Adjourn

Brookfield Housing Authority

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~ The Mission Statement of the Brookfield Housing Authority ~

**Is to foster a safe and healthy independent living community setting
that respects the rights and dignity of each individual.**

This shall be done by:

Making responsible financial decisions

**Providing lines of communication that encourage individual responses,
keeping in mind the protection of the rights and dignity of others.**

**Making sure the complex is maintained and developed with the safety
and health of the residents being the primary concern.**

**Fully supporting community projects centered around the welfare of
the residents as well as others.**

**Arranging various social events to entertain and encourage
participation with other tenants.**

2014 – 2015 Administration

Richard Groski: Executive Director

Gerry Hipp: Assistant Director

2014 – 2015 Board of Commissioners

**Michael Steele, Richard Sturdevant, Connie Hunt and
Tenant Commissioner: Shirley Gervasoni**

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~ Director's Report ~
September 15, 2015

This is the annual report for the Brookfield Housing Authority.

I would like to thank our Board of Commissioners – Chairman S. Michael Steele, Connie Hunt, Treasurer Dick Sturdevant, Bob Ziembicki, and Tenant Commissioner Shirley Gervasoni. Your continued support of Brooks Quarry management, residents, the resident's programs, concerns and issues is appreciated.

The Assistant Executive Director, Gerry Hipp, is knowledgeable about the day to day, month to month tasks and keeps the office organized. She also runs the luncheons for the residents as well as running a crafts project once a month.

In September, 2014 Ronnie Smith decided to retire as a 16 year commissioner, due to family reasons. Stanley Parker, who replaced Ronnie, resigned in November after 2 months as a commissioner. January 2015 also saw BHA lose the services of then Chairman Rolf Enger. Rolf retired from his post after 5 years of hard, almost full time work.

In February of 2015, Connie Hunt joined the commissioner team in the role of tenant liaison. Connie went to work right away organizing games for the residents and helping alleviate some office tasks. As of June 2015, BHA was in need of a fifth commissioner. In August Bob Ziembicki joined the commissioners and will work with the Capital Needs which will be critical to the future of Brooks Quarry.

Bill Tinsley, The First Selectman, Joan Locke, and Lisa Delp have been very supportive of Brooks Quarry and I thank them and the rest of the staffs at Brookfield Town Hall.

The Brookfield Police and Fire Departments do an outstanding job “looking out” for our residents, whether it is ambulance calls, power failures or snow storms; they are always here.

The Public Works department continues to help with our roads, during snowstorms, this is greatly appreciated.

Christine Rossi, an employee of GE Capital took the initiative for the second year in a row and through the generosity of GEC provided our residents with Fruit gift bags for Thanksgiving.

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The Rotary Club put on the annual Christmas Party with Billy Michaels from Bethel performing Yule time music for the residents. The party was terrific and well attended! The Garden Club, again, provided the Christmas gifts which were gift cards to a local supermarket.

Stephanie Landis of the Brookfield Garden Club and her son provided sweat equity for our gardens around Brooks Quarry.

Peter McPadden continues to do an excellent job of doing our maintenance work. By bundling small projects, and at times emergencies, he has worked with us to reduce our maintenance costs. He has revised his billing process which gives the Authority a clearer account of the work he performs for us.

In the last fiscal year we again experienced an unprecedented number vacancy which caused us to spend more than we had anticipated for the unit turnover i.e. costs of painting and fit up. Fortunately, we were able to welcome 5 new tenants.

Sadly, four residents passed away during the last fiscal year. The entire Board joins me in mourning the loss of:

Ellie Bassone
Mary Jane Curtis
Bruno Raguso
Roland Smith

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Highlights over the past year:

- **Brooks Quarry adopted a NO Smoking on Facility policy**
- **5 Year study completed for submittal to CHFA for relief to BHA**
- **BHA Audited for years 2012 – 2014**
 - **One Finding which has been remediated**
- **New Accountant hired January 2015, significant savings**
- **New Lease Instituted**
- **Base Rent Study for increase for September, 2015**
- **Sewer Grant submitted to CHFA and DOH and approved in June by CHFA.**
- **Continued to Refurbish Vacated Units**
 - **New Vinyl flooring**
 - **Bathtub step installed**
 - **New Bathroom Vanity**
 - **Fresh coat of paint**

- **Updated the Application Review Process**

- **Building Identifiers installed – fluorescent numbers**
- **Housatonic Habitat for Humanity Brush of Kindness program which painted vacant units at a significant cost savings.**
- **Waiting list updates were completed in December and May.**
- **Yearly Unit inspections completed.**
- **Updated the residents Welcome Book.**
- **Received \$5000 from CHFA's Housing Authority Small Improvement Program for Kindles, NETFLIX, crafts activities and resident luncheons.**
- **Initiated quarterly "Bagels with the Board" resident meetings.**

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I am including the Administrative and Operating statement from our accountant. In his cover letter he states that the financial statements are presented in accordance with requirements of DECD and CHFA which differ from generally accepted accounting principles.

Some points to note:

- 1. The balance sheet shows our total fixed assets at \$1,750,061. According to the town appraisal and our insurance carrier the buildings alone are worth considerably more than that and thus we carry higher insurance coverage (\$2,553,936).**
- 2. The bank and reserves are now in excess of \$136,275 which is a decrease of approximately \$10,000 worse than June 2014. The shortfall was due to WPCA requesting an advance of \$12,000 for the sewer project which will be covered by a CHFA Grant of approximately \$425,000.**
- 3. Our Profit and Loss came in \$4,871 under budget on a total operating budget of \$163,806. The Housing Authority brought in an extra \$14,800 of rents. The expenses for maintenance exceeded \$20,000 over budget, and the charge for RM&R was under-funded by nearly \$10,500.**

All in all the *Brookfield Housing Authority* will continue be financially challenged due to the lack of income; there is hope that an additional E-Rap from the state will provide BHA some relief but we must continue to be prudent for us to meet our budget for fiscal 2015-2016.

Respectfully submitted,

Brookfield Housing Authority

Richard Groski
Executive Director

Gerry Hipp
Assistant Director

**MFL Associates
304 Federal Road
Suite 214
Brookfield, CT 06804
(203) 740-2352**

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Board of Commissioners
Housing Authority of the Town of Brookfield CT E-135
Brookfield, CT

I have compiled the accompanying balance sheet of the Housing Authority of the Town of Brookfield-CT E-135 as of June 30, 2015, and the related operating statement and analysis of retained earnings with supporting forms for the fiscal year then ended, and the accompanying supplemental information contained in the supplementary schedule, which is presented only for supplementary analysis purposes, included in the accompanying prescribed form. The financial statements included in the accompanying prescribed form have not been audited or reviewed.

Management is responsible for the preparation and fair presentation of the financial statements included in the form prescribed by the CT DOH and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

The financial statements included in the accompanying prescribed form are presented in accordance with the requirements of the CT DOH and are not intended to be a presentation in accordance with generally accepted accounting principles.

Michael F LoFrumento

July 28, 2015

Connecticut Housing Finance Authority
State Housing Portfolio

Semi-Annual Affidavit for Financial Statements

For the Period Ending: 6/30/15

State of Connecticut)
County of: Fairfield)

The undersigned, being duly sworn, depose and say that they are the below designated officers of the said Authority or Sponsor and that all of the assets described in the financial statements identified above were the absolute property of said Authority or Sponsor, free and clear from any liens, violations, claims of encumbrance thereon, except as therein stated; that these financial and operating statements together with the schedules and explanations therein contained, annexed or referred to including information with respect to tenants and rental are a full and correct exhibit of all assets, liabilities (actual or contingent) and of the condition and affairs of said Authority or Sponsor insofar as its financial accounts are affected with respect to the contract for financial assistance dated August 16, 1982 between the State of Connecticut and said Authority or Sponsor and that the costs of operating each housing project under its jurisdiction are, for the semi-annual period identified above correctly presented in the respective individual Operating Statements, according to the best of their information, knowledge and belief respectively.

Signed under penalty of false statement, Connecticut General Statutes Section 53a-157b.

Legal Name of Authority or Sponsor: Housing Authority of the town of Brookfield

Signed By: [Signature]
President/Chairman Duly Authorized

Date: 7-30-15

Subscribed and sworn to before me this 30th day of July, 20 15.

[Signature]
Notary Signature

My Commission Expires: **DIAN K. ENG**
NOTARY PUBLIC
MY COMMISSION EXPIRES APR. 30, 2020

Project Name Brooks QuarryProject # E-135Sponsor/Authority Name: Housing Authority of the town of BrookfieldCHFA # 85011D

**ADMINISTRATION FUND
BALANCE SHEET**

As of: 6/30/2015

ASSETS

1111	Cash-Checking		
1113	Reserve Cash-Saving and Investments	\$	136,199.86
1114	Restricted Cash-Security Deposits		
1115	Restricted Cash-Special Deposits		
1116	Restricted Cash-Sales Program		
1117	Petty Cash Fund	\$	75.00
1118	Change Fund		
	Total Cash		\$ 136,274.86
1122	Tenants' Accounts Receivable	\$	309.00
1123	Vacated Tenants' Accounts Receivable		
	Total Tenants' Accounts Receivable	\$	309.00
1123.1	Less: Allowance for Collection Loss		
	Net Tenants' Accounts Receivable	\$	309.00
1124.1	Unissued State Subsidy - Congregate		
1124.2	Unissued State Subsidy - Congregate		
1125	Housing Assistance Payments Receivable		
1126.1	Rehabilitation Funds Receivable, No.		
1126.2	Rehabilitation Funds Receivable, No.		
1128	Accounts Receivable-ineligible program costs		
1129	Sundry Accounts Receivable		
1145	Accrued Interest Receivable		
1155	Advances to Revolving Fund		
1156	Advances for Travel		
	Total Accounts Receivable		\$ 309.00
1211	Unexpired Insurance	\$	5,343.12
1212	Anticipated Dividends		
1269	General Stores		
	Total Deferred Charges and Prepayments		\$ 5,343.12
1405	Development Cost	\$	1,363,691.92
1430	Furniture and Equipment	\$	68,394.00
1440	Capital Improvements - State Rehab. Grants/Loan	\$	317,974.81
	Total Fixed Assets		\$ 1,750,060.73
1501	Payroll Clearance		
1502	Insurance Claims Clearance		
1503.1	Rehabilitation Program Expenditures, No.		
1503.2	Rehabilitation Program Expenditures, No.		
1504.1	Net Program Cost Congregate - Contract No.		
1504.2	Net Program Cost Congregate - Contract No.		
1505	Incomplete Contracts		
1507	RAP Subsidy Payments - Elderly Program Only		
1508	Resident Services Coordinator Expenses-Elderly Program Only		
1509	DECD Rental Subsidy (Congregate Program)		
	Total Clearance		\$ -
	TOTAL ASSETS		\$ 1,891,987.71

Project Name: Brooks QuarryProject # E-135Sponsor/Authority Name: Housing Authority of the town of BrookfieldCHFA # 85011D

**ADMINISTRATION FUND
BALANCE SHEET**

LIABILITIES

2110	Administration Fund Creditors	\$ 17,585.57
2111	Contract Awards	_____
2112	Contract Retentions	_____
2113	ALSA Escrow-DSS Tenants and DECD Tenants	_____
2116	Tenants' Security Deposits	_____
2117	Payroll Deductions	_____
2119	Sundry Accounts Payable	_____
2120	Undistributed Proceeds - Sales Program	_____
	Total Accounts Payable	\$ 17,585.57
2131	Accrued Interest and Principal - Mortgage	_____
2131.1	Accrued Interest and Principal - Rehab. Loan	_____
2135	Accrued Salaries and Wages	_____
2135.1	Accrued Compensated Absences	_____
2136	Accrued State Service Charge	_____
2137	Accrued Liability to Municipalities In Lieu of Taxes (or Ad Valorem Taxes, if Applicable)	_____
2139	Accrued Payroll Taxes	_____
	Total Accrued Expenses	\$ -
2240	Tenants' Prepaid Rents	_____
2313	Indebtedness to the State of Connecticut - Mortgage	_____
2313.1	Debt Retirement - Mortgage	\$ -
2314	Indebtedness to the State of Connecticut - Rehabilitation Loan	_____
2314.1	Debt Retirement - Rehabilitation Loan	\$ -
	Total Long Term Liabilities	\$ -
	TOTAL LIABILITIES	\$ 17,585.57

EQUITY

2810	Capital Grant by the State of Connecticut	\$ 988,801.92
2810.1	Contribution by the State of Connecticut - Interest Earned on Development Advances	_____
2811.1	State Subsidy Authorized - Congregate	_____
2811.2	State Subsidy Authorized - Congregate	_____
2813	Valuation of Fixed Assets	\$ 68,394.00
2814	Contribution by the Municipality	\$ 374,890.00
2814.3	Gifts and Donations	\$ 404.48
2820.1	Rehabilitation Funds Authorized, No.	\$ 92,200.00
2820.2	Rehabilitation Funds Authorized, No.	_____
2821	Capital Grant by the State of Connecticut -Rehabilitation	\$ 225,646.65
2825	Mortgage Loan Liquidation	_____
2826	Rehabilitation Loan Liquidation	_____
2827	Rental Assistance Grant Authorized-Elderly Program Only	\$ 1,496.00
2827.1	Rental Assistance Grant Unissued-Elderly Program Only	_____
2828	Resident Services Coordinator Grant Authorized-Elderly Program Only	_____
2828.1	Resident Services Coordinator Grant Unissued-Elderly Program Only	_____
2830	Unappropriated Retained Earnings	\$ 6,856.91
2830.1	Income and Expense Clearance	\$ 4,870.53
2830.2	Prior Year Adjustments	_____
2830.3	Retained Earnings Appropriated for Development Improvements	\$ 541.09
2830.4	Retained Earnings Appropriated for Repairs, Maintenance and Replacements (RM&R)	\$ 110,300.56
2830.5	Retained Earnings Appropriated for the Authorities Project Tenant Support (APTS) Program	\$ -
	Total Retained Earnings	\$ 122,569.09
	TOTAL EQUITY	\$ 1,874,402.14
	TOTAL LIABILITES AND EQUITY	\$ 1,891,987.71

Project Name: Brooks QuarryProject #: E-135Sponsor/Authority Name: Housing Authority of the town of BrookfieldCHFA # 85011D

**ADMINISTRATION FUND
OPERATING STATEMENT**

For the Quarter Ending: 6/30/201512 # monthsNo. of Dwelling Units: 35No. of Unit Months: 420

	Budget Amount	PUM	Actual Amount	PUM	
INCOME					
3100	Rental Income - Base	102,120.00	243.14	103,930.00	247.45
3100.1	Rental Income - Excess of Base	57,036.00	135.80	70,035.50	166.75
3110	Excess Utilities				
3120	Surcharges				
	Total Rental Income	\$ 159,156.00	378.94	\$ 173,965.50	414.20
3210	Dwelling Vacancy Loss	(4,500.00)	(10.71)	(1,030.00)	(2.45)
3220	Dwelling Vacancy Subsidy				
	Net Rental Income	\$ 154,656.00	368.23	\$ 172,935.50	411.75
3300	Non Dwelling Rental Income				
3510	Sales and Service to Tenants (including Cable TV fee)	9,030.00	21.50	9,459.00	22.52
3610	Interest Income	120.00	0.29	152.45	0.36
3620	Other Income	0.00		1,656.31	3.94
	GROSS INCOME	\$ 163,806.00	390.01	\$ 184,203.26	438.58
EXPENSE					
4120	Salaries - Office	39,856.00	94.90	40,608.00	96.69
4120.1	Compensated Absences-Administrative Salaries				
4130	Legal and Other Services	1,000.00	2.38	1,075.00	2.56
4130.1	Less: Legal Charges to Tenants				
4131	Accounting Fees	7,200.00	17.14	5,840.01	13.90
4132	Management Fees				
4151	Office Supplies	2,700.00	6.43	659.16	1.57
4152	Rents				
4153	Travel			1,185.64	2.82
4159	Other Office Expense	8,002.00	19.05	10,176.60	24.23
4160	Pensions and Other Funds				
4161	Payroll Taxes	3,190.00	7.60	3,617.75	8.61
	Total Management Expense	\$ 61,948.00	147.50	\$ 63,162.16	\$ 150.39
4310	Water	8,000.00	19.05	5,578.00	13.28
4320	Electricity	9,900.00	23.57	9,516.28	22.66
4330	Gas				
4340	Fuel	250.00	0.60	107.85	0.26
4350	Cable Television	10,623.00	25.29	9,915.34	23.61
4360	Sewer	3,900.00	9.29	1,900.00	4.52
	Total Utility Expense	\$ 32,673.00	77.79	\$ 27,017.47	\$ 64.33
4410	Maintenance Wages	1,000.00	2.38		
4410.1	Compensated Absences-Maintenance Wages				
4420	Materials and Supplies	2,400.00	5.71	185.16	0.44
4430	Contractual Services	38,415.00	91.46	61,687.03	146.87
4440	Maintenance & Shop Equipment Expense	3,750.00	8.93	4,464.31	10.63
	Total Maintenance Expense	\$ 45,565.00	108.49	\$ 66,336.50	\$ 157.94
4710	Refuse Removal	4,725.00	11.25	4,692.60	11.17
4711	Insurance	14,670.00	34.93	13,899.00	33.09
4715	Pilot or Taxes				
4716	State Service Charge				
4717	Interest Expense				
	Total Other Expense	\$ 19,395.00	46.18	\$ 18,591.60	\$ 44.27
4810	Provision for Repairs, Maint. & Replacements	4,225.00	10.06	4,225.00	10.06
4820	Provision for Collection Loss				
	Total Provisions	\$ 4,225.00	10.06	\$ 4,225.00	\$ 10.06
4910	Principal Payment-Mortgage				
4920	Principal Payment-Rehabilitation Loan				
	Total Principal Payments	\$ -		\$ -	
6100	Extraordinary Income				
6200	Extraordinary Expense				
	TOTAL EXPENSES	\$ 163,806.00	390.01	\$ 179,332.73	426.98
	NET GAIN (LOSS) FOR THE PERIOD	\$ -		\$ 4,870.53	\$ 11.60

Project Name: Brooks Quarry

Project #: E-135

Sponsor/Authority Name: Housing Authority of the town of Brookfield

CHFA # 85011D

**ADMINISTRATION FUND
ANALYSIS OF RETAINED EARNINGS**

As of: 6/30/2015

ANALYSIS OF UNAPPROPRIATED RETAINED EARNINGS (2830.1, .2)

	Calendar/Fiscal Beginning Date: <u>07/01/14</u>		Balance: \$	6,856.91
Add:	Operating Gain (2830.1)	\$	4,870.53	
	Prior Year Adjustments (2830.2)	\$	-	
	Other Adjustment: _____			\$ 4,870.53
Deduct:	Operating Loss (2830.1)			
	Prior Year Adjustments (2830.2)			
	Other Adjustment: _____			\$ -
Balance as of:	<u>6/30/2015</u>		\$	<u>11,727.44</u>

ANALYSIS OF RETAINED EARNINGS APPROPRIATED FOR DEVELOPMENT IMPROVEMENTS

(2830.3)

	Calendar/Fiscal Beginning Date: <u>07/01/14</u>		Balance: \$	80,541.09
Deduct:	Total Charges to Retained Earnings Appropriated for Development Improvements as Approved by DECD (Per Attached Schedule)	\$	80,000.00	\$ 80,000.00
Balance as of:	<u>6/30/2015</u>		\$	<u>541.09</u>

ANALYSIS OF RETAINED EARNINGS APPROPRIATED FOR REPAIRS, MAINTENANCE AND REPLACEMENTS (2830.4)

	Calendar/Fiscal Beginning Date: <u>07/01/14</u>		Balance: \$	49,585.86
Add:	Provision	\$	4,225.00	
	Other Adjustment: <u>Developer Feed Dakota</u>	\$	80,000.00	\$ 84,225.00
Deduct:	Total Charges to Retained Earnings Appropriated for RM&R (Per Attached Schedule)	\$	23,097.92	
	Other Adjustment: <u>Unknown</u>	\$	412.38	\$ 23,510.30
Balance as of:	<u>6/30/2015</u>		\$	<u>110,300.56</u>

ANALYSIS OF RETAINED EARNINGS APPROPRIATED FOR the AUTHORITIES PROJECT TENANT SUPPORT (APTS II) Program (2830.5)

	Calendar/Fiscal Beginning Date: <u>07/01/14</u>		Balance: _____	
Add:	State Service Charge Provision			
	Other Adjustment: _____			\$ -
Deduct:	Total Charges to Retained Earnings Appropriated for APTS (Per Attached Schedule)	\$	-	
	Other Adjustment: _____			\$ -
Balance as of:	<u>6/30/2015</u>		\$	<u>-</u>

TOTAL RETAINED EARNINGS \$ 122,569.09

SUPPLEMENTARY INFORMATION

2:30 PM
07/27/15
Cash Basis

Brookfield Housing Authority
Transactions by Account
As of June 30, 2015

Type	Date	Num	Adj	Name	Memo	Split	Debit
Check	07/22/2014	8667		Northeast Generator Co.	Inv # W68437 Replace Block Heater	1113.30 · Svgs Bk Danbury 90541610	374.31
Check	07/22/2014	8668		Northeast Generator Co.	Inv # W68437 Replace Block Heater	1113.30 · Svgs Bk Danbury 90541610	423.02
Check	07/22/2014	8671		Random Tasks	Unit 4-4 vinyl flooring	1113.30 · Svgs Bk Danbury 90541610	1,195.00
Check	08/06/2014	8693		Bodner Construction Inc	Invoice 8114, bathub step unit 8-1	1113.30 · Svgs Bk Danbury 90541610	895.00
Check	08/13/2014	8698		Chris Soderquist	Plumbing 3-1, 6-1, 8-4	1113.30 · Svgs Bk Danbury 90541610	210.00
Check	08/19/2014	8712		Random Tasks	Unit 8-1 vinyl flooring	1113.30 · Svgs Bk Danbury 90541610	1,095.00
Check	08/19/2014	8715		Powerhouse Appliances	refrigerator unit 4-4 Inv 35154	1113.30 · Svgs Bk Danbury 90541610	619.00
General Journal	10/01/2014				Hasip Grant received 8/17/13	2830.31 · Retained Earnings Approp HASIP	1,977.00
Check	11/18/2014	8822		Random Tasks	Unit 9-2 vinyl flooring - Kitchen & Bathroom	1113.30 · Svgs Bk Danbury 90541610	392.00
Check	11/18/2014	8823		Random Tasks	Vinyl Flooring Materials	1113.30 · Svgs Bk Danbury 90541610	4,450.35
Check	11/25/2014	8830		Random Tasks	-MULTIPLE-	1113.30 · Svgs Bk Danbury 90541610	1,595.00
Check	11/25/2014	8832		Bodner Construction Inc	Invoice 11214, bathub step unit 9-2	1113.30 · Svgs Bk Danbury 90541610	895.00
Check	11/25/2014	8839		High Ridge Painting	uninstall / install toilet floor	1113.30 · Svgs Bk Danbury 90541610	165.00
Check	12/23/2014	8874		Northeast Generator Co.	Inv # W72860 Preventative Maintenance	1113.30 · Svgs Bk Danbury 90541610	262.50
Check	01/29/2015	8903		Random Tasks	-MULTIPLE-	1113.30 · Svgs Bk Danbury 90541610	0.00
Check	02/03/2015	8917		Random Tasks	-MULTIPLE-	1113.30 · Svgs Bk Danbury 90541610	1,188.00
Check	02/10/2015	8935		CCA, LLC	engineering services-CCA Proposal # 1535-15	1113.30 · Svgs Bk Danbury 90541610	3,000.00
Check	02/17/2015	8938		CCA, LLC	Flood Management Certification	1113.30 · Svgs Bk Danbury 90541610	350.00
Check	04/07/2015	9005		CCA, LLC	Update class a-2 survey	1113.30 · Svgs Bk Danbury 90541610	850.00
Check	06/30/2015	9115		Powerhouse Appliances	refrigerator unit 5-1, 1-2	1113.30 · Svgs Bk Danbury 90541610	1,273.00
Check	06/30/2015	9122		Brookfield Water Pollution Authority	Engineering costs for Sewer Study	1113.30 · Svgs Bk Danbury 90541610	1,408.12
Check	06/30/2015	9123		Random Tasks	Vinyl Flooring 7-1	1113.30 · Svgs Bk Danbury 90541610	895.00
							<u>23,510.30</u>
							<u>23,510.30</u>

2012 – 2014 BHA AUDIT FINDING

HOUSING AUTHORITY OF THE TOWN OF BROOKFIELD
Brookfield, Connecticut

SCHEDULE OF FINDINGS, RECOMMENDATIONS, AND QUESTIONED COSTS
For the Years Ended June 30, 2013 and June 30, 2014

PRIOR:

#00-5 Furniture and Equipment:

Condition: Furniture and Equipment ledger has not been updated to include new items purchased or to delete obsolete/scrap equipment. Also all items of furniture and equipment were not identified as Housing Authority property.

Recommendation: We recommend that the Authority update its' Furniture and Equipment ledger and identify each item of furniture and equipment as Housing Authority property.

Management's Response: We will update our Furniture and Equipment ledger to include all items of furniture and equipment and will tag all items of equipment to indicate Housing Authority property.

THIS FINDING REMAINS OPEN.

CURRENT:

There were no additional findings for the two years ending June 30, 2014. Prior audit finding #00-5 listed above has not been corrected and remains open.