



BAY CITY HOUSING COMMISSION

NOTICE OF REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**Wednesday, March 26, 2025, at 2:00 PM
315 14th Street Bay City, MI 48708**

Meetings of the Bay City Housing Commission are held, in person, at its Central Offices. Covid protocols now only require face masks at the discretion of a meeting participant.

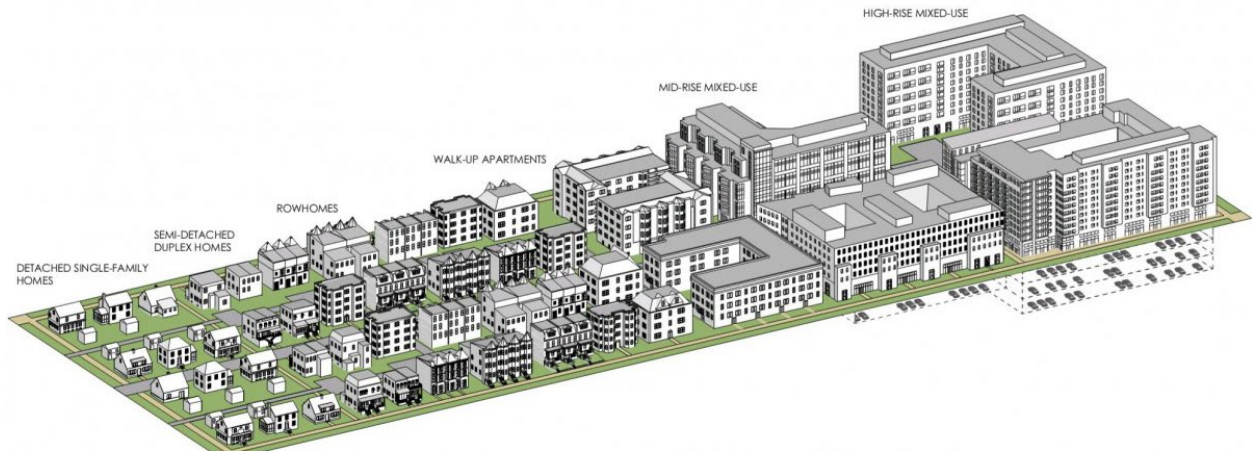
RESOLUTION 431 PUBLIC MEETING ALIGNMENT WITH THE MICHIGAN OPEN MEETINGS ACT FOR REMOTE PARTICIPATION BY A BOARD MEMBER

WHEREAS, the Bay City Housing Commission, hereinafter called the Public Housing Agency (PHA), desires to better align its public meeting practices with the February 17, 2022 rendition of the Michigan Open Meetings Act 267 of 1976 as amended allowing remote attendance and participation in meetings of its Board,

RESOLVED, that the Board of Commissioners of the Bay City Housing Commission, hereby adopts and conforms its public meeting procedures to Section 15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; COVID-19 safety measures; tape-recording, videotaping, broadcasting, and telecasting proceedings; accommodation of absent members; remote attendance; rules; exclusion from meeting; exemptions. Subsection (2) established a procedure to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.

(ii) For each member of the public body attending the meeting remotely, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting remotely.

BAY CITY HOUSING COMMISSION



MEETING OF THE BOARD OF COMMISSIONERS

AGENDA AND REPORT

MARCH 26, 2025

We will do our absolute best to assure that each night, when we go home to our families, we have left no units vacant that could have housed a family in need.



BAY CITY HOUSING COMMISSION
315 14th STREET BAY CITY, MI 48708

BCHC REGULAR BOARD MEETING AGENDA

March 26, 2025

1. Call to Order / Roll Call

- _____ Sharon Brown – President (1)
- _____ Louise Ryan – Vice President (1)
- _____ Debbie Kiesel – Secretary (1)
- _____ James Whaley – Commissioner
- _____ Ann Grady – Commissioner

2. Changes to the Agenda

3. Review and Approval of Minutes from Prior Board or Committee Meetings

- a. Board Attendance Log 1
- b. Minutes from February 26, 2025, Regular Board Meeting 1-2

4. Public Input (Each participant is allowed 5 minutes for comment)

5. Committee Reports and Presentations

- a. FY2024 Audit Presentation by Robert Klaczekiewicz, CPA, partner with Smith & Klaczekiewicz, PC 3-76
- b. Review of the Organization Documents for GLCDP 77-103

6. CEO Report and Financial Statements and Cash Disbursements

- a. CEO Report Narrative 104-111
- b. Financial Statements as of February 28, 2025 [Central Office, Public Housing (Scattered Sites), Multifamily (Smith Manor, Maloney Manor, Pine Towers), LIHTC Partnerships (Maplewood Manor)] 112-113
- c. Cash Disbursement Review 114-120

7. CLOSED SESSION TO DISCUSS DEVELOPMENT CONTRACT

Review the Draft Memorandum of Understanding with Advantix Development Corporation

8. Action Items for Consideration and Appropriate Action

- a. FY2024 Independent Auditors Report 3-76
- b. Great Lakes Community Development Partner (GLCDP) 77-103
- c. MOU with Advantix Development Corporation

- | | |
|---|---------|
| d. CEO Report for March 26, 2025, with the Financial Statements as of February 28, 2025 [Central Office, Public Housing (Scattered Sites), Multifamily (Smith Manor, Maloney Manor, Pine Towers), LIHTC Partnerships (Maplewood Manor)] | 104-113 |
| e. Cash Disbursements and ACH Batch Transfers (List of Disbursements) as of February 28, 2025, in the amount of \$469,442.17. | 114-120 |

9. Comments and Discussion by Board Members

10. Adjournment

Attachments

- | | |
|--|---------|
| 1. Board Attendance Log | 1 |
| 2. Minutes from February 26, 2025, Regular Board Meeting | 1-2 |
| 3. FY2024 Independent Audit Report | 3-76 |
| 4. Organizational Documents for Great Lakes Community Development Partners | 77-103 |
| 5. CEO Report as of March 26, 2025, Attachments and Financial Reports | 104-113 |
| 6. Lists of Previously Issued Checks/ACH Batch Transfers as of February 28, 2025 | 114-120 |

Upcoming Board Meetings/Conferences/Workshops

**Regular Board Meeting
Wednesday, April 23, 2025 at 2:00 PM**

BAY CITY HOUSING COMMISSION
REGULAR BOARD MEETING
ATTENDANCE LOG AND MEETING MINUTES

Location: **This meeting was conducted physically at the Bay City Housing Commission's Central Office. The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.**

Date of Meeting: **Wednesday, February 26, 2025**

Call to Order at: **2:00 PM**

ATTENDANCE LOG

	Present	Excused	Absent
<u>Commissioners:</u>			
Sharon Brown	X		
Louise Ryan	X		
Debbie Kiesel	X		
James Whaley	X		
Ann Grady	X		
<u>Staff:</u>			
Bill Phillips	X		
John Neeb	X		
Karl Opheim	X		

MEETING MINUTES AND ACTIONS BY COMMISSION

1. Approval of the agenda as presented.

Agenda Item: 2
Motion: Ryan
Second: Grady
Motion Approved: Unanimous

2. Approval of the Regular Meeting minutes (01/22/2025) of the Bay City Housing Commission as presented.

Agenda Item: 3b
Motion: Ryan
Second: Whaley
Motion Approved: Unanimous

3. Suspend the regular rules for Public Input at 2:02 PM.

Public Input

Speaker Time Address Issue

No one was present to address the Board. The Board agreed to hear late arrivals.

Return to Regular Order at 2:03 PM

Agenda Item: 4
Motion: N/A
Second: N/A
Motion Approved: Unanimous

4. The Board received and supported the 02/26/2025 CEO Report as presented.

Agenda Item: 8a
Motion: Ryan
Second: Whaley
Motion Approved: Unanimous

BAY CITY HOUSING COMMISSION
REGULAR BOARD MEETING
ATTENDANCE LOG AND MEETING MINUTES

5. The Board accepted the current financial statements for the period ending 01/31/2025.

Agenda Item: 8a
Motion: Ryan
Second: Whaley
Motion Approved: Unanimous

6. Approval of all disbursements including ACH transactions and payroll in the total amount of \$611,725.64 for the period ending 01/31/2025.

Agenda Item: 8b
Motion: Grady
Second: Kiesel
Motion Approved: Unanimous

7. Suspend the Regular Order for Closed Session at 3:20 PM. Review of the draft development memorandum of understanding with Advantix Development Corporation and continued negotiations.

Agenda Item: 8c
Motion: Ryan
Second: Kiesel
Motion Approved: Unanimous

8. Return the Regular Order at 4:05 PM and Board Chair certifies that no action was taken during the Closed Session.

Agenda Item: 8c
Motion: Grady
Second: Ryan
Motion Approved: Unanimous

9. The Board approved Resolution #447 for the drawdown and reinvestment of net retiree healthcare expenses from the MERS Retiree Healthcare Funding Vehicle (RHFV) to the Bay City Housing Commission on an annual basis for other mission specific uses or retiree benefits.

Agenda Item: 8d
Motion: Grady
Second: Ryan
Motion Approved: Unanimous

10. Adjournment at 4:06 PM.

Agenda Item: 10
Motion: Kiesel
Second: Whaley
Motion Approved: Unanimous

UNAPPROVED MINUTES OF THE BAY CITY HOUSING COMMISSION ARE TO BE REVIEWED AND APPROVED BY THE BOARD AT THE MARCH 26, 2025 REGULAR MEETING.

Secretary's Certification of the Attendance Log and Meeting Minutes

I certify that the deliberations of the members of the Board of Commissioners recorded above were taken openly; that yay and nay votes on the adoption of motions were taken openly; that the meeting was held at the specified time and place convenient to the public; that notice of the meeting was properly published; and that the meeting was called and held in compliance with the provisions of the Michigan Open Meeting Act all the applicable provisions of the Act and with all of the procedural rules of the Board of Commissioners.

Attest:

Secretary:

By: John C. Neeb, III CFO

Deb Kiesel

Date:

Date:



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

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A VETERAN OWNED BUSINESS

March 20, 2025

To the Board of Commissioners
Bay City Housing Commission

We have audited the financial statements of the business-type activities and the aggregate remaining fund information of the **Bay City Housing Commission** for the year ended September 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 2, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the **Bay City Housing Commission** are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2024. We noted no transactions entered into by the **Bay City Housing Commission** during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Housing Commission's financial statements were:

Management's estimate of the useful lives of depreciable assets is based on the length of time it is believed that those assets will provide some economic benefit in the future. We evaluated the key factors and assumptions used to develop the useful lives of those assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the accrued compensated absences is based on current vested hours in employee banks, current hourly rates and policies regarding payment of accrued compensated absences upon separation from employment. We evaluated the key factors and assumptions used to develop the estimate in determining that they are reasonable in relation to the financial statements taken as a whole.

The assumptions used in the actuarial valuations of the Organization’s pension and other postemployment benefit plans are based on historical trends and industry standards. We evaluated the key assumptions used to prepare the valuations in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit’s financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 20, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the **Bay City Housing Commission’s** financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the **Bay City Housing Commission’s** auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

BAY CITY HOUSING COMMISSION
(A Component Unit of the City of Bay City, Michigan)

Financial Statements
(With Supplementary Information)

For the Year Ended September 30, 2024



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

Bay City Housing Commission

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A VETERAN OWNED BUSINESS

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Bay City Housing Commission
Bay City, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities and the aggregate remaining fund information of the ***Bay City Housing Commission***, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the ***Bay City Housing Commission's*** basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate remaining fund information of the ***Bay City Housing Commission***, as of September 30, 2024, 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.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the ***Bay City Housing Commission*** and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the ***Bay City Housing Commission's*** ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the ***Bay City Housing Commission's*** internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the ***Bay City Housing Commission's*** ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 generally 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the ***Bay City Housing Commission's*** basic financial statements. The accompanying financial data schedules and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic 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 basic financial statements. The 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 financial data schedules and the schedule of expenditures of federal awards 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 March 20, 2025 on our consideration of the ***Bay City Housing Commission'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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the ***Bay City Housing Commission's*** internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering ***Bay City Housing Commission's*** internal control over financial reporting and compliance.

Smith + Klaczynski PC

Saginaw, Michigan
March 20, 2025

TO: STAKEHOLDERS OF THE BAY CITY HOUSING COMMISSION
RE: MANAGEMENT’S DISCUSSION & ANALYSIS FOR THE AUDIT OF THE FISCAL YEAR ENDED SEPTEMBER 30, 2024

Background

The Government Accounting Standards Board (GASB) Statement #34 became applicable to all state and local governmental entities, including Public Housing Agencies (PHA) such as the Bay City Housing Commission, with fiscal year beginning on and after October 1, 2003. The purpose of this Statement is to provide more understandable and useful financial reports to a wider range of users than did the previous model of reporting.

A key requirement of GASB 34 is the *Management’s Discussion and Analysis* (MD&A). The MD&A is intended to provide the users of the financial statements with an objective, easily readable analysis of the entity’s financial activities based on currently known facts, decisions or conditions, with a discussion of the positive and negative aspects of comparisons with the prior year. The analysis responds to Paragraph 11, subparagraphs (a) through (h) of GASB 34, which is presented in the following narrative.

(a) “A brief discussion of the basic financial statements, including the relationship of the statements to each other, and the significant differences in the information they provide.”

The Bay City Housing Commission utilizes the Enterprise model of reporting under GAAP (Generally Accepted Accounting Principles), aggregating its major programs into combined financial statements. Major programs are groupings of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. Combined financial statements of the Independent Audit Professional (IPA) are presented first, with more detailed combining program and project data (the financial data schedules) presented in the Other Supplementary Information section of the audit. The Bay City Housing Commission’s major programs are its Conventional Low-Rent Public Housing, the Public Housing Capital Fund and the Section 8 New Construction programs.

Statement of Net Position – details the current (cash and cash-equivalent) and non-current (capital) assets as compared to current liabilities (payables) and equity (net position) as of the reporting year-end of 9/30/2024, or the total “worth” of the enterprise.

Statement of Revenues, Expenses and Changes in Fund Net Position – details the revenues received through operations, grants, interest or other sources during the year, less expenses for wages, benefits, utilities, maintenance, depreciation, and general expenses. The difference between the two is the net profit (or loss) for the year.

Statement of Cash Flows – details the flow and uses of cash from operations and capital/financing activities and adjusts the year’s beginning cash balance by the net cash flow to arrive at the end of year balance. The statement further reconciles the year-end operating income (loss) to the net cash provided by operating activities.

(b) “Condensed financial information derived from government-wide financial statements comparing the current year to the prior year. At a minimum, governments should present the information needed to support their analysis of financial positions and results of operations required in (c), below, including these elements:

- *Total assets, distinguishing between capital and other assets,*
- *Total liabilities, distinguishing between long-term liabilities and other liabilities,*
- *Total net position, distinguishing among amounts net invested in capital assets, restricted amounts and unrestricted amounts,*
- *Program revenue, by major source,*
- *General revenue by major source,*

- Total revenues,
- Program expenses, at a minimum by functions,
- Excess (deficiency) before contributions to term and permanent endowments or permanent fund principal, special and extraordinary items, and transfers,
- Contributions,
- Special and extraordinary items,
- Transfers,
- Changes in net position,
- Ending net position

TABLE 1
COMPARATIVE ANALYSIS OF ASSETS, LIABILITIES & EQUITY

ASSETS	9/30/2024	9/30/2023	% +/-
Cash & cash equivalents	\$ 9,611,577	\$ 8,921,675	7%
Accounts Receivable	\$ 115,333	\$ 144,575	-25%
Inventory - net of allowances	\$ 35,464	\$ 38,279	-8%
Deferred charges and other assets	\$ 187,797	\$ 178,971	5%
Total Current Assets	\$ 9,950,171	\$ 9,283,500	7%
Pension & Post employment benefits Asset	\$ 4,306,970	\$ 3,313,755	23%
Capital Assets - net of accumulated depreciation	\$ 6,041,996	\$ 6,140,965	-2%
Deferred outflows of resources	\$ 410,573	\$ 744,170	-81%
TOTAL ASSETS & DEFERRED OUTFLOWS	\$ 20,709,710	\$ 19,482,390	6%
LIABILITIES, EQUITY AND OTHER CREDITS			
Accounts Payable	\$ 366,480	\$ 93,121	75%
Accrued Wages/Payroll Taxes	\$ 202,759	\$ 267,300	-32%
Tenant Security Deposits	\$ 179,770	\$ 177,533	1%
Deferred Credits and other liabilities	\$ 42,204	\$ 33,013	22%
TOTAL CURRENT LIABILITIES	\$ 791,213	\$ 570,967	28%
Compensated absences net current portion	\$ 176,369	\$ 201,302	-14%
Pension & Post employment benefits liability	\$ 1,223,684	\$ 1,385,475	-13%
TOTAL LIABILITIES	\$ 2,191,266	\$ 2,157,744	2%
DEFERRED INFLOWS OF RESOURCES	\$ 100,688	\$ -	100%
Net investment in capital assets	\$ 6,041,996	\$ 6,140,965	-2%
Restricted Net Position	\$ 7,347,353	\$ 6,317,015	14%
Unrestricted Net Position	\$ 5,028,407	\$ 4,866,666	3%
TOTAL EQUITY	\$ 18,417,756	\$ 17,324,646	6%
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS	\$ 20,709,710	\$ 19,482,390	6%

TABLE 2
COMPARATIVE ANALYSIS OF REVENUE, EXPENSES & CHANGE IN EQUITY

REVENUE	9/30/2024	9/30/2023	% +/-
Tenant Rental Revenue	\$ 2,164,605	\$ 1,963,490	10%
HUD Operating Grants	\$ 2,066,311	\$ 2,714,465	-24%
HUD Capital Grants	\$ -	\$ -	0%
Insurance Proceeds	\$ -	\$ 200,681	0%
Investment Income – Unrestricted	\$ 394,406	\$ 274,228	44%
Other Income	\$ 594,314	\$ 440,393	35%
TOTAL REVENUE	\$ 5,219,636	\$ 5,593,257	-7%
EXPENSES			
Administration	\$ 1,960,407	\$ 2,092,788	-6.3%
Change in value of OPEB plan	\$ (993,215)	\$ (2,404,858)	-58.7%
Tenant Services	\$ 41,330	\$ 47,405	-13%
Casualty Losses - Noncapitalized	\$ 23,057	\$ 214,847	-89%
Utilities	\$ 508,632	\$ 541,414	-6%
Maintenance	\$ 1,572,339	\$ 1,586,640	-1%
General Expenses	\$ 381,463	\$ 366,739	4%
Total Operating Expenses	\$ 3,494,013	\$ 2,444,975	42.9%
Depreciation	\$ 632,513	\$ 614,648	3%
Other Expenses	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 4,126,526	\$ 3,059,623	35%
REVENUE OVER (UNDER) EXPENSES	\$ 1,093,110	\$ 2,533,634	-57%
BEGINNING EQUITY	\$ 17,324,646	\$ 14,791,012	17%
PRIOR PERIOD ADJUSTMENT	\$ -	\$ -	0%
ENDING EQUITY	\$ 18,417,756	\$ 17,324,646	6%

(c) “An analysis of the government’s overall financial position and results of operations to assist users in assessing whether financial position has improved or deteriorated as a result of the year’s operations. The analysis should address both governmental and business-type activities as reported in the government-wide financial statements and should include reasons for significant changes from the prior year, not simply state the amounts or percentages of change. In addition, important economic factors, such as changes in the tax or employment bases, that significantly affect operating results for the year should be discussed.”

Assets/Liabilities (Balance sheet) refer to Table 1 under (b) above

The 25% decrease in Accounts Receivable is driven by a combination of government assistance programs to help individuals pay late rent and improved collection efforts at the property level. The assets associated with Pension and Postemployment Benefit Assets experienced an increase in value, 23%, driven by increasing values in the debt and equity markets. Deferred charges and other assets increased 5% on increased costs and the timing of payments for prepaid expenses. Capital assets net of depreciation saw a 2% decrease overall, this was driven by annual depreciation coupled with only a nominal annual outlay capitalized additions and improvements. The Deferred Outflows of Resources increased 6% on accounting adjustments and investment market valuations associated with the defined benefit pension fund. Overall, the assets of the housing commission increased 6%, primarily on the uptick in the value of assets held for the servicing of post-employment benefits.

The liabilities of the Housing Commission went up by 2%, primarily due to large payables for capital improvements made at the end of the fiscal year. Accrued Wages/Payroll Taxes decreased on the timing of accruals and payments of wages. Compensated absences decreased by 14% during the year, primarily for employees utilizing paid time off. Overall, the equity of the Housing Commission increased by 6%. This was primarily driven by market performance in the Retiree Health Insurance Trust and the value of assets as well as the restructuring of the retiree health insurance plan.

Revenue/Expenses (Income Statement) refer to Table 2 under (b) above

Overall, revenue for the Housing Commission decreased by 7% compared to 2023. Rental revenue increased by 10%, driven by a generous operating cost adjustment factor that went into effect during the fiscal year. HUD operating grants decreased by 24%. This is due to the timing of 2024 Public Housing Capital Grant Funds received and recognized for fiscal year 2024 during the 2025 fiscal year. Investment income increased by 44% for 2024 compared to 2023. This was the result of higher interest rates in the market as well as more capital being invested during the year. Other income increased by 35%. This was the result of the transfer from fiduciary component unit.

Administrative expenses were down 6.3% during 2024 resulting from a smaller change in the value of the defined benefit pension liability. Utilities were down 6%, mostly from decreased costs. General expenses were up 4% in 2024 mostly due to increases in insurance costs. Total expenses were up 35% compared to 2023, mostly driven by market performance and accounting adjustments associated with retiree health insurance and the defined benefit pension plan, as well as the restructuring of the retiree health insurance plan.

(d) "An analysis of balances and transactions of individual funds. The analysis should address the reasons for significant changes in fund balances or fund net position and whether restrictions, commitments, or other limitations significantly affect the availability of fund resources for future uses."

The Bay City Housing Commission does not have multiple funds. All programs as discussed herein are contained within one Enterprise Fund with subsidiary ledgers maintained for separate program activities (Conventional Low Rent, Capital Fund, Section 8 New Construction and Administration). In 2007 the Commission converted to Project-Based Budgeting and Accounting, which has expanded the Public Housing Program into subsidiary ledgers on a cost center basis, one for each property and one for a central administration office and is reported to HUD under its FASS/REAC financial data schedule (FDS). A new version of the FDS was promulgated in 2009 and is now the basis of this report. Refer to the Supplemental Data section of the audit for a presentation of the FDS information as submitted to HUD by the Housing Commission via the Financial Assessment Subsystem (FASS) of the Real Estate Assessment Center's Web Access Secure System (REAC/WASS).

(e) "An analysis of significant variations between original and final budget amounts and between final budget amounts and actual budget results for the general fund (or its equivalent). The analysis should include any currently known reasons for those variations that are expected to have a significant effect on future services or liquidity."

This analysis is not required under the Enterprise model where the primary function of the entity is a business-type activity.

(f) "A description of significant capital asset and long-term debt activity during the year, including a discussion of commitments made for capital expenditures, changes in credit ratings, and debt limitations that may affect the financing of planned facilities or services."

CAPITAL ASSETS AT YEAR-END

	9/30/2024	9/30/2023	
Land	\$1,672,180	\$1,672,180	0%
Buildings	\$32,229,193	\$31,708,401	2%
Furniture and Equipment	\$440,269	\$944,224	-53%
Construction in Progress	\$623,885	\$611,132	2%
Accumulated Depreciation	(\$28,923,531)	(\$28,794,972)	0%
TOTALS	\$6,041,996	\$6,140,965	-2%

At September 30, 2024 the Bay City Housing Commission’s investment in capital assets, including land, buildings, and furniture & equipment decreased by 2% during the year. Furniture and equipment decreased by 53%. The result of removing assets no longer in service. There were fewer capital investments last year compared to this year. The decrease in the capital assets of the organization was mostly a function of depreciation recorded during the year.

Capital Improvements made to the Housing Commission’s Public Housing inventory are accomplished through grant funding provided by HUD under the Capital Fund Program (CFP) as well as replacement reserve funds set aside by the Housing Commission. The CFP and its predecessor programs have been separately authorized and funded by Congress since the early ‘90s, providing a stable, formula-derived annual allocation to public housing developments specifically for these purposes. Replacement reserve funding is provided as a function of HAP contracts in the Housing Commission’s multifamily properties.

(g) “A discussion by governments that use the modified approach to report some or all of their infrastructure assets...”

Not applicable to business-type activities under the Enterprise model.

(h) “A description of currently known facts, decisions or conditions that are expected to have a significant effect on financial position (net position) or results of operations (revenues, expenses, and other changes in net position).”

Portfolio Operation

The Bay City Housing Commission continues to be a market leader with respect to its management portfolio. Economic and physical occupancy continue to modulate between 98% and 99%, HUD reviews continue to yield favorable results, and the physical condition of the properties continues to be strong. The customer service orientation of the Housing Commission combined with an asset management focus creates assurances that the portfolio will continue to perform well into the foreseeable future.

Financial Operations

The overall financial performance on the real estate portfolio continues to be between strong to adequate, depending on the specific asset. During the fiscal year, there were no troubling deviations from overall expectations. However, heading into the future, economic uncertainty and turbulence in the Federal Government represent a legitimate concern for the performance of the portfolio. However, adequate organizational reserves offer a short to medium term buffer, which should enable the assets to continue to serve their mission at a high level without interruption until funding levels strike equilibrium with operating costs.

The performance of assets reserved for the service of guaranteed retiree benefits has been relatively weak since the conclusion of the fiscal year. However, the fluctuation in value doesn't pose any immediate threat or benefit to the operations of the Housing Commission. The reduction in the value of assets in the defined benefit pension plan poses a slightly larger threat to the financial health of the organization. These liabilities and assets are continually monitored and managed to ensure that the historical volatility associated with these types of legacy costs doesn't impair the Housing Commission's ability to service its customers and successfully achieve its mission.

CONTACTING THE HOUSING COMMISSION'S MANAGEMENT

Our financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Housing Commission's finances and to demonstrate the Housing Commission's accountability for the funding it receives and the assets it is entrusted to operate, maintain and improve. If you have questions about this report or wish to request additional financial information, contact:

William G. Phillips, Executive Director
Bay City Housing Commission
315 14th Street
Bay City, Michigan 48708
Telephone number (989) 892-9581

Bay City Housing Commission
Statement of Net Position
September 30, 2024

Current assets	
Cash and cash equivalents	\$ 6,382,645
Cash - restricted	3,040,383
Cash - tenant security deposits	188,549
Accounts receivable	115,333
Prepaid expenses	187,797
Inventory, net	35,464
	9,950,171
Noncurrent assets	
Net OPEB asset	4,306,970
Capital assets:	
Nondepreciable	2,296,065
Depreciable	32,669,462
Less: accumulated depreciation	(28,923,531)
	10,348,966
Total noncurrent assets	10,348,966
Total assets	20,299,137
Deferred outflows of resources	410,573
Total assets and deferred outflows of resources	20,709,710
Current liabilities	
Accounts payable	366,480
Accrued liabilities	176,369
Tenant security deposits	179,770
Unearned revenue	42,204
Accrued compensated absences	202,759
	967,582
Total current liabilities	967,582
Noncurrent liabilities	
Net pension liability	1,223,684
Total liabilities	2,191,266
Deferred inflows of resources	100,688
Net position	
Net investment in capital assets	6,041,996
Restricted	7,347,353
Unrestricted	5,028,407
Total net position	\$ 18,417,756

The accompanying notes are an integral part of these financial statements.

Bay City Housing Commission
Statement of Revenues, Expenses and Changes in Fund Net Position
For the Year Ended September 30, 2024

Operating revenues	
Tenant revenue	\$ 2,164,605
Program grants - subsidies	2,066,311
Other revenue	447,613
	4,678,529
Operating expenses	
Administration	967,192
Tenant services	41,330
Utilities	508,632
Maintenance	1,572,339
Insurance	226,529
General	154,934
Depreciation	632,513
	4,103,469
Operating income (loss)	575,060
Nonoperating revenues and (expenses)	
Transfer from fiduciary component unit	146,701
Casualty losses - noncapitalized	(23,057)
Investment income	394,406
	518,050
Change in net position	1,093,110
Net position - Beginning of year	17,324,646
Net position - End of year	\$ 18,417,756

The accompanying notes are an integral part of these financial statements.

Bay City Housing Commission
Statement of Cash Flows
For the Year Ended September 30, 2024

Cash flows from operating activities	
Cash received from customers	\$ 2,643,697
Cash received from grants and subsidies	2,075,502
Cash payments to suppliers for goods and services	(1,819,868)
Cash payments for wages and related benefits	<u>(2,193,935)</u>
Net cash provided by (used in) operating activities	<u>705,396</u>
Cash flows from capital and related financing activities	
Acquisition of capital assets	<u>(533,544)</u>
Cash flows from investing activities	
Net investment income	<u>394,406</u>
Cash flows from noncapital and related financing activities	
Casualty losses - noncapitalized	(23,057)
Transfer from fiduciary component unit	<u>146,701</u>
Net cash provided by (used in) noncapital and related financing activities	<u>123,644</u>
Net increase (decrease) in cash and cash equivalents	689,902
Cash and cash equivalents - beginning of year	<u>8,921,675</u>
Cash and cash equivalents - end of year	<u><u>\$ 9,611,577</u></u>
 Reconciliation of operating income (loss) to net cash provided by (used in) operating activities	
Operating income (loss)	\$ 575,060
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:	
Depreciation	632,513
OPEB expense	(868,153)
Pension expense	171,806
Changes in assets and liabilities	
Decrease (increase) in receivables	29,242
Decrease (increase) in prepaid expenses	(33,200)
Decrease (increase) in inventory	2,815
Increase (decrease) in accounts payable	273,359
Increase (decrease) in accrued liabilities	(89,474)
Increase (decrease) in tenant security deposits	2,237
Increase (decrease) in unearned revenue	<u>9,191</u>
Net cash provided by (used in) operating activities	<u><u>\$ 705,396</u></u>
 Reconciliation of cash and cash equivalents per the Statement of Net Position to the Statement of Cash Flows	
Cash and cash equivalents	\$ 6,382,645
Cash - restricted	3,040,383
Cash - tenant security deposits	<u>188,549</u>
Cash and cash equivalents - end of year	<u><u>\$ 9,611,577</u></u>

The accompanying notes are an integral part of these financial statements.

Bay City Housing Commission
Fiduciary Component Unit
Statement of Fiduciary Net Position
Employee Healthcare Benefit Trust
September 30, 2024

Assets

Investments at fair value - market funds	\$ 5,969,842
Accounts receivable	-
	-
Total assets	5,969,842

Liabilities

Accounts payable	26,701
	26,701

Net Position

Held in trust for postemployment health benefits	\$ 5,943,141
	5,943,141

The accompanying notes are an integral part of these financial statements.

Bay City Housing Commission
Fiduciary Component Unit
Statement of Changes in Fiduciary Net Position
Employee Healthcare Benefit Trust
For the Year Ended September 30, 2024

Additions

Contributions:

Employer contributions	\$ -
Employee contributions	-
Total contributions	-

Investment earnings (losses):

Interest and dividends	-
Net change in fair value of investments	901,233
Net investment earnings	901,233

Total additions (net of investment losses)	901,233
--	---------

Deductions

Participant benefits	-
Distributions - transfer to Housing Commission	146,701
Administrative expenses	11,693
Total deductions	158,394

Change in net position	742,839
------------------------	---------

Net position

Beginning of year	5,200,302
End of year	\$ 5,943,141

The accompanying notes are an integral part of these financial statements.

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies adopted by the *Bay City Housing Commission* (the “*Housing Commission*”) conform to accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to governmental entities. The Housing Commission reports as a business-type activity, as defined by the Governmental Accounting Standards Board Statement No. 34, with programs and projects.

Reporting Entity

The *Bay City Housing Commission* was formed by the Commission of the City of Bay City, Michigan under Public Act 18 of 1933 of the State of Michigan. The Housing Commission operates under a Board of Commissioners appointed by the City Manager. Members of the Housing Commission Board may be removed by the City only for cause. The Housing Commission determines its own budget, sets rental rates and may issue debt in its own name. The City is not responsible for deficits or liabilities of the Housing Commission. However, the Housing Commission makes annual payments “in lieu of taxes” to the City. Therefore, a financial benefit exists for the City, thereby requiring that the *Bay City Housing Commission* be reported as a discrete component unit of the City of Bay City, Michigan.

The Housing Commission’s financial reporting entity is comprised of the special purpose government. In determining the financial reporting entity, the Housing Commission complies with the provisions of GASB Statement No. 14, as amended by GASB Statement No. 39, “*The Financial Reporting Entity*” and includes all component units, if any, of which the Housing Commission appoints a voting majority of the units’ Board; the Housing Commission is either able to impose its will on the unit or a financial benefit or burden relationship exists. There are no agencies, organizations or activities that meet the criteria.

These financial statements include all activities of the Housing Commission, which include a Low Income Housing Program (193 units) and a multi-family Rental Assistance Demonstration Project (370 units). These programs receive subsidies and annual contributions from the Department of Housing and Urban Development (“HUD”).

Fiduciary Component Unit

The Bay City Housing Commission Retiree Benefits Plan (the “*Plan*”) is a single-employer defined benefit postemployment healthcare plan established and administered by the Bay City Housing Commission to provide medical and healthcare benefits for retirees. Eligible participants include any retirees who retire from the Housing Commission and meet certain criteria identified in the funding policy. Association provisions are established and may be amended by the Bay City Housing Commission Board of Commissioners.

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Measurement Focus and Basis of Presentation

The economic resources measurement focus and the accrual basis of accounting are used in preparing the financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Housing Commission are federal grants and charges to tenants for rent and other services. Operating expenses include housing assistance payments, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. Following is a description of the Housing Commission's programs:

Project MI024000100 accounts for the revenue and related operations of the Public and Indian Housing grant and the Capital Fund Program for Scattered Sites.

14.182 Section 8 New Construction Program accounts for the revenue and related operations of the Rental Assistance Demonstration grant program.

Central Office Cost Center accounts for the revenue and related operations of the administrative offices.

When both restricted and unrestricted resources are available for use, it is the Housing Commission's policy to use restricted resources first, then unrestricted resources as they are needed.

Assets, Liabilities, Deferred Outflows of Resources and Net Position

Cash and Cash Equivalents

The Housing Commission's cash and cash equivalents are considered to be cash on hand, money market funds, demand deposits and certificates of deposit with original maturities of 90 days or less.

The entire amount of cash – restricted recorded on the Statement of Net Position has been restricted since it can only be used for replacement reserves.

Receivables and Payables

All receivables and payables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Activity between the programs that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interprogram due to/from" (i.e., the current portion of interprogram loans).

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Prepaid Expenses

Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid expenses.

Inventory

Inventory is valued at the lower of cost (First in, First out) or market. Inventory consists of expendable supplies held for consumption. The cost of supplies is recorded as an expense at the time the inventory is consumed.

Capital Assets

Capital assets, which include property, buildings, improvements and equipment, are reported in the financial statements. Capital assets are defined by the Housing Commission as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Donated capital assets are recorded at estimated fair market value at the date of donation.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Depreciation is recorded over the estimated useful lives of the assets, using the straight-line method as follows:

Buildings	20 to 40 years
Furniture, equipment and machinery – dwelling	3 to 10 years
Furniture, equipment and machinery – administration	3 to 40 years
Leasehold improvements	5 to 20 years

Compensated Absences

It is the Housing Commission’s policy to permit employees to accumulate a limited amount of earned but unused sick leave and paid time off. The cost of accumulated sick leave is recognized when administrative employees are eligible to retire and is paid to the employee upon retirement at 50% of their rate of pay, up to 1,600 hours. Additionally, all employees can carry over a maximum of 80 hours of paid time off annually (PTO). Earned PTO for all employees is paid at separation from employment. The cost of PTO is recognized once it has accrued to the employee.

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Deferred Outflows of Resources

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense / expenditure) until then. The Housing Commission has one item that qualifies for reporting in this category, which is the deferred outflows of resources related to the defined benefit pension plan. The deferred outflows of resources related to the defined benefit pension plan are reported in the Statement of Net Position. The deferred outflows of resources result from one transaction: the variance between the plan's actual investment earnings compared to the plan's assumed investment earnings.

Deferred Inflows of Resources

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then. The Housing Commission has one item that qualifies for reporting in this category, which is the deferred inflows of resources related to the OPEB plan. The deferred inflows of resources related to the OPEB plan are reported in the Statement of Net Position. The deferred inflows of resources resulted from two transactions: (1) the differences between expected and actual experience and (2) changes in assumptions. These amounts are deferred and will be recognized as inflows of resources in the period that the amount becomes available.

Equity

Equity is classified as net position and reported as the following components:

Net investment in capital assets – Consists of capital assets at historical cost, net of accumulated depreciation.

Restricted – Consists of HUD's required amount of replacements reserves (\$3,040,383). These excess funds may only be used for the replacement of equipment or improvements and require HUD's approval prior to using. The remaining balance (\$4,306,970) consists of the amount of the net OPEB asset.

Unrestricted – Consists of all other equity that does not meet the definition of "restricted" or "net investment in capital assets".

Revenues and Expenses

Operating revenues and expenses are those that result from providing services and producing and delivering goods and/or services. Also included are all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities. Expenses are classified as operating and nonoperating.

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Estimates

In preparing financial statements in conformity with U.S. GAAP, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE B - DETAILED NOTES ON SELECT ACCOUNTS / TRANSACTION CLASSES

Cash and Cash Equivalents

At year-end, the carrying amounts of the Housing Commission’s deposits were as follows:

	Carrying Amount
Financial Statement Captions	
Cash and cash equivalents	\$ 6,382,645
Cash – restricted	3,040,383
Cash – tenant security deposits	188,549
Fiduciary Component Unit	
Market funds	5,969,842
	<u>\$ 15,581,419</u>
Notes to Financial Statements	
Deposits	\$ 6,051,507
Fixed income	3,560,070
Market funds - MERS	5,969,842
	<u>\$ 15,581,419</u>

Deposit and Investment Risk

State law limits the allowable investments and the maturities of some of the allowable investments as identified in the following list of authorized investments.

- Bonds, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States
- Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution
- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase
- Bankers acceptances of United States banks
- Obligations of the State of Michigan and its political subdivisions that, at the time of purchase are rated as investment grade by at least one standard rating service

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

- Mutual funds registered under the investment company act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation
- External investment pools as authorized by Public Act 20 as amended through December 31, 1997

Interest Rate Risk

The Housing Commission’s investment policy does not have specific limits in excess of State law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. There is no stated maturity date for the Housing Commission’s investment in the MERS Total Market Fund. At year-end, the balance in the MERS Total Market Fund was comprised of the following:

<u>Investment Type</u>	<u>% of Pool Total</u>	<u>Maturity in Years</u>
U.S. stocks	21.8%	Not applicable
International stocks	18.9%	Not applicable
Emerging market stocks	7.7%	Not applicable
U.S. Treasury Bonds	17.7%	Not available
U.S. High Yield Bonds	0.5%	Not available
Emerging market bonds	5.1%	Not available
Short duration bonds	2.8%	Not available
Private markets	25.4%	Not applicable

Credit Risk

The Housing Commission’s investment policy allows for investments in the MERS Total Market Fund and does not have specific limits in excess of State law on investment credit risk. The Housing Commission’s investments are not rated as to risk. The MERS Total Market Fund is required to comply with State laws.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Housing Commission’s deposits may not be returned. State law does not require and the Housing Commission does not have a policy for deposit custodial credit risk. At year-end, \$5,540,043 of the Housing Commission’s bank balance of \$6,040,043 was exposed to custodial credit risk because it was uninsured, however, it was partially collateralized with government securities with a market value of \$4,847,407.

Custodial Credit Risk – Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Housing Commission will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require a policy for investment custodial credit risk. The Housing Commission’s investment policy does not address custodial credit risk for investments. As of September 30, 2024, \$3,560,070 of the fixed income balance was exposed to custodial credit risk because it was uninsured and

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

uncollateralized. Custodial credit risk associated with the MERS Total Market Fund cannot be determined because the investments do not consist of specifically identifiable securities.

Concentration of Credit Risk

State law limits allowable investments but does not limit concentration of credit risk. The Housing Commission’s investment policy does not have specific limits in excess of State law on concentration of credit risk.

The Housing Commission categorizes its fair value measurements of investments within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Housing Commission holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Housing Commission’s mission, the Housing Commission determines that the disclosures related to these investments only need to be disaggregated by major type. The Housing Commission chooses a tabular format for disclosing the levels within the fair value hierarchy.

The Housing Commission categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The Housing Commission had the following recurring fair value measurements at year-end:

<u>Investments</u>	<u>Level</u>	<u>Maturities</u>	<u>Fair Value</u>	<u>Rating</u>
MERS Total Market Fund	2	n/a	<u>\$ 5,969,842</u>	n/a

Accounts Receivable

The accounts receivable balance is comprised of the following:

Due from HUD	\$ 8,150
Miscellaneous	72,988
Tenant receivables	<u>34,195</u>
Total receivables	<u>\$ 115,333</u>

Inventory

The year-end balance in inventory is comprised of the following:

Inventory	\$ 35,464
Less allowance for obsolete inventory	<u>-</u>
Total inventory, net	<u>\$ 35,464</u>

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Capital Assets

Capital asset activity for the year was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Capital assets not being depreciated				
Land	\$ 1,672,180	\$ -	\$ -	\$ 1,672,180
Construction in progress	<u>611,132</u>	<u>12,753</u>	<u>-</u>	<u>623,885</u>
Total capital assets not being depreciated	<u>2,283,312</u>	<u>12,753</u>	<u>-</u>	<u>2,296,065</u>
Capital assets being depreciated				
Buildings	31,708,401	467,322	-	32,175,723
Furniture, equipment and machinery – dwelling	771,723	53,469	(481,563)	343,629
Furniture, equipment and machinery – administration	<u>172,501</u>	<u>-</u>	<u>(22,391)</u>	<u>150,110</u>
Total capital assets being depreciated	<u>32,652,625</u>	<u>520,791</u>	<u>(503,954)</u>	<u>32,669,462</u>
Less accumulated depreciation	<u>(28,794,972)</u>	<u>(632,513)</u>	<u>503,954</u>	<u>(28,923,531)</u>
Net capital assets being depreciated	<u>3,857,653</u>	<u>(111,722)</u>	<u>-</u>	<u>3,745,931</u>
Total net capital assets	<u>\$ 6,140,965</u>	<u>\$ (98,969)</u>	<u>\$ -</u>	<u>\$ 6,041,996</u>

Compensated Absences

The following is a summary of changes in accrued compensated absences for the year:

	<u>Beginning Balance</u>	<u>Net (Decrease) Increase</u>	<u>Ending Balance</u>	<u>Amount Due Within One Year</u>
Accrued compensated absences	\$ 201,302	\$ 1,457	\$ 202,759	\$ 202,759

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

NOTE C – AGENT DEFINED BENEFIT PENSION PLAN

Plan Description

The Housing Commission participates in an agent multiple-employer defined benefit pension plan administered by the Municipal Employees' Retirement System of Michigan (MERS of Michigan) that covers all full-time employees of the Housing Commission. MERS was established as a State-wide public employee pension plan by the Michigan Legislature under PA 135 of 1945 and is administered by a nine-member retirement Board. MERS issues a publicly available financial report which includes the financial statements and required supplemental information of this defined benefit plan. This report can be obtained at www.mersofmichigan.com or in writing to MERS at 1134 Municipal Way, Lansing, Michigan 48917.

Benefits Provided

The Plan provides certain retirement, disability, and death benefits to plan members and beneficiaries. PA 427 of 1984, as amended, established and amends the benefit provisions of the participants in MERS. Retirement benefits are calculated as 2.5% of the employee's final three-year average salary times the employee's years of service. Normal retirement age is 60 years, with early retirement at 50 with 25 years of service or 55 with 15 years of service. The vesting period is 6 years. Employees are eligible for non-duty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits but are payable immediately without an actuarial reduction. Death benefits are always the larger of the benefit computed as a contingent survivor beneficiary or 85% of accrued retirement allowance benefit.

Benefit terms provide for annual cost-of-living adjustments to each employee's retirement allowance subsequent to the employee's retirement date of 2%. Benefit terms, within the parameters established by MERS, are generally established and amended by authority of the Housing Commission.

Participants Covered by the Benefit Term

At the December 31, 2023 measurement date the following participants were covered by the benefit terms:

Inactive plan members or beneficiaries currently receiving benefits	22
Inactive plan members entitled to but not yet receiving benefits	-
Active employees	<u>2</u>
Total participants	<u>24</u>

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Contribution Requirements

Article 9, Section 24 of the State of Michigan constitution requires that financial benefits arising on account of employee service rendered in each year be funded during that year. Accordingly, MERS retains an independent actuary to determine the annual contribution. The Housing Commission is required to contribute at an actuarially determined rate; the current rate is \$0 per month. Employees are required to contribute 2% of gross wages. The contribution requirements of the Housing Commission are established and may be amended by the Retirement Board of MERS. The contribution requirements of plan members are established and may be amended by the Housing Commission, depending on the MERS contribution program adopted by the Housing Commission.

Net Pension Liability

The net pension liability reported at September 30, 2024 was determined using a measure of the total pension liability and the pension net position as of December 31, 2023. The December 31, 2023 total pension liability was determined by an actuarial valuation performed as of that date.

Changes in the net pension liability during the year were as follows:

<u>Changes in Net Pension Liability</u>	<u>Increase (Decrease)</u>		
	<u>Total Pension Liability</u>	<u>Plan Net Position</u>	<u>Net Pension Liability (Asset)</u>
Beginning balance	\$ 8,978,428	\$ 7,592,953	\$ 1,385,475
Service cost	13,524	-	13,524
Interest	620,114	-	620,114
Differences between expected and actual experience	4,750	-	4,750
Changes in assumption	57,834	-	57,834
Employer contributions	-	65,880	(65,880)
Employee contributions	-	1,859	(1,859)
Net investment income (loss)	-	813,646	(813,646)
Benefit payments	(697,004)	(697,004)	-
Administrative expenses	-	(17,327)	17,327
Other	6,045	-	6,045
Net changes	<u>5,263</u>	<u>167,054</u>	<u>(161,791)</u>
Ending balance	<u>\$ 8,983,691</u>	<u>\$ 7,760,007</u>	<u>\$ 1,223,684</u>

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Pension Expense and Deferred Outflows of Resources Related to Pensions

During the year the Housing Commission recognized pension expense of \$171,806. At year-end, the Housing Commission reported deferred outflows of resources from the following sources:

Description	Deferred Outflows of Resources
Net difference between projected and actual earnings on pension plan investments	<u>\$ 410,573</u>

The amount reported as deferred outflows of resources related to pensions will be recognized as pension expense as follows:

Year Ending September 30,	Amount
2025	\$ 68,379
2026	142,940
2027	257,591
2028	(58,337)
Total	<u>\$ 410,573</u>

Actuarial Assumptions

The total pension liability in the December 31, 2023 actuarial valuation was determined using an inflation assumption of 2.50%, assumed salary increases (including inflation) of 3.00%, an investment rate of return (gross of investment expenses) of 7.00%, and the Pub-2010 mortality tables. The economic assumptions (i.e., investment rate of return, inflation assumption) were applied to all periods included in the measurement, while the demographic assumptions (i.e., mortality tables) were updated for the end of the measurement period. All assumptions used are based on an experience study conducted for the period from 2014-2018.

Discount Rate - The discount rate used to measure the total pension liability was 7.18%. The projection of cash flows used to determine the discount rate assumes that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the employee rate.

Projected Cash Flows - Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

The long-term expected rate of return on pension plan investments was determined using a model in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return as of December 31, 2023, the measurement date, for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Rate of Return
Global equity	60.00%	5.25%
Global fixed income	20.00	1.25
Private investments	20.00	7.25
	100.00%	

Sensitivity of the Net Pension Liability to Changes in the Discount Rate - The following presents the Housing Commission’s net pension liability at December 31, 2023, calculated using the discount rate of 7.18%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.18%) or 1% higher (8.18%) than the current rate:

	1% Decrease in Rate to 6.18%	Assumed Discount Rate 7.18%	1% Increase in Rate to 8.18%
Net Pension Liability	\$ 2,127,722	\$ 1,223,684	\$ 456,078

Pension Plan Fiduciary Net Position - Detailed information about the Plan’s fiduciary net position is available in the separately issued financial report. For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows or resources related to pension and pension expense, information about the Plan’s fiduciary net position and addition to / deduction from fiduciary net position have been determined on the same basis as they are reported by the Plan. The Plan uses the economic resources measurement focus and the full accrual basis of accounting. Investments are stated at fair value. Contribution revenue is recorded as contributions are due pursuant to legal requirements. Benefit payments and refunds of employee contributions are recognized as expense when due and payable in accordance with the benefit terms.

NOTE D - Defined Contribution Pension Plan

The Housing Commission’s Defined Contribution Plan was established by the Housing Commission to provide retirement and death benefits to plan members and beneficiaries. The Plan is administered by a third party on behalf of the participants and the beneficiaries. At September 30, 2023, there were 30 plan members. Plan members have the option of not

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

contributing to the plan or contributing 2.5% of their payroll. If the employee chooses to contribute the 2.5% of their payroll, the Housing Commission will contribution an additional 7.5%. If the employee chooses not to contribute, the Housing Commission is to contribute 5%. Plan provisions and contribution requirements are established and may be amended by the Housing Commission’s Board of Commissioners. In accordance with the Plan contribution requirements, \$113,292 in employer contributions and \$37,764 in employee contributions were made during the year.

NOTE E - Postemployment Benefits Other Than Pensions (OPEB)

Summary of Significant Accounting Policies

For purposes of measuring the net OPEB asset, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Bay City Housing Commission’s Retiree Benefits Plan (the “Plan”) and additions to/deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value. The Plan does not issue a publicly available financial report.

Benefits Provided

The Housing Commission provides medical, pharmacy, dental and vision benefits for a closed group of eligible employees and their spouse of record at time of retirement. Benefits are provided through fully-insured plans administered by a third-party insurer.

Participants Covered by the Benefit Term

At September 30, 2024, the date of the most recent valuation, plan membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefits	31
Inactive plan members entitled to but not yet receiving benefits	-
Active employees	<u>6</u>
Total participants	<u>37</u>

The Plan is closed to new entrants

Contributions

By resolution, the Board of Commissioners has been granted the authority to establish and amend the contribution requirements of the Housing Commission and employees to the Plan. The Housing Commission establishes rates based on an actuarially determined rate. For the year ended September 30, 2024, the Housing Commission’s annual required contribution was \$0. During the year the Housing Commission paid current retiree premiums of \$136,998 and made \$16,998 of advance funding contributions. Employees are required to contribute \$2,881 for a single or \$6,499 for a two person policy annually.

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Net OPEB Asset

The net OPEB asset reported at September 30, 2024 was determined using a measure of the total OPEB liability and the OPEB net position as of September 30, 2024. The September 30, 2024 total OPEB liability was determined by an actuarial valuation performed as of that date.

Salary increases	3.5%, average, including inflation
Investment rate of return	7.0%, net of OPEB plan investment expense, including inflation
Healthcare cost trend rates	7.25% for 2024 decreasing to 4.5%
Mortality	<p>Pre-retirement: Pub-2010 general employees mortality table without adjustments</p> <p>Healthy retirees: Pub-2010 general retiree mortality table scaled by a factor of 106%</p> <p>Disable retirees: PubNS-2010 disabled retiree mortality table without adjustment. The morality assumptions include a margin for future mortality improvements using Scale MP-2021 projected fully-generationally from the central year of data 2010.</p>

The long-term expected rate of return on OPEB plan investments was determined using a model in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return as of the measurement date, for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
MERS Total Market Portfolio	100%	7.00%

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Discount Rate

The discount rate used to measure the total OPEB liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that Housing Commission contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Changes in Net OPEB Liability (Asset)

Changes in the net OPEB liability (asset) during the year were as follows:

<u>Changes in OPEB Liability (Asset)</u>	<u>Increase (Decrease)</u>		
	<u>Total OPEB Liability</u>	<u>Plan Net Position</u>	<u>Net OPEB (Asset) Liability</u>
Beginning balance	\$ 1,886,546	\$ 5,200,301	\$ (3,313,755)
Service cost	17,975	-	17,975
Interest	128,521	-	128,521
Change in assumptions	(52,263)	-	(52,263)
Change in benefit terms	-	-	-
Differences between expected and actual experience	(180,909)	-	(180,909)
Employer contributions	-	136,998	(136,998)
Employee contributions	-	-	-
Net investment income	-	901,233	(901,233)
Administrative expenses	-	(11,692)	11,692
Benefit payments	(136,998)	(136,998)	-
Other	-	(120,000)	120,000
Net changes	<u>(223,674)</u>	<u>769,541</u>	<u>(993,215)</u>
Ending balance	<u>\$ 1,662,872</u>	<u>\$ 5,969,842</u>	<u>\$ (4,306,970)</u>

Sensitivity of the Net OPEB Liability (Asset) to Changes in the Discount Rate

The following presents the change in the Housing Commission's net OPEB liability (asset), calculated using the discount rate of 7.00%, as well as what the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1% lower (6.00%) or 1% higher (8.00%) than the current rate:

	<u>1% Decrease in Rate to 6.00%</u>	<u>Assumed Discount Rate 7.00%</u>	<u>1% Increase in Rate to 8.00%</u>
Net OPEB Liability (Asset)	\$ (4,432,869)	\$ (4,306,970)	\$ (4,160,465)

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Sensitivity of the Net OPEB Liability (Asset) to Changes in the Healthcare Cost Trend Rate

The following presents the net OPEB liability (asset) of the Housing Commission, as well as what the Housing Commission's net OPEB liability (asset) would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (6.25%) or 1-percentage-point higher (8.25%) than the current healthcare cost trend rates:

	1% Decrease in Rate to 6.25%	Assumed Rate 7.25%	1% Increase in Rate to 8.25%
Net OPEB Liability (Asset)	\$ (4,428,705)	\$ (4,306,970)	\$ (4,164,687)

OPEB Expense and Deferred Inflows of Resources Related to OPEB

During the year the Housing Commission recognized a negative OPEB expense of \$868,153. At year-end, the Housing Commission reported deferred inflows of resources from the following sources:

<u>Description</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 78,120
Changes in assumptions	<u>22,568</u>
Total	<u>\$ 100,688</u>

The amount reported as deferred inflows of resources related to OPEB will be recognized as pension expense as follows:

<u>Year Ending September 30,</u>	<u>Amount</u>
2025	<u>\$ 100,688</u>

NOTE F - OTHER INFORMATION

Concentration of Revenue

The Housing Commission is dependent upon HUD to fund its operations through operating subsidies and capital funding grants. Total revenue received from HUD for 2024 and 2023 was \$2,066,311 or 41% and \$2,714,465 or 34% of revenue, respectively.

Bay City Housing Commission
Notes to Financial Statements
For the Year Ended September 30, 2024

Risk Management

The Housing Commission is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Housing Commission manages risk through the purchase of commercial insurance. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Housing Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

Contingencies

Under the terms of certain Federal and State grants, periodic audits are required and certain costs may be questioned as not representing appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. Housing Commission management believes disallowances, if any, would be minimal.



Bay City Housing Commission

Schedules of Required Supplementary Information

Schedule of Changes in Housing Commission's Net Pension Liability and Related Ratios

Last 10 Fiscal Years Ended September 30,

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Total pension liability			
Service cost	\$ 13,524	\$ 12,709	\$ 19,241
Interest	620,114	622,579	603,599
Changes of benefit terms	-	-	-
Differences between expected and actual experience	4,750	98,477	(8,758)
Changes in assumptions	57,834	-	286,386
Benefit payments	(697,004)	(672,570)	(656,529)
Other	6,045	-	29,140
Net change in total pension liability	<u>5,263</u>	<u>61,195</u>	<u>273,079</u>
Total pension liability - beginning	8,978,428	8,917,233	8,644,154
Total pension liability - ending	<u>\$ 8,983,691</u>	<u>\$ 8,978,428</u>	<u>\$ 8,917,233</u>
Plan fiduciary net position			
Contributions - employer	\$ 65,880	\$ 132,633	\$ 84,465
Contributions - member	1,859	2,694	2,904
Net investment income (loss)	813,646	(940,868)	1,168,703
Benefit payments, including refunds of member contributions	(697,004)	(672,570)	(656,529)
Administrative expenses	(17,327)	(16,410)	(13,408)
Other	-	-	(3,000)
Net change in fiduciary net position	<u>167,054</u>	<u>(1,494,521)</u>	<u>583,135</u>
Fiduciary net position - beginning	7,592,953	9,087,474	8,504,339
Fiduciary net position - ending	<u>\$ 7,760,007</u>	<u>\$ 7,592,953</u>	<u>\$ 9,087,474</u>
Net pension liability (asset) - ending	<u>\$ 1,223,684</u>	<u>\$ 1,385,475</u>	<u>\$ (170,241)</u>
Fiduciary net position as a percentage of the total pension liability (asset)	86.38%	84.57%	101.91%
Covered-employee payroll	\$ 92,947	\$ 87,590	\$ 145,218
Net pension liability (asset) as percentage of covered-employee payroll	1316.54%	1581.77%	-117.23%

See Notes to Required Supplementary Information

2021	2020	2019	2018	2017	2016	2015
\$ 20,378	\$ 22,165	\$ 21,124	\$ 40,188	\$ 66,478	\$ 73,482	\$ 76,483
669,661	640,890	653,285	624,761	617,737	568,652	550,297
-	-	-	-	-	-	-
(707,345)	67,779	246,798	259,560	(124,366)	176,540	-
208,538	310,639	-	-	-	380,449	-
(696,775)	(694,700)	(615,363)	(501,484)	(416,336)	(376,135)	(374,801)
168	33,731	-	-	-	2,252	-
(505,375)	380,504	305,844	423,025	143,513	825,240	251,979
9,149,529	8,769,025	8,463,181	8,040,156	7,896,643	7,071,403	6,819,424
<u>\$ 8,644,154</u>	<u>\$ 9,149,529</u>	<u>\$ 8,769,025</u>	<u>\$ 8,463,181</u>	<u>\$ 8,040,156</u>	<u>\$ 7,896,643</u>	<u>\$ 7,071,403</u>
\$ 74,961	\$ 55,987	\$ 158,076	\$ 202,927	\$ 199,648	\$ 873,273	\$ 123,165
3,027	3,321	4,405	7,614	10,607	11,427	12,027
969,380	1,029,039	(325,025)	1,031,228	785,030	(91,161)	380,904
(696,775)	(694,700)	(615,363)	(501,484)	(416,336)	(376,135)	(374,801)
(15,951)	(17,709)	(16,419)	(16,344)	(15,441)	(13,455)	(13,992)
2,666	-	-	-	(11,387)	-	-
337,308	375,938	(794,326)	723,941	552,121	403,949	127,303
8,167,031	7,791,093	8,585,419	7,861,478	7,309,357	6,905,408	6,778,105
<u>\$ 8,504,339</u>	<u>\$ 8,167,031</u>	<u>\$ 7,791,093</u>	<u>\$ 8,585,419</u>	<u>\$ 7,861,478</u>	<u>\$ 7,309,357</u>	<u>\$ 6,905,408</u>
<u>\$ 139,815</u>	<u>\$ 982,498</u>	<u>\$ 977,932</u>	<u>\$ (122,238)</u>	<u>\$ 178,678</u>	<u>\$ 587,286</u>	<u>\$ 165,995</u>
98.38%	89.26%	88.85%	101.44%	97.78%	92.56%	97.65%
\$ 151,399	\$ 165,780	\$ 159,183	\$ 294,415	\$ 486,663	\$ 548,779	\$ 571,198
92.35%	592.65%	614.34%	-41.52%	36.71%	107.02%	29.06%

Bay City Housing Commission
Required Supplementary Information
Schedule of Employer's Net Pension Liability
Last 10 Fiscal Years Ended September 30,

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Total pension liability	\$ 8,983,691	\$ 8,978,428	\$ 8,917,233
Plan net position	7,760,007	7,592,953	9,087,474
Net pension liability (asset)	1,223,684	1,385,475	(170,241)
Plan net position as a percentage of total pension liability	86%	85%	102%
Covered employee payroll	\$ 92,947	\$ 87,590	\$ 145,218
Net pension liability (asset) as a percentage of covered payroll	1317%	1582%	-117%

See Notes to Required Supplementary Information

2021	2020	2019	2018	2017	2016	2015
\$ 8,644,154	\$ 9,149,529	\$ 8,769,025	\$ 8,463,181	\$ 8,040,156	\$ 7,896,643	\$ 7,071,403
8,504,339	8,167,031	7,791,093	8,585,419	7,861,478	7,309,357	6,905,408
139,815	982,498	977,932	(122,238)	178,678	587,286	165,995
98%	89%	89%	101%	98%	93%	98%
\$ 151,399	\$ 165,780	\$ 159,183	\$ 294,415	\$ 486,663	\$ 548,779	\$ 571,198
92%	593%	614%	-42%	37%	107%	29%

Bay City Housing Commission

Schedules of Required Supplementary Information

Pension System Schedule of Housing Commission Contributions

Last 10 Fiscal Years Ended September 30,

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Actuarially determined contribution	\$ -	\$ 87,840	\$ 145,302
Contributions in relation to the actuarially determined contribution	-	87,840	145,302
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll	\$ 92,947	\$ 87,590	\$ 145,218
Contributions as percentage of covered- employee payroll	0.00%	100.29%	100.06%

See Notes to Required Supplementary Information

<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
\$ 81,129	\$ 58,224	\$ 55,278	\$ 175,047	\$ 199,648	\$ 122,160	\$ 130,836
81,129	58,224	55,278	175,047	199,648	1,453,134	130,836
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,330,974)</u>	<u>\$ -</u>
\$ 151,399	\$ 165,780	\$ 159,183	\$ 294,415	\$ 486,663	\$ 548,779	\$ 571,198
53.59%	35.12%	34.73%	59.46%	41.02%	264.79%	22.91%

Bay City Housing Commission

Schedules of Required Supplementary Information

Retiree Healthcare System Schedule of Changes in the Housing Commission's Net OPEB Liability and Related Ratios

Last 10 Fiscal Years Ended September 30,

	2024	2023
Total OPEB liability		
Service cost	\$ 17,975	\$ 27,713
Interest	128,521	265,876
Changes of benefit terms	-	(2,000,493)
Differences between expected and actual experience	(180,909)	(67,656)
Changes in assumptions	(52,263)	5,615
Benefit payments	(136,998)	(230,048)
Other	-	-
Net change in total OPEB liability	(223,674)	(1,998,993)
Total OPEB liability - beginning	1,886,546	3,885,539
Total OPEB liability - ending	\$ 1,662,872	\$ 1,886,546
 Plan fiduciary net position		
Contributions - employer	\$ 136,998	\$ 230,048
Contributions - member	-	-
Net investment income (loss)	901,233	565,807
Benefit payments	(136,998)	(230,048)
Administrative expenses	(11,692)	(9,942)
Other - transfer to Housing Commission	(120,000)	(150,000)
Net change in fiduciary net position	769,541	405,865
Fiduciary net position - beginning	5,200,301	4,794,436
Fiduciary net position - ending	\$ 5,969,842	\$ 5,200,301
 Net OPEB liability (asset) - ending	\$ (4,306,970)	\$ (3,313,755)
 Fiduciary net position as a percentage of the total		
OPEB liability	359.01%	275.65%
Covered-employee payroll	\$ 392,195	\$ 363,014
Net OPEB liability (asset) as percentage of covered-employee payroll	-1098.17%	-912.84%

* GASB Statement No. 75 was implemented as of September 30, 2017. Information from 2015 and 2016 is not available. Additional years will be presented on this schedule on a prospective basis.

See Notes to Required Supplementary Information

2022	2021	2020	2019	2018	2017*
\$ 30,905	\$ 32,616	\$ 40,001	\$ 63,430	\$ 52,310	\$ -
249,889	2,283	2,800	331,389	293,565	-
-	-	-	-	-	-
-	-	-	-	-	-
173,668	-	-	-	-	-
(215,736)	(307,612)	(331,173)	(332,795)	(274,040)	-
-	(255,152)	(375,068)	(92,721)	492,336	56,915
238,726	(527,865)	(663,440)	(30,697)	564,171	56,915
3,646,813	4,174,678	4,838,118	4,868,815	4,304,644	4,247,729
<u>\$ 3,885,539</u>	<u>\$ 3,646,813</u>	<u>\$ 4,174,678</u>	<u>\$ 4,838,118</u>	<u>\$ 4,868,815</u>	<u>\$ 4,304,644</u>

\$ 215,736	\$ 220,293	\$ 232,904	\$ 230,774	\$ 186,274	\$ 368,634
-	87,319	98,269	102,021	87,766	-
(742,753)	1,046,200	325,178	109,725	220,528	433,113
(215,736)	(307,612)	(331,173)	(332,795)	(274,040)	-
(9,767)	(9,684)	(8,218)	(8,504)	(10,348)	(9,314)
(140,000)	(135,000)	-	-	-	-
(892,520)	901,516	316,960	101,221	210,180	792,433
5,686,956	4,785,440	4,468,480	4,367,259	4,157,079	3,364,646
<u>\$ 4,794,436</u>	<u>\$ 5,686,956</u>	<u>\$ 4,785,440</u>	<u>\$ 4,468,480</u>	<u>\$ 4,367,259</u>	<u>\$ 4,157,079</u>

<u>\$ (908,897)</u>	<u>\$ (2,040,143)</u>	<u>\$ (610,762)</u>	<u>\$ 369,638</u>	<u>\$ 501,556</u>	<u>\$ 147,565</u>
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123.39%	155.94%	114.63%	92.36%	89.70%	96.57%
\$ 350,738	\$ 151,399	\$ 165,780	\$ 159,183	\$ 294,415	\$ 486,663
-259.14%	-1347.53%	-368.42%	232.21%	170.36%	30.32%

Bay City Housing Commission
Required Supplementary Information
Schedule of Employer's Net OPEB Liability
Last 10 Fiscal Years Ended September 30,

	2024	2023
Total OPEB liability	\$ 1,662,872	\$ 1,886,546
Plan net position	5,969,842	5,200,301
Net OPEB liability (asset)	(4,306,970)	(3,313,755)
Plan net position as a percent of total OPEB liability	359.01%	275.65%
Covered payroll	\$ 392,195	\$ 363,014
Net OPEB liability (asset) as a percent of covered payroll	-1098.17%	-912.84%

* GASB Statement No. 75 was implemented as of September 30, 2017. Information from 2015 and 2016 is not available. Additional years will be presented on this schedule on a prospective basis.

See Notes to Required Supplementary Information

2022	2021	2020	2019	2018	2017*
\$ 3,885,539	\$ 3,646,813	\$ 4,174,678	\$ 4,838,118	\$ 4,868,815	\$ 4,304,644
4,794,436	5,686,956	4,785,440	4,468,480	4,367,259	4,157,079
(908,897)	(2,040,143)	(610,762)	369,638	501,556	147,565
123.39%	155.94%	114.63%	92.36%	89.70%	96.57%
\$ 350,738	\$ 151,399	\$ 165,780	\$ 159,183	\$ 294,415	\$ 486,663
-259.14%	-1347.53%	-368.42%	232.21%	170.36%	30.32%

Bay City Housing Commission

Schedules of Required Supplementary Information

Retiree Healthcare System Schedule of Housing Commission OPEB Contributions

Last 10 Fiscal Years Ended September 30,

	<u>2024</u>	<u>2023</u>
Actuarially determined contribution	\$ -	\$ -
Contributions in relation to the actuarially determined contribution	<u>16,998</u>	<u>80,048</u>
Contribution deficiency (excess)	<u>\$ (16,998)</u>	<u>\$ (80,048)</u>
Covered-employee payroll	\$ 392,195	\$ 363,014
Contributions as percentage of covered- employee payroll	4.33%	22.05%

* GASB Statement No. 75 was implemented as of September 30, 2017. Information from 2015 and 2016 is not available. Additional years will be presented on this schedule on a prospective basis.

See Notes to Required Supplementary Information

<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017*</u>
\$ -	\$ (179,168)	\$ 68,178	\$ 99,194	\$ 100,838	\$ 79,782
75,736	85,293	232,904	230,774	186,274	475,475
<u>\$ (75,736)</u>	<u>\$ (264,461)</u>	<u>\$ (164,726)</u>	<u>\$ (131,580)</u>	<u>\$ (85,436)</u>	<u>\$ (395,693)</u>
\$ 350,738	\$ 151,399	\$ 165,780	\$ 159,183	\$ 294,415	\$ 486,663
21.59%	56.34%	140.49%	144.97%	63.27%	97.70%

Bay City Housing Commission
Required Supplementary Information
Schedule of Investment Returns - OPEB
Last 10 Fiscal Years Ended September 30,

	<u>2024</u>	<u>2023</u>
Annual money-weighted rate of return, net of investment expenses	17.58%	12.03%

* GASB Statement No. 75 was implemented as of September 30, 2017. Information from 2015 and 2016 is not available. Additional years will be presented on this schedule on a prospective basis.

See Notes to Required Supplementary Information

2022	2021	2020	2019	2018	2017*
-13.27%	21.11%	8.41%	2.67%	5.23%	11.83%

Bay City Housing Commission
Notes to Required Supplementary Information

Methods and Assumptions Used to Determine Contribution Rates:

Defined Benefit Pension Plan

Valuation date	December 31, 2022
Methods and assumptions used to determine contribution rates:	
Actuarial cost method	Entry-age normal
Amortization method	Level percentage of payroll, open
Remaining amortization period	15 years
Asset valuation method	Open; 10-year smoothed market
Inflation	2.50%
Salary increases	3.75%, net investment expenses, including inflation
Investment rate of return	7.60%, net of investment expenses, including inflation
Retirement age	60 years
Mortality	50% Female / 50% Male 2014 Group Annuity Mortality Table
Other information	
Changes in assumptions - 2022	- The investment rate of return, net of pension plan investment expense, including inflation was decreased from 7.35 to 7.00 percent
Changes in assumptions - 2020	- The beginning of the year total pension liability was based on the RP-2014 mortality tables, and the end of the year total pension liability was based upon the Pub-2010 mortality tables
Changes in assumptions - 2019	- The investment rate of return, net of pension plan investment expense, including inflation was decreased from 7.75 to 7.35 percent
Changes in assumptions - 2015	- The rate of wage inflation was changed from 3.75 to 3.0 percent - The inflation adjustment was decreased from 3.0 to 2.5 percent - Salary increases were adjusted - The investment rate of return, net of pension plan investment expense, including inflation, was decreased from 8.0 to 7.75 percent

Other Postemployment Benefits (OPEB) Plan

Valuation date	September 30, 2024
Methods and assumptions used to determine contribution rates:	
Actuarial cost method	Entry-age normal
Amortization method	Level percentage of payroll, closed
Remaining amortization period	1 year
Asset valuation method	10 year smoothed market
Healthcare cost trend rate	7.25% - reduced to 4.5% after 12 years
Salary increases	3.50%
Investment rate of return	6.93%, net of investment expenses, including inflation
Retirement age	60 years or first subsequent year in which would qualify for benefit
Mortality	Pre-Retirement: Pub-2010 General Employees Mortality Table without adjustment Healthy Retirees: Pub-2010 General Retiree Mortality Table scaled by a factor of 106% Disabled Retirees: PubNS-2010 Disabled Retiree Mortality Table without adjustment. The mortality assumptions include a margin for future mortality improvements using Scale MP-2021 projected fully-generationally from the central year of data, 2010.
Other information	
Changes in assumptions - 2024	- The investment rate of return was reduced from 7.00% to 6.93%, per updated guidance from MERS of Michigan. - The discount rate was reduced from 7.00% to 6.93%, per changes to the investment rate of return. - Per-capita costs premiums were updated to reflect experience since the previous valuation. - Pre-65 medical trend rates were shifted to maintain the same immediate rate of 7.25%.
Changes in benefit terms - 2023	- The contribution amount for retirees retiring at age 60 with 6 or more years of service, or at least age 50 with 25 or more years of service was until death has been changed to a monthly stipend of \$250 in lieu of traditional employer-sponsored coverage at age 65.
Changes in assumptions - 2022	- The investment rate of return, net of pension plan investment expense, including inflation was decreased from 7.35 to 7.00 percent

Bay City Housing Commission
Financial Data Schedule
Project Balance Sheet
September 30, 2024

Line Item #	Account Description	Total Projects	Project M1024000100
111	Cash - Unrestricted	\$ 3,431,500	\$ 3,431,500
114	Cash - Tenant Security Deposits	80,431	80,431
100	Total Cash	<u>3,511,931</u>	<u>3,511,931</u>
126	Accounts Receivable - Tenants	18,706	18,706
120	Total Receivables, Net of Allowances for Doubtful Accounts	<u>18,706</u>	<u>18,706</u>
142	Prepaid Expenses and Other Assets	105,392	105,392
143	Inventories	16,440	16,440
150	Total Current Assets	<u>3,652,469</u>	<u>3,652,469</u>
161	Land	783,679	783,679
162	Buildings	15,172,049	15,172,049
163	Furniture, Equipment & Machinery - Dwellings	224,459	224,459
164	Furniture, Equipment & Machinery - Administration	38,569	38,569
166	Accumulated Depreciation	(14,570,520)	(14,570,520)
160	Total Capital Assets, Net of Accumulated Depreciation	<u>1,648,236</u>	<u>1,648,236</u>
174	Other Assets	1,151,724	1,151,724
180	Total Noncurrent Assets	<u>2,799,960</u>	<u>2,799,960</u>
200	Deferred Outflows of Resources	127,350	127,350
290	Total Assets and Deferred Outflows of Resources	<u>\$ 6,579,779</u>	<u>\$ 6,579,779</u>
312	Accounts Payable <= 90 Days	\$ 78,488	\$ 78,488
321	Accrued Wage/Payroll Taxes Payable	51,600	51,600
322	Accrued Compensated Absences - Current Portion	61,551	61,551
333	Accounts Payable - Other Government	56,213	56,213
341	Tenant Security Deposits	80,261	80,261
342	Unearned Revenue	5,997	5,997
310	Total Current Liabilities	<u>334,110</u>	<u>334,110</u>
357	Accrued Pension and OPEB Liabilities	348,722	348,722
350	Total Noncurrent Liabilities	<u>348,722</u>	<u>348,722</u>
300	Total Liabilities	<u>682,832</u>	<u>682,832</u>
400	Deferred Inflows of Resources	26,925	26,925
508.4	Net Investment in Capital Assets	1,648,236	1,648,236
511.4	Restricted Net Position	1,151,724	1,151,724
512.4	Unrestricted Net Position	<u>3,070,062</u>	<u>3,070,062</u>
513	Total Equity - Net Assets / Position	<u>5,870,022</u>	<u>5,870,022</u>
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	<u>\$ 6,579,779</u>	<u>\$ 6,579,779</u>

Bay City Housing Commission
Financial Data Schedule
Project Income Statement
For the Year Ended September 30, 2024

Line Item #	Account Description	Total Projects	Project MI024000100	Operating Fund Program	Capital Fund Program
70300	Net Tenant Rental Revenue	\$ 610,007	\$ 610,007	\$ 610,007	\$ -
70400	Tenant Revenue - Other	21,001	21,001	21,001	-
70500	Total Tenant Revenue	<u>631,008</u>	<u>631,008</u>	<u>631,008</u>	<u>-</u>
70600	HUD PHA Operating Grants	731,655	731,655	729,443	2,212
71100	Investment Income - Unrestricted	138,164	138,164	138,164	-
71500	Other Revenue	3,900	3,900	3,900	-
70000	Total Revenue	<u>1,504,727</u>	<u>1,504,727</u>	<u>1,502,515</u>	<u>2,212</u>
91100	Administrative Salaries	194,988	194,988	194,988	-
91200	Auditing Fees	2,500	2,500	2,500	-
91300	Management Fee	129,505	129,505	129,505	-
91310	Bookkeeping Fee	17,228	17,228	17,228	-
91400	Advertising and Marketing	1,922	1,922	1,922	-
91500	Employee Benefit Contributions - Administrative	(75,996)	(75,996)	(75,996)	-
91600	Office Expenses	48,846	48,846	48,846	-
91700	Legal Expense	10,284	10,284	10,284	-
91800	Travel	1,678	1,678	1,678	-
91000	Total Operating - Administrative	<u>330,955</u>	<u>330,955</u>	<u>330,955</u>	<u>-</u>
92400	Tenant Services - Other	23,804	23,804	23,804	-
92500	Total Tenant Services	<u>23,804</u>	<u>23,804</u>	<u>23,804</u>	<u>-</u>
93100	Water	2,221	2,221	2,221	-
93200	Electricity	1,196	1,196	1,196	-
93300	Gas	5,495	5,495	5,495	-
93000	Total Utilities	<u>8,912</u>	<u>8,912</u>	<u>8,912</u>	<u>-</u>
94100	Ordinary Maintenance and Operations - Labor	217,495	217,495	217,495	-
94200	Ordinary Maintenance and Operations - Materials and Other	80,620	80,620	80,620	-
94300	Ordinary Maintenance and Operations - Contracts	306,021	306,021	306,021	-
94500	Employee Benefit Contributions - Ordinary Maintenance	71,063	71,063	71,063	-
94000	Total Maintenance	<u>675,199</u>	<u>675,199</u>	<u>675,199</u>	<u>-</u>
96110	Property Insurance	79,299	79,299	79,299	-
96130	Workmen's Compensation	3,760	3,760	3,760	-
96140	All Other Insurance	10,354	10,354	10,354	-
96100	Total Insurance Premiums	<u>93,413</u>	<u>93,413</u>	<u>93,413</u>	<u>-</u>
96210	Compensated Absences	4,991	4,991	4,991	-
96300	Payments in Lieu of Taxes	56,213	56,213	56,213	-
96400	Bad Debt - Tenant Rents	4,075	4,075	4,075	-
96000	Total Other General Expenses	<u>65,279</u>	<u>65,279</u>	<u>65,279</u>	<u>-</u>
96900	Total Operating Expenses	<u>1,197,562</u>	<u>1,197,562</u>	<u>1,197,562</u>	<u>-</u>
97000	Excess of Operating Revenue over (under) Operating Expenses	<u>307,165</u>	<u>307,165</u>	<u>304,953</u>	<u>2,212</u>
97400	Depreciation Expense	<u>277,555</u>	<u>277,555</u>	<u>277,555</u>	<u>-</u>
90000	Total Expenses	<u>1,475,117</u>	<u>1,475,117</u>	<u>1,475,117</u>	<u>-</u>
10010	Operating Transfer In	2,212	2,212	2,212	-
10020	Operating Transfer Out	(2,212)	(2,212)	-	(2,212)
10100	Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>2,212</u>	<u>(2,212)</u>
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	29,610	29,610	29,610	-
11030	Beginning Equity	5,840,412	5,840,412	5,840,412	-
11190	Unit Months Available	2,304	2,304	2,304	-
11210	Number of Unit Months Leased	2,297	2,297	2,297	-
11270	Excess Cash	3,076,842	3,076,842	3,076,842	-
11620	Building Purchases	296,234	296,234	296,234	-
11630	Furniture & Equipment - Dwelling Purchases	8,357	8,357	8,357	-
11640	Furniture & Equipment - Administrative Purchases	53,470	53,470	53,470	-

Bay City Housing Commission
Financial Data Schedule
Project Balance Sheet
September 30, 2024

Line Item #	Account Description	14.182 N/C S/R Section 8 Programs	Total
111	Cash - Unrestricted	\$ 582,489	\$ 582,489
112	Cash - Restricted - Modernization and Development	3,040,383	3,040,383
114	Cash - Tenant Security Deposits	106,643	106,643
100	Total Cash	<u>3,729,515</u>	<u>3,729,515</u>
121	Accounts Receivable - PHA Projects	8,150	8,150
125	Accounts Receivable - Miscellaneous	309	309
126	Accounts Receivable - Tenants	12,710	12,710
120	Total Receivables, Net of Allowances for Doubtful Accounts	<u>21,169</u>	<u>21,169</u>
142	Prepaid Expenses and Other Assets	53,329	53,329
143	Inventories	19,024	19,024
150	Total Current Assets	<u>3,823,037</u>	<u>3,823,037</u>
161	Land	777,023	777,023
162	Buildings	15,625,609	15,625,609
163	Furniture, Equipment & Machinery - Dwellings	119,170	119,170
166	Accumulated Depreciation	(13,179,307)	(13,179,307)
160	Total Capital Assets, Net of Accumulated Depreciation	<u>3,342,495</u>	<u>3,342,495</u>
180	Total Noncurrent Assets	<u>3,342,495</u>	<u>3,342,495</u>
290	Total Assets and Deferred Outflows of Resources	<u>\$ 7,165,532</u>	<u>\$ 7,165,532</u>
312	Accounts Payable <= 90 Days	\$ 70,892	\$ 70,892
321	Accrued Wage/Payroll Taxes Payable	74,941	74,941
322	Accrued Compensated Absences - Current Portion	21,540	21,540
333	Accounts Payable - Other Government	80,804	80,804
341	Tenant Security Deposits	98,024	98,024
342	Unearned Revenue	36,207	36,207
345	Other Current Liabilities	57	57
348	Loan Liability - Current	86,288	86,288
310	Total Current Liabilities	<u>468,753</u>	<u>468,753</u>
300	Total Liabilities	<u>468,753</u>	<u>468,753</u>
508.4	Net Investment in Capital Assets	3,342,495	3,342,495
511.4	Restricted Net Position	3,040,383	3,040,383
512.4	Unrestricted Net Position	313,901	313,901
513	Total Equity - Net Assets / Position	<u>6,696,779</u>	<u>6,696,779</u>
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	<u>\$ 7,165,532</u>	<u>\$ 7,165,532</u>

Bay City Housing Commission
Financial Data Schedule
Project Income Statement
For the Year Ended September 30, 2024

Line Item #	Account Description	14.182 N/C S/R Section 8 Programs	Total
70300	Net Tenant Rental Revenue	\$ 1,437,985	\$ 1,437,985
70400	Tenant Revenue - Other	59,792	59,792
70500	Total Tenant Revenue	<u>1,497,777</u>	<u>1,497,777</u>
70600	HUD PHA Operating Grants	1,334,656	1,334,656
71100	Investment Income - Unrestricted	308	308
71500	Other Revenue	109,943	109,943
72000	Investment Income - Restricted	<u>120,279</u>	<u>120,279</u>
70000	Total Revenue	<u>3,062,963</u>	<u>3,062,963</u>
91100	Administrative Salaries	327,001	327,001
91200	Auditing Fees	8,625	8,625
91300	Management Fee	247,923	247,923
91400	Advertising and Marketing	5,009	5,009
91500	Employee Benefit Contributions - Administrative	116,506	116,506
91600	Office Expenses	98,898	98,898
91700	Legal Expense	8,438	8,438
91800	Travel	4,932	4,932
91000	Total Operating - Administrative	<u>817,332</u>	<u>817,332</u>
92400	Tenant Services - Other	15,908	15,908
92500	Total Tenant Services	<u>15,908</u>	<u>15,908</u>
93100	Water	184,414	184,414
93200	Electricity	214,893	214,893
93300	Gas	93,460	93,460
93000	Total Utilities	<u>492,767</u>	<u>492,767</u>
94100	Ordinary Maintenance and Operations - Labor	293,567	293,567
94200	Ordinary Maintenance and Operations - Materials and Other	90,067	90,067
94300	Ordinary Maintenance and Operations - Contracts	367,768	367,768
94500	Employee Benefit Contributions - Ordinary Maintenance	98,368	98,368
94000	Total Maintenance	<u>849,770</u>	<u>849,770</u>
96110	Property Insurance	111,233	111,233
96130	Workmen's Compensation	7,146	7,146
96140	All Other Insurance	2,087	2,087
96100	Total Insurance Premiums	<u>120,466</u>	<u>120,466</u>
96210	Compensated Absences	(3,263)	(3,263)
96300	Payments in Lieu of Taxes	80,804	80,804
96400	Bad Debt - Tenant Rents	11,709	11,709
96000	Total Other General Expenses	<u>89,250</u>	<u>89,250</u>
96900	Total Operating Expenses	<u>2,385,493</u>	<u>2,385,493</u>
97000	Excess of Operating Revenue over (under) Operating Expenses	<u>677,470</u>	<u>677,470</u>
97200	Casualty Losses - Noncapitalized	22,147	22,147
97400	Depreciation Expense	<u>325,863</u>	<u>325,863</u>
90000	Total Expenses	<u>2,733,503</u>	<u>2,733,503</u>
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	329,460	329,460
11030	Beginning Equity	6,367,319	6,367,319
11190	Unit Months Available	4,428	4,428
11210	Number of Unit Months Leased	4,376	4,376

Bay City Housing Commission
Financial Data Schedule
Program Financials - Balance Sheet
September 30, 2024

Line Item #	Account Description	Central Office Cost Center
111	Cash - Unrestricted	\$ 2,368,656
114	Cash - Tenant Security Deposits	1,475
100	Total Cash	<u>2,370,131</u>
125	Accounts Receivable - Miscellaneous	72,679
126	Accounts Receivable - Tenants	2,779
127	Notes, Loans, & Mortgages Receivable - Current	86,288
120	Total Receivables, Net of Allowances for Doubtful Accounts	<u>161,746</u>
142	Prepaid Expenses and Other Assets	<u>29,076</u>
150	Total Current Assets	<u>2,560,953</u>
161	Land	111,478
162	Buildings	1,378,065
164	Furniture, Equipment & Machinery - Administration	111,541
166	Accumulated Depreciation	(1,173,704)
167	Construction in Progress	623,885
160	Total Capital Assets, Net of Accumulated Depreciation	<u>1,051,265</u>
174	Other Assets	<u>3,155,246</u>
180	Total Noncurrent Assets	<u>4,206,511</u>
200	Deferred Outflows of Resources	<u>283,223</u>
290	Total Assets and Deferred Outflows of Resources	<u>\$ 7,050,687</u>
312	Accounts Payable <= 90 Days	\$ 80,083
321	Accrued Wage/Payroll Taxes Payable	47,577
322	Accrued Compensated Absences - Current Portion	119,668
341	Tenant Security Deposits	1,485
345	Other Current Liabilities	2,194
310	Total Current Liabilities	<u>251,007</u>
357	Accrued Pension and OPEB Liabilities	874,962
350	Total Noncurrent Liabilities	<u>874,962</u>
300	Total Liabilities	<u>1,125,969</u>
400	Deferred Inflows of Resources	<u>73,763</u>
508.4	Net Investment in Capital Assets	1,051,265
511.4	Restricted Net Position	3,155,246
512.4	Unrestricted Net Position	<u>1,644,444</u>
513	Total Equity - Net Assets / Position	<u>5,850,955</u>
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	<u>\$ 7,050,687</u>

Bay City Housing Commission
Financial Data Schedule
Program Financials - Income Statement
For the Year Ended September 30, 2024

Line Item #	Account Description	Central Office Cost Center
70300	Net Tenant Rental Revenue	\$ 35,820
70500	Total Tenant Revenue	<u>35,820</u>
70710	Management Fee	377,428
70730	Bookkeeping Fee	17,228
70750	Other Fees	329,706
70700	Total Fee Revenue	<u>724,362</u>
71100	Investment Income - Unrestricted	135,655
71500	Other Revenue	<u>4,064</u>
70000	Total Revenue	<u>899,901</u>
91100	Administrative Salaries	502,002
91200	Auditing Fees	4,859
91400	Advertising and Marketing	133
91500	Employee Benefit Contributions - Administrative	(338,491)
91600	Office Expenses	32,961
91700	Legal Expense	1,984
91800	Travel	10,113
91000	Total Operating - Administrative	<u>213,561</u>
92400	Tenant Services - Other	<u>1,618</u>
92500	Total Tenant Services	<u>1,618</u>
93100	Water	2,972
93200	Electricity	3,917
93300	Gas	64
93000	Total Utilities	<u>6,953</u>
94100	Ordinary Maintenance and Operations - Labor	154
94200	Ordinary Maintenance and Operations - Materials and Other	1,034
94300	Ordinary Maintenance and Operations - Contracts	46,182
94000	Total Maintenance	<u>47,370</u>
96110	Property Insurance	11,623
96140	All Other Insurance	1,027
96100	Total Insurance Premiums	<u>12,650</u>
96210	Compensated Absences	(271)
96300	Payments in Lieu of Taxes	676
96000	Total Other General Expenses	<u>405</u>
96900	Total Operating Expenses	<u>282,557</u>

Bay City Housing Commission
Financial Data Schedule
Program Financials - Income Statement
For the Year Ended September 30, 2024

Line Item #	Account Description	Central Office Cost Center
97000	Excess of Operating Revenue Over (Under) Operating Expenses	\$ 617,344
97200	Casualty Losses - Noncapitalized	910
97400	Depreciation Expense	29,095
90000	Total Expenses	312,562
10093	Transfers Between Program and Project - In	146,701
10100	Total Other Financing Sources (Uses)	146,701
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	734,040
11030	Beginning Equity	5,116,915
11190	Unit Months Available	72
11210	Number of Unit Months Leased	72
11620	Building Purchases	2,945

Bay City Housing Commission
Financial Data Schedule
PHA Financial Data - Balance Sheet
September 30, 2024

Line Item #	Account Description	Project Totals	Program Totals	Central Office Cost Center
111	Cash - Unrestricted	\$ 3,431,500	\$ 582,489	\$ 2,368,656
112	Cash - Restricted - Modernization and Development	-	3,040,383	-
114	Cash - Tenant Security Deposits	80,431	106,643	1,475
100	Total Cash	<u>3,511,931</u>	<u>3,729,515</u>	<u>2,370,131</u>
121	Accounts Receivable - PHA Projects	-	8,150	-
125	Accounts Receivable - Miscellaneous	-	309	72,679
126	Accounts Receivable - Tenants	18,706	12,710	2,779
127	Notes, Loans, & Mortgages Receivable - Current	-	-	86,288
120	Total Receivables, Net of Allowances for Doubtful Accounts	<u>18,706</u>	<u>21,169</u>	<u>161,746</u>
142	Prepaid Expenses and Other Assets	105,392	53,329	29,076
143	Inventories	16,440	19,024	-
150	Total Current Assets	<u>3,652,469</u>	<u>3,823,037</u>	<u>2,560,953</u>
161	Land	783,679	777,023	111,478
162	Buildings	15,172,049	15,625,609	1,378,065
163	Furniture, Equipment & Machinery - Dwellings	224,459	119,170	-
164	Furniture, Equipment & Machinery - Administration	38,569	-	111,541
166	Accumulated Depreciation	(14,570,520)	(13,179,307)	(1,173,704)
167	Construction in Progress	-	-	623,885
160	Total Capital Assets, Net of Accumulated Depreciation	<u>1,648,236</u>	<u>3,342,495</u>	<u>1,051,265</u>
174	Other Assets	1,151,724	-	3,155,246
180	Total Noncurrent Assets	<u>2,799,960</u>	<u>3,342,495</u>	<u>4,206,511</u>
200	Deferred Outflows of Resources	<u>127,350</u>	-	<u>283,223</u>
290	Total Assets and Deferred Outflows of Resources	<u>\$ 6,579,779</u>	<u>\$ 7,165,532</u>	<u>\$ 7,050,687</u>
312	Accounts Payable <= 90 Days	\$ 78,488	\$ 70,892	\$ 80,083
321	Accrued Wage/Payroll Taxes Payable	51,600	74,941	47,577
322	Accrued Compensated Absences - Current Portion	61,551	21,540	119,668
333	Accounts Payable - Other Government	56,213	80,804	-
341	Tenant Security Deposits	80,261	98,024	1,485
342	Unearned Revenue	5,997	36,207	-
345	Other Current Liabilities	-	57	2,194
348	Loan Liability - Current	-	86,288	-
310	Total Current Liabilities	<u>334,110</u>	<u>468,753</u>	<u>251,007</u>
357	Accrued Pension and OPEB Liabilities	348,722	-	874,962
350	Total Noncurrent Liabilities	<u>348,722</u>	-	<u>874,962</u>
300	Total Liabilities	<u>682,832</u>	<u>468,753</u>	<u>1,125,969</u>
400	Deferred Inflows of Resources	<u>26,925</u>	-	<u>73,763</u>
508.4	Net Investment in Capital Assets	1,648,236	3,342,495	1,051,265
511.4	Restricted Net Position	1,151,724	3,040,383	3,155,246
512.4	Unrestricted Net Position (Deficit)	3,070,062	313,901	1,644,444
513	Total Equity - Net Assets / Position	<u>5,870,022</u>	<u>6,696,779</u>	<u>5,850,955</u>
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	<u>\$ 6,579,779</u>	<u>\$ 7,165,532</u>	<u>\$ 7,050,687</u>

<u>Subtotal</u>	<u>Elimination</u>	<u>Total</u>
\$ 6,382,645	\$ -	\$ 6,382,645
3,040,383	-	3,040,383
188,549	-	188,549
<u>9,611,577</u>	<u>-</u>	<u>9,611,577</u>
8,150	-	8,150
72,988	-	72,988
34,195	-	34,195
86,288	(86,288)	-
<u>201,621</u>	<u>(86,288)</u>	<u>115,333</u>
187,797	-	187,797
<u>35,464</u>	<u>-</u>	<u>35,464</u>
10,036,459	(86,288)	9,950,171
1,672,180	-	1,672,180
32,175,723	-	32,175,723
343,629	-	343,629
150,110	-	150,110
(28,923,531)	-	(28,923,531)
623,885	-	623,885
<u>6,041,996</u>	<u>-</u>	<u>6,041,996</u>
4,306,970	-	4,306,970
<u>10,348,966</u>	<u>-</u>	<u>10,348,966</u>
410,573	-	410,573
<u>\$ 20,795,998</u>	<u>\$ (86,288)</u>	<u>\$ 20,709,710</u>
\$ 229,463	\$ -	\$ 229,463
174,118	-	174,118
202,759	-	202,759
137,017	-	137,017
179,770	-	179,770
42,204	-	42,204
2,251	-	2,251
86,288	(86,288)	-
<u>1,053,870</u>	<u>(86,288)</u>	<u>967,582</u>
1,223,684	-	1,223,684
<u>1,223,684</u>	<u>-</u>	<u>1,223,684</u>
2,277,554	(86,288)	2,191,266
<u>100,688</u>	<u>-</u>	<u>100,688</u>
6,041,996	-	6,041,996
7,347,353	-	7,347,353
5,028,407	-	5,028,407
<u>18,417,756</u>	<u>-</u>	<u>18,417,756</u>
<u>\$ 20,795,998</u>	<u>\$ (86,288)</u>	<u>\$ 20,709,710</u>

Bay City Housing Commission
Financial Data Schedule
PHA Financial Data - Income Statement
For the Year Ended September 30, 2024

Line Item #	Account Description	Project Totals	Program Totals	Central Office Cost Center
70300	Net Tenant Rental Revenue	\$ 610,007	\$ 1,437,985	\$ 35,820
70400	Tenant Revenue - Other	21,001	59,792	-
70500	Total Tenant Revenue	<u>631,008</u>	<u>1,497,777</u>	<u>35,820</u>
70600	HUD PHA Operating Grants	<u>731,655</u>	<u>1,334,656</u>	<u>-</u>
70710	Management Fee	-	-	377,428
70730	Bookkeeping Fee	-	-	17,228
70750	Other Fees	-	-	329,706
70700	Total Fee Revenue	<u>-</u>	<u>-</u>	<u>724,362</u>
71100	Investment Income - Unrestricted	138,164	308	135,655
71500	Other Revenue	3,900	109,943	4,064
72000	Investment Income - Restricted	<u>-</u>	<u>120,279</u>	<u>-</u>
70000	Total Revenue	<u>1,504,727</u>	<u>3,062,963</u>	<u>899,901</u>
91100	Administrative Salaries	194,988	327,001	502,002
91200	Auditing Fees	2,500	8,625	4,859
91300	Management Fee	129,505	247,923	-
91310	Bookkeeping Fee	17,228	-	-
91400	Advertising and Marketing	1,922	5,009	133
91500	Employee Benefit Contributions - Administrative	(75,996)	116,506	(338,491)
91600	Office Expenses	48,846	98,898	32,961
91700	Legal Expense	10,284	8,438	1,984
91800	Travel	1,678	4,932	10,113
91000	Total Operating - Administrative	<u>330,955</u>	<u>817,332</u>	<u>213,561</u>
92400	Tenant Services - Other	<u>23,804</u>	<u>15,908</u>	<u>1,618</u>
92500	Total Tenant Services	<u>23,804</u>	<u>15,908</u>	<u>1,618</u>
93100	Water	2,221	184,414	2,972
93200	Electricity	1,196	214,893	3,917
93300	Gas	5,495	93,460	64
93000	Total Utilities	<u>8,912</u>	<u>492,767</u>	<u>6,953</u>

Subtotal	Elimination	Total
\$ 2,083,812	\$ -	\$ 2,083,812
80,793	-	80,793
<u>2,164,605</u>	<u>-</u>	<u>2,164,605</u>
<u>2,066,311</u>	<u>-</u>	<u>2,066,311</u>
377,428	(377,428)	-
17,228	(17,228)	-
329,706	-	329,706
<u>724,362</u>	<u>(394,656)</u>	<u>329,706</u>
274,127	-	274,127
117,907	-	117,907
<u>120,279</u>	<u>-</u>	<u>120,279</u>
<u>5,467,591</u>	<u>(394,656)</u>	<u>5,072,935</u>
1,023,991	-	1,023,991
15,984	-	15,984
377,428	(377,428)	-
17,228	(17,228)	-
7,064	-	7,064
(297,981)	-	(297,981)
180,705	-	180,705
20,706	-	20,706
16,723	-	16,723
<u>1,361,848</u>	<u>(394,656)</u>	<u>967,192</u>
<u>41,330</u>	<u>-</u>	<u>41,330</u>
<u>41,330</u>	<u>-</u>	<u>41,330</u>
189,607	-	189,607
220,006	-	220,006
99,019	-	99,019
<u>508,632</u>	<u>-</u>	<u>508,632</u>

Bay City Housing Commission
Financial Data Schedule
PHA Financial Data - Income Statement
For the Year Ended September 30, 2024

Line Item #	Account Description	Project Totals	Program Totals	Central Office Cost Center
94100	Ordinary Maintenance and Operations - Labor	\$ 217,495	\$ 293,567	\$ 154
94200	Ordinary Maintenance and Operations - Materials and Other	80,620	90,067	1,034
94300	Ordinary Maintenance and Operations - Contracts	306,021	367,768	46,182
94500	Employee Benefit Contributions - Ordinary Maintenance	71,063	98,368	-
94000	Total Maintenance	<u>675,199</u>	<u>849,770</u>	<u>47,370</u>
96110	Property Insurance	79,299	111,233	11,623
96130	Workmen's Compensation	3,760	7,146	-
96140	All Other Insurance	10,354	2,087	1,027
96100	Total Insurance Premiums	<u>93,413</u>	<u>120,466</u>	<u>12,650</u>
96210	Compensated Absences	4,991	(3,263)	(271)
96300	Payments in Lieu of Taxes	56,213	80,804	676
96400	Bad Debt - Tenant Rents	4,075	11,709	-
96000	Total Other General Expenses	<u>65,279</u>	<u>89,250</u>	<u>405</u>
96900	Total Operating Expenses	<u>1,197,562</u>	<u>2,385,493</u>	<u>282,557</u>
97000	Excess of Operating Revenue Over (Under) Operating Expenses	<u>307,165</u>	<u>677,470</u>	<u>617,344</u>
97200	Casualty Losses - Noncapitalized	-	22,147	910
97400	Depreciation Expense	<u>277,555</u>	<u>325,863</u>	<u>29,095</u>
90000	Total Expenses	<u>1,475,117</u>	<u>2,733,503</u>	<u>312,562</u>
10093	Transfers Between Program and Project - In	-	-	146,701
10010	Operating Transfer In	2,212	-	-
10020	Operating Transfer Out	<u>(2,212)</u>	-	-
10100	Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>146,701</u>
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	29,610	329,460	734,040
11030	Beginning Equity	5,840,412	6,367,319	5,116,915
11190	Unit Months Available	2,304	4,428	72
11210	Number of Unit Months Leased	2,297	4,376	72
11270	Excess Cash	3,076,842	-	-
11620	Building Purchases	296,234	-	2,945
11630	Furniture & Equipment - Dwelling Purchases	8,357	-	-
11640	Furniture & Equipment - Administrative Purchases	53,470	-	-

Subtotal	Elimination	Total
\$ 511,216	\$ -	\$ 511,216
171,721	-	171,721
719,971	-	719,971
169,431	-	169,431
<u>1,572,339</u>	<u>-</u>	<u>1,572,339</u>
202,155	-	202,155
10,906	-	10,906
13,468	-	13,468
<u>226,529</u>	<u>-</u>	<u>226,529</u>
1,457	-	1,457
137,693	-	137,693
15,784	-	15,784
<u>154,934</u>	<u>-</u>	<u>154,934</u>
<u>3,865,612</u>	<u>(394,656)</u>	<u>3,470,956</u>
<u>1,601,979</u>	<u>-</u>	<u>1,601,979</u>
23,057	-	23,057
<u>632,513</u>	<u>-</u>	<u>632,513</u>
<u>4,521,182</u>	<u>(394,656)</u>	<u>4,126,526</u>
146,701	-	146,701
2,212	-	2,212
<u>(2,212)</u>	<u>-</u>	<u>(2,212)</u>
<u>146,701</u>	<u>-</u>	<u>146,701</u>
1,093,110	-	1,093,110
17,324,646	-	17,324,646
6,804	-	6,804
6,745	-	6,745
3,076,842	-	3,076,842
299,179	-	299,179
8,357	-	8,357
53,470	-	53,470



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A VETERAN OWNED BUSINESS

**INDEPENDENT AUDITOR'S 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***

To the Board of Commissioners
Bay City Housing Commission
Bay City, Michigan

We have audited, in accordance with the 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 the business-type activities of the **Bay City Housing Commission**, a component unit of the City of Bay City, Michigan as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the **Bay City Housing Commission's** basic financial statements and have issued our report thereon dated March 20, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the **Bay City Housing Commission'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of **Bay City Housing Commission's** internal control. Accordingly, we do not express an opinion on the effectiveness of the **Bay City Housing Commission'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.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the *Bay City Housing Commission's* financial statements are free from 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.

Smith + Klauszewicz PC

Saginaw, Michigan

March 20, 2025



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A VETERAN OWNED BUSINESS

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Commissioners
Bay City Housing Commission
Bay City, MI

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the *Bay City Housing Commission's* compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the *Bay City Housing Commission's* major federal programs for the year ended September 30, 2024. The *Bay City Housing Commission's* major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the *Bay City Housing Commission* complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2024.

Basis for Opinion on Each Major Federal Program

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 the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the *Bay City Housing Commission* and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the *Bay City Housing Commission's* compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the *Bay City Housing Commission's* federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the ***Bay City Housing Commission's*** compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the ***Bay City Housing Commission's*** compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the ***Bay City Housing Commission's*** compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the ***Bay City Housing Commission's*** internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the ***Bay City Housing Commission's*** internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on 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 a 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 Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Smith + Klauszewicz PC

Saginaw, Michigan

March 20, 2025

Bay City Housing Commission
Schedule of Expenditures of Federal Awards
For the Year Ended September 30, 2024

Federal Agency / Pass Through Agency / Program Title	Federal Assistance Listing Number	Amount Expended
Department of Housing and Urban Development		
Direct programs:		
Rental Assistance Demonstration	14.326	\$ 1,334,656
Public and Indian Housing	14.850	729,443
Public Housing Capital Fund	14.872	<u>2,212</u>
Total Department of Housing and Urban Development		<u><u>\$ 2,066,311</u></u>

See accompanying notes to schedule of expenditures of federal awards

Bay City Housing Commission
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended September 30, 2024

Note 1 - Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of the **Bay City Housing Commission** under programs of the federal government for the year ended September 30, 2024. The information in this schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the **Bay City Housing Commission**, it is not intended to and does not present the financial position, changes in net position or cash flows of the **Bay City Housing Commission**.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

For purposes of charging indirect costs to federal awards, the **Bay City Housing Commission** has elected not to use the 10 percent de minimis cost rate as permitted by 2 CFR section 200.414 of the Uniform Guidance.

Note 3 - Subrecipients

None of the federal expenditures presented in the Schedule were provided to subrecipients.

Bay City Housing Commission
Schedule of Findings and Questioned Costs (continued)
For the Year Ended September 30, 2024

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting

- Material weakness(es) identified? _____ Yes X No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ Yes X None reported

Noncompliance material to financial statements noted? _____ Yes X No

Federal Awards

Type of auditor's report issued on compliance for major program(s): Unmodified

Internal control over major program(s)

- Material weakness(es) identified? _____ Yes X No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ Yes X None reported

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516.(a)? _____ Yes X No

Identification of major program(s):

Federal Assistance Listing Number	Name of Federal Program(s) or Cluster(s)
14.326	Rental Assistance Demonstration

Dollar threshold used to distinguish between type A and type B programs: \$ 750,000

Auditee qualify as a low-risk auditee? _____ X Yes _____ No

Bay City Housing Commission
Schedule of Findings and Questioned Costs (concluded)
For the Year Ended September 30, 2024

Section II - Financial Statement Audit Findings

None

Section III - Federal Program Audit Findings and Questioned Costs

None

Section IV - Prior Year Findings

None

Other Matters

We applied certain limited procedures to the management's discussion and analysis, schedule of changes in Housing Commissions net pension liability and related ratios, schedule of employer's net pension liability, pension system schedule of Housing Commission contributions, retiree healthcare system schedule of changes in Housing Commissions net OPEB liability and related ratios, schedule of employer's net OPEB liability, retiree healthcare system schedule of Housing Commissions OPEB contributions and schedule of investment returns, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the financial data schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of the ***Bay City Housing Commission*** and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Smith + Klayhewig PC

Saginaw, Michigan

GREAT LAKES COMMUNITY DEVELOPMENT PARTNERS

ORGANIZATIONAL DOCUMENTS

MARCH 26, 2025

DRAFT

**WRITTEN CONSENT OF SOLE INCORPORATOR
GREAT LAKES COMMUNITY DEVELOPMENT PARTNERS**

William G. Phillips, as the incorporator of Great Lakes Community Development Corporation, a Michigan nonprofit corporation (the “*Corporation*”), hereby appoints Deb Kiesel, Jim Whaley, Ann Grady, Sharon Brown, Louise Ryan, John C. Neeb, and William G. Phillips to serve as the initial Board of Directors of the Corporation for until the next annual meeting of the Board of Directors and their successors are duly elected and qualified or until their earlier resignation or removal.

Dated _____, 2025

William G. Phillips

**UNANIMOUS WRITTEN CONSENT OF
THE BOARD OF DIRECTORS OF
GREAT LAKES COMMUNITY DEVELOPMENT PARTNERS**

The undersigned constitute all of the members of the Board of Directors of Great Lakes Community Development Corporation, a Michigan nonprofit corporation (the “*Corporation*”). By execution of this Consent, the Directors hereby authorize and consent to the following actions:

RESOLVED, that the Articles of Incorporation of the Corporation attached hereto as Exhibit A are hereby ratified, confirmed and approved as the Corporation’s articles of incorporation.

FURTHER RESOLVED, that the proposed Bylaws of the Corporation attached hereto as Exhibit B are hereby adopted and approved as the Corporation’s bylaws.

FURTHER RESOLVED, that the proposed Conflicts of Interest Policy of the Corporation attached hereto as Exhibit C is hereby adopted and approved as the Corporation’s conflicts of interest policy.

FURTHER RESOLVED, that the designation by the Corporation’s incorporator of Deb Kiesel, Jim Whaley, Ann Grady, Sharon Brown, Louise Ryan, John C. Neeb and William G. Phillips as the initial Directors of the Corporation is hereby ratified and approved, and each of such Directors shall hold office for a period of one year and until his or her successor or successors are duly elected and qualified, or until his or her earlier resignation or removal.

FURTHER RESOLVED, that the following persons are hereby appointed to serve as officers of the Corporation, holding the offices indicated opposite their names for a period of one year and until their respective successors are duly appointed or elected, or until their earlier resignation or removal:

<u>Name</u>	<u>Title</u>
William G. Phillips	President
John C. Neeb	Treasurer
Sharon Brown	Secretary

FURTHER RESOLVED, that the fiscal year of the Corporation shall begin on January 1 and end on December 31 in each year, with the initial fiscal year to commence on the date of incorporation of the Corporation and end on December 31 of the following year.

FURTHER RESOLVED, that the proper officers of the Corporation are hereby authorized to take all actions and to execute and file all instruments necessary or appropriate in order to qualify the Corporation under any law or laws in any state,

country or other jurisdiction in which it is necessary or expedient for the Corporation to conduct activities, including without limitation the appointment and substitution of agents or attorneys for service of process, and the designation and change of statutory offices, and to effect withdrawal from any state, country or other jurisdiction whenever it is deemed expedient for the Corporation to cease conducting activities therein.

FURTHER RESOLVED, that the proper officers of the Corporation are hereby authorized to make all such filings with the governmental entities of the United States or of any state, country or other jurisdiction as may be deemed necessary, appropriate or convenient in connection with the conduct of the affairs of the Corporation, including filings to establish and maintain federal and state tax exemptions.

FURTHER RESOLVED, that the establishment of one or more commercial accounts (the “*Accounts*”) by the Corporation with such bank or banks selected by the proper officers of the Corporation and the forms of resolutions of such bank or banks establishing the Accounts are hereby adopted, confirmed and approved. Each of the officers of the Corporation was and is authorized, on behalf of the Corporation, to sign and deliver all documents establishing the Accounts and to perform all acts and obligations contemplated by such documents, and to sign any certificate included on the bank’s or banks’ forms indicating that the Board of Directors has adopted the form of resolutions establishing the Accounts.

FURTHER RESOLVED, that all decisions and actions taken, and documents executed, by each of the incorporator, Directors, officers and authorized agents of the Corporation, acting for and on behalf of the Corporation prior to the date of this Unanimous Written Consent, in connection with any of the foregoing matters and any other matters, are hereby approved and ratified in all respects.

FURTHER RESOLVED, that the proper officer or officers of the Corporation are hereby authorized and directed to do all things, take all actions and execute, deliver and file all documents as may be necessary or convenient in effecting the foregoing resolutions.

FURTHER RESOLVED, that (i) this Unanimous Written Consent may be executed in any number of counterparts, all of which, taken together, shall constitute one and the same Unanimous Written Consent; (ii) a facsimile, electronic mail (including pdf or any electronic signature complying with the U.S. federal ESIGN Act of 2000, Uniform Electronic Transactions Act or other applicable law) or other form of electronic signature on this Unanimous Written Consent shall be deemed to constitute an original signature; and (iii) a copy of this Unanimous Written Consent so executed shall be valid and effective for all purposes.

The undersigned, constituting all of the Directors of the Corporation, have taken and adopted the foregoing actions in lieu of an organizational meeting of the Directors of the

Corporation, and all such actions shall have the same effect as a vote of the Directors for all purposes. The Directors have executed this Consent as of the ____ day of _____, 2025.

Deb Kiesel

Jim Whaley

Ann Grady

Sharon Brown

Louise Ryan

William G. Phillips

John C. Neeb

Exhibit A
Articles of Incorporation

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU		
Date Received		(FOR BUREAU USE ONLY)
		This document is Effective on the Date filed.
Name: Grace K. Trueman, Esq.		EFFECTIVE DATE:
Address: 39400 Woodward Ave., Suite 101		
Bloomfield Hills, Michigan 48304-5151		

Document will be returned to the name and address entered above

**ARTICLES OF INCORPORATION
OF
GREAT LAKES COMMUNITY DEVELOPMENT PARTNERS
A DOMESTIC NONPROFIT CORPORATION**

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is Great Lakes Community Development Partners.

ARTICLE II

The purposes for which the Corporation (the "Corporation") is formed are:

1. Great Lakes Community Development Partners (the "Corporation") is organized and operated exclusively for charitable purposes set forth in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("Code"), or any corresponding provision of subsequent federal tax laws, as a nonprofit community development corporation for the benefit of the Bay City Housing Commission, a public body corporate and politic. Such purposes shall include holding, receiving, investing, and managing funds to be used for the benefit of and to support the programs, operations, and purposes of the Bay City Housing Commission, including the development, financing, investment and management of affordable housing in Bay City, Michigan, and other activities and projects designed to enhance the quality of life in the Bay City community by providing and improving affordable housing opportunities that meet the needs of the community's citizens. The

Corporation shall exercise such powers in furtherance of its corporate purposes as are authorized under the provisions of the Michigan Nonprofit Corporation Act, P.A. 1982, No. 162, as amended (the "Act").

2. The Corporation, including all activities conducted incident to its purposes, shall at all times be conducted so as to qualify as an organization described in Section 501(c)(3) of the Code, or any corresponding provision of any subsequent federal tax laws. Notwithstanding any other provision of these Articles of Incorporation (these "Articles"), the Corporation shall not carry on any other activities not permitted to be carried on:
 - a. by a corporation exempt from federal income tax under Section 501(c)(3) of the Code and classified as a supporting organization under Section 509(a)(3) of the Code, or any corresponding provision of any subsequent federal tax laws;
 - b. by a corporation contributions to which are deductible under Section 170(c)(2) of the Code, or any corresponding provision of any subsequent federal tax laws; or
 - c. by a nonprofit corporation under the provisions of the Act, or any corresponding provisions of any subsequent Michigan law.
3. No part of the activities of the Corporation shall consist of attempting to influence any legislation by propaganda or otherwise; or directly or indirectly participating in, intervening in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any provisions hereof, the Corporation shall not conduct or carry on any activities which themselves are not in furtherance of the stated purposes of the Corporation.
4. No part of the assets or net earnings of the Corporation shall inure to the benefit of or shall be distributable to the Corporation's directors, officers, or to other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its stated purposes.

ARTICLE III

1. The Corporation is formed on a nonstock basis.
2. The description and value of its real property assets are: none.
3. The description and value of its personal property assets are: none.
4. The Corporation is financed under the following general plan: gifts, grants, income from investments, management, operating and other agreements with the Bay City Housing Commission, and other sources.
5. The Corporation is formed on a directorship basis.

ARTICLE IV

1. The name of the resident agent at the registered office is John Neeb.
2. The address of the registered office and mailing address of the registered office of the Corporation is: 315 14th Street, Bay City, MI 48708.

ARTICLE V

The name of the incorporator is William G. Phillips. The address of the incorporator is 315 14th Street, Bay City, MI 48708.

ARTICLE VI

1. To the fullest extent permitted by the Act, the Corporation assumes the liability for all acts or omissions of the Corporation's volunteer directors or volunteer officers occurring on or after the effective date of the relevant provision of the Act, being Section 450.2209 of the Michigan Compiled Laws, granting limited liability, if all of the following are met:
 - a. The volunteer director or volunteer officer was acting or reasonably believed he or she was acting within the scope of his or her authority.
 - b. The volunteer director or volunteer officer was acting in good faith.
 - c. The volunteer director's or volunteer officer's conduct did not amount to gross negligence or willful and wanton misconduct.
 - d. The volunteer director's or volunteer officer's conduct was not an intentional tort.
 - e. The volunteer director's or volunteer officer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in Section 3135 of the Insurance Code of 1956, Act. No. 218 of the Public Acts of 1956, being Section 500.3135 of the Michigan Compiled Laws.
2. It is the intention and purpose of this Article VI that by reason of the foregoing provisions a claim for monetary damages for a volunteer director's or volunteer officer's acts or omissions shall not be brought or maintained against such volunteer director or volunteer officer but shall be brought and maintained against the Corporation.
3. Any repeal or modification of this Article VI shall not adversely affect any right or protection of a volunteer director or volunteer officer of the Corporation existing at the time of, or for or with respect to, any acts or omissions occurring before such repeal or modification.
4. Notwithstanding anything to the contrary in these Articles, the Corporation shall not be considered to have assumed any liability under this Article VII to the extent that such assumption is inconsistent with the status of the Corporation as an organization described

in Section 501(c)(3) of the Code, or any corresponding provision of any subsequent federal tax laws.

5. Except as otherwise provided by law or in the Bylaws of the Corporation, the Corporation's powers shall be exercised by or under the authority of, and the affairs of the Corporation shall be managed by or under the direction of, the Board of Directors.
6. Except as otherwise provided in these Articles and subject to applicable provisions of the laws of the State of Michigan, the number of directors, their terms of office, their qualifications, the manner of their election, resignation, removal and replacement, the place, time and manner of conduct of their meetings, the notice required to be given prior to such meetings, the number necessary to constitute a quorum at such meetings, their duties and powers and all other matters relating thereto shall be as from time to time fixed by or provided in the Bylaws of the Corporation.

ARTICLE VII

A volunteer director or volunteer officer of the Corporation (as "volunteer" and "volunteer director" are defined in the Act, being Section 450.2110 of the Michigan Compiled Laws) shall not be personally liable to the Corporation for monetary damages for breach of the volunteer director's or volunteer officer's fiduciary duty arising under any applicable law. However, this Article VII shall not eliminate or limit the liability of a volunteer director or volunteer officer for any of the following:

- a. The amount of a financial benefit received by a volunteer director or a volunteer officer to which he or she is not entitled.
- b. Intentional infliction of harm on the Corporation.
- c. A violation of Section 551 of the Act, being Section 450.2551 of the Michigan Compiled Laws.
- d. An act that is an intentionally criminal act.
- e. A liability imposed under Section 497(a) of the Act, being Section 450.2497(a) of the Michigan Compiled Laws.

Any repeal or modification of this Article shall not adversely affect any right or protection of any volunteer director or volunteer officer of the Corporation existing at the time of, or for or with respect to, any acts or omissions occurring before such repeal or modification.

ARTICLE VIII

In the event of the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, distribute all assets, real and personal to the Bay City Housing Commission, or if no such organization is in existence, then such assets shall be distributed to such instrumentality of the City of Bay City or such one or

more organizations exempt under section 501(c)(3) of the Code, or any corresponding provisions of any subsequent federal tax laws, with a charitable purpose or purposes analogous to the Corporation's charitable purposes, as the Board of Directors of the Corporation shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of Bay County, exclusively for such organization or organizations as said Court shall determine which are organized and operated exclusively for such charitable purposes.

[Signature page follows.]

I, the incorporator, sign my name this _____ day of _____, 2025.

William G. Phillips
Chief Executive Officer
Bay City Housing Commission

59786928.1

Exhibit B
Bylaws

BYLAWS
OF
GREAT LAKES COMMUNITY DEVELOPMENT PARTNERS

ARTICLE I
Offices

Section 1. Registered Office. The registered office of Great Lakes Community Development Partners, a Michigan nonprofit corporation (the “*Corporation*”), shall be located in Bay City, Michigan, or at such place in the State of Michigan as the Board of Directors shall from time to time determine.

Section 2. Other Offices. The Corporation shall have a principal office in Michigan and may also have offices at such other places in or outside of Michigan, as the Board of Directors may from time to time determine or the business of the Corporation may require.

ARTICLE II
Board of Directors

Section 1. Powers. The business and affairs of the Corporation shall be managed by or under the direction of the Board of Directors, who may exercise all such powers of the Corporation and do all such lawful acts and things as are not prohibited by statute or by the Corporation’s Articles of Incorporation or these Bylaws.

Section 2. Number, Election, and Tenure. The number of Directors shall be not more than seven (7) nor less than three (3), but such limits in number may be decreased or increased by the Board of Directors. The initial Board of Directors shall consist of the then acting members of the Board of Commissioners of the Bay City Housing Commission and the Chief Executive Officer of the Bay City Housing Commission. Except as otherwise provided by statute, the Articles of Incorporation or these Bylaws, the Directors shall be elected by the Board of Directors at the annual meeting of the Board of Directors (or at a special meeting of the Board of Directors in the case of any Director elected to fill a vacancy or a newly created directorship). Unless otherwise provided by the Board of Directors at the time of election, each Director shall serve for a term beginning with his or her election and continuing for one year and until his or her successor shall be elected and qualified (or until his or her earlier death, incapacity, resignation or removal). Notwithstanding anything to the contrary in these Bylaws, at a majority of the members of the Board of Directors of the Corporation shall be members of the Board of Commissioners of the Bay City Housing Commission, and the provisions of these Bylaws, including but not limited to the provisions of Section 3 of this Article with respect to removal and vacancies, shall be given effect accordingly.

Section 3. Resignation, Removal and Vacancies of Directors. Any Director may resign at any time by giving written notice of his or her resignation to the President, or if there is then a vacancy in such office, to the other members of the Board of Directors. Any such resignation shall take effect at the time specified therein or, if the time at which it shall become effective shall not be specified therein, then it shall take effect immediately, and the acceptance of such resignation shall not be necessary to make it effective. The Board of Directors from time to time in office shall have the power to remove any individual from office as a Director at any time, either with or without cause, by written instrument signed by a majority of the Board of Directors then in office and delivered to the Director being removed and any Director who has not signed such instrument. In the event a Director is also a Commissioner or staff person with the Bay City Housing Commission and vacates their position with the Bay City Housing Commission, they shall also be retired from serving as a Director of the Corporation.

Any vacancy on the Board of Directors may be filled at the annual or special meeting of the Board of Directors at which a quorum is present by a vote of the Board of Directors of the Corporation.

Section 4. Annual Meeting. The Board of Directors shall meet at least annually for the purpose of electing Directors and officers and for the transaction of other business at such time or times as the Board of Directors shall from time to time determine, at such place, on such date and at such hour as shall be specified in the notice of such meeting.

Section 5. Special Meetings. A special meeting of the Board of Directors for any purpose or purposes may be called at any time by the President or by any two (2) Directors or, if only one (1) Director is in office, the sole Director. Each special meeting of the Board of Directors of the Corporation shall be held at such place, on such date and at such hour as shall be specified in the notice of such meeting.

Section 6. Notice; Waiver of Notice. Except as otherwise expressly required by law or waived by the Directors, written notice of each meeting of the Board of Directors shall be given not less than ten (10) nor more than sixty (60) days before the date of the meeting to each Director by mailing such notice, postage prepaid, to the Director at his or her address as it appears on the records of the Corporation, or by facsimile, e-mail or other form of recorded communication, or by personal delivery to such address or to the Director. Every such notice shall state the place, date and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called. Presence at any meeting without objection shall constitute waiver of any required notice.

Section 7. Quorum. Except as otherwise expressly required by law, at each meeting of the Board of Directors of the Corporation, at least a majority of the Directors then in office, whether present in person or by proxy, shall constitute a quorum for the transaction of business. If, at any meeting of the Board of Directors, there shall be less than a quorum present, a majority of those present may adjourn the meeting, without further notice, from time to time until a quorum shall be present. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

Section 8. Voting. At each meeting of the Board of Directors of the Corporation, each person who shall be a Director at the date of such meeting shall be entitled to one vote in person or by proxy. Except as otherwise required by law, the Corporation's Articles of Incorporation or these Bylaws, any corporate action to be taken by vote of the Board of Directors shall be authorized by the vote of a majority of the Directors present in person or by proxy at a meeting of the Board of Directors at which a quorum is present.

Section 9. Participation. Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of such Board or such committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section 9 shall constitute presence in person at such meeting.

Section 10. Action Without Meeting. Any action required or permitted to be taken at any meeting of the Board of Directors or any committee designated by the Board of Directors may be taken without a meeting if all members of the Board of Directors or such committee consent thereto in writing, or by electronic transmission. After an action is taken, the consent or consents relating thereto shall be filed with the minutes of the proceedings of the Board of Directors or such committee in the same paper or electronic form as the minutes are maintained.

Section 11. Compensation and Reimbursement. Members of the Board of Directors and members of any committee designated by the Board of Directors shall not receive compensation for their services as Directors and/or committee members, unless such is authorized by the Board of Directors, in its sole discretion, subject to any limitations thereon set forth by applicable law. Directors and members of any committee designated by the Board of Directors shall be entitled to reimbursement for any reasonable expenses incurred in the management of the Corporation. Directors and members of any committee designated by the Board of Directors may elect to waive compensation or reimbursement.

Section 12. Organization of Meetings of the Board of Directors. At each meeting of the Board of Directors, the President, or in the President's absence, a Director chosen by a majority of the Directors present, shall act as chairman of the meeting. The Secretary, or in the Secretary's absence, any person appointed by the chairman of the meeting, shall act as secretary of the meeting.

Section 13. Conflicts of Interest Policy. The Board of Directors shall adopt a conflicts of interest policy, with such changes, modifications and amendments as the Board of Directors shall, from time to time, approve.

Section 14. Committees. The Board of Directors may, by resolution passed by a majority of the Directors then in office, designate one or more committees, each committee to consist of one or more Directors and to have such duties and functions as shall be provided in such resolution. The Board of Directors shall have the power to change the members of any such committee at any time, to fill vacancies and to discharge any such committee, either with or without cause, at any time. To the extent provided in such resolution, each such committee may

have and exercise the authority of the Board of Directors except as otherwise provided in Section 528 of the Nonprofit Corporation Act of the State of Michigan, Act 162, Public Acts of 1982.

Section 15. Advisory Committees. The Board of Directors may, by resolution passed by a majority of the Directors then in office, designate one or more advisory committee to serve at the pleasure of the Board of Directors, with such duties and functions as shall be provided in such resolution. Appointments to such advisory committee may, but need not, be Directors. The Board of Directors shall appoint and discharge advisory committee members. All actions and recommendations of an advisory committee shall require ratification by the Board of Directors before being given effect.

ARTICLE III **Officers**

Section 1. Positions. The elected officers of the Corporation shall be a President, a Secretary, a Treasurer, and such other officers as shall be determined to be necessary or advisable by the Board of Directors. Any two or more offices may be held by the same person, except that an officer shall not execute, acknowledge or verify any instrument in more than one capacity if the instrument is required by law or the Corporation's Articles of Incorporation or these Bylaws to be executed, acknowledged or verified by two or more officers.

Section 2. Election and Term of Office. Each officer of the Corporation shall be elected by the Board of Directors and shall serve for one year (or for such other period as the Board of Directors shall determine upon the election of such officer), and thereafter until his or her successor shall have been duly elected and qualified or until his or her earlier death, incapacity, resignation or removal. Officers may be elected to an unlimited number of successive terms.

Section 3. Resignation and Removal of an Officer. Any officer may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary, and such resignation shall take effect at the time specified therein or, if the time when it shall become effective shall not be specified therein, then it shall take effect immediately, and the acceptance of such resignation shall not be necessary to make it effective. All officers elected by the Board of Directors shall be subject to removal at any time by the Board of Directors, with or without cause, at any meeting of the Board of Directors at which a quorum is present, or by written instrument signed by a majority of the Board of Directors then in office and delivered to the officer being removed and any Director who has not signed such instrument.

Section 4. Vacancies. If any vacancy shall occur in any office for any reason, the Board of Directors may elect or appoint a successor to fill such vacancy for the remainder of the term.

Section 5. President. The President shall be the chief executive officer and shall preside at all meetings of the Board of Directors. The President shall ensure that all orders and resolutions of the Board of Directors are carried into effect. The President, in general, shall perform all duties incident to the office of a president and chief executive officer of a corporation, subject to the control of the Board of Directors.

Section 6. Secretary. The Secretary shall keep the minutes of the Corporation, shall give notice of the meetings in accordance with the provisions of these Bylaws or as required by law, shall be custodian of the records and, if any, the seal of the Corporation, and, in general, shall perform all duties incident to the office of a secretary of a corporation, subject to the control of the Board of Directors.

Section 7. Treasurer. The Treasurer shall keep the fiscal accounts of the Corporation, shall have charge of and be responsible for all funds, receipts and disbursements of the Corporation and, in general, shall perform all duties incident to the office of a treasurer of a corporation, subject to the control of the Board of Directors.

Section 8. Powers and Duties of Other Officers. All other officers of the Corporation shall have such authority and perform such duties in the management of the Corporation as may be provided by the Board of Directors and, to the extent not so provided, as customarily pertain to their respective offices, subject to the control of the Board of Directors.

Section 9. Compensation. No officer of the Corporation shall receive compensation for services rendered, unless such is authorized by the Board of Directors, in its sole discretion, subject to any limitations thereon set forth by applicable law. Any officer may elect to waive compensation.

ARTICLE IV **Indemnification and Liability Limitation**

Section 1. Indemnification: Third Party Actions. Subject to, in accordance with, and except as otherwise provided in the Corporation's Articles of Incorporation, the Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that the person is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe the person's conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the person's conduct was unlawful.

Section 2. Indemnification: Actions By or in the Right of the Corporation. Subject to, in accordance with, and except as otherwise provided in the Corporation's Articles of Incorporation, the Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the

Corporation to procure a judgment in its favor by reason of the fact that the person is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by the person in connection with the defense or settlement of such action or suit if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Corporation and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to the Corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

Section 3. Expenses Subject to Indemnification. To the extent that a present or former director, officer, employee or agent of the Corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 1 or 2 of this Article IV, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 4. Authorization of Indemnification. Any indemnification under Section 1 or 2 of this Article IV (unless ordered by a court) shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the present or former director, officer, employee or agent is proper in the circumstances because the person has met the applicable standard of conduct set forth in Section 1 or 2 of this Article IV, as applicable. Such determination shall be made, with respect to a person who is a director or officer at the time of such determination, (a) by a majority vote of the directors who are not parties to such action, suit or proceeding, even though less than a quorum, or (b) by a committee of such directors designated by majority vote of such directors, even though less than a quorum, or (c) if there are no such directors, or if such directors so direct, by independent legal counsel in a written opinion.

Section 5. Expense Advances. Expenses (including attorneys' fees) incurred by an officer, director, employee or agent in defending any civil, criminal, administrative or investigative action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such director, officer, employee or agent to repay such amount if it shall ultimately be determined that such person is not entitled to be indemnified by the Corporation as authorized in this Article IV. Such expenses (including attorneys' fees) incurred by former directors and officers or other employees and agents may be so paid upon such terms and conditions, if any, as the Corporation deems appropriate.

Section 6. Other Rights Not Affected. The indemnification and advancement of expenses provided by, or granted pursuant to, this Article IV shall not be deemed exclusive of any other rights to which those seeking indemnification or advancement of expenses may be entitled as a matter of law or pursuant to any bylaw, agreement, vote of disinterested directors or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office. A right to indemnification or to advancement of expenses arising

under a provision of the Corporation's Articles of Incorporation or a bylaw shall not be eliminated or impaired by an amendment to such provision after the occurrence of the act or omission that is the subject of the civil, criminal, administrative or investigative action, suit or proceeding for which indemnification or advancement of expenses is sought, unless the provision in effect at the time of such act or omission explicitly authorizes such elimination or impairment after such action or omission has occurred.

Section 7. Insurance. The Corporation shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of such person's status as such, whether or not the Corporation would have the power to indemnify such person against such liability under this Article IV.

Section 8. Consistency with the Code Required. Notwithstanding anything to the contrary set forth in this Article IV or these Bylaws, no indemnification of any person shall be made in any instance in which such indemnification is inconsistent with any provision of section 501(c)(3) of the Internal Revenue Code of 1986 and further classified as a supporting organization under Section 509(a)(3), as amended (the "**Code**"), or any corresponding provision of any subsequent federal tax laws.

ARTICLE V

General Provisions

Section 1. Execution of Instruments. All checks or demands for money and notes of the Corporation shall be signed by such officer or officers or such other person or persons as the Board of Directors may from time to time designate.

Section 2. Seal. The Corporation may have a seal of such design as the Board of Directors may adopt. If so adopted, the custody of the seal shall be with the Secretary and he or she shall have authority to affix the seal to all instruments where its use is required.

Section 3. Fiscal Year. The Board of Directors from time to time shall determine the fiscal year (or calendar year) of the Corporation.

Section 4. Corporation's Records. Any records maintained by the Corporation in the regular course of its business, including, but not limited to, books of account and minute books, may be kept on, or by means of, or be in the form of, any information storage device, or method provided that the records so kept can be converted into clearly legible paper form within a reasonable time. Any Director shall have the right to examine the Corporation's books and records for a purpose reasonably related to the Director's position as a Director of the Corporation.

Section 5. Signatures. A facsimile, Portable Document Format (PDF) or other commonly recognized form of electronic signature (e.g., DocuSign) on any notice, consent, proxy or other instrument shall have the same effect as an original signature.

Section 6. Financial Reporting. The Corporation shall report the results of its operations and capital investments as a “Blended Component Unit” of the Bay City Housing Commission.

Section 7. Michigan Open Meetings Act (OMA). Nonprofits are generally not subject to the OMA unless they are a governmental entity or receive significant public funding and are deemed a public body. By reporting its financial activities to the Bay City Housing Commission as a Blended Component Unit, the Corporation is required to conduct its activities in accordance with the OMA.

ARTICLE VI **Amendments of Bylaws**

These Bylaws may be amended, changed, altered, restated and/or repealed, in whole or in part, and new Bylaws may be adopted, by a majority of the votes cast at any meeting of the Board of Directors duly called and at which a quorum is present; provided, however, any amendment, change, alteration, restatement and/or repeal of these Bylaws or any new Bylaws adopted shall be consistent with the Corporation’s charitable purpose as set forth in the Corporation’s Articles of Incorporation and with its exemption from federal income tax under section 501(c)(3) and further classified as a supporting organization under Section 509(a)(3) of the Code. No amendment of these Bylaws inconsistent with the Corporation’s Articles of Incorporation shall be effective prior to amendment of the Corporation’s Articles of Incorporation.

These Bylaws were adopted and approved by the Board of Directors of Great Lakes Community Development Partners as of the ____ day of _____, 2025.

Exhibit C
Conflicts of Interest Policy

**GREAT LAKES COMMUNITY DEVELOPMENT PARTNERS
CONFLICTS OF INTEREST POLICY**

ARTICLE I

PURPOSE

The purpose of this Conflicts of Interest Policy (the “*Policy*”) is to protect the interests of Great Lakes Community Development Partners, a Michigan nonprofit corporation (the “*Corporation*”), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Directors, member of a committee with powers delegated by the Board of Directors, or officer of the Corporation. This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

ARTICLE II

DEFINITIONS

1. Interested Person.

Any member of the Board of Directors (the “*Board*”), member of a committee with powers delegated by the Board, or officer who has a direct or indirect financial interest, as defined below, is an interested person (“*interested person*”).

2. Financial Interest.

A person has a financial interest (“*financial interest*”) if the person has, directly or indirectly, through business, investment or family:

- a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
- b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest (“*conflict of interest*”). Under Article III, Section 2 of this Policy, a person who has a financial interest shall have a conflict of interest only if the Board or appropriate committee decides that a conflict of interest exists.

ARTICLE III
PROCEDURES

1. Duty to Disclose.

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the Directors and members of committees with Board-delegated powers considering the proposed transaction or arrangement. An interested person must also disclose the nonprofit organizations and governmental entities with which they are associated and the capacity or capacities in which they serve (e.g., employee, director, trustee, officer, volunteer, etc.).

2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board or committee meeting while the determination of whether a conflict of interest exists is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest.

a. An interested person may make a presentation at the Board or committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that may result in a conflict of interest.

b. If the Board or committee determines that a conflict of interest does exist, then:

(i) The President (or in the absence of the President, a Director chosen by a majority of the Directors present) or chair of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(ii) After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

(iii) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Directors or committee members, as appropriate, whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Policy.

a. If the Board or committee has reasonable cause to believe that a Director, officer, or member of a committee with powers delegated by the Board has failed to disclose actual or possible conflicts of interest, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

b. If, after hearing the response of such person and making such further investigation as may be warranted in the circumstances, the Board or committee determines that such person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action including recommendation to the Board of Directors of removal from office or removal from such committee.

ARTICLE IV

RECORDS OF PROCEEDINGS

The minutes of the Board and all committees with Board-delegated powers shall contain:

1. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.

2. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

ARTICLE V

COMPENSATION COMMITTEES

A voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to such person's compensation.

ARTICLE VI

ANNUAL STATEMENTS

Each Director, officer, or member of a committee with powers delegated by the Board of the Corporation shall annually sign a statement which affirms that such person:

- a. has received a copy of the Policy,
- b. has read and understands the Policy,
- c. has agreed to comply with the Policy, and

d. understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

PERIODIC REVIEWS

To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether partnership and joint venture arrangements and arrangements with other organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.
- c. Whether agreements to provide services and agreements with other organizations further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.

ARTICLE VIII

USE OF OUTSIDE EXPERTS

In conducting the periodic reviews provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring that periodic reviews are conducted.

This Policy was adopted and approved by the Board of Directors of Great Lakes Community Development Partners as of the _____ day of _____, 2025.

**GREAT LAKES COMMUNITY DEVELOPMENT PARTNERS
CONFLICTS OF INTEREST
DISCLOSURE STATEMENT**

Year: _____

As a member of the Board of Directors, member of a committee with powers delegated by the Board of Directors, or officer of Great Lakes Community Development Partners, a Michigan nonprofit corporation (the "Corporation"), I have read and agree to comply with the policy concerning Conflicts of Interest adopted by the Board of Directors. Neither I nor members of my immediate family have any relationships or engage in any activities of which I am aware that may place me in a position of having a conflict of interest with the Corporation except as follows:

1. Are you an officer or director of any corporation with which the Corporation has business dealings?

YES NO

If the answer to the foregoing question is YES, please list the names of such corporations, the office held and the approximate dollar amount of business involved with the Corporation during the past 12 months.

2. Do you, or does any member of your family, have a financial interest in, or receive any remuneration or income from, any business organization with which the Corporation has business dealings?

YES NO

If the answer to the foregoing question is YES, please supply the following information:

- A. Names of the business organizations in which such interest is held and the person(s) by whom such interest is held (attach a separate sheet, if needed):
- B. Nature and amount of each financial interest, remuneration or income (attach a separate sheet, if needed):

3. Are you affiliated with a nonprofit organization (other than the Corporation) or of a governmental entity?

YES NO

If the answer to the foregoing question is YES, please list the names of said organizations and governmental entities and identify the capacity in which you serve (e.g., employee, director, officer, volunteer, etc.) (attach a separate sheet, if needed):

4. I acknowledge the following:

- A. I have received a copy of the Conflicts of Interest Policy;
- B. I have read and understand the Conflicts of Interest Policy;
- C. I agree to comply with the Conflicts of Interest Policy; and
- D. I understand that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature

Name: _____



BAY CITY HOUSING COMMISSION

CEO REPORT TO THE BOARD OF COMMISSIONERS
March 26, 2025

1. **Central Office Annex Reconstruction** – As was reported via email on Sunday, March 16, 2025, the Central Office Annex Building sustained substantial damage due a drunken driver hitting the north wall of the building at a high rate of speed. The vehicle traveled about 40 feet through the building and crashed into the executive offices.
2. **Portfolio Performance** – As of March 18, 2025, the total physical occupancy for the entire portfolio was **99.2%** a fraction above last month’s 98.6%. The senior high-rise buildings average 98.5% occupancy. Family high-rise buildings are currently 99.4% and scattered site housing is at 98.4%, down slightly from 100% last report. All occupancy is up fractionally from last period. The overall physical and leased occupancy is steady at 101.2%. As anticipated last month, we have experienced an increase in move-outs in February.

Application/wait list numbers are holding around 602.

BAY CITY HOUSING COMMISSION
Portfolio Occupancy

3/18/25	Total Units	Vacant Not Ready	Vacant Ready	Total Vacant	Applications Approved for Move-In (Leased) Occupied		Physical Occupancy	% Leased & Occupied ¹	Intents to Vacate	Transfers Pending	Vacant to Lease	Current Waitlist #Units ⁴ 9/3/2024	Waitlist #Units Last Quarter	Percent Change Over Prior Quarter
Smith Manor	141	0	0	0	1	141	100.0%	100.7%	-	-	-	93	62	50.0%
Maloney Manor	113	0	1	1	3	112	99.1%	101.8%	-	-	1	85	69	23.2%
SubTotal	254	0	1	1	4	253	99.6%	101.2%	-	-	1	178	131	35.9%
Pine Towers	115	0	0	0	0	115	100.0%	100.0%	-	-	-	79	71	11.3%
Maplewood Manor	158	0	2	2	2	156	98.7%	100.0%	-	-	2	42	65	-35.4%
SubTotal (62+)	273	0	2	2	2	271	99.3%	100.0%	-	-	2	121	136	-11.0%
Total All Highrise Bldg:	527	0	3	3	6	524	99.4%	100.6%	-	-	3	299	267	12.0%
Scattered Site (PH) Unit Mix														
1-BR	20	1	0	1	1	19	95.0%	100.0%	-	-	-	129	98	31.6%
2-BR	47	0	1	1	2	46	97.9%	102.1%	-	-	-	72	64	12.5%
3-BR	67	0	0	0	4	67	100.0%	106.0%	-	-	-	64	62	3.2%
4-BR	39	0	0	0	1	39	100.0%	102.6%	-	-	-	24	22	9.1%
5-BR	20	1	0	1	1	19	95.0%	100.0%	1	-	1	9	17	-47.1%
Total Scattered Site (P)	193	2	1	3	9	190	98.4%	103.1%	1	0	1	298	263	13.3%
Market/Master Lsd ³	2	0	0	0	0	2	100.0%	100.0%	-	-	-	5	6	-16.7%
TOTAL PORTFOLIO	722	2	4	6	15	716	99.2%	101.2%	1	-	4	602	536	12.3%

¹ Leased and Occupied units are units currently occupied plus "applications approved and scheduled for Move-in" (Leased)
² The majority of applications are listed on multiple wait lists. The wait list figures are not accurate per property.
³ Unrestricted, Non ACC and units master-leased.
⁴ 9/3/2024 - Waitlist figures indicate the number of units required to fill current applications. The number of applications per household is typically much higher.

3. **Update on Capital Fund Improvement Projects**
 - a. See the attached memo for the Capital Improvements Update.
4. **HUD Site Visit** – Maloney Manor, Smith Manor and Pine Towers. The response to HUD’s Site Visit Memorandum is attached.

5. **FY2025-2029 Five-Year PHA Plan and FY2026 Annual Plan** – HUD is directing a Five-Year Plan be processed for the period from **FY October 1, 2024, to September 30, 2029**, in addition to a **new FY2026 Annual Plan**. Both plans will be prepared concurrently. Apparently, a discrepancy in the date in the Five-Year Plan covered. Although we submitted a Five-Year Plan to HUD for FY2022-FY2026, it did not reconcile with HUDs schedule. Making this adjustment should return BCHC to the correct schedule for Five-Year Plans.
6. **Smith Manor NSPIRE (REAC) Inspection** – TBD. Rescheduled for a second time.
7. **Columbus Avenue Blight Removal Project** –
 - a. Bay County Land Bank Authority Grant – Pending determination for EGLE Grant.
 - b. Environmental, Great Lakes, and Energy (EGLE) – The EGLE Grant is with the Bay City Brownfield Redevelopment Authority. The Authority and the City Commission are responsible for reviewing and adopting Brownfield Redevelopment Plans. On March 5, 2025, I executed a Development Agreement with the Brownfield Redevelopment Authority that obligates BCHC to complete the development of the Columbus Avenue affordable housing project by October 1, 2028.
8. **Columbus Avenue Development Agreement** – Our redlined draft of the proposed Development MOU was returned to Advantix on March 10, 2025. They were asked to finalize the agreement with us by March 26, 2025. At the time of this report, the counterproposal from Advantix was not received. A “closed session” of the Board is scheduled for review and discussion of counter proposal.
9. **Master Lease with 216 N Madison Avenue** – Update: Rather than terminate the lease agreement outright, BCHC discussed options for continuing the partnership. Michigan Community Services (MCS) was offered an amendment to the lease term in order to provide BCHC more flexible terms for termination that would facilitate rehabilitation of the property. BCHC owns the building and has not invested any appreciable amount of capital in the property since before 2005. BCHC proposed to continue the partnership with MCS if BCHC was able to substantially rehabilitate the property under the HOME-ARP Program. Under a restructured partnership, MCS would be responsible for leasing the property. After receiving and reviewing the HOME-ARP criteria for housing its Qualified Population, MCS declined to restructure the lease terms also stating they have no current need.
10. **HOME-Funded Development Project** – We are preparing construction cost estimates and operating proformas for the rehabilitation of **216 N. Madison Ave**. We are receiving possession of the property from the lessee on March 31, 2025. The four townhouse units in the property will be vacant when BCHC is given the keys. The intent is to request funding from the City’s HOME Funds for the rehab costs. HOME Proghram will place “affordability” restrictions on the property for a minimum of 20 years. The restrictions will limit occupancy to households earning 60% or less of the area median income.

- 11. FY2024 Audit Report** – A presentation of the FY2024 Independent Audit is scheduled for the Board meeting.
- 12. Financial Highlights for the Period** – The CFO narrative and financial reports, as of February 28, 2025, are attached with John Neeb’s narrative.
- 13. Maplewood Audit Memorandum - Report of Maplewood Manor Audit**
- 14. Great Lakes Community Development Partners (GLCDP)** –We will present and discuss the Organizational Documents during the Board meeting. Please review these documents carefully, especially the By-laws. Staff is recommending approval and submission of the GLCDP Organizational Documents.

Attachments:

1. Capital Improvement Project Update Memo
2. HUD Response to Site Visit Memo
3. Monthly Financial Reports for all Business Units

TO: William Phillips, Chief Executive Officer
FROM: Karl Opheim, Assistant Director
DATE: March 19, 2025
SUBJECT: 2025 Capital Improvements Update

Central Annex Office Recovery and Repair. Our insurance claims adjustor was on site Tuesday, March 18th and I anticipate we will have our initial scope of repairs by Tuesday, March 25th. Our Public Safety Department wanted a structural engineer to review the safety of the exterior masonry wall, and we enlisted MacMillian Associates of Bay City to do this. They recommend a 2"x4" stud frame be placed inside from the roof to the floor as support and we hired Wobig of Saginaw to complete this task, which was completed on Thursday, March 20th. We have hired Paul Davis Recovery of Bay City to clean out all the debris, so we have a completely cleared room to begin reconstruction shortly.

Pine Towers, Maloney Manor Fire Alarm Panel Upgrade. Both materials downpayment have been made; engineered drawings of our new controls received. No scheduled yet our project manager speculates it would be May or June 2025.

Maloney Manor Common Area Floor Covering Replacement. Bidding specifications and drawings for this project were completed and released to our list of interest flooring contractors on March 7th. Bids are due Wednesday, April 2, 2025 at Noon.

Scattered Site Furnaces. Update. Two more furnaces were replaced in the last month.

Scattered Site Replacement Roofs. I did a drive tour of all our 35 oldest roofs and found five to replace this spring. Our roofing contractor agreed to keep his price the same as last summer. He said roofing suppliers will be increasing materials 10% in April

Pine Towers stairwell lighting. We have ordered the new LED stairwell lighting fixtures from Medler Electric at a cost of \$8,300 for 57 fixtures. We will qualify for a \$650 rebate from Bay City Electric Department.



BAY CITY HOUSING COMMISSION

March 6, 2025

Patrice Lyons
Account Executive
Detroit Satellite Office
U.S. Department of HUD
477 Michigan Ave. 16th FL
Detroit, MI 48226

**Re: Maloney Manor, Smith Manor and Pine Tower Site Visit
Plan of Action**

Dear Ms. Lyons:

It was a great pleasure to have you visit our high-rise buildings yesterday. I have excerpted the inspection items you listed in your email to me this morning and shown my responses in “blue” following each item below:

Maloney Manor:

1. Ensure HUD information is accessible for tenants (HUD contact information, Rights & Responsibilities, the FACT Sheet and the Rent Schedule).
 - The posted HUD contact information, Rights & Responsibilities, the FACT Sheet and the Rent Schedule are properly posted and was shown your team during the inspection. No further action is required.
2. Unit [REDACTED] - unit needs to be ADA compliant, Check doors, windows, and vents to ensure excessive air is not getting in causing the tenant to be cold. As you are remodeling units throughout the property, please consider updated unit [REDACTED] as discussed. Please work with tenants to get the flooring and painting, and other updates as necessary completed. Please follow up with me on the plan of action forward.
 - A work order is attached showing the directions that have been given our maintenance staff to check doors, windows, and vents to ensure excessive air is not getting in causing the tenant to be cold. Based on prior inspections, we have confirmed that the tenant maintains a temperature in the unit well-above normal temperatures, presumably due to health reasons.

MEMBER AGENCY OF THE NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS

315 14th Street Bay City, Michigan 48708
Administration (989) 892-9581 Fax (989) 892-5818 TDD (800) 545-1833 Ext 561



- Each of our properties comply with all applicable rules and regulations pertaining to accessibility. We will certainly review the needs of our current population when we get to a point where we are planning the substantial rehabilitation of each building. All tenants are always welcome to complete and submit a request for a 504 Reasonable Accommodation/Modification in accordance with our TSP and HUD Guidelines. All requests are seriously considered. No additional work is required.

Smith Manor:

1. Unit [REDACTED] - Please follow up with me regarding this tenant's rent payment. Please ensure she is paying the correct rent amount.
 - Unit [REDACTED] Resident- After talking to the tenant and reviewing her income – the tenant was confusing the recertification issue with her situation with the Social Security Administrations notices to her. She isn't concerned about her current rent she is worried about her future rent due to an error with Social Security whereby the SSA sent her a notice stating they overpaid her \$107,800 in benefits due to her working and not reporting. The tenant's SSN was apparently used by another person.

The tenant has made an appointment with the Social Security Administration to get this matter corrected. Her current portion of rent is \$356.00 based off a \$14,225.00 annual income. This issue is pending the tenant's resolution of the income issue with the Social Security Administration whereupon we will recalculate and reconfirm the TTP for the tenant.

2. Unit [REDACTED] - We had a tenant that mentioned a "free table" that use to allow tenants to give things away. She wanted to know what happened to it and/or if possible, would property management be willing to bring the table back for tenants.
 - There were issues with residents bringing clothes to the table in the community room with live bed bugs. The "Free" table was removed because of the spreading of Bed Bugs, however if tenants choose to give items away nothing can prevent tenants from doing so among themselves. This management issue is resolved.
3. Unit [REDACTED] - Flooring replaced, door to patio needs repaired, the unit needs to be ADA compliant. Please follow up with me with a plan of action forward.
 - As you were informed, Unit [REDACTED] is being left "unfinished" at the request of the current tenant. We will certainly complete our punch list when the tenant allows. No further plan is required.

Pine Tower:

1. Unit [REDACTED] - Tenants are not happy with the noise and are willing to relocate into a new unit. Please follow up with me on how soon this can happen and/or your plan of action to assist the tenants with relocation.
 - All tenants may apply for a Unit Transfer with their current building or to any of our buildings, subject to the program eligibility at each and subject to their position on the transfer wait list. Unit [REDACTED] is a two-bedroom unit, we have talked with the resident about relocating her to an area that is less noisy, however it would have to be a 1 bedroom because we only have one 2-bedroom unit. Once the tenant applies to the transfer wait list units will be offered according to our procedure for offering units as they come available in accordance with that procedure. We will make sure the tenant understands the process and makes application for a Unit Transfer. This issue requires no further action plan to activate the tenant's request.

2. Unit [REDACTED] - ADA unit is good except the bathtub. Please ensure the bathtub has a seat to accommodate the tenant. Please follow up with me with a plan of action forward.
 - This unit is compliant as a Barrier Free unit. It is the tenant's responsibility to acquire any additional equipment such as a "tub chair" to accommodate their needs. If the tenant makes a 504 Request for Reasonable Accommodation/Modification, we will give it serious consideration. Typically, we provide additional grab bars and equipment that is attached to the unit. Occasionally, we have in storage personal equipment such as tub chairs left behind by prior tenants. If we have such equipment in storage, we will certainly offer it to the tenant.

Respectfully,

William G. Phillips, CCIM
Chief Executive Officer

Cc: Tammy Blair, Regional Property Manager
John Neeb, CFO
Karl Opheim, Asst Director

Maloney Manor

210 Fitzhugh St
Bay City, MI 48708-7187
(989) 414-6686

Unit [REDACTED]

Service request

867-1
Status: In progress
Created by: Joan Sommerfield
Submitted: 03/05/2025 12:32PM EST
Printed: 03/06/2025 12:37 pm EST

Location: Unit 3112

Location information

210 Fitzhugh St Apt 112
Bay City, MI 48708-7180
(989) 391-4068
(H) (989)391-4068

Days occupied:3760 Number of requests:19

Floor plan: 2

Scheduling information

Assigned to: Maintenance Supervisor

Priority: 3 - Standard

PTE: Enter at any time

Resident must be present: No

Date/time preferred:

Date/time scheduled:

Complete SR by: 03/06/2025 12:32 pm EST

Request details

Entry notes: No Pet Warnings, No Additional Comments

Issue location:

Issue description: Other, Other - Please see comments

Parts and equipment needed: -

Work notes:

Service comments: Please check all windows and doors for any air leakage/drafts. Please make sure there is no daylight visible under any doorways. Please check the performance of the powerhead to be sure its working correctly. Please check air temps in all rooms and record.

Actions performed (check all that apply)

Other - Please see completion notes

Other, please see comments

Other actions performed: _____

Date Completed: _____

Start time _____ End time _____ Charge _____ Status _____

Parts used _____

No Access

Due to an emergency, the maintenance staff entered your apartment

Service request # 867-1
Location Unit 3112
Assigned to Maintenance Supervisor

Kitchen - 79.1°, Living Room 83°, Hall 77.9°, 1st bedroom 79.1°, 2nd bedroom 77.0°.

Signed *[Signature]* Date completed *5 Mar 25*

I installed Door sweep on exit Door, ✓ Power Heat operation, ✓ all windows and doors for Air Leaks, ✓ for Day Light under all Doors, Took Air Temp of all Rooms ✓ Performance of Thermostat

BAY CITY HOUSING COMMISSION

Balance Sheet

2/28/2025

	All Program Lines of Business	Central Office	Market	Public Housing	Multifamily Owned			Multifamily Managed
					Maloney Manor	Pine Towers	Smith Manor	
Assets								
Current Assets								
Cash	2,159,586	124,978	117,472	1,052,574	107,012	17,336	121,250	618,964
Accounts Receivable	285,900	232,070	3,539	21,672	4,071	6,471	6,419	11,659
Deposits & Escrows	4,490,278	125	300	57,600	1,129,604	1,138,687	1,377,031	786,930
Other Current Assets	5,699,855	1,998,910	2,737	3,135,340	43,745	48,385	51,279	419,459
Total Current Assets	12,635,619	2,356,084	124,048	4,267,186	1,284,432	1,210,879	1,555,978	1,837,012
Fixed Assets	13,732,694	427,235	2,945	1,648,235	1,097,249	976,959	1,268,287	8,311,784
Other Assets	1,034,458	907,108	0	127,350	0	0	0	0
Total Assets	27,402,772	3,690,427	126,993	6,042,771	2,381,681	2,187,838	2,824,265	10,148,796
Liabilities & Equity								
Liabilities								
Current Liabilities	358,085	20,959	8	115,650	79,577	57,096	27,636	57,160
Other Current Liabilities	763,428	119,768	1,730	200,779	120,523	114,289	88,148	118,191
Long Term Liabilities	24,537	(2,280,283)	0	(803,003)	0	0	0	3,107,823
Total Liabilities	1,146,050	(2,139,556)	1,738	(486,574)	200,100	171,384	115,784	3,283,173
Equity								
Retained Earnings	25,851,913	5,795,412	129,306	5,896,948	2,315,881	2,128,071	2,812,478	6,773,817
Current Net Income	404,808	34,570	(4,050)	632,397	(134,300)	(111,618)	(103,997)	91,806
Total Equity	26,256,722	5,829,983	125,256	6,529,345	2,181,581	2,016,453	2,708,481	6,865,623
Total Liabilities & Equity	27,402,772	3,690,427	126,993	6,042,771	2,381,681	2,187,838	2,824,265	10,148,796

BAY CITY HOUSING COMMISSION

Income Statement

2/28/2025

	All Program Lines of Business	Central Office	Market	Public Housing		Multifamily Owned			Multifamily Managed
				Scattered Sites	Maloney Manor	Pine Towers	Smith Manor	Maplewood Manor (LIHTC)	
Income									
Rental Income	2,085,460	0	15,376	545,458	370,434	391,650	468,073	294,469	
Vacancy, Losses & Concessions	(26,639)	0	(2,431)	(3,075)	(5,657)	(5,086)	(5,347)	(5,043)	
Net Rental Income	2,058,821	0	12,945	542,383	364,777	386,564	462,725	289,426	
Service Related Income	274,405	274,405	0	0	0	0	0	0	0
Other Income	178,335	34,373	2,169	64,576	17,114	28,745	12,973	18,385	
Total Income	2,511,561	308,779	15,114	606,959	381,891	415,309	475,698	307,811	
Expenses									
Administrative Expenses	759,642	231,205	872	219,682	86,005	86,594	94,277	41,008	
Utilities	266,644	3,252	339	4,645	72,196	67,710	76,906	41,597	
Operating & Maintenance Expenses	464,480	22,458	8,891	159,328	74,416	79,708	74,873	44,806	
Maintenance & Repairs	1,700	1,700	0	0	0	0	0	0	
Taxes & Insurance	435,041	67,850	373	139,450	61,511	65,303	72,818	27,737	
Service Related Expenses	19,646	1,152	200	8,186	4,069	1,751	2,985	1,303	
Total Operating Expenses	1,947,153	327,617	10,674	531,290	298,197	301,067	321,859	156,449	
Net Operating Income (Loss)	564,408	(18,839)	4,441	75,668	83,694	114,243	153,839	151,362	
Non-Operating Expenses									
Non-Operating Income	120,000	120,000	0	0	0	0	0	0	
Capital Expenditures	(204,238)	0	8,491	(581,233)	103,459	110,665	114,921	39,459	
Debt Services	20,097	0	0	0	0	0	0	20,097	
Other Non-Operating Expenses	91,095	66,591	0	24,504	0	0	0	0	
Total Non-Operating Expenses	(93,046)	66,591	8,491	(56,729)	103,459	110,665	114,921	59,556	
Net Income (Loss)	777,454	34,570	(4,050)	632,397	(19,765)	3,578	38,918	91,806	

**Bay City Housing Commission
Cash Transactions
02/1/2025 to 02/28/2025**

469,442.17

Total of Checks, Payments, Credit Cards and ACH Transactions \$

Payroll Transactions			
		Management Wages	38,075.81
		Administrative Wages	-
		Maintenance Wages	22,513.17
		Employer Taxes	4,370.11
		Total Transfer	64,959.09
Pay Date	2/12/2025		
		Management Wages	37,143.01
		Administrative Wages	-
		Maintenance Wages	25,779.59
		Employer Taxes	4,566.17
		Total Transfer	67,488.77
Pay Date	2/26/2025		
		Management Wages	-
		Administrative Wages	-
		Maintenance Wages	-
		Employer Taxes	-
		Total Transfer	-
Pay Date	1/0/1900		
		Management Wages	-
		Administrative Wages	-
		Maintenance Wages	-
		Employer Taxes	-
		Total Transfer	-

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
2/1/2025	PT	Abell Pest Control	Monthly bedbug inspection	462.00
2/1/2025	PT	Abell Pest Control	General pest control inspection/preventative building treatment	60.00
2/2/2025	COCC	Capital One Bank (USA), N.A.	Bill.com subscription	79.00
2/3/2025	MWM	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	36.00
2/3/2025	PT	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	18.00
2/3/2025	SM	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	24.00
2/3/2025	SS	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	270.00
2/4/2025	MWM	Capital One Bank (USA), N.A.	Tenant Security Audio Intercom	94.50
2/4/2025	PT	Capital One Bank (USA), N.A.	Tenant Security Audio Intercom	283.51
2/4/2025	SM	Capital One Bank (USA), N.A.	Tenant Security Audio Intercom	189.01
2/5/2025	COCC	Ring Central	Digital fax lines	21.23
2/5/2025	MM	King Communications	After hours answering services	45.67
2/5/2025	MM	Ring Central	Digital fax lines	21.64
2/5/2025	MWM	King Communications	After hours answering services	63.86
2/5/2025	MWM	Ring Central	Digital fax lines	22.22
2/5/2025	PT	Capital One Bank (USA), N.A.	Supplies for quarterly meeting with residents (Meet and Greet)	20.45
2/5/2025	PT	King Communications	After hours answering services	46.48
2/5/2025	PT	Ring Central	Digital fax lines	21.57
2/5/2025	SM	King Communications	After hours answering services	56.99
2/5/2025	SM	Ring Central	Digital fax lines	22.00
2/5/2025	SS	King Communications	After hours answering services	78.00
2/5/2025	SS	Ring Central	Digital fax lines	32.72
2/6/2025	COCC	Amazon	Office and Computer Supplies	12.77
2/6/2025	COCC	Ring Central	Digital fax lines	-
2/6/2025	MM	Amazon	Office and Computer Supplies	4.93
2/6/2025	MM	Ring Central	Digital fax lines	-
2/6/2025	MWM	Amazon	Office and Computer Supplies	4.93
2/6/2025	MWM	Ring Central	Digital fax lines	-
2/6/2025	PT	Amazon	Office and Computer Supplies	4.93
2/6/2025	PT	Ring Central	Digital fax lines	-

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
2/6/2025	SM	Amazon	Office and Computer Supplies	4.93
2/6/2025	SM	Ring Central	Digital fax lines	-
2/6/2025	SS	Amazon	Office and Computer Supplies	4.93
2/6/2025	SS	Ring Central	Digital fax lines	-
2/7/2025	COCC	ADP, Inc.	Payroll Processing Fee	201.67
2/7/2025	MM	King Communications	After hours answering services	-
2/7/2025	MM	Spectrum Enterprise	Community Room Internet	119.34
2/7/2025	MWM	Capital One Bank (USA), N.A.	dry ice	7.76
2/7/2025	MWM	King Communications	After hours answering services	-
2/7/2025	PT	King Communications	After hours answering services	-
2/7/2025	SM	King Communications	After hours answering services	-
2/7/2025	SS	Amazon	Ribbon for Time Clock	17.99
2/7/2025	SS	King Communications	After hours answering services	-
2/8/2025	MWM	Cintas Corp #346	lobby rugs	336.46
2/10/2025	SM	Amazon	Time Clock Ribbon	12.99
2/11/2025	MM	Consumers Energy - Routine	01/08/2024-02/05/2025	3,327.05
2/11/2025	MWM	National Center for Housing Managei	EVS Course - N. Speich	(550.00)
2/11/2025	PT	Consumers Energy - Routine	01/07/2025-02/04/2025	2,816.96
2/11/2025	SM	Consumers Energy - Routine	01/08/24-02/05/25	3,988.30
2/11/2025	SS	Consumers Energy - Routine	01/08/2024-02/04/2025	646.40
2/12/2025	COCC	Alerus Financial	DC Payment - Admin	1,167.19
2/12/2025	COCC	Alerus Financial	DC Payment - Emp Withholding	1,415.63
2/12/2025	COCC	Alerus Financial	DC Payment - Loan Repay	680.73
2/12/2025	COCC	Alerus HCSP	HSCP Payment - Admin	82.88
2/12/2025	COCC	Alerus HCSP	HSCP Payment - Withholding	445.71
2/12/2025	COCC	Vantagepoint Transfer Agents-457	457 WH	1,905.98
2/12/2025	MM	Alerus Financial	DC Payment - Admin	266.60
2/12/2025	MM	Alerus Financial	DC Payment - Maint	259.77
2/12/2025	MM	Alerus HCSP	HSCP Payment - Admin	35.54
2/12/2025	MM	Alerus HCSP	HSCP Payment - Maint	34.63
2/12/2025	MWM	Alerus Financial	DC Payment - Admin	288.43
2/12/2025	MWM	Alerus Financial	DC Payment - Maint	300.63
2/12/2025	MWM	Alerus HCSP	HSCP Payment - Admin	39.78
2/12/2025	MWM	Alerus HCSP	HSCP Payment - Maint	40.08
2/12/2025	PT	Alerus Financial	DC Payment - Admin	281.55
2/12/2025	PT	Alerus Financial	DC Payment - Maint	163.14
2/12/2025	PT	Alerus HCSP	HSCP Payment - Admin	37.53
2/12/2025	PT	Alerus HCSP	HSCP Payment - Maint	21.75
2/12/2025	SM	Alerus Financial	DC Payment - Admin	219.17
2/12/2025	SM	Alerus Financial	DC Payment - Maint	349.29
2/12/2025	SM	Alerus HCSP	HSCP Payment - Admin	29.21
2/12/2025	SM	Alerus HCSP	HSCP Payment - Maint	46.57
2/12/2025	SS	Alerus Financial	DC Payment - Admin	325.55
2/12/2025	SS	Alerus Financial	DC Payment - Maint	615.57
2/12/2025	SS	Alerus HCSP	HSCP Payment - Admin	43.40
2/12/2025	SS	Alerus HCSP	HSCP Payment - Maint	34.34
2/13/2025	MWM	National Center for Housing Managei	EVS Course - N. Speich	550.00
2/13/2025	MWM	The Estate of Mary Dishaw	Deposit Refund	(222.50)
2/14/2025	MM	Spectrum Enterprise	Community Room Internet	-
2/14/2025	MWM	Amazon	filing cabinets	-
2/14/2025	SS	Bay City Treasurer - Negative Rents	Negative rent payment	3,353.50
2/16/2025	MM	Capital One Bank (USA), N.A.	New TV monitor for security camera, migrs office.	214.00
2/16/2025	MM	Capital One Bank (USA), N.A.	Welcome basket stuffers for new move ins	92.86
2/17/2025	COCC	Capital One Bank (USA), N.A.	Monthly Zoom Subscription	16.95
2/17/2025	COCC	SAMSA, Inc.	Printer driver installation	43.75
2/17/2025	COCC	SAMSA, Inc.	Office 365 subscriptions for 01/25	166.50
2/17/2025	COCC	Masud Labor Law Group	General labor counsel	100.00
2/17/2025	COCC	CBIZ Benefits and Insurance Services	OPeB Valuation	7,112.80
2/17/2025	MM	Abell Pest Control	Apprehend treatment for unit #507	300.00
2/17/2025	MM	Abell Pest Control	Apprehend treatment for unit #102	300.00
2/17/2025	MM	Abell Pest Control	Monthly bed bug & roach inspections.	462.50
2/17/2025	MM	RealPage, Inc.	Vendor Payment Fees	14.40

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
2/17/2025	MM	RealPage, Inc.	Stop Payment Fee-Smoketech	20.00
2/17/2025	MM	SAMSA, Inc.	Printer driver installation	43.75
2/17/2025	MM	SAMSA, Inc.	Office 365 subscriptions for 01/25	54.00
2/17/2025	MM	The W. W. Williams Co, LLC - Saginaw	Generator repairs-Unit not starting during exercise on schedule	1,201.80
2/17/2025	MM	Bay City Housing Commission	Management Fee - Maloney Manor-MM-1/20251739292603	6,562.27
2/17/2025	MM	Bay Area Chamber of Commerce	Chamber membership	136.40
2/17/2025	MM	Valley Carpet, Inc.	Flooring - Unit 619	3,244.68
2/17/2025	MM	The Estate of Jones, Paul A	Deposit Refund	436.00
2/17/2025	MM	CINDI-IE Services	Compliance Training	743.00
2/17/2025	MM	Kern, Joyce A	Deposit Refund	220.50
2/17/2025	MWM	Continental Management, LLC	Management Fee - Maplewood Manor-MWM-2/20251739180049	7,439.17
2/17/2025	MWM	RealPage, Inc.	Vendor Payment Fees	14.40
2/17/2025	MWM	SAMSA, Inc.	Printer driver installation	43.75
2/17/2025	MWM	SAMSA, Inc.	Office 365 subscriptions for 01/25	54.00
2/17/2025	MWM	Staples	Copy paper/legal pads/staples/post-it notes	217.86
2/17/2025	MWM	Staples	Sign holder/laptop bag	27.30
2/17/2025	MWM	The W. W. Williams Co, LLC - Saginaw	Generator repairs-Unit not starting during exercise on schedule	448.80
2/17/2025	MWM	Bay Area Chamber of Commerce	Chamber membership	136.40
2/17/2025	MWM	Advanced Business Communications	Added vestibule camera to viewing monitor	150.00
2/17/2025	MWM	Remer Plumbing & Heating Inc	No hot water in rooms-labor	880.00
2/17/2025	MWM	CINDI-IE Services	Compliance Training	883.00
2/17/2025	MWM	The Estate of Alan McPhee	Deposit Refund	465.00
2/17/2025	MWM	Bornor Restoration, Inc.	High Rise Masonry Repairs	14,871.00
2/17/2025	PT	RealPage, Inc.	Vendor Payment Fees	14.40
2/17/2025	PT	RealPage, Inc.	Stop Payment Fee-Smoketech	20.00
2/17/2025	PT	SAMSA, Inc.	Printer driver installation	43.75
2/17/2025	PT	SAMSA, Inc.	Office 365 subscriptions for 01/25	54.00
2/17/2025	PT	Standard Electric Company	Honeywell Thermostats	135.56
2/17/2025	PT	Bay City Housing Commission	Management Fee - Pine Towers-PT-1/20251739292721	7,050.59
2/17/2025	PT	Bay Area Chamber of Commerce	Chamber membership	136.40
2/17/2025	PT	Advanced Business Communications	Security Camera Repairs	150.00
2/17/2025	PT	Minted, LLC	Employee Clothing-W. Schmidt	209.26
2/17/2025	PT	Kruske, Beth A	Deposit Refund	256.37
2/17/2025	PT	CINDI-IE Services	Compliance Training	85.00
2/17/2025	PT	Abell Pest Control	Monthly BB & roach Inspection program	850.00
2/17/2025	SM	Abell Pest Control	Pest Control Contract for Feb 2025	587.50
2/17/2025	SM	Menards	Paint & Electrical Supplies	60.00
2/17/2025	SM	RealPage, Inc.	Vendor Payment Fees	126.67
2/17/2025	SM	RealPage, Inc.	Stop Payment Fee-Smoketech	14.40
2/17/2025	SM	SAMSA, Inc.	Printer driver installation	20.00
2/17/2025	SM	SAMSA, Inc.	Office 365 subscriptions for 01/25	43.75
2/17/2025	SM	Staples	Poly frequency exp file/legal pads/fasteners	54.00
2/17/2025	SM	Staples	Sign holder/laptop bag	51.85
2/17/2025	SM	The W. W. Williams Co, LLC - Saginaw	Generator repairs-Low coolant temp alarm going off	140.32
2/17/2025	SM	PDQ Supply Company	Stove Parts	655.50
2/17/2025	SM	Bay Glass Company	Replaced hinge & hinge straps	219.96
2/17/2025	SM	Bay City Housing Commission	Management Fee - Smith Manor-SM-1/20251739292612	253.60
2/17/2025	SM	Bay Area Chamber of Commerce	Chamber membership	8,654.35
2/17/2025	SM	Equiparts	Oven Parts	136.42
2/17/2025	SM	CINDI-IE Services	Blue Monster Repair Tape/10 in 1 Tamperproof Torx Folding Screwdriver/Nut Driver	107.08
2/17/2025	SM	Sawgile, Michelle A	Compliance Training	84.68
2/17/2025	SM	Miller, Misty A	Deposit Refund	951.00
2/17/2025	SS	RealPage, Inc.	Vendor Payment Fees	231.00
2/17/2025	SS	SAMSA, Inc.	Printer driver installation	110.42
2/17/2025	SS	SAMSA, Inc.	Office 365 subscriptions for 01/25	14.40
2/17/2025	SS	Dependable Sewer Cleaners	300 21st - Basement backing up	43.75
2/17/2025	SS	Dependable Sewer Cleaners	1312 Webster St-Water backing up in basement & toilet not flushing	87.00
2/17/2025	SS	Escon Group, Inc.	707 Patterson-Installed 20 Amp Circuit for Dryer	220.00
2/17/2025	SS	Sequin Lumber Company	HC Birch Slab doors/trim board	170.00
2/17/2025	SS	Bay City Housing Commission	Management Fee - Scattered Sites-SS-1/20251739292962	167.13
2/17/2025	SS			866.78
				10,712.20

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
2/17/2025	SS	Bay City Housing Commission	Bookkeeping Fee - Scattered Site-SS-1/20251739292965	1,425.00
2/17/2025	SS	Bay Area Chamber of Commerce	Chamber membership	136.40
2/17/2025	SS	Bay City Treasurer - Utility Payments	Utility Deposit - 707 Harrison - Desandra Berry MI 01/15/2025	300.00
2/17/2025	SS	Jack's Tree Service, Inc.	205 21st Property lined boxelder tree	750.00
2/17/2025	SS	Jack's Tree Service, Inc.	Tree Trimming/Removal-900 Bangor; 304 S Warner; 1015 N Farragut; 507 Howard; 113 Polk	4,250.00
2/17/2025	SS	Smith Mechanical HVAC LLC	60,000 BTU 96% S9x2 Trane Furnace .1015 N Farragut St	3,970.00
2/17/2025	SS	Minted, LLC	Employee Clothing-L. Bouckert	299.55
2/17/2025	SS	Minted, LLC	Employee Clothing-K. Chapman	177.00
2/17/2025	SS	Valley Carpet, Inc.	Flooring-207 39th St	7,497.50
2/17/2025	SS	Valley Carpet, Inc.	Flooring-2110 First St	7,497.50
2/17/2025	SS	CINDIE Services	Compliance Training	928.00
2/18/2025	COCC	Capital One Bank (USA), N.A.	Battery Office Alarm	42.50
2/19/2025	MM	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 MiDeal membership	-
2/19/2025	MM	Wex Bank	Fuel charges for BCHC vehicle fleet	62.36
2/19/2025	MWMM	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 MiDeal membership	-
2/19/2025	MWMM	Wex Bank	Fuel charges for BCHC vehicle fleet	90.96
2/19/2025	PT	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 MiDeal membership	-
2/19/2025	PT	Wex Bank	Fuel charges for BCHC vehicle fleet	74.78
2/19/2025	SM	Capital One Bank (USA), N.A.	Fuel charges for BCHC vehicle fleet	-
2/19/2025	SM	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 MiDeal membership	71.51
2/19/2025	SS	Wex Bank	Fuel charges for BCHC vehicle fleet	-
2/20/2025	COCC	Verizon Wireless	Cell phones	433.66
2/20/2025	COCC	Spectrum Enterprise	Telephone	97.90
2/20/2025	MM	GFL Environmental	Dumpster rental	159.97
2/20/2025	MM	Verizon Wireless	Cell phones	218.40
2/20/2025	MWMM	Spectrum Enterprise	Telephone & Internet	146.29
2/20/2025	MWMM	GFL Environmental	Dumpster rental	199.96
2/20/2025	MWMM	Verizon Wireless	Cell phones	218.40
2/20/2025	MWMM	Spectrum Enterprise	Community Room Internet	148.80
2/20/2025	MWMM	Spectrum Enterprise	Internet & Phone	151.02
2/20/2025	PT	GFL Environmental	Dumpster rental	249.96
2/20/2025	PT	Verizon Wireless	Cell phones	218.40
2/20/2025	PT	Spectrum Enterprise	Telephone & Internet	146.70
2/20/2025	SM	GFL Environmental	Dumpster rental	244.96
2/20/2025	SM	Verizon Wireless	Cell phones	218.40
2/20/2025	SM	Spectrum Enterprise	Telephone & Internet	148.45
2/20/2025	SS	GFL Environmental	Dumpster rental	199.96
2/20/2025	SS	Verizon Wireless	Cell phones	218.40
2/20/2025	COCC	Blue Cross & Blue Shield Of MI	Health insurance premiums	263.33
2/21/2025	COCC	Alliance Contracting & Design, Inc.	Snow Removal - Clear Walks - Vacant Lots	19,687.32
2/21/2025	COCC	ADP, Inc.	Payroll Processing Fee	645.00
2/21/2025	COCC	Consumers Energy - Routine	01/18/2025-02/18/2025	201.67
2/21/2025	COCC	Bay City Treasurer - Utility Payments	Water12/2/2024-01/22/2025	329.36
2/21/2025	COCC	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 12/2/2024-01/22/2025	4.59
2/21/2025	COCC	Honigman LLP	Columbus Avenue RAD Conversion Project	466.57
2/21/2025	MM	Abell Pest Control	Apprehend treatment #204 - MM	2,400.00
2/21/2025	MM	Abell Pest Control	Apprehend treatment #311 - MM	300.00
2/21/2025	MM	Abell Pest Control	Pest control contract for February 2025 - MM	60.00
2/21/2025	MM	Blue Cross & Blue Shield Of MI	Health insurance premiums	300.00
2/21/2025	MM	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 MiDeal membership	3,357.76
2/21/2025	MM	Menards	Painting supplies for MM	36.00
2/21/2025	MM	Menards	Plumbing supplies for MM	55.39
2/21/2025	MM	Menards	Hardware supplies for MM	88.95
2/21/2025	MM	US Bank Equipment Finance	Copier Usage & Rental	116.81
2/21/2025	MM	PDQ Supply Company	Light Switches	151.80
2/21/2025	MM	Waste Management	Dumpster rentals	97.90
2/21/2025	MM	Wade Promotions, LLC.	Bay Metro Transit bus ad	621.40
2/21/2025	MM	Standard Electric Company	Boiler drain valve	65.00
2/21/2025	MM	Bay City Plumbing & Heating Inc.	Replaced flow switch on D.H.W. 1-7-25. Capped off trindicator port to stop leak 1-21-25. Replaced trindicator on lead boiler 1-23-25.	17.81
2/21/2025	MM	Carahsoft Technology Corporation	The Work Number usage fees - transactions done in 12/24	167.85

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
2/21/2025	MM	Bay City Treasurer - Constellation Ent	Constellation Energy billing - natural gas	2,455.79
2/21/2025	MM	Equiparts	Latex Gloves/Over-Hinge Door Stop/Satin Nickel Spring Hinge	328.09
2/21/2025	MM	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 12/22/2024-01/22/2025	11,574.91
2/21/2025	MWM	Abell Pest Control	monthly bait stations	100.00
2/21/2025	MWM	Abell Pest Control	January general pest contract	60.00
2/21/2025	MWM	Abell Pest Control	415 bed bug treatment	600.00
2/21/2025	MWM	Abell Pest Control	606 bed bug treatment	300.00
2/21/2025	MWM	Abell Pest Control	813 bed bug treatment	600.00
2/21/2025	MWM	Abell Pest Control	511 bed bug treatment	600.00
2/21/2025	MWM	Abell Pest Control	408 bed bug treatment	300.00
2/21/2025	MWM	Abell Pest Control	715 bed bug treatment	300.00
2/21/2025	MWM	Abell Pest Control	612 bed bug treatment	600.00
2/21/2025	MWM	Abell Pest Control	211 bed bug treatment	300.00
2/21/2025	MWM	Abell Pest Control	513 bed bug treatment	300.00
2/21/2025	MWM	Abell Pest Control	605 preventative treatment	300.00
2/21/2025	MWM	Abell Pest Control	February pest contract	60.00
2/21/2025	MWM	Abell Pest Control	February monthly pest inspections	675.00
2/21/2025	MWM	Abell Pest Control	212 preventative treatment	300.00
2/21/2025	MWM	Abell Pest Control	January pest inspections	675.00
2/21/2025	MWM	Abell Pest Control	703 preventative treatment	300.00
2/21/2025	MWM	Abell Pest Control	February rat bait stations	100.00
2/21/2025	MWM	Abell Pest Control	304 bed bug treatment	300.00
2/21/2025	MWM	Abell Pest Control	805 preventative treatment	300.00
2/21/2025	MWM	Abell Pest Control	707 preventative treatment	300.00
2/21/2025	MWM	Amazon	Bedlam bed bug spray	-
2/21/2025	MWM	Blue Cross & Blue Shield Of MI	Health insurance premiums	5,522.96
2/21/2025	MWM	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 Mideal membership	36.00
2/21/2025	MWM	US Bank Equipment Finance	Copier Usage & Rental	151.80
2/21/2025	MWM	PDQ Supply Company	Stove/Refrigerator Parts	236.18
2/21/2025	MWM	Karens Carpetmax	Flooring replacement Unit 417	2,712.00
2/21/2025	MWM	Waste Management	Dumpster rentals	475.40
2/21/2025	MWM	Bay Glass Company	Patio Door Repair	46.39
2/21/2025	MWM	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
2/21/2025	MWM	Standard Electric Company	Honeywell Powerhead Assy	516.36
2/21/2025	MWM	HD Supply Facilities Maintenance	3 Gal 18v cordless wet/dry vac; 3 1/2 Phillips #2 power bit	178.10
2/21/2025	MWM	HD Supply Facilities Maintenance	Self-locking shelf support peg brown	29.91
2/21/2025	MWM	HD Supply Facilities Maintenance	Painting masking tape/white foam mounting tape/batteries/stainable wood filler	185.00
2/21/2025	MWM	Consumers Energy - Routine	01/17/2025-02/18/2025	3,726.66
2/21/2025	MWM	Bay City Treasurer - Constellation Ent	Constellation Energy billing - natural gas	2,535.79
2/21/2025	MWM	Equiparts	Supply Line Faucet/Closet Wax Seal/White Slow Close Elongated Toilet Seat	296.84
2/21/2025	MWM	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 12/22/2024-01/22/2025	16,412.06
2/21/2025	MWM	Valley Carpet, Inc.	Flooring Unit 210	3,256.40
2/21/2025	MWM	Hoffman, Norma J	Deposit Refund	127.00
2/21/2025	MWM	Keystone Appraisal	Rent comparability study	5,000.00
2/21/2025	PT	Blue Cross & Blue Shield Of MI	Health insurance premiums	4,437.20
2/21/2025	PT	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 Mideal membership	36.00
2/21/2025	PT	Staples	Copy paper/fasteners/staples	103.68
2/21/2025	PT	Unclaimed Freight Ace Hardware	Janitorial Supplies-Lysol	35.96
2/21/2025	PT	Unclaimed Freight Ace Hardware	WST end outlet/double end tube	121.36
2/21/2025	PT	Unclaimed Freight Ace Hardware	Bolt Eye w/nut 1/2x12"; Irwin C-Clamp	34.69
2/21/2025	PT	US Bank Equipment Finance	Copier Usage & Rental	151.80
2/21/2025	PT	PDQ Supply Company	Stove/Oven Parts	145.20
2/21/2025	PT	Great Lakes Elevator	Trouble call-cleaned limit switch and directional switch in pit	1,120.00
2/21/2025	PT	Great Lakes Elevator	Annual Maintenance for February 2025 - January 2026	3,758.00
2/21/2025	PT	Great Lakes Elevator	Trouble call-Bottom limit was tripped	840.00
2/21/2025	PT	Karens Carpetmax	Flooring replacement Unit 602	2,912.00
2/21/2025	PT	Waste Management	Dumpster rentals	544.01
2/21/2025	PT	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
2/21/2025	PT	Standard Electric Company	Wall Plates	17.16
2/21/2025	PT	Standard Electric Company	Wood & Metal Cutting Reciprocating Saw Blade	18.06
2/21/2025	PT	Interstate Batteries	Battery for bobcat	151.00
2/21/2025	PT	Bay City Treasurer - Constellation Ent	Constellation Energy billing - natural gas	2,207.35

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
2/21/2025	PT	Hall, Pamela L	Deposit Refund	412.50
2/21/2025	SM	Blue Cross & Blue Shield Of MI	Health insurance premiums	5,762.25
2/21/2025	SM	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 MiDeal membership	36.00
2/21/2025	SM	Menards	Paint & Plumbing Supplies	70.59
2/21/2025	SM	US Bank Equipment Finance	Copier Usage & Rental	151.80
2/21/2025	SM	Karens Carpetmax	Flooring replacement Unit 216	2,364.00
2/21/2025	SM	Karens Carpetmax	Flooring replacement Unit 227	2,364.00
2/21/2025	SM	Karens Carpetmax	Flooring-Unit 230	2,364.00
2/21/2025	SM	Waste Management	Dumpster rentals	889.03
2/21/2025	SM	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
2/21/2025	SM	HD Supply Facilities Maintenance	Plastic toilet seats/Vertical blinds/plastic toilet wedge/lug post/electrical tape	283.24
2/21/2025	SM	Scott Chesney	New countertop for Apt 230	275.00
2/21/2025	SM	Scott Chesney	New countertop for Apt 216	350.00
2/21/2025	SM	Rightway Remediation, LLC	Removal and Disposal of Suspect ACM Material in apt 216,227,230	2,700.00
2/21/2025	SM	New Finish, LLC.	Bath tub refinishing Apt 315	300.00
2/21/2025	SM	Bay City Treasurer - Constellation Ent	Constellation Energy billing - natural gas	3,122.52
2/21/2025	SM	Equiparts	LED Bulbs	583.34
2/21/2025	SM	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 12/22/2024-01/22/2025	11,735.46
2/21/2025	SS	Blue Cross & Blue Shield Of MI	Health insurance premiums	14,048.50
2/21/2025	SS	Capital One Bank (USA), N.A.	01/01/25 to 12/31/25 MiDeal membership	36.00
2/21/2025	SS	Menards	Gas Range (3)	1,407.00
2/21/2025	SS	US Bank Equipment Finance	Copier Usage & Rental	151.80
2/21/2025	SS	Bay Glass Company	3/4 clear annid lowe unit - 2110 1st Dining room	172.24
2/21/2025	SS	Wade Promotions, LLC.	Bay Metro Transit bus ad	65.00
2/21/2025	SS	Standard Electric Company	Auto Laundry Tray Pump	3,959.85
2/21/2025	SS	Standard Electric Company	40 Gallon NG Power Vent Water Heater	3,393.19
2/21/2025	SS	Arrow Heating & Plumbing Supply	2" Fernco	14.00
2/21/2025	SS	Arrow Heating & Plumbing Supply	Delta braided lines	252.90
2/21/2025	SS	Carahsoft Technology Corporation	The Work Number usage fees	727.34
2/21/2025	SS	Modernistic	Clean HVAC System/Air Ducts 207 39th Street	375.00
2/21/2025	SS	Bay City Treasurer - Utility Payments	Utility Usage - Vacant - 244 Adams - 12/22/2024 - 01/22/2025	112.00
2/21/2025	SS	Bay City Treasurer - Constellation Ent	Constellation Energy billing - natural gas	214.69
2/21/2025	SS	Consumers Energy - SS Vacant	Gas Usage - Vacant - 244 Adams 01/30/2025 - 02/05/2025	17.55
2/21/2025	SS	Consumers Energy - SS Vacant	Gas Usage - Vacant - 2110 1st St. 01/31/2025 - 02/05/2025	14.88
2/21/2025	SS	Consumers Energy - SS Vacant	Gas Usage - Tenant Charge - D. Woodcock 310 Sophia 01/28/2025 - 02/04/2025	14.05
2/21/2025	SS	Consumers Energy - SS Vacant	Gas Usage - Vacant - 707 Harrison 01/08/2025 - 01/22/2025	55.10
2/21/2025	SS	Smith Mechanical HVAC LLC	207 39th - Water Heater Inspection	986.00
2/21/2025	SS	Smith Mechanical HVAC LLC	80,000 BTU 96% 59x2 Trane Furnace 1810 S Mountain St	4,085.00
2/21/2025	SS	Smith Mechanical HVAC LLC	2119 2nd St - Removal of a saddle T on the gas line	313.00
2/21/2025	SS	Tri-City Plumber, Inc.	Retort drain line to main stack basement	285.00
2/21/2025	SS	Bay City Treasurer - Misc - Other	Water/sewer/elec/trash from 12/22/2024-1/22/2025	303.76
2/24/2025	MWM	State of Michigan - Dept. of Licensing	2025 Annual Report	25.00
2/24/2025	MWM	State of Michigan - Dept. of Licensing	2025 Annual Report	25.00
2/24/2025	PT	State of Michigan - Dept. of Licensing	2025 Annual Report	25.00
2/24/2025	SM	State of Michigan - Dept. of Licensing	2025 Annual Report	25.00
2/24/2025	MWMLLC	State of Michigan - Dept. of Licensing	2025 Annual Report	25.00
2/25/2025	COCC	Alerus Financial	DC Payment - Admin	1,167.19
2/25/2025	COCC	Alerus Financial	DC Payment - Emp Withholding	1,473.95
2/25/2025	COCC	Alerus Financial	DC Payment - Loan Repay	619.73
2/25/2025	COCC	Alerus HCSP	HSCP Payment - Admin	82.88
2/25/2025	COCC	Alerus HCSP	HSCP Payment - Withholding	488.17
2/25/2025	COCC	Capital One Bank (USA), N.A.	Registration Regional Affordable Housing Conference - T. Blair	375.00
2/25/2025	COCC	Standard Insurance Company	Life insurance	382.66
2/25/2025	COCC	Vantagepoint TransferAgents-457	457 WH	1,905.98
2/25/2025	COCC	American Family Life Assurance Co	Record Payment of AFLAC invoices Paid	695.08
2/25/2025	COCC	Alerus HCSP - Retirees	HSCP deposit for eligible retirees	4,023.64
2/25/2025	MWM	Alerus Financial	DC Payment - Admin	266.60
2/25/2025	MWM	Alerus Financial	DC Payment - Maint	353.10
2/25/2025	MWM	Alerus HCSP	HSCP Payment - Admin	35.54
2/25/2025	MWM	Alerus HCSP	HSCP Payment - Maint	47.07
2/25/2025	MWM	Standard Insurance Company	Life insurance	96.12
2/25/2025	MWM	Alerus Financial	DC Payment - Admin	298.43

Payment Date	Property ID	Vendor name	Memo	Sum of Amount
2/25/2025	MWM	Alerus Financial	DC Payment - Maint	370.11
2/25/2025	MWM	Alerus HCSP	HSCP Payment - Admin	39.78
2/25/2025	MWM	Alerus HCSP	HSCP Payment - Maint	49.35
2/25/2025	MWM	Standard Insurance Company	Life insurance	120.22
2/25/2025	PT	Alerus Financial	DC Payment - Admin	281.55
2/25/2025	PT	Alerus Financial	DC Payment - Maint	348.09
2/25/2025	PT	Alerus HCSP	HSCP Payment - Admin	37.53
2/25/2025	PT	Alerus HCSP	HSCP Payment - Maint	46.40
2/25/2025	PT	Standard Insurance Company	Life insurance	114.05
2/25/2025	SM	Alerus Financial	DC Payment - Admin	149.21
2/25/2025	SM	Alerus Financial	DC Payment - Maint	497.61
2/25/2025	SM	Alerus HCSP	HSCP Payment - Admin	19.89
2/25/2025	SM	Alerus HCSP	HSCP Payment - Maint	23.48
2/25/2025	SM	Capital One Bank (USA), N.A.	Welcome Baskets	100.00
2/25/2025	SM	Standard Insurance Company	Life insurance	114.92
2/25/2025	SS	Alerus Financial	DC Payment - Admin	325.55
2/25/2025	SS	Alerus Financial	DC Payment - Maint	364.41
2/25/2025	SS	Alerus HCSP	HSCP Payment - Admin	43.40
2/25/2025	SS	Alerus HCSP	HSCP Payment - Maint	42.85
2/25/2025	SS	Standard Insurance Company	Life insurance	248.11
2/25/2025	SS	Alerus HCSP - Retirees	HSCP deposit for eligible retirees	1,476.36
2/25/2025	SS	Nahikian, Onna Susan	Account balance refund	340.00
2/26/2025	COCC	MERS Defined Benefit	Defined benefit	3,531.79
2/26/2025	SS	MERS Defined Benefit	Defined benefit	1,247.67
2/27/2025	SS	Amazon	Kitchen cabinet hardware	74.09
2/28/2025	COCC	One America	Disability Insurance Payment	201.51
2/28/2025	COCC	Star 2 Star Communication	Office phones	158.97
2/28/2025	MM	Arnold Sales	Janitorial Supplies	333.72
2/28/2025	MM	One America	Disability Insurance Payment	155.95
2/28/2025	MM	Star 2 Star Communication	Office phones	51.45
2/28/2025	MM	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	4.00
2/28/2025	MWM	One America	Disability Insurance Payment	165.30
2/28/2025	MWM	Star 2 Star Communication	Office phones	53.71
2/28/2025	MWM	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	4.00
2/28/2025	MWM	Marci Walker	Deposit Refund	(408.00)
2/28/2025	MWM	The Estate of Frances Houck	Deposit Refund	(300.00)
2/28/2025	PT	One America	Disability Insurance Payment	158.57
2/28/2025	PT	Star 2 Star Communication	Office phones	51.43
2/28/2025	PT	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	44.00
2/28/2025	SM	One America	Disability Insurance Payment	160.50
2/28/2025	SM	Star 2 Star Communication	Office phones	53.71
2/28/2025	SM	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	18.00
2/28/2025	SS	Amazon	2 drawer file cabinet	67.99
2/28/2025	SS	Amazon	Work table-Lois	117.99
2/28/2025	SS	Amazon	2 drawer filing cabinet	129.99
2/28/2025	SS	One America	Disability Insurance Payment	214.97
2/28/2025	SS	Star 2 Star Communication	Office phones	78.33
2/28/2025	SS	Bay City Bridge Partners	Liberty Bridge Toll Charges 11.21.24-12.30.24	262.00
(blank)	(blank)	(blank)	(blank)	
Grand Total				336,994.31



BAY CITY HOUSING COMMISSION

To: Commissioners of the Bay City Housing Commission
 From: John Neeb
Subject: Maplewood Manor Audit
 Date: 3/21/2025
 Copies to: William Phillips, CEO

The Maplewood Manor audit for 2024 has been completed. It was another successful year for the property, both operationally and financially.

Key Points

Audit Opinion:	Fairly Stated In All Material Respects
Audit Findings:	None
Total Revenue:	\$1,827,574
Total Expenses:	\$1,839,848
Net Income:	(\$12,274)
Operating Cashflow:	\$400,156
Distributable Cash:	\$581,193

Maplewood Manor continues to exceed expectations. Revenue continues to grow at a rapid pace, and we continue to do a good job of keeping expenses under control. The net loss of \$12,274 represents an adjusted inflation figure. When the rehabilitation of the building was completed in 2015, it was designed to show losses after depreciation. This is part of the reason investors purchased a majority interest in the property. Not only do they get to take tax credits for 10 years, they also get to recognize the tax losses from the property during the 15 year compliance period. The fact that the property is approaching a positive net operating income is a testament to Maplewood being a generally well run and well-funded property.

The distributable cash for the property is down slightly this year compared to last year. This has to do with the timing of escrow reimbursements and replacement reserve reimbursements being significantly higher last year. Essentially, the higher distributable cash from last year was due to timing issues on the release of restricted cash. Distributable cash still remains very strong at \$581,193. The Bay City Housing Commission can expect to receive approximately \$260,000 of that amount and. We can expect to pay about \$21,000 in taxes on that amount and another \$500 for tax preparation. This will net us approximately \$238,500 in cash to the Bay City Housing Commission. Our budget for 2025 was \$215,000. We should comfortably exceed expectations on the distribution for the year.

Every five years we are required to do a Rent Comparability Study (RCS) on Maplewood Manor. We began this process in December of 2024 and it was completed in March of 2025. The result was a 14.4% increase in the gross rent potential of the property. This ensures very strong revenue and distributable cash for at least the next five years.