



SUNNYSIDE HOUSING AUTHORITY

204 South 13th Street Sunnyside, WA 98944

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NOTICE OF REGULAR MEETING AND BOARD MEETING PACKET

When: February 18, 2025\6, at 6:00 p.m.
Address: SHA Administrative Office, 204 S. 13th St, Sunnyside

If you wish to participate remotely:

[Join the meeting now](#)

Meeting ID: 238 604 565 757

Passcode: 8jC2Xq6o

BUSINESS MEETING AGENDA

1. Roll Call
2. Public Comment
3. Consent Agenda
 - a. Minutes, January 21, 2026
 - b. Payment for January 2026 Bills
 - c. Financial Reports
 - i. Sunnyside Housing Authority
 - ii. Rainier Park
 - iii. Sunnyview Apartments
4. Reports and Updates
 - a. Financials Update
 - i. HUD Report
 - ii. SAO – 2024 Annual Financial Report
5. Resolutions and Actions
 - a. Resolution 2026-03: Resolution Approving an Updated Capitalization Policy
 - b. Resolution 2026-04: Resolution Approving an EFT Policy
 - c. Resolution 2026-05: Resolution Authorizing the Submission of a Rental Assistance Demonstration (RAD) Application to HUD
 - d. Resolution 2026-06: Resolution Approving a Statement of Work (SOW) with MRI Software LLC for professional services associated with web training for Lindsey Housing Software
6. Adjournment

Equal Housing Opportunity

The mission of the Housing Authority of Sunnyside, Washington is to assure that the people of the community are sheltered. SHA has a special responsibility to those who experience barriers to housing because of income

MINUTES OF JANUARY 21, 2026 SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF SUNNYSIDE, WASHINGTON, HELD AT THE SUNNYSIDE
HOUSING AUTHORITY ADMINISTRATIVE OFFICE PURSUANT TO NOTICE PREVIOUSLY ISSUED

Chairperson Melba Fujiura called the meeting to order.

CALL TO ORDER

Commissioners present or participating remotely: Melba Fujiura, Mae Haney, and Jesse Gonzales.
Staff present: Elizabeth Alba, Executive Director.

1. ROLL CALL

There was no Public Comment.

2. PUBLIC COMMENT

Jesse Gonzales made the motion to approve the Consent Agenda including Minutes of Special Board Meetings held on December 19, 2025, and January 5, 2026, Payment of the Bills for the Month of December 2025. Mae Haney seconded the motion. Motion passed.

3. CONSENT AGENDA

Regarding the above payment of the bills for the month of December 2025, it is noted that checks audited and certified by the Auditing Officer as required by R.C.W. 42.24.180 have been recorded on listings that have been made available to the Board. As of January 21, 2026, the Board does, therefore, by unanimous vote of participating commissioners, approve for payment those operating account checks issued in December 2025 45403 through 45502 for a total of \$429,087.36.

Elizabeth Alba, Executive Director, explained to the Board that since there were employees working in new positions it would be prudent to seek training from Lindsey to ensure we are continually in compliance with the required regulations for housing. A training request is in the works, and a cost will be provided to the Board before any training starts.

4. REPORTS AND UPDATES

a. Lindsey Training Request

ED Alba reported on the Accountability Audit conducted by the Washington State Auditor's Office. An accountability audit involves performing procedures to obtain audit evidence about compliance and controls in areas selected for audit.

b. SAO – 2022, 2023 and 2024 Accountability Audit

ED Alba reported on the results of the HUD NSPIRE Inspection conducted by an independent contractor hired by HUD. We had 23 "life and safety" corrections that were corrected within 24 hours, 30 "moderate" corrections to be completed within 30 days and 16 "low" corrections to be completed within 60 days. NSPIRE is a new inspection standard from HUD. Kerry Griffin, Maintenance Supervisor, has asked for his staff to attend virtual training to assist with this new compliance standard,

c. HUD NSPIRE Inspection on 01/05/2026

Resolution 2026-02

A Resolution Authorizing application for HARRP Cyber Insurance

5. RESOLUTIONS AND ACTIONS

a. Resolution 2026-01: Authorizing application for HARRP Cyber Insurance

Jesse Gonzales moved to approve Resolution 2026-02 as presented. Mae Haney seconded. All in favor.

With no further business to come before the meeting, the meeting was adjourned.

6. ADJOURNMENT

Chairperson

Attest, Secretary

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account

Checks from 45503 through 45588

Check Dates from 1/1/2026 through 1/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00045503	Check	\$5,395.00	Open	01/02/2026	BANNER BANK
00045504	Check	\$19,984.50	Open	01/05/2026	AWC EMPLOYEE BENEFIT TRUST
00045505	Check	\$6,015.76	Open	01/06/2026	MATRIX TRUST COMPANY
00045506	ACH	\$3,852.20	Open	01/08/2026	ELIZABETH A ALBA
00045507	ACH	\$1,792.03	Open	01/08/2026	DANIEL ESQUEDA
00045508	ACH	\$1,284.93	Open	01/08/2026	ESMERALDA ESQUEDA
00045509	ACH	\$1,342.27	Open	01/08/2026	YAINIRA FRAYLE-ACOSTA
00045510	Check	\$876.45	Open	01/08/2026	JOSE GALVAN
00045511	ACH	\$1,327.46	Open	01/08/2026	CASSANDRA M GARCIA
00045512	ACH	\$1,201.07	Open	01/08/2026	MARIA D GONZALEZ
00045513	ACH	\$2,042.92	Open	01/08/2026	KERRY L GRIFFIN
00045514	ACH	\$2,462.46	Open	01/08/2026	ANNETTE LARA
00045515	ACH	\$809.41	Open	01/08/2026	MARIA G MARTINEZ MENDOZA
00045516	ACH	\$1,668.73	Open	01/08/2026	ALMA R MIRANDA
00045517	ACH	\$2,115.43	Open	01/08/2026	PATTI A ROBERTS
00045518	ACH	\$1,726.22	Open	01/08/2026	RANDY A ROOSEDAAL
00045519	Check	\$1,138.24	Open	01/08/2026	JAIME SANTANA
00045520	ACH	\$2,174.83	Open	01/08/2026	ALFONSO SANTOS
00045521	ACH	\$1,451.65	Open	01/08/2026	OSVALDO A VILLA BUENO
00045522	Check	\$2,950.18	Open	01/12/2026	CITY OF MABTON
00045523	Check	\$662.39	Open	01/12/2026	CO-ENERGY
00045524	Check	\$472.50	Open	01/12/2026	MIKE I. TODD, CHAPTER 13 TRUSTEE
00045525	Check	\$4,573.00	Open	01/12/2026	PACIFIC POWER
00045526	Check	\$290.00	Open	01/12/2026	SAS CONSULTING LLC
00045527	Check	\$7,639.07	Open	01/12/2026	U.S. BANK
00045528	Check	\$372.09	Open	01/12/2026	U.S. CELLULAR
00045529	Check	\$181.25	Open	01/15/2026	CANON SOLUTIONS AMERICA, INC.
00045530	Check	\$1,253.69	Open	01/15/2026	CITY OF GRANDVIEW
00045531	Check	\$27,831.62	Open	01/15/2026	CITY OF SUNNYSIDE
00045532	Check	\$250.00	Open	01/15/2026	EMPIRE HEAVY EQUIPMENT
00045533	Check	\$328.11	Open	01/15/2026	GENSCO, INC.
00045534	Check	\$603.44	Open	01/15/2026	HAINSWORTH CO., INC.
00045535	Check	\$2,599.80	Open	01/15/2026	HUGO'S APPLIANCES LLC
00045536	Check	\$50.00	Open	01/15/2026	INVISIBLE INK
00045537	Check	\$127.99	Open	01/15/2026	LES SCHWAB TIRE CENTER, INC.
00045538	Check	\$3,239.17	Open	01/15/2026	MEDINA'S FLOOR COVERING, INC.
00045539	Check	\$12.07	Open	01/15/2026	OXARC, INC.
00045540	Check	\$216.69	Open	01/15/2026	PITNEY BOWES GLOBAL FINANCIAL

Sunnyside Housing Authority

Check Register

Low Rent

HUD Seniors

Bank Account: 1 01 1111.10 0 - Banner Bank Operating Account

Checks from 45503 through 45588

Check Dates from 1/1/2026 through 1/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00045541	Check	\$260.00	Open	01/15/2026	PNRC-NAHRO
00045542	Check	\$263.09	Open	01/15/2026	SOLID WASTE DIVISION
00045543	Check	\$381.10	Open	01/15/2026	STANDARD PAINT & FLOORING, LLC
00045544	Check	\$1,648.36	Open	01/15/2026	SUNNYSIDE ACE HARDWARE
00045545	Check	\$65.00	Open	01/15/2026	SUNNYSIDE SUN MEDIA LLC
00045546	Check	\$120.00	Open	01/15/2026	THE LOCKSHOP
00045547	Check	\$35.00	Open	01/15/2026	WASHINGTON STATE PATROL
00045548	Check	\$50.00	Open	01/15/2026	WHAAP
00045549	Check	\$260.63	Open	01/16/2026	EQUIFAX INFORMATION SVCS LLC
00045550	Check	\$1,373.56	Open	01/16/2026	TOLMAN ELECTRIC INC.
00045551	Check	\$1,131.12	Open	01/16/2026	U.S. BANK
00045552	ACH	\$3,937.88	Open	01/22/2026	ELIZABETH A ALBA
00045553	ACH	\$1,842.40	Open	01/22/2026	DANIEL ESQUEDA
00045554	ACH	\$1,357.19	Open	01/22/2026	ESMERALDA ESQUEDA
00045555	ACH	\$1,370.86	Open	01/22/2026	YAINIRA FRAYLE-ACOSTA
00045556	Check	\$926.17	Open	01/22/2026	JOSE GALVAN
00045557	ACH	\$1,600.13	Open	01/22/2026	CASSANDRA M GARCIA
00045558	ACH	\$1,228.11	Open	01/22/2026	MARIA D GONZALEZ
00045559	ACH	\$2,305.16	Open	01/22/2026	KERRY L GRIFFIN
00045560	ACH	\$2,517.49	Open	01/22/2026	ANNETTE LARA
00045561	ACH	\$662.13	Open	01/22/2026	MARIA G MARTINEZ MENDOZA
00045562	ACH	\$2,255.45	Open	01/22/2026	ALMA R MIRANDA
00045563	ACH	\$2,555.48	Open	01/22/2026	PATTI A ROBERTS
00045564	ACH	\$1,761.55	Open	01/22/2026	RANDY A ROSENDAAL
00045565	Check	\$1,187.96	Open	01/22/2026	JAIME SANTANA
00045566	ACH	\$1,903.96	Open	01/22/2026	ALFONSO SANTOS
00045567	ACH	\$2,041.56	Open	01/22/2026	OSVALDO A VILLA BUENO
00045568	Check	\$220.01	Open	01/26/2026	AFLAC
00045569	Check	\$36.49	Open	01/26/2026	AMAZON CAPITAL SERVICES
00045570	Check	\$3,955.28	Open	01/26/2026	CASCADE NATURAL GAS CORP.
00045571	Check	\$652.34	Open	01/26/2026	CO-ENERGY
00045572	Check	\$8,469.29	Open	01/26/2026	DEPT OF LABOR & INDUSTRIES
00045573	Check	\$1,051.37	Open	01/26/2026	EMPLOYMENT SECURITY DEPARTMENT
00045574	Check	\$1,724.91	Open	01/26/2026	EMPLOYMENT SECURITY DEPARTMENT
00045575	Check	\$1,520.48	Open	01/26/2026	EMPLOYMENT SECURITY DEPARTMENT
00045576	Check	\$446.50	Open	01/26/2026	HAWLEY TROXELL ENNIS & HAWLEY
00045577	Check	\$2,598.00	Open	01/26/2026	HUGO'S APPLIANCES LLC
00045578	Check	\$472.50	Open	01/26/2026	MIKE I. TODD, CHAPTER 13 TRUSTEE

Sunnyside Housing Authority

Check Register

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Check Dates from 1/1/2026 through 1/31/2026

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00045579	Check	\$3,296.67	Open	01/26/2026	STATE AUDITOR'S OFFICE
00045580	Check	\$124.57	Open	01/26/2026	STERICYCLE, INC.
00045581	Check	\$8,395.77	Open	01/26/2026	U.S. BANK
00045582	Check	\$8.00	Open	01/27/2026	BLAINE MIDKIFF
00045583	Check	\$66.00	Open	01/27/2026	DALILA HERRERA
00045584	Check	\$69.00	Open	01/27/2026	JOHANNA GARCIA
00045585	Check	\$77.00	Open	01/27/2026	MELANIE ALTO
00045586	Check	\$50.00	Open	01/27/2026	MONICA SILVA
00045587	Check	\$12.00	Open	01/27/2026	SALVADOR VILLA MORENO
00045588	Check	\$85.00	Open	01/27/2026	YOLANDA SANCHEZ

Total # of checks listed: 86

Total amount of all checks: \$180,687.14

Total Open: 86

Total Cleared: 0

Total Reconciled: 0

Total Void: 0

APPROVED :

DATE: _____

Sunnyside Housing Authority
Income Statement

Fiscal Year End Date: 12/31/2025	ACCOUNT	1 Month(s) Ended December 31, 2025	3 Month(s) Ended December 31, 2025
Revenue			
Rental Income			
Rental Income-Tenants	1 01 3110 5	52,851.00	158,693.46
Late Fees	1 01 3690.3 5	325.00	925.00
Maintenance Labor Reimbursement	1 01 3690.4 5	0.00	52.50
Materials Reimbursement	1 01 3690.5 5	0.00	45.00
Rental Income-Tenants	2 01 3110 5	1,035.00	3,795.00
Late Fees	2 01 3690.3 5	15.00	45.00
Rental Income Tenants	2 04 3110 5	5,506.00	16,518.00
Late Fees	2 04 3690.3 5	30.00	90.00
Rental Income-Tenants	2 07 3110 5	8,939.00	26,570.87
Late Fees	2 07 3690.3 5	193.00	478.30
Rental Income-Tenants	3 06 3110 5	47,270.00	141,672.00
Other Income	3 06 3690 5	368.94	368.94
Late Fees	3 06 3690.3 5	297.70	756.60
Rental Income-Tenants	4 01 3110 5	3,419.00	10,257.00
Rental Assistance	4 01 3110.01 5	0.00	192.50
Late Fees	4 01 3690.3 5	120.00	343.00
Total Rental Income		120,369.64	360,803.17
Operating Income			
Interest Income-Reserves	3 06 3610.1 5	0.00	52.40
Total Operating Income		0.00	52.40
Other Income			
Interest Income-Operating	1 01 3610 5	0.00	82.78
Other Misc NonTenant Income	1 01 3690.02 5	0.00	12.86
Laundry Income	1 01 3690.1 5	1,313.10	1,877.40
Investment Income - Unrestricted	11 01 3610 5	0.00	30.74
Laundry	3 06 3690.1 5	496.75	681.95
Interest Income-Reserves	4 01 3610.1 5	0.00	1.05
Total Other Income		1,809.85	2,686.78
Total Revenue		122,179.49	363,542.35
Expenses			
Administrative Expense			
Administrative Wages	1 01 4110 5	18,113.47	68,359.25
Legal Expense	1 01 4130 5	(206.05)	674.22
Travel	1 01 4150 5	78.57	1,511.61
Audit Expense	1 01 4171 5	0.00	6,385.50
Employee Benefits Cont - Admin-FICA	1 01 4182.2 5	1,409.29	5,391.87
Employee Benefits Cont - Admin-Medical	1 01 4182.4 5	4,184.51	12,553.53
Employee Benefits Cont - Admin-Pension	1 01 4182.5 5	1,208.74	3,626.22
Employee Benefits - Admin PFML	1 01 4182.7 5	0.00	399.32
Pitney Bowes Rental	1 01 4190.07 5	0.00	122.99
Bank Charges	1 01 4190.09 5	0.00	10.00
Membership Dues and Fees	1 01 4190.12 5	0.00	911.12
Telephone/Internet	1 01 4190.13 5	706.94	1,933.61
Forms & Office Supplies	1 01 4190.17 5	1,078.43	1,665.15
Other Sundry Expense	1 01 4190.18 5	43.11	388.70
Administrative Contract Costs	1 01 4190.19 5	1,501.76	3,987.91
Administrative Wages	10 03 4110 5	1,186.54	4,244.95
Employee Benefits Cont - Admin-FICA	10 03 4182.2 5	87.72	316.92
Employee Benefits Cont - Admin-Medical	10 03 4182.4 5	220.55	661.65
Employee Benefits Cont - Admin-Pension	10 03 4182.5 5	83.55	250.65
Employee Benefits - Admin PFML	10 03 4182.7 5	0.00	23.39
Administrative Contract Costs	10 03 4190.19 5	0.00	350.00
Administrative Wages	2 01 4110 5	463.70	1,628.12
Legal Expense	2 01 4130 5	282.00	527.37
Travel	2 01 4150 5	1.77	44.69
Audit Expense	2 01 4171 5	0.00	191.25
Employee Benefits Cont - Admin-FICA	2 01 4182.2 5	36.27	128.61
Employee Benefits Cont - Admin-Medical	2 01 4182.4 5	108.57	325.71
Employee Benefits Cont - Admin-Pension	2 01 4182.5 5	30.71	92.13
Employee Benefits - Admin PFML	2 01 4182.7 5	0.00	10.32
Pitney Bowes Rental	2 01 4190.07 5	0.00	3.68
Membership Dues and Fees	2 01 4190.12 5	0.00	5.93

Report Criteria PHA: [ALL] Project: [ALL]

Include UnApproved: False Include Zero Balance: False

Sunnyside Housing Authority Income Statement

Fiscal Year End Date:	12/31/2025				ACCOUNT	1 Month(s) Ended December 31, 2025	3 Month(s) Ended December 31, 2025
Telephone/Internet	2	01	4190.13	5		18.48	36.96
Forms & Office Supplies	2	01	4190.17	5		32.29	49.86
Other Sundry Expense	2	01	4190.18	5		0.00	6.80
Administrative Contract Costs	2	01	4190.19	5		35.06	85.92
Legal Expense	2	03	4130	5		0.00	200.00
Postage	2	03	4190.03	5		0.00	32.86
Telephone/Internet	2	03	4190.13	5		179.98	449.95
Administrative Wages	2	04	4110	5		774.44	2,718.80
Legal Expense	2	04	4130	5		0.00	34.04
Travel	2	04	4150	5		4.01	75.72
Audit Expense	2	04	4171	5		0.00	319.50
Employee Benefits Cont - Admin-FICA	2	04	4182.2	5		60.57	214.66
Employee Benefits Cont - Admin-Medical	2	04	4182.4	5		181.33	543.99
Employee Benefits Cont - Admin-Pension	2	04	4182.5	5		51.32	153.96
Employee Benefits - Admin PFML	2	04	4182.7	5		0.00	17.24
Pitney Bowes Rental	2	04	4190.07	5		0.00	6.15
Membership Dues and Fees	2	04	4190.12	5		0.00	9.91
Telephone/Internet	2	04	4190.13	5		30.88	61.76
Forms & Office Supplies	2	04	4190.17	5		53.96	83.32
Other Sundry Expense	2	04	4190.18	5		0.00	11.37
Administrative Contract Costs	2	04	4190.19	5		58.58	493.54
Administrative Wages	2	07	4110	5		756.91	2,755.59
Legal Expense	2	07	4130	5		0.00	106.10
Travel	2	07	4150	5		115.08	190.06
Audit Expense	2	07	4171	5		0.00	334.12
Employee Benefits Cont - Admin-FICA	2	07	4182.2	5		59.33	217.89
Employee Benefits Cont - Admin-Medical	2	07	4182.4	5		179.45	538.35
Employee Benefits Cont - Admin-Pension	2	07	4182.5	5		50.10	150.30
Employee Benefits - Admin PFML	2	07	4182.7	5		0.00	16.80
Pitney Bowes Rental	2	07	4190.07	5		0.00	6.44
Membership Dues and Fees	2	07	4190.12	5		0.00	63.91
Telephone/Internet	2	07	4190.13	5		27.56	55.12
Forms & Office Supplies	2	07	4190.17	5		56.44	87.14
Other Sundry Expense	2	07	4190.18	5		0.00	11.70
Administrative Contract Costs	2	07	4190.19	5		61.26	299.14
Administrative Wages	3	06	4110	5		11,258.64	43,649.00
Legal Expense	3	06	4130	5		0.00	412.04
Travel	3	06	4150	5		109.49	977.49
Audit Expense	3	06	4171	5		0.00	3,867.75
Employee Benefits Cont - Admin-FICA	3	06	4182.2	5		873.99	3,442.81
Employee Benefits Cont - Admin-Medical	3	06	4182.4	5		2,555.98	7,667.94
Employee Benefits Cont - Admin-Pension	3	06	4182.5	5		751.02	2,253.06
Employee Benefits - Admin PFML	3	06	4182.7	5		0.00	249.06
Pitney Bowes Rental	3	06	4190.07	5		0.00	74.50
Membership Dues and Fees	3	06	4190.12	5		0.00	147.11
Telephone/Internet	3	06	4190.13	5		311.86	948.06
Forms & Office Supplies	3	06	4190.17	5		653.20	1,008.57
Other Sundry Expense	3	06	4190.18	5		0.00	135.03
Administrative Contract Costs	3	06	4190.19	5		709.12	1,773.71
Bank Fees	3	09	4190.09	5		0.00	30.00
Administrative Wages	4	01	4110	5		492.79	1,798.14
Legal Expense	4	01	4130	5		0.00	16.18
Travel	4	01	4150	5		12.59	46.67
Audit Expense	4	01	4171	5		0.00	151.88
Employee Benefits Cont - Admin-FICA	4	01	4182.2	5		38.37	142.01
Employee Benefits Cont - Admin-Medical	4	01	4182.4	5		116.08	348.24
Employee Benefits Cont - Admin-Pension	4	01	4182.5	5		33.01	99.03
Employee Benefits - Admin PFML	4	01	4182.7	5		0.00	10.84
Pitney Bowes Rental	4	01	4190.07	5		0.00	2.93
Membership Dues and Fees	4	01	4190.12	5		0.00	4.71
Telephone/Internet	4	01	4190.13	5		12.92	145.83
Forms & Office Supplies	4	01	4190.17	5		25.64	39.59
Other Sundry Expense	4	01	4190.18	5		0.00	5.33
Administrative Contract Costs	4	01	4190.19	5		27.84	68.19
Bank Charges	4	02	4190.09	5		0.00	13.00
Total Administrative Expense						51,389.72	196,694.04
Utilities Expense							
Water	1	01	4310	5		3,123.18	11,288.52

Sunnyside Housing Authority Income Statement

Fiscal Year End Date:	12/31/2025				ACCOUNT	1 Month(s) Ended December 31, 2025	3 Month(s) Ended December 31, 2025
Electricity	1	01	4320	5		1,011.11	2,925.32
Tenant Electric Charges	1	01	4320.1	5		(80.85)	(80.85)
Natural Gas	1	01	4330	5		1,241.94	2,364.14
Tenant Gas Charges	1	01	4330.1	5		0.00	12.86
Sewer	1	01	4390	5		2,724.89	8,174.67
Stormwater	1	01	4390.2	5		38.88	1,525.19
Water	10	03	4310	5		0.00	557.12
Electricity	10	03	4320	5		103.78	861.56
Sewer	10	03	4390	5		0.00	753.26
Stormwater	10	03	4390.2	5		0.00	154.96
Electricity	10	04	4320	5		137.90	137.90
Water	2	01	4310	5		279.69	839.07
Electricity	2	01	4320	5		67.98	136.77
Natural Gas	2	01	4330	5		60.38	149.79
Sewer	2	01	4390	5		124.89	374.67
Water	2	03	4310	5		324.11	961.56
Electricity	2	03	4320	5		518.35	1,821.72
Natural Gas	2	03	4330	5		1,072.39	1,538.90
Sewer	2	03	4390	5		179.83	539.49
Stormwater	2	03	4390.2	5		0.38	1.14
Water	2	04	4310	5		420.09	1,594.05
Electricity	2	04	4320	5		41.15	62.91
Sewer	2	04	4390	5		705.21	2,115.63
Stormwater	2	04	4390.2	5		19.44	626.32
Water	2	07	4310	5		852.23	2,765.20
Electricity	2	07	4320	5		75.22	362.25
Tenant Electric Charges	2	07	4320.1	5		(700.64)	(700.64)
Sewer	2	07	4390	5		836.40	2,509.20
Water	3	06	4310	5		3,978.84	16,415.78
Electricity	3	06	4320	5		1,188.91	3,034.42
Tenant Electric Charges	3	06	4320.1	5		(183.47)	(183.47)
Natural Gas	3	06	4330	5		903.71	1,583.10
Sewer	3	06	4390	5		4,839.89	14,215.63
Stormwater	3	06	4390.2	5		51.46	1,593.18
Water	4	01	4310	5		499.20	1,658.52
Sewer	4	01	4390	5		418.20	1,254.60
Total Utilities Expense						24,874.67	83,944.44
Ordinary Maintenance and Operation							
Maintenance Salaries	1	01	4410	5		18,962.27	71,491.08
Materials	1	01	4420	5		12,708.24	34,426.12
Contract Costs-Other Repairs	1	01	4430.03	5		24.75	24.75
Contract Costs-Radio/Cell Phones	1	01	4430.04	5		184.15	568.92
Contract Costs-Equipment Rental	1	01	4430.06	5		411.42	10,231.43
Contract Costs-Auto/Truck Allowance	1	01	4430.08	5		93.90	111.71
Contract Costs-Maintenance	1	01	4430.09	5		75.00	1,119.00
Contract Costs-Other	1	01	4430.13	5		0.00	10,008.00
Contact Costs-Heating & Cooling Contract	1	01	4430.17	5		3,189.28	3,289.28
Garbage and Trash Collection	1	01	4431	5		4,182.48	12,547.44
Garbage and Trash Collection Solid Waste	1	01	4431.1	5		237.77	636.82
Emp Benefit Cont - Maintenance-FICA	1	01	4433.2	5		1,507.40	5,709.57
Emp Benefit Cont - Maintenance-Medical	1	01	4433.4	5		5,937.82	15,143.41
Emp Benefit Cont - Maint-Pension	1	01	4433.5	5		1,491.06	3,810.15
Employee Benefits - Maint PFML	1	01	4433.7	5		0.00	470.16
Materials	10	02	4420	5		279.00	808.99
Contract Costs-Other Repairs	10	02	4430.03	5		628.98	628.98
Contract Costs-Auto/Truck Allowance	10	02	4430.08	5		0.00	902.77
Maintenance Salaries	10	03	4410	5		0.00	1,418.14
Emp Benefit Cont - Maintenance-FICA	10	03	4433.2	5		0.00	116.15
Emp Benefit Cont - Maintenance-Medical	10	03	4433.4	5		0.00	197.69
Emp Benefit Cont - Maint-Pension	10	03	4433.5	5		0.00	40.12
Employee Benefits - Maint PFML	10	03	4433.7	5		0.00	0.66
Maintenance Salaries	2	01	4410	5		1,843.02	2,479.26
Materials	2	01	4420	5		362.25	971.51
Contract Costs-Other Repairs	2	01	4430.03	5		1.55	1.55
Contract Costs-Radio/Cell Phones	2	01	4430.04	5		11.57	35.75
Contract Costs-Equipment Rental	2	01	4430.06	5		0.00	24.26
Contract Costs-Auto/Truck Allowance	2	01	4430.08	5		5.90	7.02
Garbage and Trash Collection	2	01	4431	5		256.48	769.44

Sunnyside Housing Authority Income Statement

Fiscal Year End Date:					ACCOUNT	1 Month(s) Ended December 31, 2025	3 Month(s) Ended December 31, 2025
12/31/2025							
Emp Benefit Cont - Maintenance-FICA	2	01	4433.2	5	149.45	198.57	
Emp Benefit Cont - Maintenance-Medical	2	01	4433.4	5	70.92	177.82	
Emp Benefit Cont - Maint-Pension	2	01	4433.5	5	18.91	45.96	
Employee Benefits - Maint PFML	2	01	4433.7	5	0.00	4.65	
Maintenance Salaries	2	03	4410	5	330.50	1,380.83	
Materials	2	03	4420	5	0.00	405.12	
Contact Costs-Heating & Cooling Contract	2	03	4430.17	5	979.48	979.48	
Garbage and Trash Collection	2	03	4431	5	240.72	722.16	
Emp Benefit Cont - Maintenance-FICA	2	03	4433.2	5	26.93	111.29	
Emp Benefit Cont - Maintenance-Medical	2	03	4433.4	5	103.23	477.65	
Emp Benefit Cont - Maint-Pension	2	03	4433.5	5	25.96	127.29	
Employee Benefits - Maint PFML	2	03	4433.7	5	0.00	21.61	
Maintenance Salaries	2	04	4410	5	1,386.53	9,333.26	
Materials	2	04	4420	5	608.48	2,678.04	
Contract Costs-Other Repairs	2	04	4430.03	5	2.60	2.60	
Contract Costs-Radio /Cell Phones	2	04	4430.04	5	19.31	59.66	
Contract Costs-Equipment Rental	2	04	4430.06	5	0.00	40.48	
Contract Costs-Auto/Truck Allowance	2	04	4430.08	5	9.85	11.72	
Contract Costs-Maintenance	2	04	4430.09	5	0.00	25.00	
Contact Costs-Heating & Cooling Contract	2	04	4430.17	5	1,357.00	1,357.00	
Garbage and Trash Collection	2	04	4431	5	461.83	1,385.49	
Emp Benefit Cont - Maintenance-FICA	2	04	4433.2	5	109.31	747.54	
Emp Benefit Cont - Maintenance-Medical	2	04	4433.4	5	324.85	1,602.88	
Emp Benefit Cont - Maint-Pension	2	04	4433.5	5	87.67	436.46	
Employee Benefits - Maint PFML	2	04	4433.7	5	0.00	21.90	
Maintenance Salaries	2	07	4410	5	1,087.18	7,412.03	
Materials	2	07	4420	5	844.72	2,507.58	
Contract Costs-Other Repairs	2	07	4430.03	5	1.73	1.73	
Contract Costs-Radio/Cell Phones	2	07	4430.04	5	12.87	39.77	
Contract Costs-Equipment Rental	2	07	4430.06	5	0.00	26.99	
Contract Costs-Auto/Truck Allowance	2	07	4430.08	5	6.57	7.82	
Garbage and Trash Collection	2	07	4431	5	329.18	987.54	
Emp Benefit Cont - Maintenance-FICA	2	07	4433.2	5	85.34	584.21	
Emp Benefit Cont - Maintenance-Medical	2	07	4433.4	5	515.15	1,523.74	
Emp Benefit Cont - Maint-Pension	2	07	4433.5	5	140.46	389.30	
Employee Benefits - Maint PFML	2	07	4433.7	5	0.00	32.74	
Maintenance Salaries	3	06	4410	5	13,137.43	41,723.75	
Materials	3	06	4420	5	5,810.46	14,508.51	
Contract Costs-Other Repairs	3	06	4430.03	5	18.51	18.51	
Contract Costs-Radio /Cell Phones	3	06	4430.04	5	137.75	425.56	
Contract Costs-Equipment Rental	3	06	4430.06	5	194.04	870.88	
Contract Costs-Auto/Truck Allowance	3	06	4430.08	5	70.24	83.56	
Contract Costs-Plumbing Contracts	3	06	4430.22	5	185.00	420.00	
Garbage and Trash Collection	3	06	4431	5	4,514.62	13,543.86	
Garbage and Trash Collection Solid Waste	3	06	4431.1	5	61.67	233.93	
Emp Benefit Cont - Maintenance-FICA	3	06	4433.2	5	1,046.15	3,334.85	
Emp Benefit Cont - Maintenance-Medical	3	06	4433.4	5	2,602.54	9,612.20	
Emp Benefit Cont - Maint-Pension	3	06	4433.5	5	597.36	2,252.84	
Employee Benefits - Maint PFML	3	06	4433.7	5	0.00	262.46	
Maintenance Salaries	4	01	4410	5	514.86	1,758.80	
Materials	4	01	4420	5	399.64	1,087.79	
Contract Costs-Other Repairs	4	01	4430.03	5	0.86	0.86	
Contract Costs-Radio /Cell Phones	4	01	4430.04	5	6.44	19.87	
Contract Costs-Equipment Rental	4	01	4430.06	5	0.00	13.49	
Contract Costs-Auto/Truck Allowance	4	01	4430.08	5	3.28	3.90	
Garbage and Trash Collection	4	01	4431	5	149.65	522.69	
Emp Benefit Cont - Maintenance-FICA	4	01	4433.2	5	41.21	140.45	
Emp Benefit Cont - Maintenance-Medical	4	01	4433.4	5	143.82	359.60	
Emp Benefit Cont - Maint-Pension	4	01	4433.5	5	35.76	89.42	
Employee Benefits - Maint PFML	4	01	4433.7	5	0.00	7.00	
Total Ordinary Maintenance and Operation					91,402.31	305,152.82	
Protective Services							
Protective Services - Contract Costs	1	01	4480	5	0.00	707.50	
Protective Services - Contract Costs	10	03	4480	5	0.00	17.75	
Protective Services - Contract Costs	2	01	4480	5	0.00	101.30	
Protective Services - Contract Costs	2	03	4480	5	0.00	30.50	
Protective Services - Contract Costs	2	04	4480	5	0.00	108.75	
Protective Services - Contract Costs	2	07	4480	5	0.00	67.50	

Sunnyside Housing Authority Income Statement

Fiscal Year End Date: 12/31/2025	ACCOUNT	1 Month(s) Ended December 31, 2025	3 Month(s) Ended December 31, 2025
Protective Services - Contract Costs	3 06 4480 5	0.00	700.60
Protective Services - Contract Costs	4 01 4480 5	0.00	76.90
Total Protective Services		0.00	1,810.80
General Expense			
Insurance - F&EC	1 01 4510.01 5	4,517.98	13,553.94
Insurance - Liability & Bond	1 01 4510.02 5	458.92	1,376.76
Insurance - Automobile	1 01 4510.03 5	118.85	356.55
Insurance - Workmans Comp (LNI)	1 01 4510.04 5	0.00	4,420.26
Insurance - Fidelity Bond	1 01 4510.09 5	7.28	21.84
Collection Loss	1 01 4570 5	1,947.69	1,947.69
Ambulance Service	1 01 4590.1 5	2,696.96	8,090.88
Insurance - F&EC	10 02 4510.01 5	18.95	56.85
Insurance - F&EC	10 03 4510.01 5	117.02	351.06
Insurance - Liability & Bond	10 03 4510.02 5	11.84	35.52
Insurance - Automobile	10 03 4510.03 5	3.07	9.21
Insurance - Workmans Comp (LNI)	10 03 4510.04 5	0.00	21.44
Insurance - Fidelity Bond	10 03 4510.09 5	0.19	0.57
Ambulance Service	10 03 4590.1 5	0.00	38.00
Insurance - F&EC	2 01 4510.01 5	206.60	619.80
Insurance - Liability & Bond	2 01 4510.02 5	20.90	62.70
Insurance - Automobile	2 01 4510.03 5	5.41	16.23
Insurance - Workmans Comp (LNI)	2 01 4510.04 5	0.00	46.75
Insurance - Fidelity Bond	2 01 4510.09 5	0.33	0.99
Ambulance Service	2 01 4590.1 5	171.00	513.00
Insurance - F&EC	2 03 4510.01 5	351.78	1,055.34
Insurance - Liability & Bond	2 03 4510.02 5	35.58	106.74
Insurance - Automobile	2 03 4510.03 5	9.22	27.66
Insurance - Workmans Comp (LNI)	2 03 4510.04 5	0.00	167.09
Insurance - Fidelity Bond	2 03 4510.09 5	0.57	1.71
Ambulance Service	2 03 4590.1 5	31.68	95.04
Insurance - F&EC	2 04 4510.01 5	378.24	1,134.72
Insurance - Liability & Bond	2 04 4510.02 5	38.26	114.78
Insurance - Automobile	2 04 4510.03 5	9.91	29.73
Insurance - Workmans Comp (LNI)	2 04 4510.04 5	0.00	196.90
Insurance - Fidelity Bond	2 04 4510.09 5	0.61	1.83
Pilot Taxes	2 04 4520 5	0.00	2,768.00
Ambulance Service	2 04 4590.1 5	285.00	855.00
Insurance - F&EC	2 07 4510.01 5	392.29	1,176.87
Insurance - Liability & Bond	2 07 4510.02 5	39.68	119.04
Insurance - Automobile	2 07 4510.03 5	10.28	30.84
Insurance - Workman's Comp (LNI)	2 07 4510.04 5	0.00	280.25
Insurance - Fidelity Bond	2 07 4510.09 5	0.63	1.89
Pilot Taxes	2 07 4520 5	0.00	155.00
Insurance - F&EC	3 06 4510.01 5	4,136.82	12,410.46
Insurance - Liability & Bond	3 06 4510.02 5	418.45	1,255.35
Insurance - Automobile	3 06 4510.03 5	108.36	325.08
Insurance - Workmans Comp (LNI)	3 06 4510.04 5	0.00	2,637.16
Insurance - Fidelity Bond	3 06 4510.09 5	6.64	19.92
Pilot Taxes	3 06 4520 5	0.00	799.00
Collection Loss	3 06 4570 5	4,458.32	4,458.32
Ambulance Service	3 06 4590.1 5	1,805.40	5,416.20
Insurance - F&EC	4 01 4510.01 5	260.74	782.22
Insurance - Liability & Bond	4 01 4510.02 5	26.37	79.11
Insurance - Automobile	4 01 4510.03 5	6.83	20.49
Insurance - Workmans Comp (LNI)	4 01 4510.04 5	0.00	71.69
Insurance - Fidelity Bond	4 01 4510.09 5	0.42	1.26
Pilot Taxes	4 01 4520 5	0.00	490.00
Total General Expense		23,115.07	68,624.73
Other Expenditures			
Replacement of Nonexp Equipment	1 01 7520 5	0.00	9,735.03
Operating Exp for Property - Contra	1 01 7590 5	0.00	(9,735.03)
Total Other Expenditures		0.00	0.00
Total Expenses		(190,781.77)	(656,226.83)
Net Income (Loss)		(68,602.28)	(292,684.48)

Balance Sheet

As of Date: 12/31/2025

					Assets
Cash					
Banner Bank #8415	1	01	1111.10	0	540,161.57
Banner Bank #8415 CONTRA	1	01	1111.10A	0	(151,894.34)
Payroll Tax Deposit	1	01	1111.12	0	7,912.75
Petty Cash	1	01	1117	0	25.00
Investments- Analyzed Interest Account	1	01	1162.30	0	2,172,464.22
Money Market Account Contra	1	01	1162.3A	0	(1,532,297.17)
Money Market Reserve	1	01	1162.5A	0	(190,821.00)
Banner Bank #8415 CONTRA	10	01	1111.10A	0	52,868.22
Money Market Account Contra	10	01	1162.3A	0	150,627.70
Banner Bank #8415 CONTRA	10	02	1111.10A	0	74,697.68
Money Market Account Contra	10	02	1162.3A	0	239,822.88
Banner Bank #8415 CONTRA	10	03	1111.10A	0	355,503.98
Petty Cash	10	03	1117	0	100.00
Money Market Account Contra	10	03	1162.3A	0	332,725.32
Money Market Reserve	10	03	1162.5A	0	100,627.37
Banner Bank #8415 CONTRA	10	04	1111.10A	0	43,878.35
Money Market Account Contra	10	04	1162.3A	0	53,072.05
Money Market Reserve	10	04	1162.5A	0	11,650.57
Cash - Yak Fed -SHA SFH, LLC	11	01	1111.12	0	178,121.66
Management Cash	11	01	1111.13	0	134,367.39
Petty Cash	11	01	1117	0	100.00
Banner Bank #8415 CONTRA	2	01	1111.10A	0	32,896.61
Petty Cash	2	01	1117	0	100.00
Money Market Account Contra	2	01	1162.3A	0	27,440.22
Money Market Reserve	2	01	1162.5A	0	78,543.04
Banner Bank #8415 CONTRA	2	03	1111.10A	0	(104,421.65)
Money Market Account Contra	2	03	1162.3A	0	410,937.50
Banner Bank #8415 CONTRA	2	04	1111.10A	0	91,157.34
Money Market Account Contra	2	04	1162.3A	0	207,543.45
Banner Bank #8415 CONTRA	2	07	1111.10A	0	(164,157.73)
Money Market Account Contra	2	07	1162.3A	0	69,284.92
Banner Bank #8415 CONTRA	3	06	1111.10A	0	(189,532.04)
Change Fund	3	06	1118	0	25.00
Money Market Account Contra	3	06	1162.3A	0	23,034.74
US Bank MPR Unrestricted Cash	3	09	1111.12	0	9,504.01
Banner Bank #8415	4	01	1111.10	0	406.25
Banner Bank #8415 CONTRA	4	01	1111.10A	0	(39,248.84)
Reserve Account	4	01	1162.10	0	31,656.92
Money Market Account Contra	4	01	1162.3A	0	17,808.41
Banner Bank #8415 CONTRA	4	02	1111.10A	0	(1,747.56)
Unrestricted Cash	4	02	1111.12	0	3,109.57
Replacement Reserves	2	07	1162.11	0	85,620.92
Security Deposit Funds Held - Contra	1	01	1111.11A	0	423.04
Security Deposit Account	1	01	1114	0	62,858.94
Security Deposit CONTRA	1	01	1114A	0	(19,671.00)
Security Deposit Funds Held - Contra	11	01	1111.12A	0	0.16
Security Deposits	11	01	1114	0	19,670.16
Security Deposit CONTRA	11	01	1114A	0	(0.16)
Security Deposit Account	2	01	1114	0	(295.00)
Security Deposit CONTRA	2	01	1114A	0	1,525.00
Security Deposit Account	2	04	1114	0	335.00
Security Deposit CONTRA	2	04	1114A	0	4,146.00
Security Deposit Account	2	07	1114	0	950.00
Security Deposit CONTRA	2	07	1114A	0	300.00
Security Deposit CONTRA	3	06	1114A	0	13,100.00
Security Deposit CONTRA	4	01	1114A	0	600.00
Operating Reserve	11	01	1162.10	0	100,072.81
Reserve for Replacement	11	01	1162.11	0	11,000.52
Revenue Deficit Reserve	11	01	1162.12	0	58,937.47
Reserve Account	3	06	1162.10	0	1,575,727.85
Total Cash					4,993,356.07
Accounts Receivable					
Accounts Receivable - Tenants	1	01	1122	0	(1,511.68)

Report Criteria PHA: [ALL] Project: [ALL]

Include Unapproved: False Include Zero Balance: False

Balance Sheet

As of Date: 12/31/2025

Accounts Receivable - Tenants	11	01	1122	0	582.47	
Accounts Receivable - Vacated Tenants	11	01	1122.9	0	3,836.00	
Accounts Receivable - Tenants	2	01	1122	0	10.00	
Accounts Receivable - Tenants	2	04	1122	0	36.49	
Accounts Receivable - Tenants	2	07	1122	0	2,322.55	
Accounts Receivable - Tenants	3	06	1122	0	(2,735.94)	
Cash Clearing Account	3	06	1690.1	0	51,595.30	
Accounts Receivable - Tenants	4	01	1122	0	2,497.90	
A/R - IRS 941 Tax Overpayment	1	01	1129.941	0	21.12	
Accounts Receivable - Other	10	03	1129	0	28,907.00	
Allowance for Doubtful Acct's	1	01	1122.1	0	(1,073.86)	
Accounts Receivable - Allowance for Doub	11	01	1122.1	0	(250.05)	
Allowance for Doubtful Acct's	2	01	1122.1	0	(0.15)	
Allowance for Doubtful Acct's	2	04	1122.1	0	(45.82)	
Allowance for Doubtful Acct's	2	07	1122.1	0	(1.88)	
Allowance for Doubtful Acct's	3	06	1122.1	0	(1,215.83)	
Doubtful Allowance-Formal Agreements	3	06	1122.12	0	(1,326.98)	
Allowance for Doubtful Acct's	4	01	1122.1	0	(264.08)	
Total Accounts Receivable						81,382.56
Prepaid and Ohter Assets						
Prepaid Insurance	1	01	1211	0	15,309.13	
Prepaid Insurance	10	02	1211	0	56.87	
Prepaid Insurance	10	03	1211	0	396.25	
Prepaid Insurance	11	01	1211	0	2,091.50	
Prepaid Insurance	2	01	1211	0	699.67	
Prepaid Insurance	2	03	1211	0	1,191.38	
Prepaid Insurance	2	04	1211	0	1,281.04	
Prepaid Insurance	2	07	1211	0	1,328.55	
Prepaid Insurance	3	06	1211	0	14,010.79	
Prepaid Insurance	4	01	1211	0	883.14	
Inventory - Maintenance Supplies	1	01	1260	0	17,915.04	
Inventory - Office Supplies	1	01	1260.1	0	1,245.70	
Deferred Charges - Equipment Inventory	1	01	1270	0	642.00	
Inventory - Maintenance Supplies	2	01	1260	0	409.05	
Inventory - Office Supplies	2	01	1260.1	0	20.76	
Inventory - Maintenance Supplies	2	04	1260	0	1,816.73	
Inventory - Office Supplies	2	04	1260.1	0	44.49	
Inventory - Maintenance Supplies	2	07	1260	0	339.28	
Inventory - Office Supplies	2	07	1260.1	0	8.90	
Inventory - Maintenance Supplies	3	06	1260	0	14,412.42	
Inventory - Office Supplies	3	06	1260.1	0	943.16	
Non-Capitalized Assets	3	06	1270	0	2,388.50	
Inventory - Maintenance Supplies	4	01	1260	0	334.42	
Inventory - Office Supplies	4	01	1260.1	0	44.49	
Deferred Charges - Other	4	01	1290	0	5,361.40	
Allowance for Obsolete Inventory	1	01	1275	0	(863.64)	
Allowance for Obsolete Inventory	2	01	1275	0	(14.45)	
Allowance for Obsolete Inventory	2	04	1275	0	(80.40)	
Allowance for Obsolete Inventory	2	07	1275	0	(19.81)	
Allowance for Obsolete Inventory	3	06	1275	0	(616.30)	
Allowance for Obsolete Inventory	4	01	1275	0	(14.94)	
Total Prepaid and Ohter Assets						81,565.12
Current Assets						
Accounts Receivable - HUD 2024 CFP	1	01	1125.1ZY	0	(2,800.00)	
Accounts Receivable - HUD 2019 CFG	1	01	1125.ZT	0	2,800.00	
Cash Clearing Account	1	01	1690.1	0	60,975.44	
Cash Clearing Account	2	01	1690.1	0	1,035.00	
Cash Clearing Account	2	04	1690.1	0	4,662.00	
Cash Clearing Account	2	07	1690.1	0	8,108.35	
Security Deposit Account	3	06	1114	0	736.84	
Security Deposit Account	4	01	1114	0	150.00	
Accounts Receivable - USDA	4	01	1125	0	16,739.01	
Cash Clearing Account	4	01	1690.1	0	3,694.00	
Total Current Assets						96,100.64
Fixed Assets						

Balance Sheet

As of Date: 12/31/2025

Site Asset	1	01	1440	4	113,301.97
Site Asset	10	03	1440	4	9,317.27
Site Asset	11	01	1440	4	290,535.00
Site Asset	2	03	1440	4	7,772.00
Site Asset	2	04	1440	4	43,800.00
Site Asset	2	07	1440	4	40,238.44
Site Asset	3	06	1440	4	443,959.49
Site Asset	4	01	1440	4	11,255.00
Land	4	02	1440	4	102,025.00
Dwelling Structures	1	01	1460	4	3,019,984.75
Dwelling Structures Improvement	1	01	1460.1	4	4,684,341.90
Nondwelling Structures	1	01	1470	4	101,755.88
Non Dwelling Structure Improvements	1	01	1470.1	4	346,612.51
Dwelling Structures	10	03	1460	4	209,870.09
Dwelling Structure Improvements	10	03	1460.1	4	62,218.10
Dwelling Structures	11	01	1460	4	8,272,905.00
Dwelling Structures	2	01	1460	4	13,554.00
Dwelling Structure Improvements	2	01	1460.1	4	183,522.45
Non Dwelling Structures	2	03	1470	4	13,629.66
Non Dwelling Structure Improvements	2	03	1470.1	4	69,725.21
Dwelling Structures	2	04	1460	4	371,200.00
Dwelling Structure Improvements	2	04	1460.1	4	80,213.30
Dwelling Structures	2	07	1460	4	387,424.06
Dwelling Structure Improvements	2	07	1460.1	4	1,488,567.25
Dwelling Structures	3	06	1460	4	5,684,478.41
Dwelling Structure Improvement	3	06	1460.1	4	946,796.05
Non Dwelling Structures	3	06	1470	4	28,698.59
Dwelling Structures	4	01	1460	4	113,071.65
Dwelling Structure Improvements	4	01	1460.1	4	72,011.53
Dwelling Structures	4	02	1460	4	1,538,626.57
Nondwelling Equipment	1	01	1475	4	9,380.65
Maintenance Equipment	1	01	1475.2	4	9,665.79
Community Space Equipment	1	01	1475.3	4	38,315.91
Computer Equipment & Software	1	01	1475.4	4	2,494.99
Office Furniture & Equipment	10	02	1475.1	4	25,010.10
Maintenance Equipment	10	02	1475.2	4	87,468.31
Automotive Equipment	10	02	1475.7	4	234,960.00
Maintenance Equipment	11	01	1475.2	4	766.08
Office Furniture & Equipment	2	03	1475.1	4	8,941.46
Community Space Equipment	2	03	1475.3	4	1,073.49
Dwelling Equipment Asset	1	01	1465.1	4	197,990.51
Dwelling Equipment	10	03	1465.1	4	2,309.00
Dwelling Equipment	11	01	1465.1	4	13,471.00
Dwelling Equipment	2	01	1465.1	4	16,219.13
Dwelling Equipment	2	03	1465.1	4	4,198.56
Dwelling Equipment	2	04	1465.1	4	32,814.01
Dwelling Equipment	2	07	1465.1	4	12,482.61
Dwelling Equipment	3	06	1465.1	4	131,059.69
Dwelling Equipment	4	01	1465.1	4	7,214.16
Site Improvements Asset	1	01	1450	4	1,171,821.34
Site Improvement - Well	1	01	1450.1	4	13,469.48
Site Improvement	10	03	1450	4	11,357.45
Site Improvement	2	01	1450	4	3,905.00
Site Improvement	2	03	1450	4	21,980.86
Site Improvement	2	04	1450	4	9,427.52
Site Improvement	3	06	1450	4	296,208.35
Accumulated Depreciation	1	01	1400.5	4	(8,468,878.29)
Accumulated Depreciation	10	02	1400.5	4	(262,665.96)
Accumulated Depreciation	10	03	1400.5	4	(284,475.26)
Accumulated Depreciation	11	01	1400.5	4	(2,346,736.69)
Accumulated Depreciation	2	01	1400.5	4	(207,428.10)
Accumulated Depreciation	2	03	1400.5	4	(100,818.91)
Accumulated Depreciation	2	04	1400.5	4	(464,183.27)
Accumulated Depreciation	2	07	1400.5	4	(516,977.47)
Accumulated Depreciation	3	06	1400.5	4	(6,093,741.35)
Accumulated Depreciation	4	01	1400.5	4	(183,946.75)

Report Criteria PHA: [ALL] Project: [ALL]

Include Unapproved: False Include Zero Balance: False

Balance Sheet

As of Date: 12/31/2025

Accumulated Depreciation	4	02	1400.5	4	(91,890.20)
CAPITAL GRANTS SOFT COSTS	1	01	1400.ZT	0	(119,403.00)
2019 CFP OPERATIONS	1	01	1406	ZT	119,403.00
CONTRACT ADMINISTRATION	1	01	1480.7	ZT	106,048.55
ENVIRONMENTAL REVIEW	1	01	1480.8	ZT	15,515.00
MATERIALS TESTING	1	01	1480.9	ZT	27,879.76
CONSTRUCTION IN PROGRESS	10	03	1480	4	21,857.17
Construction In Progress	2	03	1480	4	39,189.00
Contract Work in Process	3	06	1480	4	125,531.55
Contract Work in Progress	3	09	1480	4	5,099,156.49
Development Costs	3	09	1483	4	194,613.00
Update Natrual Gas Service to Com Bldg	1	01	1480.1	ZW	13,157.76
Replace Floor Coverings	1	01	1480.1	ZY	47,846.45
INSTALL SMOKE DETECTORS	1	01	1480.10	ZT	18,476.05
Electrical Updates	1	01	1480.12	ZT	43,927.64
Update Electric Svc to Comm Bldg & Laund	1	01	1480.2	ZW	9,320.08
Replace Natural Gas Water Heaters	1	01	1480.2	ZX	215,691.79
Electrical Updates - Seniors	1	01	1480.2	ZY	14,322.35
Install Hardwired Smoke Detectors	1	01	1480.3	ZU	96,975.58
Update Natural Gas Svc to Units	1	01	1480.3	ZW	70,893.67
HVAC Improvements	1	01	1480.3	ZX	170,396.17
Update Electrical Services	1	01	1480.4	ZU	313,141.56
Updaste Electric Service to Units	1	01	1480.4	ZW	14,710.43
ELECTRICAL UPDATES	1	01	1480.4	ZX	60,695.00
Kitchen Vents	1	01	1480.5	ZU	1,750.01
Improve Kitchen Ventilation	1	01	1480.5	ZW	174,620.95
Updaste Natural Gas Service	1	01	1480.6	ZV	376,470.00
HVAC Improvements	1	01	1480.6	ZW	170,518.11
Total Fixed Assets					19,536,378.45
Non Current Assets					
Accounts Receivable - Other	2	01	1129	0	290,000.00
Total Non Current Assets					290,000.00
Total Assets					25,078,782.84
Liabilities					
Current Liabilities					
Accounts Payable - Vendors	11	01	2111	0	5,112.78
Pet Deposits	1	01	2114.1	0	2,200.00
Quarterly Taxes Payable	10	03	2117.7	0	(51.66)
Quarterly Taxes Payable	2	01	2117.7	0	(37.61)
Quarterly Taxes Payable	2	03	2117.7	0	(24.04)
Quarterly Taxes Payable	2	04	2117.7	0	(86.68)
Quarterly Taxes Payable	2	07	2117.7	0	(42.18)
Quarterly Taxes Payable	4	01	2117.7	0	(61.44)
A/P - Utilities	1	01	2119.8	0	11,741.76
Accts Payable Other	3	06	2119.1	0	130.24
Accrued Comp Absences - Short Term Adm	1	01	2135.1A	0	12,299.29
Accrued Comp Absences - Short Term Maint	1	01	2135.1M	0	5,024.44
Accrued Comp Absences - Short Term Adm	10	03	2135.1A	0	1,105.77
Accrued Comp Absences - Short Term Maint	10	03	2135.1M	0	35.29
Accrued Comp Absences - Short Term Adm	2	01	2135.1A	0	305.02
Accrued Comp Absences - Short Term Maint	2	01	2135.1M	0	264.51
Accrued Comp Absences - Short Term Maint	2	03	2135.1M	0	32.19
Accrued Comp Absences - Short Term Adm	2	04	2135.1A	0	509.59
Accrued Comp Absences - Short Term Maint	2	04	2135.1M	0	448.65
Accrued Comp Absences - Short Term Admin	2	07	2135.1A	0	505.47
Accrued Comp Absences - Short Term Mant	2	07	2135.1M	0	319.24
Accrued Comp Absences - Short Term Adm	3	06	2135.1A	0	7,534.12
Accrued Comp Absences - Short Term Maint	3	06	2135.1M	0	3,610.69
Accrued Comp Absences - Short Term Adm	4	01	2135.1A	0	336.15
Accrued Comp Absences - Short Term Maint	4	01	2135.1M	0	183.90
Tenant Security Deposits Payable	1	01	2114	0	31,753.91
Tenant Security Deposits	11	01	2114	0	19,670.00
Tenant Security Deposits Payable	2	01	2114	0	1,230.00
Tenant Security Deposits Payable	2	04	2114	0	4,481.00

Balance Sheet

As of Date: 12/31/2025

Tenant Security Deposits Payable	2	07	2114	0	1,250.00
Tenant Security Deposits Payable	3	06	2114	0	12,950.00
Tenant Security Deposits Payable	4	01	2114	0	750.00
Federal Income Tax Withheld	1	01	2117.1	0	2,595.91
Social Security Tax	1	01	2117.2	0	4,249.57
Medicare	1	01	2117.21	0	994.45
Hospitalization Withheld (before tax)	1	01	2117.4	0	1,260.15
Voluntary Retirement	1	01	2117.5	0	1,270.34
Long Term Care Payable	1	01	2117.6	0	1,520.46
Quarterly Taxes Payable	1	01	2117.7	0	3,821.35
Quarterly Taxes Payable	3	06	2117.7	0	(682.72)
Tenant Prepaid Rents	11	01	2240	0	167.00
Deferred Credits - Other	4	01	2290	0	980.91
Accrued Liabilities - PILOT	1	01	2137	0	53,281.24
Accrued Liabilities - PILOT	2	04	2137.12	0	2,767.85
Accrued Liabilities - PILOT	2	07	2137.12	0	155.00
Accrued Liabilities - PILOT	3	06	2137.12	0	799.00
Accrued Liabilities - PILOT	4	01	2137.12	0	490.00
Accrued Interest	11	01	2139	0	7,817.00
Interest Payable - Non HUD	3	06	2132	0	3,509.04
Interest Payable - USDA 07-3 Loan #3	3	06	2132.03	0	7.12
Interest Payable-USDA/Rural Development	3	09	2132	0	32,119.91
Interest Payable - Non HUD	4	01	2132	0	274.30
Capital Loans/Notes Payable-Short Term	3	06	2176	0	39,052.17
Capital Loans/Notes Payable-Short Term	4	01	2176	0	327.80
Capital Loans/Notes Payable-Short Term	4	02	2176	0	13,088.78
Total Current Liabilities					293,347.03
Long Term Liabilities					
Developer Fee Payable	11	01	2112	0	29,995.53
Due to SHA	11	01	2115	0	290,000.00
Unclaimed Funds	11	01	2127	0	84.00
Company Management Fee	11	01	2140	0	4,120.00
SHA Management Fee Payable	11	01	2141	0	10,300.00
Accrued Comp Absences - Long Term Adm	1	01	2135.2A	0	4,702.96
Accrued Comp Absences - Long Term Maint	1	01	2135.2M	0	3,030.57
Accrued Comp Absences - Long Term Adm	10	03	2135.2A	0	25.09
Accrued Comp Absences - Long Term Mnt	10	03	2135.2M	0	22.22
Accrued Comp Absences - Long Term Adm	2	01	2135.2A	0	118.58
Accrued Comp Absences - Long Term Maint	2	01	2135.2M	0	171.38
Accrued Comp Absences - Long Term Maint	2	03	2135.2M	0	20.27
Accrued Comp Absences - Long Term Adm	2	04	2135.2A	0	197.74
Accrued Comp Absences - Long Term Maint	2	04	2135.2M	0	290.55
Accrued Comp Absences - Long Term Adm	2	07	2135.2A	0	179.27
Accrued Comp Absences - Long Term Mnt	2	07	2135.2M	0	206.38
Accrued Comp Absences - Long Term Adm	3	06	2135.2A	0	2,926.73
Accrued Comp Absences - Long Term Maint	3	06	2135.2M	0	2,330.94
Accrued Comp Absences - Long Term Adm	4	01	2135.2A	0	150.94
Accrued Comp Absences - Long Term Maint	4	01	2135.2M	0	118.48
Capital Loans - Long Term - HTF	11	01	2311	0	2,188,866.00
Long Term Debt - Capital Loans	2	07	2311	0	1,511,949.15
Long Term Debt - Capital Loans	3	06	2311	0	274,840.36
Long Term Debt-USDA 07-3 Loan #3	3	06	2311.03	0	18,139.59
Capital Loans - Long Term	3	09	2311	0	3,996,743.92
Long Term Debt-USDA 07-3-Loan #11	3	09	2311.11	0	370,000.00
Capital Loans-USDA 07-3-Loan #12	3	09	2311.12	0	1,511,694.78
Long Term Debt - Capital Loans	4	01	2311	0	90,917.80
Long Term Debt - Capital Loans	4	02	2311	0	1,630,960.22
Total Long Term Liabilities					11,943,103.45
Total Liabilities					12,236,450.48
Owner's Equity					
Net Assets - Unrestricted	1	01	2841	0	2,727,797.37
Grant Soft Costs - Contra	1	01	2845.21	0	127,966.45
2019 CFG GRANT ADVANCES	1	01	99220	ZT	328,450.00

Balance Sheet

As of Date: 12/31/2025

2020 Grant Advances	1	01	99220	ZU	341,679.83	
2021 Grant Advances	1	01	99220	ZV	376,470.00	
2022 Grant Advances	1	01	99220	ZW	392,714.71	
2023 Grant Advances	1	01	99220	ZX	364,089.27	
CF-24 Advances	1	01	99220	ZY	26,899.96	
2019 CFG GRANT ADVANCES - CONTRA	1	01	99390	ZT	(328,450.00)	
2020 Grant Advances - Contra	1	01	99390	ZU	(341,679.83)	
2021 Grant Advances - Contra	1	01	99390	ZV	(376,470.00)	
2022 Grant Advances- Contra	1	01	99390	ZW	(392,714.71)	
2023 Grant Advances - Contra	1	01	99390	ZX	(364,089.27)	
CF-24 Advances - Contra	1	01	99390	ZY	(26,899.96)	
Net Assets - Unrestricted	10	01	2841	0	203,495.92	
Net Assets - Unrestricted	10	02	2841	0	419,153.41	
Net Assets - Unrestricted	10	03	2841	0	890,242.11	
Net Assets - Unrestricted	10	04	2841	0	111,049.21	
Net Assets - Unrestricted	11	01	2841	0	(2,508,078.12)	
NEF Equity	11	01	2842	0	6,316,656.00	
SHA Equity	11	01	2843	0	73.00	
Retained Earnings	11	01	2844	0	154,375.25	
Owner Contributions	11	01	2846	0	58,935.00	
Member Contributions	11	01	2847	0	161,213.00	
Net Assets - Unrestricted	2	01	2841	0	460,946.73	
Net Assets - Unrestricted	2	03	2841	0	430,659.42	
Net Assets - Unrestricted	2	04	2841	0	413,685.67	
Net Assets - Unrestricted	2	07	2841	0	(140,763.38)	
Restricted Net Assets USDA Reserves	3	06	2751	0	927,997.67	
Net Assets - Unrestricted	3	06	2841	0	1,957,525.92	
Net Assets - Unrestricted	3	09	2841	0	(607,124.11)	
Restricted Net Assets USDA Reserves	4	01	2751	0	33,526.17	
Net Assets - Unrestricted	4	01	2841	0	(58,244.66)	
Net Assets - Unrestricted	4	02	2841	0	(93,854.62)	
Restricted Net Asset	2	07	2750	0	85,260.92	
CFG Net Capital Assets	1	01	2701.01	0	1,471,958.62	
Total Owner's Equity						13,544,452.95
Net Income (Loss)						(702,120.59)
Total Owner's Equity						12,842,332.36
Total Liabilities and Owner's Equity						25,078,782.84

Ad-West Realty Services

Ad-West Realty Services, Inc.

500 108th Ave NE, Ste 1100
Bellevue, WA 98004
(425) 391-3937
emily_lantz@ad-west.com
January 15, 2026

Elizabeth Alba

Sunnyside Housing Authority
120 South 13th St
Sunnyside, WA 98944
elizabeth@sunnysideha.org

Re: Rainier Park Apartments Monthly Reports

Dear Elizabeth,

Happy New Year! Thank you for your trust to manage your property this last year, we are excited to continue working with you in this new year!

Enclosed, please find the monthly summary report and financial statements for Rainier Park. Please don't hesitate to reach out if have any questions or need additional information.

Rainier Park concluded December and the 2025 fiscal year in a strong financial and operational position. Occupancy remained at 100% with no units vacant. Year-to-date operating cash flow significantly exceeded budget, driven primarily by disciplined expense control across administrative, maintenance, and utilities, as well as stable collections with no meaningful delinquency. Operating and replacement reserves are fully funded and continuing to earn interest.

On the revenue side, rental income finished modestly below budget for the year, reflecting conservative rent structures and ongoing loss-to-lease in support of affordability, partially offset by slightly higher-than-budgeted interest earnings. On the expense side, most major categories came in under budget for the year, particularly maintenance and several administrative line items; where we were over budget (e.g., employee benefits and certain plumbing repairs and landscaping improvements), these were tied to resident service and curb appeal priorities and were either one-time or seasonal in nature. We will continue to monitor these lines and refine the 2026 budget and contract schedules to smooth timing and ensure that any higher-cost items are planned and well-justified.

We did unfortunately have an incident in which rent checks were stolen from the main office - a police report was filed and we will provide updates as they are available.

Elizabeth, as always, please let me know if you have any questions regarding the monthly reports or this letter.

Sincerely,

Emily Lantz

Regional Property Manager

CC: Annette Lara

CASHFLOW

Month	YTD
\$8,409.83	\$73,015.57

VACANCY

Month	YTD	YTD %
\$0.00	\$0.00	0.00%

Unit	M/O Date	Detail

TENANT RECEIVABLES

Tenant Receivable = \$8,201.00

Amounts owing over \$150:

Unit	Amount Owing	Detail
A2	\$623.00	Rent stolen/police report filed
A3	\$554.00	Rent stolen/police report filed
B3	\$554.00	Rent stolen/police report filed
B6	\$734.00	Applied for rental assistance
C3	\$1,373.00	Rent stolen/police report filed
D1	\$626.00	Paying 2/10
F2	\$711.00	Rent stolen/police report filed
F3	\$832.00	Paying 2/10
G1	\$796.00	Paying 2/10
H1	\$620.00	Rent stolen/police report filed
L3	\$711.00	Rent stolen/police report filed

NOTABLE EXPENSES

Vendor (Payee)	Amount	Detail
	\$0.00	

REPLACEMENT RESERVE EXPENSES

Vendor (Payee)	Amount	Detail
	\$0.00	

Rainier Park
Balance Sheet
December 31, 2025

Assets

Current Assets

Cash

1000-00 - Operating Account	424,534.13
1000-80 - General Partnership Cash	177,627.88
1020-30 - Operating Reserve	102,257.91
1020-40 - Operating Reserve - Secondary	59,516.42
1060-00 - Replacement Res-Primary	110,497.87
1070-00 - Petty Cash	500.00
1070-10 - Petty Cash-Card	700.00
1080-00 - Tenant Security Deposits	21,228.68

Total Cash	896,862.89
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Accounts Receivable

1100-00 - Due From Tenant-Rent Rec	8,201.00
1100-90 - Allowance for Bad Debt	3,994.00
1160-00 - Due from Management Agent	(46.00)
1200-00 - Other Receivables	107.91

Total Accounts Receivable	12,256.91
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Total Current Assets	909,119.80
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Fixed Assets

1600-00 - Land	290,535.00
1650-00 - Buildings	8,272,905.00
1700-00 - Furnishings	13,471.00
1750-00 - Equipment	766.08

Depreciation & Amortization

1660-00 - Acc Depr-Bldg	(1,846,203.00)
Total Depreciation & Amortization	(1,846,203.00)

Total Fixed Assets	6,731,474.08
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Other Assets

1800-00 - Loan Origination Fees	54,383.00
1810-00 - Acc Amort-Loan Fees	(12,127.00)
1820-00 - Capitalized Start Up Cost	102,056.00
1830-00 - Acc Amort-StartUp Cost	(91,003.00)

Total Other Assets	53,309.00
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Total Assets	7,693,902.88
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Rainier Park
Balance Sheet
December 31, 2025

Liabilities & Equity

Liabilities

Current Liabilities

2250-00 - Accrued Expenses	1,751.68
2400-00 - Security Deposits Held	21,170.00
2450-00 - Pre Paid Rent - Tenants	742.60
2510-00 - Accrued Int	203,209.88
Total Current Liabilities	<u>226,874.16</u>

Long Term Liabilities

2500-00 - Note Payable USDA-RD	32,532.00
2520-00 - Note Payable	290,000.00
2600-10 - Note Payable-DCTED	2,144,122.50
Total Long Term Liabilities	<u>2,466,654.50</u>

Other Liabilities

2900-00 - Other Liabilities	26,325.33
Total Other Liabilities	<u>26,325.33</u>

Total Liabilities 2,719,853.99

Equity

3000-30 - Equity-GP	(58.00)
3000-40 - Equity-LP	5,228,369.18
3000-60 - Syndication	(92,733.00)
Retained Earnings	(239,114.01)
Current Net Income	77,584.72
	<u>77,584.72</u>

Total Equity 4,974,048.89

Total Liabilities & Equity **7,693,902.88**

Rainier Park Comparative Income Statement

December 31, 2025
ACCRUAL

	Month Ending 12/31/2025				Year to Date 12/31/2025			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Receipts								
Rental Income								
Rent								
4000-00 - Rent Income-Tenants	25,648.00	27,475.83	(1,827.83)	(6.65) %	307,776.00	329,709.96	(21,933.96)	(6.65) %
5000-00 - Vacancy	0.00	(769.32)	769.32	100.00 %	0.00	(9,231.84)	9,231.84	100.00 %
TOTAL RENT	25,648.00	26,706.51	(1,058.51)	(3.96) %	307,776.00	320,478.12	(12,702.12)	(3.96) %
Due From Tenant/Prepays								
1100-00 - Due From Tenant-Rent Rec	(346.00)	0.00	(346.00)	(100.00) %	(1,399.00)	0.00	(1,399.00)	(100.00) %
2450-00 - Pre Paid Rent - Tenants	(100.00)	0.00	(100.00)	(100.00) %	480.60	0.00	480.60	100.00 %
TOTAL DUE FROM TENANT/PREPAIDS	(446.00)	0.00	(446.00)	(100.00) %	(918.40)	0.00	(918.40)	(100.00) %
TOTAL RENTAL INCOME	25,202.00	26,706.51	(1,504.51)	(5.63) %	306,857.60	320,478.12	(13,620.52)	(4.25) %
Tenant Charges								
4020-00 - Miscellaneous Charges	0.00	166.66	(166.66)	(100.00) %	0.00	1,999.92	(1,999.92)	(100.00) %
4070-00 - Tenant Damage Reimburseme	0.00	168.75	(168.75)	(100.00) %	0.00	2,025.00	(2,025.00)	(100.00) %
TOTAL TENANT CHARGES	0.00	335.41	(335.41)	(100.00) %	0.00	4,024.92	(4,024.92)	(100.00) %
Other Revenue								
4300-00 - Interest Income	62.82	83.33	(20.51)	(24.61) %	969.94	999.96	(30.02)	(3.00) %
4310-00 - Interest-Replacement Res	44.17	22.66	21.51	94.92 %	598.73	271.92	326.81	120.18 %
TOTAL OTHER REVENUE	106.99	105.99	1.00	0.94 %	1,568.67	1,271.88	296.79	23.33 %
TOTAL RECEIPTS	25,308.99	27,147.91	(1,838.92)	(6.77) %	308,426.27	325,774.92	(17,348.65)	(5.32) %
Operating Disbursements								
Advertising and Marketing								
5100-00 - Advertising	0.00	20.83	20.83	100.00 %	80.00	249.96	169.96	67.99 %
TOTAL ADVERTISING AND MARKETING	0.00	20.83	20.83	100.00 %	80.00	249.96	169.96	67.99 %
Administrative								
5200-00 - Office Expense	274.89	645.83	370.94	57.43 %	5,983.30	7,749.96	1,766.66	22.79 %
5200-10 - Postage	0.00	20.83	20.83	100.00 %	0.00	249.96	249.96	100.00 %
5210-00 - Management Fee	1,189.79	2,472.82	1,283.03	51.88 %	20,462.72	29,673.84	9,211.12	31.04 %
5210-50 - Asset Management Fee	0.00	0.00	0.00	0.00 %	0.00	16,717.00	16,717.00	100.00 %
5220-00 - Manager Salary	2,118.67	2,229.16	110.49	4.95 %	25,780.69	26,749.92	969.23	3.62 %
5230-00 - Legal	0.00	833.33	833.33	100.00 %	0.00	9,999.96	9,999.96	100.00 %
5240-00 - Audit/Accounting	0.00	104.16	104.16	100.00 %	1,751.67	1,249.92	(501.75)	(40.14) %
5250-00 - Telephone	99.74	83.33	(16.41)	(19.69) %	842.40	999.96	157.56	15.75 %
5250-10 - Internet Service	46.51	83.33	36.82	44.18 %	445.54	999.96	554.42	55.44 %
5260-00 - Employee Benefits	613.04	416.66	(196.38)	(47.13) %	7,974.64	4,999.92	(2,974.72)	(59.49) %
5270-00 - Misc Administration	69.70	145.83	76.13	52.20 %	734.58	1,749.96	1,015.38	58.02 %
5280-00 - Training & Travel Expense	0.00	83.33	83.33	100.00 %	120.00	999.96	879.96	87.99 %
5870-00 - Compliance Monitoring Fee	0.00	150.00	150.00	100.00 %	1,800.00	1,800.00	0.00	0.00 %
TOTAL ADMINISTRATIVE	4,412.34	7,268.61	2,856.27	39.29 %	65,895.54	103,940.32	38,044.78	36.60 %
Utility								
5290-00 - Electricity	179.93	250.00	70.07	28.02 %	2,302.37	3,000.00	697.63	23.25 %
5320-00 - Water	927.38	1,020.83	93.45	9.15 %	10,896.85	12,249.96	1,353.11	11.04 %
5330-00 - Sewer	1,635.45	1,583.33	(52.12)	(3.29) %	19,610.91	18,999.96	(610.95)	(3.21) %
5340-00 - Trash Removal	906.80	916.66	9.86	1.07 %	10,862.59	10,999.92	137.33	1.24 %

Ad-West Realty Services

Ad-West Realty Services, Inc.

500 108th Ave NE, Ste 1100
Bellevue, WA 98004
(425) 391-3937
emily_lantz@ad-west.com
January 15, 2026

Elizabeth Alba

Sunnyside Housing Authority
204 13th Street
Sunnyside, WA 98944
Elizabeth@sunnysideha.org

Re: Sunnyview Apartments Monthly Reports

Dear Elizabeth,

Happy New Year! Thank you for your trust to manage your property this last year, we are excited to continue working with you in this new year!

Enclosed, please find the monthly summary report and financial statements for Sunnyview. Please don't hesitate to reach out if have any questions or need additional information.

Sunnyview ended December with solid year-to-date performance and strong cash and reserve positions. Total receipts for 2025 were essentially on budget, with rental income tracking in line overall.

A few areas merit continued attention. Vacancy loss for the year ran modestly above budget, and December's vacancy impact was elevated, driven by a small number of units that remained vacant over 30 days; however, two of these units had January move-ins, which should improve collections early in 2026. On the expense side, utilities (especially water and utility taxes) and grounds contracts/grounds payroll finished over budget, reflecting higher city utility charges and enhanced landscaping services. Employee benefits also ran above budget due to timing and benefit cost changes. We are monitoring these categories closely, have confirmed that services and billing are accurate, and will be tightening bidding and usage reviews in 2026 to protect NOI while maintaining property quality.

As we move into 2026, our priorities are to quickly turn and fill any long-vacant units, hold administrative and contract costs in line with budget, and continue investing selectively in unit and building enhancements that support long-term affordability, resident stability, and asset preservation.

Elizabeth, as always, please let me know if you have any questions regarding the monthly reports or this letter.

Sincerely,

Emily Lantz

Regional Property Manager

CC: Annette Lara

CASHFLOW

Month	YTD
(\$4,761.54)	\$65,440.50

VACANCY

Month	YTD	YTD %
\$4,124.00	\$20,053.00	7.36%

Unit	M/O Date	Detail
02	05/31/2025	Move in 2/10
15	09/30/2025	Moved in 1/9
16	11/30/2025	Calling waitlist, no RA so harder to rent
20	07/31/2025	Moved in 1/9

TENANT RECEIVABLES

Tenant Receivable = \$5,831.40

Amounts owing over \$150:

Unit	Amount Owing	Detail
09	\$1,713.00	Now paid
12	\$452.00	To be paid 2/13
17	\$572.00	Rent stolen/police report filed
19	\$719.00	Now paid
22	\$2,292.00	To be paid 2/14

NOTABLE EXPENSES

Vendor (Payee)	Amount	Detail
	\$0.00	

REPLACEMENT RESERVE EXPENSES

Vendor (Payee)	Amount	Detail
	\$0.00	

Sunnyview Apartments

Balance Sheet

December 31, 2025

Assets

Current Assets

Cash

1000-00 - Operating Account	72,095.71
1040-00 - Tax & Insurance Reserve	44,282.30
1060-00 - Replacement Res-Primary	108,170.62
1070-00 - Petty Cash	500.00
1070-10 - Petty Cash-Card	500.00
1080-00 - Tenant Security Deposits	13,028.04

Total Cash 238,576.67

Accounts Receivable

1100-00 - Due From Tenant-Rent Rec	5,831.40
1120-00 - Due From RD-Rental Asst	3,552.51
1180-00 - Employee Advances	(1.06)
1200-00 - Other Receivables	51.20

Total Accounts Receivable 9,434.05

Other Current Assets

1090-30 - Prior Mgmt RR Funds	(48,000.00)
1340-00 - Other Prepays	2,744.10

Total Other Current Assets (45,255.90)

Total Current Assets 202,754.82

Total Assets

202,754.82

Sunnyview Apartments

Balance Sheet

December 31, 2025

Liabilities & Equity

Liabilities

Current Liabilities

2000-00 - A/P	(45.80)
2030-00 - A/P Unclaimed Property	233.00
2250-00 - Accrued Expenses	10,500.00
2400-00 - Security Deposits Held	11,165.00
2450-00 - Pre Paid Rent - Tenants	390.00
Total Current Liabilities	<u>22,242.20</u>

Total Liabilities 22,242.20

Equity

Retained Earnings	105,617.99
Current Net Income	<u>74,894.63</u>

Total Equity 180,512.62

Total Liabilities & Equity 202,754.82

Sunnyview Apartments

Comparative Income Statement

December 31, 2025
ACCRUAL

	Month Ending 12/31/2025				Year to Date 12/31/2025			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Receipts								
Rental Income								
Rent								
4000-00 - Rent Income-Tenants	14,492.00	22,692.00	(8,200.00)	(36.13) %	150,828.00	272,304.00	(121,476.00)	(44.61) %
4000-10 - Rent Income-RA Subsidy	8,021.00	0.00	8,021.00	100.00 %	118,351.00	0.00	118,351.00	100.00 %
4000-20 - Subsidy-Utility Allowance	0.00	0.00	0.00	0.00 %	52.00	0.00	52.00	100.00 %
4010-00 - Overage Collected	557.00	0.00	557.00	100.00 %	5,788.00	0.00	5,788.00	100.00 %
5000-00 - Vacancy	(4,124.00)	(1,361.52)	(2,762.48)	(202.89) %	(20,053.00)	(16,338.24)	(3,714.76)	(22.73) %
TOTAL RENT	18,946.00	21,330.48	(2,384.48)	(11.17) %	254,966.00	255,965.76	(999.76)	(0.39) %
Due From Tenant/Prepays								
1100-00 - Due From Tenant-Rent Rec	(2,810.00)	0.00	(2,810.00)	(100.00) %	586.00	0.00	586.00	100.00 %
1120-00 - Due From RD-Rental Asst	0.00	0.00	0.00	0.00 %	(2,630.00)	0.00	(2,630.00)	(100.00) %
2450-00 - Pre Paid Rent - Tenants	381.00	0.00	381.00	100.00 %	(622.81)	0.00	(622.81)	(100.00) %
TOTAL DUE FROM TENANT/PREPAIDS	(2,429.00)	0.00	(2,429.00)	(100.00) %	(2,666.81)	0.00	(2,666.81)	(100.00) %
TOTAL RENTAL INCOME	16,517.00	21,330.48	(4,813.48)	(22.56) %	252,299.19	255,965.76	(3,666.57)	(1.43) %
Tenant Charges								
4020-00 - Miscellaneous Charges	348.50	0.00	348.50	100.00 %	348.50	0.00	348.50	100.00 %
4070-00 - Tenant Damage Reimburseme	345.00	166.67	178.33	106.99 %	1,745.00	2,000.04	(255.04)	(12.75) %
TOTAL TENANT CHARGES	693.50	166.67	526.83	316.09 %	2,093.50	2,000.04	93.46	4.67 %
Tenant Credits								
5050-00 - Bad Debt	0.00	0.00	0.00	0.00 %	(602.00)	0.00	(602.00)	(100.00) %
5060-00 - Other Credits	(202.00)	0.00	(202.00)	(100.00) %	(864.00)	0.00	(864.00)	(100.00) %
TOTAL TENANT CREDITS	(202.00)	0.00	(202.00)	(100.00) %	(1,466.00)	0.00	(1,466.00)	(100.00) %
Other Revenue								
4200-00 - Laundry Income	599.26	145.83	453.43	310.93 %	3,470.47	1,749.96	1,720.51	98.31 %
4300-00 - Interest Income	11.38	5.83	5.55	95.19 %	134.82	69.96	64.86	92.71 %
4310-00 - Interest-Replacement Res	43.34	20.83	22.51	108.06 %	553.91	249.96	303.95	121.59 %
TOTAL OTHER REVENUE	653.98	172.49	481.49	279.14 %	4,159.20	2,069.88	2,089.32	100.93 %
TOTAL RECEIPTS	17,662.48	21,669.64	(4,007.16)	(18.49) %	257,085.89	260,035.68	(2,949.79)	(1.13) %
Operating Disbursements								
Advertising and Marketing								
5100-00 - Advertising	0.00	0.00	0.00	0.00 %	147.00	0.00	(147.00)	(100.00) %
TOTAL ADVERTISING AND MARKETING	0.00	0.00	0.00	0.00 %	147.00	0.00	(147.00)	(100.00) %
Administrative								
5200-00 - Office Expense	233.64	375.00	141.36	37.69 %	3,924.56	4,500.00	575.44	12.78 %
5210-00 - Management Fee	1,773.00	2,208.00	435.00	19.70 %	24,669.00	26,496.00	1,827.00	6.89 %
5220-00 - Manager Salary	2,061.76	1,895.83	(165.93)	(8.75) %	19,498.59	22,749.96	3,251.37	14.29 %
5230-00 - Legal	0.00	416.67	416.67	100.00 %	0.00	5,000.04	5,000.04	100.00 %
5240-00 - Audit/Accounting	0.00	791.67	791.67	100.00 %	1,500.00	9,500.04	8,000.04	84.21 %
5250-00 - Telephone	53.75	187.50	133.75	71.33 %	666.90	2,250.00	1,583.10	70.36 %
5250-10 - Internet Service	(10.00)	125.00	135.00	108.00 %	484.99	1,500.00	1,015.01	67.66 %
5260-00 - Employee Benefits	4,077.90	458.33	(3,619.57)	(789.73) %	14,629.80	5,499.96	(9,129.84)	(165.99) %
5270-00 - Misc Administration	44.86	0.00	(44.86)	(100.00) %	969.26	0.00	(969.26)	(100.00) %
5270-20 - Professional Service Fees	0.00	0.00	0.00	0.00 %	158.00	0.00	(158.00)	(100.00) %

Sunnyview Apartments

Comparative Income Statement

December 31, 2025
ACCRUAL

	Month Ending 12/31/2025				Year to Date 12/31/2025			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
5280-00 - Training & Travel Expense	0.00	145.83	145.83	100.00 %	72.00	1,749.96	1,677.96	95.88 %
TOTAL ADMINISTRATIVE	8,234.91	6,603.83	(1,631.08)	(24.69) %	66,573.10	79,245.96	12,672.86	15.99 %
Utility								
5290-00 - Electricity	0.00	187.50	187.50	100.00 %	0.00	2,250.00	2,250.00	100.00 %
5290-10 - Electricity-Office	244.92	245.57	0.65	0.26 %	2,765.94	2,946.84	180.90	6.13 %
5300-00 - Electricity-Vacant Units	150.73	69.78	(80.95)	(116.00) %	848.47	837.36	(11.11)	(1.32) %
5320-00 - Water	561.63	493.58	(68.05)	(13.78) %	8,185.64	5,922.96	(2,262.68)	(38.20) %
5330-00 - Sewer	632.06	687.50	55.44	8.06 %	7,495.83	8,250.00	754.17	9.14 %
5340-00 - Trash Removal	462.12	458.33	(3.79)	(0.82) %	5,523.54	5,499.96	(23.58)	(0.42) %
5350-00 - Storm Sewer	6.48	20.83	14.35	68.89 %	77.24	249.96	172.72	69.09 %
5370-00 - Utility Tax	987.17	791.67	(195.50)	(24.69) %	12,115.56	9,500.04	(2,615.52)	(27.53) %
TOTAL UTILITY	3,045.11	2,954.76	(90.35)	(3.05) %	37,012.22	35,457.12	(1,555.10)	(4.38) %
Maintenance								
5400-00 - Security/Fire Systems	0.00	104.17	104.17	100.00 %	374.39	1,250.04	875.65	70.04 %
5410-00 - Grounds Payroll	145.85	0.00	(145.85)	(100.00) %	1,706.30	0.00	(1,706.30)	(100.00) %
5420-00 - Grounds Supply	0.00	20.83	20.83	100.00 %	34.97	249.96	214.99	86.00 %
5430-00 - Grounds Contract	2,540.83	1,229.17	(1,311.66)	(106.71) %	19,976.47	14,750.04	(5,226.43)	(35.43) %
5440-00 - Cleaning Payroll	581.10	520.83	(60.27)	(11.57) %	6,960.74	6,249.96	(710.78)	(11.37) %
5450-00 - Cleaning Supply	0.00	41.67	41.67	100.00 %	257.20	500.04	242.84	48.56 %
5460-00 - Cleaning Contract	0.00	100.00	100.00	100.00 %	0.00	1,200.00	1,200.00	100.00 %
5460-10 - Carpet Cleaning	0.00	41.67	41.67	100.00 %	0.00	500.04	500.04	100.00 %
5460-90 - Cleaning Contracts-Other	0.00	0.00	0.00	0.00 %	245.00	0.00	(245.00)	(100.00) %
5470-00 - Repairs Payroll	2,430.01	1,875.00	(555.01)	(29.60) %	22,558.49	22,500.00	(58.49)	(0.25) %
5480-00 - Repairs Supply	265.85	645.83	379.98	58.83 %	2,670.02	7,749.96	5,079.94	65.54 %
5480-60 - Repairs-Appliance Parts	0.00	12.50	12.50	100.00 %	128.78	150.00	21.22	14.14 %
5490-00 - Repairs Contract	0.00	333.33	333.33	100.00 %	0.00	3,999.96	3,999.96	100.00 %
5490-10 - Repairs Contract-Applianc	0.00	0.00	0.00	0.00 %	103.62	0.00	(103.62)	(100.00) %
5490-20 - Repairs Contract-Plumbing	0.00	0.00	0.00	0.00 %	1,870.00	0.00	(1,870.00)	(100.00) %
5490-30 - Repairs Contract-Electric	0.00	0.00	0.00	0.00 %	600.91	0.00	(600.91)	(100.00) %
5510-00 - Decorating Payroll	0.00	20.83	20.83	100.00 %	0.00	249.96	249.96	100.00 %
5520-00 - Decorating Supply	0.00	145.83	145.83	100.00 %	707.82	1,749.96	1,042.14	59.55 %
5530-00 - Decorating Contract	0.00	20.83	20.83	100.00 %	330.00	249.96	(80.04)	(32.02) %
5580-00 - Snow Removal	0.00	104.17	104.17	100.00 %	1,092.82	1,250.04	157.22	12.57 %
5590-00 - Exterminating	0.00	145.83	145.83	100.00 %	1,335.17	1,749.96	414.79	23.70 %
5492-00 - Painting-Contract	0.00	0.00	0.00	0.00 %	550.00	0.00	(550.00)	(100.00) %
Total Maintenance	5,963.64	5,362.49	(601.15)	(11.21) %	61,502.70	64,349.88	2,847.18	4.42 %
Taxes, Insurance and Fees								
5700-00 - FICA	370.28	416.67	46.39	11.13 %	3,469.93	5,000.04	1,530.11	30.60 %
5710-00 - FUTA	3.52	41.67	38.15	91.55 %	50.19	500.04	449.85	89.96 %
5720-00 - SUTA	30.50	125.00	94.50	75.60 %	483.58	1,500.00	1,016.42	67.76 %
5730-00 - WCI	114.34	375.00	260.66	69.50 %	1,538.83	4,500.00	2,961.17	65.80 %
5740-00 - Real Property Tax	0.00	41.67	41.67	100.00 %	0.00	500.04	500.04	100.00 %
5800-00 - Property Insurance	914.70	1,002.00	87.30	8.71 %	10,715.54	12,024.00	1,308.46	10.88 %
5850-00 - Licensing/Fees	0.00	20.83	20.83	100.00 %	70.00	249.96	179.96	71.99 %



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

FFY 2025 Public Housing Shortfall Funding Eligibility Calculations

PHA is Ineligible for Shortfall

PHA Code: WA035
FYE Date: 12/31/2023
Mixed Finance Adjusted: FALSE
RAD Adjusted: FALSE
ACC Units: 140
Shortfall Cohort: 1
Statement Status: Audited
MTW PHA: FALSE
PHA Plans to Stay in PH: TRUE

Ineligibility Reason(s)
MOR greater than 3.

Operating Reserves = Current Assets – Current Liabilities	
Current Assets	
Cash: Unrestricted (ITEM_111 - LRPB & 14.PHC)	\$1,689,283
Cash: Other Restricted (ITEM_113 - 14.PHC)	\$0
Cash: Tenant Security Deposits (ITEM_114 - LRPB & 14.PHC)	\$32,803
Cash: Restricted Payment of Current Liabilities (ITEM_115 - LRPB & 14.PHC)	\$0
Total Receivables (ITEM_120 - LRPB & 14.PHC)	\$38,584
Investments: Unrestricted (ITEM_131 - LRPB & 14.PHC)	\$0
Investments: Restricted for Payment Current Liability (ITEM_135 - LRPB & 14.PHC)	\$0
Prepaid Expenses and Other Assets (ITEM_142 - LRPB & 14.PHC)	\$9,886
Inter-program: Due From (ITEM_144 - LRPB & 14.PHC)	\$0
Assets Held for Sale (ITEM_145 - LRPB & 14.PHC)	\$0
Total Current Assets	\$1,770,556
Current Liabilities	
Total Current Liabilities (ITEM_310 - LRPB & 14.PHC)	\$164,939
Less: Current Portion Long Term Debt: Capital Projects (ITEM_343 - LRPB & 14.PHC)	\$3,279
Total Current Liabilities	\$161,660
Operating Reserves	\$1,608,896
Months of Reserves (MOR) = Operating Reserves / Monthly Expense	
Operating Reserves	\$1,608,896
Total Operating Expenses (ITEM_96900 - LRPB & 14.PHC)	\$938,643
Number of Reporting Months	12
Monthly Operating Expenses (ITEM_96900 / Reporting Months)	\$78,220
Months of Reserves	20.5689
Shortfall Calculation	
Shortfall Funding to Bring Months of Reserves to	3.0
Multiplied By: Monthly Operating Expenses	\$78,220
Equals: Three Months of Reserves	\$234,660
Less: Operating Reserves on Hand	\$1,608,896
Equals: Shortfall Amount or Zero, whichever is higher	\$0

Print Date 12/15/2025

RESOLUTION 2026-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SUNNYSIDE HOUSING AUTHORITY APPROVING A CAPITALIZATION POLICY

WHEREAS, the Sunnyside Housing Authority (the “Authority”) is committed to maintaining accurate financial records and sound financial management practices; and

WHEREAS, the Authority recognizes the need for a capitalization policy to define thresholds for the capitalization of tangible and intangible assets, ensure proper accounting treatment, and comply with generally accepted accounting principles (GAAP); and

WHEREAS, the Authority’s Board of Commissioners has reviewed the proposed Capitalization Policy, which sets forth the capitalization thresholds, depreciation methods, and related procedures for the Authority’s assets; and

WHEREAS, the Board of Commissioners desires to formally adopt the Capitalization Policy to provide clear guidance to management and staff regarding the treatment of capital assets and to ensure consistency for the current fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sunnyside Housing Authority as follows:

1. Adoption of Policy. The Capitalization Policy attached hereto as Exhibit A is hereby approved and adopted.
2. Implementation. The Executive Director and the Finance Department are authorized and directed to implement and administer the Capitalization Policy in accordance with its terms.
3. Amendments. The Board may amend this Policy from time to time as it deems necessary to reflect changes in accounting standards, operational requirements, or regulatory guidance.
4. Effective Date. This Resolution shall be effective retroactively as of January 1, 2026, and the Capitalization Policy shall apply to all assets acquired on or after that date, ensuring consistent application throughout the entire fiscal year.

ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority this 18th day of February 2026.

Attest:

Chairman, Board of Commissioners

Secretary

Exhibit A – Sunnyside Housing Authority Capitalization Policy

Sunnyside Housing Authority
Capitalization Policy
Effective Date: 01/01/2026
Approved By: Board of Commissioners
Resolution 2026-03

1. Purpose

The purpose of this Capitalization Policy is to establish uniform guidelines for the capitalization, recording, depreciation, and disposal of capital assets of the Sunnyside Housing Authority (SHA). This policy is intended to ensure compliance with applicable HUD requirements, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) guidance, while maintaining an appropriate balance between financial accountability and administrative efficiency.

2. Scope

This policy applies to all capital assets acquired, constructed, or improved by the Sunnyside Housing Authority, regardless of the funding source, including but not limited to HUD public housing funds, Capital Fund Program (CFP) funds, and other federal, state, or local funding sources.

3. Definition of Capital Assets

Capital assets are tangible or intangible assets that:

- Have a useful life of more than one (1) year, and
- Meet or exceed the capitalization thresholds established in this policy.

Capital assets include, but are not limited to:

- Buildings and building improvements
- Equipment and furniture
- Vehicles
- Information technology equipment
- Infrastructure and site improvements

4. Capitalization Thresholds

The Sunnyside Housing Authority has established the following capitalization thresholds:

4.1 Buildings and Building Improvements

- Capitalization Threshold: \$50,000 per project or improvement
- Costs include purchase price, construction costs, professional fees, permits, and other costs necessary to place the asset into service.

4.2 Equipment and Furniture

- Capitalization Threshold: \$5,000 per individual item
- Includes office furniture, maintenance equipment, appliances, tools, and similar items.

4.3 Assets Below Threshold

- Assets that do not meet the capitalization thresholds shall be expensed in the period in which they are acquired.

- Such assets may still be tracked for inventory control or operational purposes at management’s discretion.

5. Capitalizable Costs

Costs eligible for capitalization include, but are not limited to:

- Purchase price or construction cost
- Freight, delivery, and installation costs
- Architectural, engineering, and inspection fees
- Site preparation costs
- Costs necessary to place the asset into its intended use
- Routine maintenance and minor repairs that do not extend the useful life or increase the value of an asset shall be expended as incurred.

6. Depreciation

- Capital assets shall be depreciated using the straight-line method over their estimated useful lives.
- Depreciation begins when the asset is placed into service and continues until the asset is fully depreciated or disposed of.
- Useful lives shall be based on HUD guidance, GASB standards, industry norms, and auditor recommendations.

6.1 Estimated Useful Life Table

The following table provides standard estimated useful lives used by the Sunnyside Housing Authority. Management may adjust useful lives when justified and documented.

Asset Category	Estimated Useful Life
Residential Buildings	30–40 years
Building Improvements (major renovations)	15–25 years
Roofs	20–25 years
HVAC Systems	15–20 years
Plumbing Systems	20–30 years
Electrical Systems	20–30 years
Site Improvements (parking lots, fencing)	15–20 years
Appliances	5–7 years
Furniture	7–10 years
Office Equipment	5–7 years
Maintenance Equipment	5–10 years
Vehicles	5–7 years
Computer Hardware	3–5 years
Software (capitalized)	3–5 years

7. Asset Tagging and Inventory

- Capital assets shall be recorded in the Authority’s fixed asset records.

- Equipment and furniture meeting the capitalization threshold shall be tagged or otherwise identifiable where practical.
- Periodic physical inventories shall be conducted in accordance with HUD and audit requirements.

8. Disposals and Retirements

- The disposal, sale, or retirement of capital assets shall be approved by management in accordance with SHA policies and HUD requirements.
- The asset’s cost and accumulated depreciation shall be removed from the accounting records at the time of disposal.
- Any gain or loss on disposal shall be recognized in the financial statements.

9. Policy Review and Updates

This Capitalization Policy shall be reviewed periodically and updated as necessary to reflect changes in HUD regulations, accounting standards, or the operational needs of the Sunnyside Housing Authority.

10. Auditor Alignment and Best Practices

This policy reflects recent auditor recommendations applicable to small and medium-sized Public Housing Authorities, including:

- Clearly defined capitalization thresholds by asset class
- Consistent application of thresholds across funding sources
- Documented useful life ranges
- Straight-line depreciation methodology
- Periodic review of capitalization thresholds for materiality

Management shall ensure that capitalization practices are applied consistently and that any deviations are documented and approved.

13. HUD FDS Line-Item Crosswalk

The following crosswalk is provided to support consistent reporting between the Authority’s fixed asset records and HUD’s Financial Data Schedule (FDS).

Asset Type	Capitalization Threshold	FDS Line Item
Buildings	\$50,000	1610 – Land (associated) / 1620 – Buildings
Building Improvements	\$50,000	1620 – Buildings
Site Improvements	\$50,000	1620 – Buildings
Furniture & Equipment	\$5,000	1630 – Furniture, Equipment & Machinery – Dwellings / 1640 – Furniture, Equipment & Machinery – Administration
Vehicles	\$5,000	1640 – Furniture, Equipment & Machinery – Administration

Asset Type	Capitalization Threshold	FDS Line Item
Computer Hardware	\$5,000	1640 – Furniture, Equipment & Machinery – Administration
Capitalized Software	\$5,000	1660 – Accumulated Depreciation (related asset category)

Management shall ensure that assets are recorded consistently between the fixed asset system, general ledger, and FDS reporting.

14. RAD-Specific Capitalization Guidance

For properties converted or in the process of converting under HUD’s Rental Assistance Demonstration (RAD) program:

- Capital assets shall continue to be capitalized and depreciated in accordance with this policy unless otherwise required by the RAD Conversion Commitment (RCC) or mixed-finance agreements.
- Upon RAD conversion, assets transferred to a Project-Based Voucher (PBV) or Project-Based Rental Assistance (PBRA) platform shall be reclassified as required for FDS reporting while maintaining consistent capitalization thresholds.
- Capital improvements funded through RAD rehabilitation, including construction draws, shall be capitalized when placed into service.
- SHA shall maintain documentation supporting asset values transferred, disposed, or reclassified at conversion.
- Depreciation schedules shall be reviewed at conversion to ensure alignment with post-RAD ownership and reporting structures.

This guidance is intended to support audit clarity and continuity before, during, and after RAD conversion.

16. RAD Conversion Asset Transition Checklist

The following checklist shall be used to manage capital assets before, during, and after RAD conversion:

Pre-Conversion

- Reconcile fixed asset sub-ledger to general ledger and FDS
- Verify capitalization thresholds and useful lives
- Identify assets to be retained, transferred, or disposed
- Document net book value of assets at conversion date
- Review ownership and control under proposed RAD structure

At Conversion

- Reclassify assets to appropriate post-RAD FDS categories
- Record asset transfers or removals per RCC and legal agreements
- Update depreciation schedules as required
- Retain supporting documentation for audit trail

Post-Conversion

- Confirm fixed asset records align with post-RAD financial statements
- Review depreciation expense for consistency
- Ensure ongoing capital expenditures follow this policy

17. Fixed Asset Sub-Ledger Procedures

The Sunnyside Housing Authority shall maintain a detailed fixed asset sub-ledger to support financial reporting and asset control.

17.1 Asset Recording

Each capital asset shall be recorded with the following minimum information:

- Asset description
- Asset category
- Acquisition or placed-in-service date
- Original cost
- Funding source
- Assigned FDS line item
- Estimated useful life
- Depreciation method
- Accumulated depreciation
- Net book value
- Physical location (where applicable)

17.2 Reconciliation

- The fixed asset sub-ledger shall be reconciled to the general ledger at least annually.
- Differences shall be investigated and resolved timely.

17.3 Additions and Disposals

- Asset additions shall be reviewed for capitalization eligibility.
- Disposals shall be documented and approved in accordance with SHA policy and HUD requirements.

17.4 Internal Controls

- Access to modify the sub-ledger shall be restricted.
- Supporting documentation shall be retained for audit purposes.

18. Procurement–Capitalization Alignment

Based on the Sunnyside Housing Authority Procurement Policy dated April 16, 2025, procurement thresholds are aligned with capitalization controls as follows:

Procurement Method	Procurement Threshold	Capitalization Treatment
Micro-Purchase	Up to \$10,000	Expense unless capitalization threshold met
Small Purchase	\$10,001 – \$250,000	Capitalize if asset meets capitalization threshold
Sealed Bids / Competitive Proposals	Over \$250,000	Capitalize when capitalization criteria are met

Procurement method does not determine capitalization. All purchases shall be evaluated independently against capitalization thresholds and useful life criteria.

This alignment ensures:

- Compliance with HUD procurement requirements
- Consistent capitalization regardless of procurement method
- Reduced audit risk related to internal control gaps

19. Lesser of Federal or Local Threshold Clause

When procurement or capitalization thresholds differ between federal guidance and locally adopted policies, the Sunnyside Housing Authority shall apply the lesser (more restrictive) threshold. This ensures continued compliance with HUD requirements, local Board adopted controls, and audit best practices. Thresholds shall be reviewed periodically and updated as needed following HUD guidance or Board action.

20. Management Override Provision

In limited circumstances, management may approve an exception to procurement or capitalization procedures when justified by operational necessity, emergency conditions, or regulatory requirements.

- All overrides must be documented in writing
- Justification must include the reason for the override and reference to applicable authority
- Overrides must be approved by the Executive Director
- Documentation shall be retained for audit review
- Management overrides are intended to be rare and shall not replace standard controls.

Certification

This policy was adopted by the Board of Commissioners of the Sunnyside Housing Authority on the 18th of February, 2026

Chairman, Board of Commissioners

Secretary

RESOLUTION 2026-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SUNNYSIDE HOUSING AUTHORITY APPROVING THE ELECTRONIC FUNDS TRANSFER (EFT) – DISBURSEMENT POLICY

WHEREAS, the Sunnyside Housing Authority (the “Authority”) is committed to maintaining accurate financial records, safeguarding public funds, and implementing effective internal controls; and

WHEREAS, the Authority recognizes the need for a formal policy governing Electronic Funds Transfer (EFT) disbursements to comply with RCW 39.58.750 and other applicable laws; and WHEREAS, the Board of Commissioners has reviewed the proposed Electronic Funds Transfer (EFT) – Disbursement Policy which establishes procedures, recordkeeping requirements, and internal controls for EFT transactions; and

WHEREAS, the Board desires to formally adopt this policy to ensure proper authorization, documentation, and security of electronic disbursements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sunnyside Housing Authority as follows:

1. Approval of Policy. The Electronic Funds Transfer (EFT) – Disbursement Policy attached hereto as Exhibit A is hereby approved and adopted.
2. Implementation. The Executive Director and Finance Department are authorized and directed to implement and administer this policy in accordance with its terms.
3. Amendments. The Board may amend this policy from time to time as it deems necessary to reflect changes in regulations, technology, or operational requirements.
4. Effective Date. This Resolution shall be effective retroactively as of January 1, 2026, ensuring consistent application of EFT procedures for all transactions during the current fiscal year.

ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority this 18th day of February 2026.

Attest:

Chairman, Board of Commissioners

Secretary

Exhibit A – Sunnyside Housing Authority Electronic Funds Transfer (EFT) – Disbursement Policy

Sunnyside Housing Authority
Accounting Policy: Electronic Funds Transfer (EFT) – Disbursement
Effective Date: February 18, 2026
Approved by: Board of Commissioners
Resolution 2026-04

1. Purpose

The purpose of this policy is to establish procedures for disbursing funds electronically, in accordance with RCW 39.58.750, ensuring proper documentation, internal controls, and protection against unauthorized or fraudulent transactions.

2. Scope

- a. This policy applies to all Electronic Funds Transfers (EFTs) conducted by the Sunnyside Housing Authority, including wire transfers, direct deposits, Automated Clearing House (ACH) transfers, or any other electronic disbursement from the Authority's bank accounts.

3. Policy

- a. Washington State Auditor's BARS Manual 3.8.11.10 Definition: Electronic Funds Transfer (EFT) refers to the disbursement from a bank account by means of wire, direct deposit, ACH, or other electronic methods.
- b. Washington State Auditor's BARS Manual 3.8.11.20 Procedures for Disbursing Funds by EFT. The following steps must be followed for all EFT disbursements:
 - i. Recordkeeping:
Prepare a record showing:
 1. Chronological number of the EFT payment
 2. Time and date of disbursement
 3. Payee name, address, and account number
 4. Amount of disbursement
 5. Purpose of disbursement
 6. BARS or other accounting system expenditure/expense account number
 7. Name and number of fund(s)
 8. Disbursing bank's unique transaction identification number, if available
 9. Receiving bank or financial institution's identification number
 - ii. Authorization:
 1. Maintain a file of authorizations from payees who have agreed to receive electronic funds.
 2. Audit Access: The Executive Director shall notify the disbursing bank to ensure access to files, records, and documentation of all EFT transactions is provided to the State Auditor upon request for statutory post-audit purposes.
- c. Washington State Auditor's BARS Manual 3.8.11.30 Internal Controls and Security
To protect Electronic Funds Transfer (EFT) transactions from internal and external threats, the Sunnyside Housing Authority shall maintain the following internal controls:

- i. Bank Security Measures and Segregation of Duties:
 - 1. Implement bank-offered security measures to prevent unauthorized individuals from initiating, modifying, or approving electronic transfers. Each employee authorized to initiate or approve EFT transactions shall be assigned a separate and unique banking user identification (User ID).
 - 2. Segregation of duties shall be maintained so that no single individual has responsibility for initiating, approving, transmitting, and reconciling EFT transactions.
- ii. Direct Deposit and EFT Transmittal File Controls

The Authority shall establish and maintain a documented process for the creation, security, transmission, and authentication of direct deposit and EFT transmittal files, which shall include at a minimum:

 - 1. Preparation of the EFT or direct deposit file by authorized finance staff using the Authority's accounting or payroll system;
 - 2. Secure storage of the file prior to transmission, with access limited to authorized personnel;
 - 3. Transmission of the file to the financial institution using secure, bank-approved methods (such as encrypted file transfer or secure banking portals);
 - 4. Verification and authentication of the file by a separate authorized individual prior to release or approval by the bank; and
 - 5. Retention of confirmation reports or acknowledgments from the bank verifying successful transmission and processing.
- iii. Authorization and Validation Procedures

All EFT transactions shall be supported by proper authorization and validation to ensure the accuracy and legitimacy of electronic disbursements. These procedures shall include:

 - 1. Written authorization from payees approving electronic payment, maintained on file prior to the initiation of EFT transactions;
 - 2. Review and approval of EFT disbursements by authorized personnel prior to transmission, in accordance with established approval limits;
 - 3. Verification that EFT amounts, payee information, and account numbers agree with approved supporting documentation; and
 - 4. Timely review and reconciliation of bank statements and EFT transaction reports by an individual who does not initiate or approve EFT transactions.
 - 5. Policies and procedures shall be reviewed periodically to ensure continued effectiveness of controls and compliance with regulations.

RESOLUTION 2026-05
A RESOLUTION AUTHORIZING THE SUBMISSION OF A RENTAL ASSISTANCE
DEMONSTRATION (RAD) APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT (HUD)

WHEREAS, The Sunnyside Housing Authority (the “Authority”) owns and operates a mixed-population public housing development consisting of approximately 140 dwelling units, including 80 units designated for seniors and 60 units designated for families, currently assisted under the Public Housing program pursuant to an Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (“HUD”); and

WHEREAS, HUD has established the Rental Assistance Demonstration (RAD) program, which permits public housing authorities to convert public housing assistance to long-term, project-based Section 8 assistance in order to preserve and improve affordable housing and leverage private and public financing for capital improvements; and

WHEREAS, The Authority has determined that participation in the RAD program would provide a stable and predictable funding platform, address current and long-term capital needs, and improve the financial and physical sustainability of the Authority’s housing portfolio while maintaining resident protections required under RAD; and

WHEREAS, The Authority intends to pursue conversion of the subject property or properties under RAD to Project-Based Rental Assistance (PBRA) (or Project-Based Vouchers (PBV), if applicable), subject to HUD approval and final financing feasibility; and

WHEREAS, Submission of a RAD application to HUD requires formal authorization by the Authority’s Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sunnyside Housing Authority as follows:

1. Authorization to Apply. The Board hereby authorizes the Executive Director (or equivalent chief executive officer) to prepare, execute, and submit a Rental Assistance Demonstration (RAD) application to HUD for the conversion of up to 140 public housing units to long-term Section 8 assistance, together with all required exhibits, certifications, and supporting documentation.
2. Program Selection. The Board authorizes the Executive Director to pursue conversion under Project-Based Rental Assistance (PBRA) or Project-Based Vouchers (PBV), as determined to be in the best interest of the Authority based on financial feasibility, HUD requirements, and resident protections.
3. Resident Protections. The Board affirms that all resident rights, protections, notices, and participation requirements mandated under the RAD program, including the right to return and prohibition on rescreening, shall be fully honored and implemented.
4. Financing and Development Actions. The Board further authorizes the Executive Director to engage consultants, conduct capital needs assessments, pursue

financing strategies (including but not limited to tax credits and debt), and negotiate preliminary development terms necessary to advance the RAD conversion, subject to subsequent Board approvals as required by law or Authority policy.

5. No Binding Commitment. Approval of this Resolution does not obligate the Authority to complete the RAD conversion or enter into any financing or ownership restructuring until such actions are separately presented to and approved by the Board.

ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority this 18th day of February 2026.

Attest:

Chairman, Board of Commissioners

Secretary

RESOLUTION 2026-06
A RESOLUTION AUTHORIZING APPROVAL AND EXECUTION OF STATEMENT OF WORK
NO. 1346776 FOR TRAINING SERVICES WITH MRI SOFTWARE LLC

WHEREAS, the Sunnyside Housing Authority (“Authority”) utilizes software and related technology solutions provided by MRI Software LLC (“MRI”) to support its financial, operational, and administrative functions; and

WHEREAS, MRI has provided a proposed Statement of Work, identified as Statement of Work Ref: 1346776, effective February 11, 2026, for the purpose of delivering remote professional training services to Authority personnel; and

WHEREAS, the Statement of Work outlines training services covering Accounts Payable, Bank Account Manager, Excess Utilities, Fixed Assets, General Ledger, Inventory, Payroll, Purchase Orders, System Utilities, Tenant Processing, Word Bridge, and Work Orders, totaling approximately 13 hours of instruction; and

WHEREAS, the Statement of Work further provides that such services will be delivered remotely to up to 12 attendees, on a time-and-materials basis, with an estimated total cost of \$3,775, as detailed in the pricing schedule; and

WHEREAS, the Authority recognizes the need for staff training to ensure continued effective use of MRI systems and acknowledges that the proposed Statement of Work represents necessary and beneficial professional services; and

WHEREAS, authorization from the Board of Commissioners is required in order to approve and execute the Statement of Work and to proceed with scheduling and delivery of the identified training.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sunnyside Housing Authority that:

1. Approval of Statement of Work. The Board hereby approves Statement of Work No. 1346776 between MRI Software LLC and the Sunnyside Housing Authority, including all training services, pricing, assumptions, and related terms contained therein.
2. Authorization to Execute. The Executive Director (or equivalent chief executive officer) is authorized to sign, execute, and deliver Statement of Work No. 1346776 on behalf of the Authority and to undertake all actions necessary to implement the training services.
3. Authorization to Coordinate Services. The Executive Director is further authorized to coordinate with MRI to schedule training, provide required documentation, ensure staff availability, and address any logistical matters specified in the Statement of Work.

4. Financial Commitment. Payment for services rendered under the Statement of Work is authorized in accordance with the pricing schedule and applicable professional services billing terms.
5. No Further Obligation. Approval of this Resolution does not commit the Authority to procure additional services outside the scope of Statement of Work No. 1346776. Any future service expansions or modifications shall be separately presented for Board approval if required.

ADOPTED by the Board of Commissioners of the Sunnyside Housing Authority this 18th day of February 2026.

Attest:

Chairman, Board of Commissioners

Secretary

Statement of Work

#1346776



REAL ESTATE SOFTWARE

STATEMENT OF WORK

REF: 1346776

This Statement of Work (“SOW”) incorporates by reference and is governed by the terms and conditions of the relevant governing agreement by and between MRI Software LLC (“MRI”) and **Sunnyside Housing Authority** (“Client”) and is effective as of **February 11, 2026** (“Effective Date”).

1. PROJECT SCOPE AND SUMMARY

1. Client is engaging MRI Software (“MRI”) to perform professional services associated with web training to cover the following:
 - 1.1. Accounts Payable – 1 hour
 - 1.2. Bank Account Manager – 1 hour
 - 1.3. Excess Utilities – 1 hour
 - 1.4. Fixed Assets – 1 hour
 - 1.5. General Ledger – 1 hour
 - 1.6. Inventory – 1 hour
 - 1.7. Payroll – 1 hour
 - 1.8. Purchase Orders – 1 hour
 - 1.9. System Utilities – 1 hour
 - 1.10. Tenant Processing – 2 hours
 - 1.11. Word Bridge – 1 hour
 - 1.12. Work Orders – 1 hour

1. PROJECT SERVICE DELIVERABLES

2. MRI has endeavored to provide the most accurate estimates for each deliverable and activity based on the scope and budgetary information provided by the Client. All estimates at this stage in the project are subject to change.
3. The project timescales for this project and related deliverables must be formally communicated and agreed upon by MRI and the Client.
4. Once the training is scheduled you must provide 48-hour notice for any changes. Fees may apply for rescheduling or cancelled requests made by your Agency within 24 hours of the allotted training session.
5. Any modifications to the scope may be subject to a Project Change Request (PCR)

2. PROJECT ASSUMPTIONS

1. Client is responsible for providing all necessary documentation for MRI to complete the Scope.
2. The training will be conducted **remotely** for up to 12 Client Attendees.

3. TRAINING ASSUMPTIONS

1. Any in-scope training is performed using a standard sample database that provides the necessary representative data so that critical features and functions can be efficiently and effectively trained.

2. Client may request a more personalized training database, including a copy of their production database; however, there will be an incremental fee based on the agreed upon scope to prepare for delivery and update courseware material prior to the scheduled training.
 - 2.1. End user training may be provided by one of the following options
 - 2.2. Train the trainer whereby Client training team to be trained by MRI.
 - 2.3. Direct end user training whereby the whole community to be trained by MRI.

4. PREREQUISITES & PRICING ASSUMPTIONS

1. The professionals services fee contained herein is for MRI resources (or affiliates). Client understands that professional services fees are due as incurred and are billed on a monthly basis at month end. Failure to pay invoices will be handled in accordance with MRI collections policy.
2. This quotation is on a "Time and Materials" basis. MRI has endeavored to provide the most accurate times and costs estimates based on MRI Software's current understanding of the work specified by Client. All estimates at this stage in the project are subject to change.
3. Client is responsible for payment of any applicable taxes. MRI will invoice Client for any applicable taxes in connection with performance of the Statement of Work in accordance with the Agreement. Any tax amounts are over and above the fees noted in the Statement of Work and any amounts prepaid hereunder for such fees will not be applied to taxes due.
4. Fees do not include travel and lodging expenses. Travel and related expenses (including transportation, hotels, meals, etc.) will be billed at the actual amounts incurred.
5. This quotation remains valid for a period of 30 days from the date of issue.

5. GENERAL ASSUMPTIONS

1. Once the SOW is executed, the assigned MRI resource(s) will be scheduled at a mutually agreeable timetable.
2. MRI is providing consultancy services to implement a software solution and while change management and business process engineering may be required within the Client's organisation, any effort by MRI to lead or play a significant part in advising the Client is out of scope of this SOW.
3. Mutually agreed changes to specifications, whether before, during or after MRI's performance will be handled in writing by reviewing the current scope against the available Time and Materials budget, if the budget allows then no PCR will be needed however if the works exceed the current budget forecast then MRI and Client will jointly take the request to project steering committee for a decision to be made.
4. Client shall make reasonable business efforts to deliver a stable network and computing environment prior to any services engagement. If Client's installation is located in the MRI Software as a Service ("SaaS") platform, access to the Client database and security manager tool will automatically be granted to the consultant(s) assigned to complete the work described in this SOW. If Client's installation is located at Client premises, Client will grant remote access to MRI.
5. Client will work with MRI to resolve all issues related to the project in a timely fashion, and will communicate to MRI any changes in schedule, availability of project personnel, hardware,

software, resources or facilities related to the project within a reasonable timeframe in advance of scheduled engagements.

6. Client will manage the availability of appropriate personnel for knowledge transfer as well as decision-making and escalation of decisions.
7. Location of work will be mutually determined by both parties.
8. If the Client does not elect for any applicable optional services, or if no option is selected, the Client understands that no optional services will be provided.

6. PRICING SCHEDULE

The estimated costs of the current SOW are presented below.

MRI SERVICES				
DESCRIPTION	QUANTITY	UNIT	RATE	EST. SERVICE FEES
Solution Consulting	4.25	Hours	\$200	\$850
Training	13	Hours	\$225	\$2,925
MRI SERVICES TOTAL				\$3,775

7. AGREEMENT TO COMMENCE WORK:

With my signature below and on behalf of Client, Client hereby (i) agrees that this document gives a true and accurate representation of the work agreed upon by Client and MRI, (ii) approves this Statement of Work as issued, (iii) authorize MRI to undertake the work specified above and agree to the Terms and Conditions as specified above, and (iv) acknowledge that these terms are subject to change in accordance with any modification to the scope of work. I confirm that I am an authorized representative for Client.

Sunnyside Housing Authority

* Signature: _____

* Name: _____

* Date: _____

* Indicates required field