

UPNORTH TRIBAL HOUSING
AUDIT WORK BOOK

TRIAL BALANCE
SUPPORTING LEAD SHEETS

DECEMBER 31, 20XX

**UpNorth Tribal Housing
Trial Balance
As of December 31, 20XX**

	Dec 31, 20XX	Debit	Credit	Adjusted Bal @ 12/31/20XX	WorkPaper Reference	
1111 · First Town Bank General Operating	170,229.01			170,229.01	a1	543,084.01
1112 · First Town Bank Investment	372,355.00			372,355.00	a2	
1150 · FTB-Security Deposits	1,200.00			1,200.00	a3	
1300 · Trade Accounts Receivable	0.00			0.00		
1310 · Tenant Accounts Receivable	1,920.00			1,920.00	b1	1,080.00
1311 · Allowance for Doubtful Accounts			-840.00	-840.00	b1	
1120 · Petty Cash	500.00			500.00	a4	
1160 · MEPA Investments	47,920.00			47,920.00	a5	
1400 · Grants Receivable:1415 · Grants Receivable-ICDBG	48,300.00			48,300.00	b2	
1400 · Grants Receivable:1425 · Grants Receivable-BIA TPA	4,109.45			4,109.45	b3	
1400 · Grants Receivable:1430 · Grants Receivable IHBG	60,622.23			60,622.23	b4	
1501 · Prepaid Expenses	12,000.00			12,000.00	c1	
1901 · Land	120,000.00			120,000.00	d1	
1905 · Land improvements & Infrastruct	188,500.00			188,500.00	d2	
1910 · MH Homes	200,000.00			200,000.00	d3	
1911 · Buildings	1,974,775.00			1,974,775.00	d3	
1915 · Furniture and Equipment	67,445.00			67,445.00	d4	
1923 · Accum Depr - Buildings	-830,920.00			-830,920.00	d5	
1924 · Accum Deprec Furniture/Eqpt	-20,531.00			-20,531.00	d6	
1925 · Accum Depr - Infrastructure	-1,925.00			-1,925.00	d6	
1950 · Construction Work In Progress	429,060.00			429,060.00	d8	
2000 · Accounts Payable	-4,861.56			-4,861.56	e1	
2201 · Credit Card-BA-9605	-13,318.25			-13,318.25	e2	
2100 · Accrued Payroll	-13,873.02			-13,873.02	f1	
2110 · Payroll Liabilities · FWT	-326.53			-326.53	f2	
2110 · Payroll Liabilities · SS/MEDICARE	-2,379.02			-2,379.02	f3	
2110 · Payroll Liabilities · ESC	-320.32			-320.32	f4	
2110 · Payroll Liabilities · Workers Comp Liability	-777.46			-777.46	f5	
2110 · Payroll Liabilities · Other payroll liabilities	0.00			0.00		
2190 · Accrued Paid Leave	-6,964.00			-6,964.00	f6	
2300 · Security Deposits	-1,200.00			-1,200.00	a3	
2500 · Refundable Advances:2505 · ANTHC	0.00			0.00		
2500 · Refundable Advances:2520 · Tribal Transportation	-322,136.62			-322,136.62	g1	
2500 · Refundable Advances:2525 · BIA Tribal Priority Alloc	0.00			0.00		
2500 · Refundable Advances:2530 · DHHS	-2,646.92			-2,646.92	g2	
2600 · MEPA Liability	-50,000.00			-50,000.00	a5	
2700 · Notes Payable-NAHASDA TitleVI	-526,444.44			-526,444.44	h1	
2710 · Notes Payable North River Alask	-306,169.76			-306,169.76	h2	
3000 · Opening Balance Equity	-1,845,347.00			-1,845,347.00	i1	
3200 · Retained Earnings	587,595.80			587,595.80	i1	
4000 · Rental Income	-42,120.00			-42,120.00		
4010 · Administrative Exp - MH	-4,320.00			-4,320.00		
4300 · Federal Grants	-1,046,248.14			-1,046,248.14		
4500 · Proceeds from Debt	0.00			0.00		
5000 · Salaries & Wages-Tribe Paid	410,443.07			410,443.07		
5005 · Benefits	72,308.11			72,308.11		
5130 · Legal	37,500.00			37,500.00		
5135 · Accounting/Auditing	30,000.00			30,000.00		
5200 · Travel	3,946.00			3,946.00		
5406 · Utilities - Fuel	14,700.00			14,700.00		
5407 · Utilities - Water/Sewer	12,100.00			12,100.00		
5408 · Utilities - Electri	13,707.56			13,707.56		
5505 · Telephone & Communications	11,800.00			11,800.00		
5550 · Insurance-general liability	6,322.00			6,322.00		
5600 · Supplies	10,837.00			10,837.00		
5605 · Fuel Operations	426.25			426.25		
5610 · R&M Buildings	8,484.00			8,484.00		
5615 · Groundskeeping/snow removal	4,700.00			4,700.00		
5700 · Program Assistance-Emergency	1,700.00			1,700.00		
5710 · Child Care Assistance	14,400.00			14,400.00		
5800 · Capital Assets-Building	429,060.00			429,060.00		
5800.99 · Contra Exp-Buildings	-429,060.00			-429,060.00	d8	
5803 · Land Improvements	150,000.00			150,000.00		
5803.99 · Contra Exp-Land	-150,000.00			-150,000.00	d9	
5804 · Capital Infrastructure	38,500.00			38,500.00		
5804.99 · Contra Exp-Infrastructure	-38,500.00			-38,500.00	d10	
5805 · Capital Assets - Equipment	11,506.00			11,506.00		
5805.99 · Contra Exp - Equipment	-11,506.00			-11,506.00	d11	
5890 · Principal Payments on Loan	69,823.59			69,823.59		
5890.99 · Contra Exp-Principal Payments	-69,823.59			-69,823.59		
5900 · Depreciation Exp-Buildings	65,826.00			65,826.00	d12	
5905 · Depreciation Exp - Equipment	6,608.00			6,608.00	d13	
5910 · Depreciation-Land Infrastructur	1,925.00			1,925.00	d14	
6100 · Bad Debt Expense		840.00		840.00	b1	
66000 · Payroll Expenses	0.00			0.00		
4801 · Interest Income	-4,593.10			-4,593.10	a2	
4802 · Investment Realized gains/(loss)	-9,904.00			-9,904.00	a2	
4803 · Investment unrealized gains/(loss)	4,432.00			4,432.00	a2	
5780 · Interest Expense	38,629.66			38,629.66		
TOTAL	0.00	840.00	-840.00	0.00		

SAMPLE: BANK RECONCILIATION FIRST TOWN GENERAL OPERATING
1111 First town Bank General Operating

Step 1	Balance per Bank Statement December 31, 20XX	170,309.67
	Add: Deposits in Transit	18,720.00
	Less: Outstanding checks	(18,800.66)
	Adjusted Balance per Bank	170,229.01

Step 2	Balance per Books at December 31, 20XX	171,552.51
	Adjustments:	
	add: Interest earned	
	less: Monthly bank charges	(43.50)
	Less: Returned checks	(1,280.00)
	Adjusted Balance per Books	170,229.01

Deposits in Transit:

12/31/2016	Rent payments	850.00
12/30/2016	BIA TPA	17,870.00
		17,870.00

Outstanding Checks

Date	Check No Payee	Amount
12/7/20XX	1429 Jungle JJ Flooring	8,900.00
12/15/20XX	1523 Staples office Jet	539.65
10/26/20XX	1533 Circle Air	439.00
12/15/20XX	1534 James White LLC	2,300.00
11/30/20XX	1906 James Jones	2,174.36
11/28/20XX	1544 Standing Lumber yard	4,447.65
	Total	18,800.66

Prepared by: _____ Date: _____
Approved by: _____ Date: _____

SAMPLE: INVESTMENT ACCOUNT RECONCILIATION
1112 FIRST TOWN BANK INVESTMENT

This account is a separate account for eligible investments of funds advanced to UpNorth Tribal Housing from the Office of Lands, Federal Highways Tribal Transportation Program.

The UpNorth Tribal Housing invests in U.S. government securities and their investment account is managed by a Financial Advisor

	Jan	Feb	Mar	Apr	May	Jun	
Beginning Balance	276,550	277,123	276,909	282,330	284,129	289,589	
Deposits/Withdrawals	0	0	0	0	0	0	
dividends reinvested	346	346	346	353	355	362	
security sales	1,000	1,200	2,000	1,000	5,000	1,367	
Realized gains(losses)	560	290	-125	1,196	2,605	2,655	
Unrealized gains(losses)	-1,333	-2,050	3,200	-750	-2,500	1,360	
Ending Investment Value	277,123	276,909	282,330	284,129	289,589	295,333	
	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Beginning Balance	295,333	298,334	300,969	361,734	365,178	366,300	276,550
Deposits/Withdrawals	0	0	57,800	0	0	0	57,800
dividends reinvested	369	373	376	452	456	458	4,593
security sales	2,500	2,537	2,721	2,699	3,066	2,850	27,940
Realized gains(losses)	1,465	1,375	1,200	1,200	-1,067	-1,450	9,904
Unrealized gains(losses)	-1,333	-1,650	-1,333	-907	-1,333	4,197	-4,432
Ending Investment Value	298,334	300,969	361,734	365,178	366,300	372,355	372,355

Total Dividends	\$ 4,593.10
Realized Gains	\$ 9,904.00
Unrealized gain (loss)	\$ (4,432.00)
Investment Income	<u>\$ 10,065.10</u>

1150 SECURITY DEPOSIT LEDGER
as of 12/31/20XX

<u>Lname</u>	<u>Fname</u>	<u>Amount</u>
Tookalook	Joseph	300
Lane	Linda	300
Winter	Ray	300
Joe	Jane	300
	Total	<u>1,200</u>

Reconciled to Bank Statement:

Balance per Bank Statement December 31, 20XX	1,200
Balance per General Ledger December 31, 20XX	1,200

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

1120 Petty Cash
UnNorth Tribe
Petty Cash Reconciliation Report

For Periods	4/1/20XX	thru	6/30/20XX	
Beginning balance				\$ 500.00
Receipts:	Class	Customer	Amount	
Total Receipts			0.00	\$ -
Total Cash Before Disbursements				\$ 500.00
Disbursements:	Class	Vendor	Amount	
Supplies	NAHASDA	General Store	12.00	
Supplies	NAHASDA	Office Mat	26.99	
Supplies	BIA TPA	General Store	39.50	
Postage	BIA TPA	US Post Office	3.41	
Printing	BIA TPA	BIA	12.00	
Total Disbursements			93.90	\$ 93.90
Petty Cash Draw Amount before replenishment				\$ 406.10
Amount Authorized to Replenish:				\$ 93.90
Reconciled Petty Cash Amount				500.00
Reconciled by:			Date:	
Approved by:			Date:	

UpNorth Tribal Housing
 1160 MEPA Investments
 at 12/31/20XX

Explanation

all MEPA payments paid by Tenants in the MEPA program are invested in government backed mutual securities. Interest earned on these investments is allocated to each tenant. The homes convey to the tenant of record at the end of 25 years.

Tenant	lease date	Prior year balance	Current year additions	Interest Allocation	Ending Balance
Tenant 1	1/1/1990	18,596	1,560	280	20,436
Tenant 2	3/1/1990	25,220	1,920	344	27,484
		43,816			47,920

Bank statement reconciliation

1310 Tenant Accounts Receivable
Rent is due the first of each month

Type	Date	Num	Name	Class	Aging	Open Balance
Current 1 - 30						
Invoice	12/01/2016	JDoe	Jan Doe	NAHASDA:Housing Services	30	280.00
Invoice	12/01/2016	Lane12	Linda Lane	NAHASDA:Housing Services	30	280.00
Invoice	12/01/2016	Winter12	Ray Winter	NAHASDA:Housing Services	30	280.00
Payment	12/20/2016	JJ	Jane Joe	NAHASDA:Housing Services		-280.00
Total 1 - 30						560.00
31 - 60						
Invoice	11/01/2016	Took11	Joseph Tookalook	NAHASDA:Housing Services	60	240.00
Invoice	11/01/2016	Winter11	Ray Winter	NAHASDA:Housing Services	60	280.00
Total 31 - 60						520.00
Total 61 - 90						
> 90						
Invoice	08/01/2016	Winter8	Ray Winter	NAHASDA:Housing Services	152	280.00
Invoice	09/01/2016	Winter9	Ray Winter	NAHASDA:Housing Services	121	280.00
Invoice	10/01/2016	Winter10	Ray Winter	NAHASDA:Housing Services	91	280.00
Total > 90						840.00
TOTAL						1,920.00

UpNorth Tribal Housing
A/R Aging Summary
As of December 31, 2016

1310 Tenant Accounts Receivable
Rent is due the first of each month
December 31, 20XX

	Col a 1 - 30	Col b 31 - 60	Col c 61 - 90	Col d > 90	Col e TOTAL
Jane Joe	-280.00	0.00	0.00	0.00	-280.00
Joseph Tookalook	280.00	280.00	0.00	0.00	560.00
Linda Lane	280.00	0.00	0.00	0.00	280.00
Ray Winter	280.00	240.00	280.00	560.00	1,360.00
TOTAL	560.00	520.00	280.00	560.00	1,920.00

Amount over 60 days are deemed uncollectible, therefore, should record bad debt expense

	Debit	Credit
6100 Bad debt Expense (sum of Col c and d)	840.00	
1311 Allowance for Doubtful Accounts		840.00

UpNorth Tribal Housing
Statement of Expenses, Revenues, and Changes in
Net Position

NAHASDA Fund

December 31, 20XX

Revenue

4000	Rental Income	31,200
4010	Administrative Exp-MH	4,320
4300	Federal Revenue	470,000
4500	Proceed from debt	314,660
	Total Revenue	<u>820,180</u>

Expenses

5000	Salaries & Wages	218,345
5005	Benefits	38,552
5135	Accounting & Auditing	14,063
5200	travel	1,542
5406	Utilities	35,012
5505	Communications	5,553
5550	Insurance	2,963
5600	Supplies	6,839
5610	R&M Buildings	8,484
5615	Groundkeeping	4,700
5700	Program Assistance	1,700
5780	Interest Expense	36,365
5800	Capital Assets-Building	429,060
5890	Principle Payments on Loan	69,824
	Total Expenses	<u>873,002</u>
	Net Income	-52,822
	less Unrestricted	-7,800
	Nahasda receivable	<u>-60,622</u>

Rental Income	4,200	4,200	4,200	4,200	16,800
Proceeds from Debt	314,660	0	0	0	314,660

	03/31/20XX	06/30/20XX	9/30/20XX	12/31/20XX	Total
Total Nahasda Rev Accrued	58,829	46,007	97,188	328,598	530,622
total Nahasda Expenses	58,829	46,007	97,188	328,598	530,622
Cash Draws	0	106,000	99,000	265,000	470,000
Accounts Receivable	58,829	-1,164	-2,976	60,622	60,622

**Grant Analysis Worksheet
12/31/20XX**

Grant Information				
General Ledger Fund Name		NAHASDA		
1. Fund Number				
2. Granting Agency		U.S. Department of Housing & Urban		
3. Grant Name				
4. Grant Number		55-IH-01-XXXXX		
5. Grant CFDA #		14.867		
6. Grant Period		/01/20XX - 12/31/20XX		
7. Grant Amount		\$ 525,000		
Grant Description (Purpose)		Housing and Housing Opportunitites		
2016 Expenditures and Cash Receipts				Total
Receivable (deferred revenue) at December 31, 2015		\$ -		
Cash receipts during the year		470,000.00		
Expenditures during the year		530,622.00		
Ending receivable (deferred revenue) December 31, 2016		\$ 60,622.00		\$ 60,622.00
Cumulative Expenditures				Total
Total Grant Award				
Expended in prior years				
Expended during the year				
Total funds expended to date				
Funds left to be expended				\$ -
Cumulative Cash Receipts				Total
Total Grant Award				
Received in prior years				
Cash receipts during the year				
Total funds received to date				
Funds left to be received				\$ -
Ending A/R (Deferred) proof total		\$ 60,622.00		\$ 60,622.00
Cash receipts during the year				
Date	Reference	Warrant #	Amount	
7/28/20XX			\$ 106,000.00	
10/10/20XX			99,000.00	
11/2/20XX			125,000.00	
12/21/20XX			140,000.00	
			-	Total
Total			\$ 470,000.00	\$ 470,000.00

additional support:
grant award
quarterly financial reports
cash draw log (e-LOCCS)

1. Federal Agency and Organizational Element to Which Report is Submitted Housing and Urban Development Office of Native American Programs	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 55-IH-02-XXXX	Page 1 of _____ pages
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3. Recipient Organization (Name and complete address including Zip code) UpNorth Tribal Housing
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4a. DUNS Number XXXXXXXXXX	4b. EIN XX-XXXXXXXXXX	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) NAHASDA	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From:	To:	9. Reporting Period End Date (Month, Day, Year)
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10. Transactions <i>(Use lines a-c for single or multiple grant reporting)</i>	Cumulative
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Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	570,000
b. Cash Disbursements	530,622
c. Cash on Hand (line a minus b)	39,378

<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	625,000
e. Federal share of expenditures	530,622
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	530,622
h. Unobligated balance of Federal funds (line d minus g)	94,378

Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	

Program Income:	
l. Total Federal program income earned	27,720
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	27,720
o. Unexpended program income (line l minus line m or line n)	

11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense							
g. Totals:					0	0	0

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
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13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
	d. Email Address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)

14. Agency use only:

Standard Form 425 - Revised 6/28/2010
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.
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UpNorth Tribal Housing receives an invoice from their Workers Comp Insurance Broker in December. The rates and coverage are for the subsequent fiscal year. The Tribe pays the invoice in December, 20XX using the budgeted salary allocations, charging the payment to the grant. The correct full accrual adjustment is to book the payments to prepaid expenses, then allocate to the appropriate expense in 20X1 based on actual payroll

ACCRUAL CONCEPT: PREPAID EXPENSE

DESCRIPTION: Workers Compensation Insurance is paid at the end of 20XX and applies to 20X1 wages

EXAMPLE: Tribe pays \$12,000 for Workers Compensation in December for 20XX and charges it to Prepaid Insurance

FULL ACCRUAL

Step 1: UpNorth Tribe receives an invoice from Insurance Carrier for Workers Compensations. It is the workers compensation premium for estimated payroll for 20XX.

Account	Class	Account Description	DEBIT	CREDIT
1501	none	Workers Compensation Insurance	12000	
1010	none	Cash		12000

To record workers comp insurance premium paid January 1, 20XX

Step 2: Each payroll workers compensation liability is calculated on gross payroll paid.

Account	Class	Account Description	DEBIT	CREDIT
5005	various	Workers Compensation Benefits	2300	
2117	none	Accrued Workers Comp Liability		2300

workers compensation expense is booked through payroll. This entry summarizes one payroll of workers compensation accrual at \$2,300

Step 3: write down the prepaid expense and decrease the liability.

Account	Class	Account Description	DEBIT	CREDIT
2117	none	Accrued Workers Comp Liability	2300	
1501	none	Prepaid Expense - Workers Comp Ins		2300

Write down workers compensation liability for amount of Workers Comp "earned"

UpNorth Tribal Housing
Fixed Asset reconciled to BS
December 31, 20XX

Reconciliation	Fixed Asset		Balance Sheet
	Schedule		
1901 Land	120,000.00	d1	120,000.00
1905 Land Improvements	188,500.00	d2	188,500.00
1911 Buildings	2,174,775.00	d3	2,174,775.00
1915 Furniture	67,445.00	d4	67,445.00
1923 Accumulated Depreciation- Buildings	(830,919.51)	d5	(830,920.00)
1924 Accumulated Depreciation- Equipment	(20,531.10)	d6	(20,531.00)
1925 Accumulated depreciation- Infrastructure	(1,925.00)	d7	(1,925.00)
1950 CWIP	429,060.00	d8	429,060.00

**Upnorth Village Tribal Housing
Fixed Assets Schedule
December 31, 20XX**

Date	Item	Source	Beginning Balance	Additions	Deletions	Ending Balance
<u>Land</u>						
6/1/1998	Land/Office Bldg: 1.5 acres	Donated Village Corp	30,000	0		30,000
7/15/2015	Land/Triplex 1.5: acres	Donated Village Corp	30,000	0		30,000
11/31/2015	Land/2 x 4 plexes	Donated Village Corp	60,000	0		60,000
	Total Land		120,000	0	0	120,000
<u>Infrastructure/Land Improvements</u>						
1/6/20XX	4 Plexes water sewer	ANTHC	0	38,500		38,500
1/6/20XX	4 Plexes Sand and Gravel Pad	ICDBG	0	150,000		150,000
	Total Land		0	188,500	0	188,500
<u>Buildings</u>						
1/1/1991	MH Homes (4)	HUD	200,000	0	0	200,000
1/1/1996	1937 Act 8 unit multifamily	HUD	630,700	0	0	630,700
10/1/2000	Office Building	BIA/NAHASDA	424,075	0	0	424,075
7/20/2011	single family home	NAHASDATitle VI	230,000	0	0	230,000
7/20/2011	single family home	NAHASDATitle VI	230,000	0	0	230,000
1/1/2012	single family home	NAHASDATitle VI	230,000	0	0	230,000
1/1/2012	single family home	NAHASDATitle VI	230,000	0	0	230,000
	Total Buildings		2,174,775	0	0	2,174,775
<u>Equipment</u>						
7/1/2010	Allweld Boat 18' w/Mercury 115 HP	EPA/IGAP	21,500			21,500
12/1/2015	Honda 4 wheeler VIN 1234	EPA/IGAP	7,689			7,689
3/31/2015	Ford single cap VIN 6698	BIA TPA	26,750			26,750
7/15/20XX	Honda 4 wheeler VIN 9988 & Trailer	IRR		11,506		11,506
	Total Equipment		55,939	11,506	0	67,445
	Total All Assets		2,350,714	200,006	0	2,550,720
<u>Construction in Progress</u>						
	(2) 4 plexes under construction	NAHASDA/Debt/	0	429,060	0	429,060
	Total CWIP		0	429,060	0	429,060

**Upnorth Village Tribal Housing
Depreciation Schedule
December 31, 20XX**

Date	Item	Ending Balance	Life	Beginning Accumulated Depreciation	20XX Additions	20XX Deletions	Ending Accumulated Depreciation	Net
Land								
6/1/1998	Land/Office Bldg: 1.5 acres	30,000		0			0	30,000
7/15/2015	Land/Triplex 1.5: acres	30,000		0			0	30,000
11/31/2015	Land/2 x 4 plexes	60,000		0			0	60,000
		<u>120,000</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>120,000</u>
Infrastructure/Land Improvements								
1/6/20XX	4 Plexes water sewer	38,500	240	0	1,925		1,925	36,575
1/6/20XX	4 Plexes Sand and Gravel Pad	150,000	0	0			0	150,000
		<u>188,500</u>		<u>0</u>	<u>1,925</u>	<u>0</u>	<u>1,925</u>	<u>186,575</u>
Buildings								
1/1/1991	MH Homes (4)	200,000		0 non-depreciable			0	200,000
1/1/1996	1937 Act 8 unit multifamily	630,700	360	420,467	21,023	0	441,490	189,210
10/1/2000	Office Building	424,075	360	215,571	14,136	0	229,707	194,368
7/20/2011	single family home	230,000	360	33,861	7,667	0	41,528	188,472
7/20/2011	single family home	230,000	360	33,861	7,667	0	41,528	188,472
1/1/2012	single family home	230,000	360	30,667	7,667	0	38,333	191,667
1/1/2012	single family home	230,000	360	30,667	7,667	0	38,333	191,667
		<u>2,174,775</u>		<u>765,094</u>	<u>65,826</u>	<u>0</u>	<u>830,920</u>	<u>1,343,855</u>
Equipment								
7/1/2010	Allweld Boat 18' w/Murcury 115 HP	21,500	120	11,825	2,150	0	13,975	7,525
12/1/2015	Honda 4 wheeler VIN 1234	7,689	84	92	1,098	0	1,190	6,499
3/31/2015	Ford single cap VIN 6698	26,750	120	2,006	2,675	0	4,681	22,069
7/15/20XX	Honda 4 wheeler VIN 9988 & Trailer	11,506	84	0	685	0	685	10,821
		<u>67,445</u>		<u>13,923</u>	<u>6,608</u>	<u>0</u>	<u>20,531</u>	<u>46,914</u>
		<u>2,550,720</u>		<u>779,016</u>	<u>74,359</u>	<u>0</u>	<u>853,376</u>	<u>1,697,344</u>
Construction in Progress								
	(2) 4 plexes under construction	429,060	0					
		<u>429,060</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

UpNorth Tribal Housing
A/P Aging Detail
as of December 31, 20XX

Type	Date	Num	Name	Due Date	Open Balance
Current					
Bill	12/30/20XX	61-1	Tribal Member 61	1/9/20X1	1,200.00
Bill	12/30/20XX	Dec 2017	GC Communications	1/9/20X1	1,350.00
Bill	12/30/20XX	A6556	Office Right	1/9/20X1	1,376.00
Bill	12/31/20XX	Dec Stmt	United Tribes Utilities	1/10/20X1	400.00
Bill	12/31/20XX	Dec W&S	United Tribes Utilities	1/10/20X1	248.00
Total Current					4,574.00
1 - 30					
Bill	12/16/20XX	1130	Gas by the River	12/26/20XX	150.00
Bill	12/20/20XX	A-111	United Tribes Utilities	12/30/20XX	137.56
Total 1 - 30					287.56
TOTAL					4,861.56

2201 Credit Card lead sheet

Take a Chance Credit Card Company
 Statement Date: December 31, 20XX

Credit Card Holder: UpNorth Tribal Housing		
Beginning Balance		11,682.33
charges		
Vendor 1	2,605.55	
Vendor 2	788.88	
Vendor 3	1,529.29	
Vendor 1	596.26	
Vendor 5	212.77	
Vendor 6	998.89	
Vendor 6	1,086.57	
Vendor 7	2,465.00	
Vendor 8	639.39	
Vendor 9	<u>2,395.65</u>	
Total Charges		13,318.25
Total payments		-11,682.33
Ending Balance		13,318.25
Reconciling:		
Balance per credit card:	13,318.25	
Balance per books:	13,318.25	paid 1/20/20X1
Unreconciled:	0.00	ACH
reconciled by: _____ Date: _____		
approved by: _____ Date: _____		

ACCRUED PAYROLL LEAD SHEET

ACCRUED PAYROLL LEAD SHEET

at December 31, 20XX

Payperiod ending December 31, 20XX

Paid January 6, 20X1

Lname	Class	80	0.021	0.062	0.0145	0.0103	0.062	0.0145	0.0103	0.05	Net Pay	ER Benefits
		Gross Wages	EE W/H	EE FICA	EE Medicare	EE ESC	ER FICA	ER Medicare	ER ESC	ER W/C		
Boss	Nahasda Planning & Administration	3,269.23	68.65	202.69	47.40	33.67	202.69	47.40	33.67	163.46	2,916.81	447.23
Builder	Indian Reversion Roads	1,760.00	36.96	109.12	25.52	18.13	109.12	25.52	18.13	88.00	1,570.27	240.77
Cooper	Indian Reversion Roads	2,640.00	55.44	163.68	38.28	27.19	163.68	38.28	27.19	132.00	2,355.41	361.15
Joe	NAHASDA Development	1,600.00	33.60	99.20	23.20	16.48	99.20	23.20	16.48	80.00	1,427.52	218.88
Rivers	NAHASDA Rehabilitation	1,600.00	33.60	99.20	23.20	16.48	99.20	23.20	16.48	80.00	1,427.52	218.88
Rivers	BIA TPA	2,880.00	60.48	178.56	41.76	29.66	178.56	41.76	29.66	144.00	2,569.54	393.98
Sunny	NAHASDA Modernization	1,800.00	37.80	111.60	26.10	18.54	111.60	26.10	18.54	90.00	1,605.96	246.24
		15,549.23	326.53	964.05	225.46	160.16	964.05	225.46	160.16	777.46	13,873.02	2,127.13

1,928.10 450.93 320.31 f1
2,379.03

	Employee Deduction	Employer Liability	Total	
Gross Wages	15,549.23			
FWT	326.53		326.53	f2
FICA	964.05	964.05	1,928.10	f3
Medicare	225.46	225.46	450.93	f3
Alaska ESC	160.16	160.16	320.31	f4
Worker Comp		777.46	777.46	f5
Total Liability	1,676.21	2,127.13	3,803.34	
Net Wages	13,873.02			

Compensated Absences
Leave Balances @ December 31, 20XX

Lname	Fname	Leave Bal	Hrate	Value Leave	Class
Boss	Jana	48.25	40.87	1,972	Nahasda Planning & Administration
Builder	King	80.00	22.00	1,760	Indian Reervation Roads
Cooper	Diane	33.25	33.00	1,097	Indian Reervation Roads
Joe	Joe	16.75	20.00	335	NAHASDA Development
Rivers	Dee	0.00	20.00	0	NAHASDA Rebabiliation
Rivers	Brian	0.00	36.00	0	BIA TPA
Sunny	Alfred	80.00	22.50	<u>1,800</u>	NAHASDA Modernization
			Total	<u>6,964</u>	

Notes Payable Footnote

Year ending December 31,	Interest	Principal	Total
2017	32,706.85	71,540.03	104,246.87
2018	28,945.39	71,560.14	100,505.54
2019	25,183.90	71,580.30	96,764.20
2020	21,422.37	71,600.50	93,022.87
2021	17,660.80	71,620.74	89,281.54
2022-2026	32,528.58	271,519.76	304,048.34
2027-2031	1,748.20	52,253.93	54,002.14
2032-2036	1,231.18	52,770.96	54,002.14
2036-2040	709.04	53,293.09	54,002.14
2040-2045	188.13	44,874.76	45,062.89
Total	162,324.46	832,614.21	994,938.67

LONG TERM LIABILITIES

20XX

Note payable of \$920,000 to First National Bank Alaska; guaranteed by HUD under the Title VI loan guarantee program; bearing simple interest at 6.10% per annum; payable in monthly installments of principle and interest; maturing July 30, 2045.

526,444.44 h1

Note payable of \$314,660 to North River Bank; bearing 5.99% compound interest, payable in monthly installments of principle and interest; maturing July 30, 2045.

306,169.76 h2

Total Long-term Liabilities

832,614.21

2700 Note Payable Title VI Loan guarantee issued July 31, 2010 with an annual interest rate of 6.10%, maturing July 31, 2025. Loan Proceeds used to build 4 single family homes under the rent to own program amount: 920,000.00 effective date: July 22, 2010 interest rate: 6.10% perdiem rate 0.5083% maturity date: July 30, 2025 number months 180.00 terms: annual interest with principal and interest paid monthly					Year ending			
					December 31,	Interest	Principal	Total
					2017	32,113	61,333	93,446
					2018	28,372	61,333	89,705
					2019	24,630	61,333	85,964
					2020	20,889	61,333	82,222
					2021	17,148	61,333	78,481
					2022-2026	30,268	219,778	250,046
					2027-2031	0	0	
					total	153,421	526,444	679,865
					920,000.00			
Date	Principle	Interest	Payment	Balance				
8/30/2010	5,111.11	4,676.67	9,787.78	914,888.89				
12/30/2015	5,111.11	3,299.65	8,410.76	587,777.78				
1/30/2016	5,111.11	2,987.87	8,098.98	582,666.67				
2/29/2016	5,111.11	2,987.87	8,098.98	577,555.56				
3/30/2016	5,111.11	2,987.87	8,098.98	572,444.44				
4/30/2016	5,111.11	2,987.87	8,098.98	567,333.33				
5/30/2016	5,111.11	2,987.87	8,098.98	562,222.22				
6/30/2016	5,111.11	2,987.87	8,098.98	557,111.11				
7/30/2016	5,111.11	2,987.87	8,098.98	552,000.00				
8/30/2016	5,111.11	2,987.87	8,098.98	546,888.89				
9/30/2016	5,111.11	2,987.87	8,098.98	541,777.78				
10/30/2016	5,111.11	2,987.87	8,098.98	536,666.67				
11/30/2016	5,111.11	2,987.87	8,098.98	531,555.56				
12/30/2016	5,111.11	2,987.87	8,098.98	526,444.44	61,333.33	principle 2016		
1/30/2017	5,111.11	2,676.09	7,787.20	521,333.33	35,854.44	interest 2016		
2/28/2017	5,111.11	2,676.09	7,787.20	516,222.22				
3/30/2017	5,111.11	2,676.09	7,787.20	511,111.11				
4/30/2017	5,111.11	2,676.09	7,787.20	506,000.00				
5/30/2017	5,111.11	2,676.09	7,787.20	500,888.89				
6/30/2017	5,111.11	2,676.09	7,787.20	495,777.78				
7/30/2017	5,111.11	2,676.09	7,787.20	490,666.67				
8/30/2017	5,111.11	2,676.09	7,787.20	485,555.56				
9/30/2017	5,111.11	2,676.09	7,787.20	480,444.44				
10/30/2017	5,111.11	2,676.09	7,787.20	475,333.33				
11/30/2017	5,111.11	2,676.09	7,787.20	470,222.22				
12/30/2017	5,111.11	2,676.09	7,787.20	465,111.11				
1/30/2018	5,111.11	2,364.31	7,475.43	460,000.00				
2/28/2018	5,111.11	2,364.31	7,475.43	454,888.89				
3/30/2018	5,111.11	2,364.31	7,475.43	449,777.78				
4/30/2018	5,111.11	2,364.31	7,475.43	444,666.67				
5/30/2018	5,111.11	2,364.31	7,475.43	439,555.56				
6/30/2018	5,111.11	2,364.31	7,475.43	434,444.44				
7/30/2018	5,111.11	2,364.31	7,475.43	429,333.33				
8/30/2018	5,111.11	2,364.31	7,475.43	424,222.22				
9/30/2018	5,111.11	2,364.31	7,475.43	419,111.11				
10/30/2018	5,111.11	2,364.31	7,475.43	414,000.00				
11/30/2018	5,111.11	2,364.31	7,475.43	408,888.89				
12/30/2018	5,111.11	2,364.31	7,475.43	403,777.78				

2710 Note Payable North River Alaska Bank development of 2 tri-plex rental housing with principal and interest payments due monthly. Debt to be paid from rental income amount: 314,660.00 effective date: June 2, 2016 maturity date: June 1, 2046 interest rate: 5.99% perdiem rate 0.000164 terms: 30 years, Compound interest, principle and interest payable the first of the month					Year ending			
					December 31,	Interest	Principal	Total
					2017	594	10,207	10,800
					2018	574	10,227	10,800
					2019	553	10,247	10,800
					2020	533	10,267	10,800
					2021	513	10,287	10,800
					2022-2026	2,260	51,742	54,002
					2027-2031	1,748	52,254	54,002
					2032-2036	1,231	52,771	54,002
					2036-2040	709	53,293	54,002
					2040-2045	188	44,875	45,063
					Total	8,904	306,170	315,074
					2016	510	8,490	9,000
					Total	9,414	314,660	324,074
				314,660.00				
	Date	Principle	Interest	Payment	Balance			
	2/2/2016							
	3/1/2016	848.40	51.64	900.04	313,811.60			
	4/1/2016	848.54	51.50	900.04	312,963.07			
	5/1/2016	848.68	51.36	900.04	312,114.39			
	6/1/2016	848.81	51.22	900.04	311,265.58			
	7/1/2016	848.95	51.08	900.04	310,416.62			
	8/1/2016	849.09	50.94	900.04	309,567.53			
	9/1/2016	849.23	50.80	900.04	308,718.30			
	10/1/2016	849.37	50.66	900.04	307,868.93			
	11/1/2016	849.51	50.52	900.04	307,019.41			
	12/1/2016	849.65	50.38	900.04	306,169.76	8,490.24	principle 2016	
	1/1/2017	849.79	50.25	900.04	305,319.97	510.12	interest 2016	
	2/1/2017	849.93	50.11	900.04	304,470.04			
	3/1/2017	850.07	49.97	900.04	303,619.97			
	4/1/2017	850.21	49.83	900.04	302,769.77			
	5/1/2017	850.35	49.69	900.04	301,919.42			
	6/1/2017	850.49	49.55	900.04	301,068.93			
	7/1/2017	850.63	49.41	900.04	300,218.30			
	8/1/2017	850.77	49.27	900.04	299,367.54			
	9/1/2017	850.91	49.13	900.04	298,516.63			
	10/1/2017	851.05	48.99	900.04	297,665.58			
	11/1/2017	851.19	48.85	900.04	296,814.40			
	12/1/2017	851.33	48.71	900.04	295,963.07			
	1/1/2018	851.47	48.57	900.04	295,111.61			
	2/1/2018	851.60	48.43	900.04	294,260.00			
	3/1/2018	851.74	48.29	900.04	293,408.26			
	4/1/2018	851.88	48.15	900.04	292,556.37			
	5/1/2018	852.02	48.01	900.04	291,704.35			
	6/1/2018	852.16	47.87	900.04	290,852.18			
	7/1/2018	852.30	47.73	900.04	289,999.88			
	8/1/2018	852.44	47.59	900.04	289,147.44			
	9/1/2018	852.58	47.45	900.04	288,294.85			
	10/1/2018	852.72	47.31	900.04	287,442.13			
	11/1/2018	852.86	47.17	900.04	286,589.26			
	12/1/2018	853.00	47.03	900.04	285,736.26			

LONG TERM LIABILITIES
Note payable of \$314,660 to North River Bank;

**UpNorth Tribal Housing
Statement of Net Position
as of December 31, 20XX**

	20XX	
ASSETS		
Current Assets:		
Cash	170,729	
Investments	\$ 372,355	\$ 543,084
Accounts Receivable, net	1,080	
Grants Receivable	113,031	
Prepaid Expenses	12,000	
Total Current Assets	669,195	
Noncurrent assets:		
Investments	0	
Security Deposits	1,200	
Deposits and Reserves	47,920	
Total Noncurrent assets	49,120	
Capital Assets		
Land	120,000	
Land Improvements	188,500	
Buildings	2,174,775	
Furniture Fixtures Equipment	67,445	
Construction Work In Progress	429,060	
Depreciation	-853,376	
Total Capital Assets, net	2,126,404	
Total Noncurrent Assets	2,175,524	
Deferred outflows of resources	0	
TOTAL ASSETS & DEFERRED OUTFLOWS OF RESOURCES	\$ 2,844,719	
LIABILITIES & NET POSITION		
Liabilities		
Current Liabilities		
Accounts Payable	\$ 18,180	
Accrued Liabilities	17,676	
Compensated Absences	6,964	
Security Deposits	1,200	
Refundable Advances	324,784	
Notes payable - current portion	0	
Total Current Liabilities	368,803	
Noncurrent Liabilities		
MEPA Liability	50,000	
Notes Payable net of current portion	832,614	
Total Noncurrent Liabilities	882,614	
Total Liabilities	1,251,418	
Deferred inflows of resources	0	
TOTAL LIABILITIES & DEFERRED INFLOWS OF RESOURCES	1,251,418	
Net position		
Invested in capital assets, net	2,126,404	
Unrestricted	-533,103	
Total Net Position	1,593,301	
TOTAL LIABILITIES & NET POSITION	\$ 2,844,719	

**Upnorth Tribal Housing
Statement of Cash Flows
Year Ended December 31, 20XX**

CASH FLOWS FROM OPERATING ACTIVITIES:

Receipts from grants	1,360,000
Receipt from clients	44,520
Payments to vendors	(680,000)
Payments to employees	(398,443)
Interest payment on debt	(35,000)
Interest and dividend from Investment	7,200
Net cash provided by operating activities	<u>298,277</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:

Acquisition and construction of capital assets	(629,066)
Proceeds from Debt	314,660
Proceeds from sale of capital assets	-
Pincipal payments on notes payable	(69,824)
Total cash used by capital and related financing activities	<u>(384,230)</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Proceeds from sale/maturities of investments	185,340
Net cash provided (used) by investing activities	<u>185,340</u>

NET INCREASE (DECREASE) IN CASH	<u>99,387</u>
CASH AT BEGINNING OF THE YEAR	<u>443,697</u>

CASH AT END OF YEAR	<u>543,084</u>
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Balance in Statement of Net Position

Reconciliation of operating earnings to net cash provided by operating activities:

Operating earnings	364,115
Adjustments to reconcile change in net position to net cash provided by operating activities:	
Depreciation and amortization	74,357
Bad Debt Expense	840
Interest expense	(34,500)
Interest and dividend income	10,000
(Increase)decrease in assets:	
Accounts Receivable	1,000
Grants Receivable	(459,535)
Prepays	(12,000)
Deposits and reserves	4,500
Increase(decrease) in liabilities:	
Accounts payable	(150,000)
Accrued liabilities	5,000
Compensated absences	20,000
Refundable advances	470,000
Deposit liabilities	4,500
Net cash provided by operating activities	<u>298,277</u>

Should agree to Total Operating Earnings in "Income Statement"

NOTE: CASH FLOW IS FOR ILLUSTRATIVE PURPOSE ONLY

**UpNorth Tribal Housing
Statement of Revenues, Expenses &
Changes in Net Position
December 31, 20XX**

	20XX
Operating Revenue	
4000 · Rental Income	\$ 42,120
4010 · Administrative exp - MH	4,320
4300 · Federal grants	1,046,248
4500 · Proceeds from debt	0
Total operating revenue	1,092,688
Operating Expenses	
5000 · Salaries & wages	410,443
5005 · Benefits	72,308
5130 · Legal	37,500
5135 · Accounting/auditing	30,000
5200 · Travel	3,946
5406 · Utilities - fuel	14,700
5407 · Utilities - water/Sewer	12,100
5408 · Utilities - Electricity	13,708
5505 · Telephone & communications	11,800
5550 · Insurance-general liability	6,322
5600 · Supplies	10,837
5605 · Fuel operations	426
5610 · R&M buildings	8,484
5615 · Groundskeeping/snow removal	4,700
5700 · Program assistance-emergency	1,700
5710 · Child care assistance	14,400
5800 · Capital assets-building	429,060
5800.99 · Contra exp-buildings	-429,060
5803 · Landimprovements	150,000
5803.99 · Contra expLand	-150,000
5804 · Capital infrastructure	38,500
5804.99 · Contra exp-infrastructure	-38,500
5805 · Capital assets - equipment	11,506
5805.99 · Contra exp - equipment	-11,506
5890 · Principal payments on loan	69,824
5890.99 · Contra exp-principal payments	-69,824
5900 · Depreciation exp-buildings	65,826
5905 · Depreciation exp - equipment	6,608
5910 · Depreciation-land infrastructure	1,925
6100 Bad Debt Expense	840
Total Operating Expenses	728,573
Total Operating Earnings	364,115
Nonoperating revenue (expense)	
5780 · Interest expense	-38,630
XXXX Investment income	10,065
XXXX Gain(loss) disposal of assets	0
Total nonoperating expense	-28,565
Income before Capital Contributions	335,550
XXXX Capital Contribution	0
Change (Increase/Decrease) in net position	335,550
Net position, beginning	1,257,751
Net position, ending	\$ 1,593,301