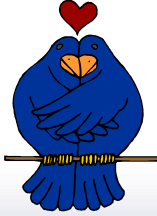# *The Cornwell Associates, Accountants, Inc.*
Newsletter

Don't forget your Valentine on February 14th!!

We Have Moved!
Our new address is:
4421 NW 39th Avenue, Building 3
Gainesville, FL 32606-7223

Our phone numbers remain the same

The 40% Rule Helps with Cost Containment

Go to Pages 8 and 9 to get in-depth information on this vital topic!!

NEW PH Operating Subsidy Payment Procedures

Effective January 1, 2003, PH operating subsidy is moving to eLOCCS.

All PHAs will have to draw down operating subsidy the same way you draw down Capital Funds, Drug Grants, etc.

If you have any questions, please give HUD a call.

Jacksonville Office:
    Roslyn Panichas - 904-232-1777 ext 2061
    Joe Mozzer -   **"**   **ext 2060**
    Carol Harris -   **"**   **ext 2062**
Miami Office
    Orlando Lorie'~ (305) 536-4652
    Main Number~ (305) 536-4456

Dates to Remember

January 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 30, 2003 Fiscal Year End's:
Annual Plan—You should be preparing for developing the plan, downloading materials and forms from PHA Plans website. You should obtain a copy of the Consolidated Plan from the appropriate jurisdiction. You should establish (if not already established) a Resident Advisory Board (RAB). Begin developing draft plan.

February 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

PAYROLL DEADLINE:

January 31, 2003

❋File IRS form 941

❋File Unemployment form UCT-6

❋W-2's distributed to Employees

❋1099's distributed to Landlords, Law firms and Payees who received more than $600.00 in the year 2002   (exempt are corporations and real estate agencies)

February 28, 2003

❋Magnetic Media and Paper 1099 reports sent to IRS

❋W-3 and W-2's to IRS

According to some studies– a 30-minute nap each day reduces the risk of a heart attack by 30%.

Update your Utility allowance schedule. HUD regulations require these allowances be updated annually.

MARCH 31, 2003 Fiscal Year End's

❋ *January 1 –March 31, 2003 Physical Inspections*

~ Agency Plan should have been submitted to HUD in Mid-January.

~ Draw down any payments for final expenditures for your grants.

~ Interest on Savings Accounts and CD's; copies of CD's with last renewal date and interest rate.

~ List of Accounts Payable and Payroll Accruals.

~ All CIAP, CFP and DEG program data.

~ Credit Rent to Tenants—if you have any of these, make sure you get the checks cut to the tenants BEFORE closing March month end.

~ Annual Inspection (AI) must be done for every unit and a work order must have been generated.

~ Fixed Asset Inventory complete and ready to depreciate.

~ Adjustments to Physical Inventory.

~ Allowance for Doubtful Accounts by program - using aging report.

~ List of Compensated Absence Accruals.

~ Section 8 Reconciliation of Portability

~ Collection Loss—get board approval and get these written off BEFORE running month end reports and closing March month end.

~ Major Systems Inspection Work Orders done and recorded.

~ Material Inventory done or scheduled to be done. Must have final report of levels by 3/31/03.

David's Corner
By David Cornwell

Happy New Year!!!!

Tis the season to be jolly!!!!!.......and more efficient and effective. Over the course of this year, one of our many New Years resolutions is to provide our clients with tidbits of information that will save time and effort. We want to eliminate items that have costs in excess of their benefits (in time or money), as long as we do not run counter to any local, state, or federal regulation or statute.

What do you do with the completed work orders after you have input completion dates and times? Normally, the completed work orders are filed in individual unit files. This takes quite a bit of administrative time to complete the filing. Often the filing gets behind, causing a paper work backlog.

Try doing it this way……..
File the completed work orders in three ring binders in work order number order, by completion date. Depending on the number of work orders done each month, you may be able to file several months' worth in one binder. So for a small agency, the spine of the binder would be labeled 01/01/2003 thru 03/31/2003 WO# 2500 thru WO# 2800. The key is the completion date, so if WO# 2760 was completed on 4/5/2003, the work order would be filed in the 04/01/2003 thru 06/30/2003 binder. Of course large maintenance operations would have a binder per month.

What happens if you need to review a particular unit's completed work orders? Run a work order report by unit. It will display all work orders completed, in work order number order with completion date. You can then easily locate the completed work orders in your three ring binders!

What time have you saved? I would venture to say a significant amount. Just compare the amount of time currently spent filing in unit files verses the time you may have to locate all of a units work orders over the last year!

Formatting Spreadsheets
By Seth Enos

Spreadsheets can hold an enormous amount of data and are an invaluable tool in an office. They allow you to organize, calculate, and manipulate the data stored in each cell. Formatting of the cells is important in order to make the spreadsheet readable. Consider a cell whose value is carried out to the 45th decimal place. The value of the cell is important for the accuracy of calculations but displaying the full value might not allow all columns to be printed on standard paper. A solution is to format the cell to display a smaller number of decimal places. Note: Formatting does NOT change the value of a cell, only the appearance. To the right is a list of some formatting keyboard shortcuts:

Shortcut	Description
CTRL+1	Displays the "Format Cells" dialog box
CTRL+SHIFT+~	Applies the General number format
CTRL+SHIFT+$	Applies the Currency format w/ two decimal places
CTRL+SHIFT+%	Applies the Percentage format w/ no decimal places
CTRL+SHIFT+^	Applies the Exponential number format w/ two decimal places
CTRL+SHIFT+#	Applies the Date format w/ day, month, and year
CTRL+SHIFT+@	Applies the Time format w/ hour and minute
CTRL+B	Applies or removes **bold** formatting
CTRL+I	Applies or removes *italic* formatting
CTRL+U	Applies or removes an underline

Conventional CRT Monitors VS Flat Panel LCD Monitors
By Justin Blakely
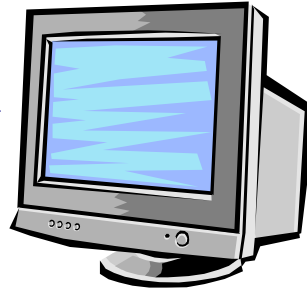
The two most common types of monitors that are being used today are CRT (Cathode Ray Tube) monitors and LCD (Liquid Crystal Display) monitors. CRT type monitors are the traditional monitors that we have been using for years. LCD type monitors are based on a newer technology and are becoming very popular, mainly because they have great space and energy saving advantages over CRT monitors. CRT and LCD monitors are based on completely different technologies, and thus have quite different display characteristics. One of the biggest advantages of LCD monitors is that they are compact and lightweight. An LCD monitor is based upon a very thin screen as opposed to the bulky tube of a CRT monitor. This means that not only do they take up less of your desktop space but they can also be used in many places where a larger CRT monitor cannot fit. LCD monitors are typically sized by their actual viewable diagonal measurement, but CRTs typically are not. For example, the viewable area on a 17" LCD monitor will typically measure 17" diagonally, but the viewable area on a CRT monitor will typically only measure 16" diagonally.

Besides being compact and space saving, LCD displays offer several other benefits. For one, LCD monitors consume much less energy than CRT monitors. This makes the LCD great for laptop and portable computers. Secondly, CRT monitors are known to emit harmful radiation, whereas LCD monitors do not. CRT monitors are generally more affordable than LCD monitors. In the past LCD monitors have been very expensive but their costs have come down quite a bit in the last 1-2 years. One thing to consider is the up-front cost versus the long-term cost. A CRT monitor will cost less up front but will use more energy than a flat panel monitor. An LCD monitor will cost more up front but will conserve energy in the long run. The energy savings may not be much for an individual user, but if you are looking at a corporate office where 50 displays are in use, the energy savings might be more of an issue.

Cornwell Suggestion for February

When sending Faxes to our office, address it clearly to a specific Cornwell Associate. Your questions and requests can be then be handled faster.

Microsoft Office Small Business vs. Professional
By Tom Donnelly

Microsoft is the leading provider of business software in the world. The Microsoft Office suite allows the user to perform word-processing and data management. These capabilities are the requirements for practically every market. In addition, Microsoft offers Office software bundles that include additional software above these capabilities when the user requires it. The two most popular software bundles are the Microsoft Office Small Business Edition and Microsoft Office Professional Edition.

Microsoft Office Small Business Edition consists of Microsoft's two most famous products, Word and Excel. These two programs are not only useful to the average user but are also required by most employers. The SBE package also comes with Microsoft Outlook, the leading email software that provides address book and calendar capabilities. SBE also includes other useful Office tools like the shortcut bar. Microsoft Publisher can also be added to this edition for a small price.

Microsoft Office Professional Edition bundles all the above applications with Microsoft PowerPoint and Access. MS PowerPoint is a popular software for creating presentations. Microsoft Access uses a graphical user interface to access a database that will easily store and link related information. These tools can be very important to the power user.

When deciding which suite version to buy, you should consider if the user would require the database capabilities of MS Access or the presentational function of MS PowerPoint. Both are powerful tools, but come at a hefty price. Microsoft bundles the Small Business Edition and markets it to most of its Office suite users. For the typical user, SBE version will suffice.

Maintenance Is The Key To Network Reliability
By Justin Blakely, MCP

We may often schedule visits with your Housing Authority to perform routine mainte-
nance and apply the latest patches. This is critical step in the overall health and reliabil-
ity of your network. A lot people have the misconception that once computers are in-
stalled and configured there is nothing left to do. Computers and software need to be
updated on an annual basis. This prevents computers from future problems and also
fixes some current problems you may be experiencing.

Updating software can also make your network systems more secure by fixing known
security holes. Because new patches and updates often tweak network system files, we
update your system to increase the current performance of your network. The Cornwell
Associates are keeping informed of the latest patches and updates to keep your network
in top shape. This is another way we continue to provide top notched service to our cli-
ents.

Just in Case…
 by Shirley Mogensen

We get lots of calls from clients about some functions that don't often get performed in Lindsey.

Returned Check Processing

Many of your clients pay their rent with Money Orders so perhaps this issue doesn't surface too often. In case it does
happen, here's how to resolve it.

If a client pays their rent with a check which subsequently 'bounces' you must put through the returned check as a
Charge in Tenants Accounts Receivable.

You should already have a transaction code setup in Lindsey Accounts Receivable Transaction Codes called Re-
turned Check. Settings include: Group = MISC, Code = 8, Type = C.

This charge will Debit 1122 code 0 - Receivables and Credit 1690.02 code 0 - Returned checks.

To debit the tenant you must:
1. Go to Transaction, Charges, enter the Tenant No. and then enter the Misc Code, Returned check selection.
2. This transaction should be processed *for the amount of the check* only.
3. If you wish to charge the tenant for NSF charges, you must put that through as a separate transaction and
label it as a Misc. Charge. (A Misc. charge will Debit 1122 code 0 – Receivables and Credit 3690 code 5 -
Misc. Charges.

When the tenant comes in to pay you for the check which was returned, you will be able to auto apply that payment
to the Misc. Charge Returned Check which will be in their list of charges.

Please call or email Shirley with knotty problems that I can include in the next Just In Case...

Easy and Fun Technical Tips … by Shirley Mogensen

Do you ever wish you could take a quick picture of that screen shot or system message and email it to your boss, to another associate or to us at Cornwell?

You can. Here's how.
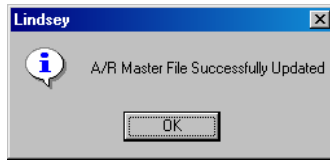
When you see a screen shot that you want to capture, hold down the ALT key and press the PRNT SCRN key. It will copy the top image on your workstation monitor to your Windows 'clipboard.'

Now write an email or a memo to the person who needs to see it and hold down
CTRL and V. This is a paste shortcut.   The captured picture will appear in your document.

## Lindsey Windows Tips…   Holding Payments on Tenants in Process of Eviction

Speaking of screen capture, the image below contains a picture of an important ' Hold Payment' option which you can use.
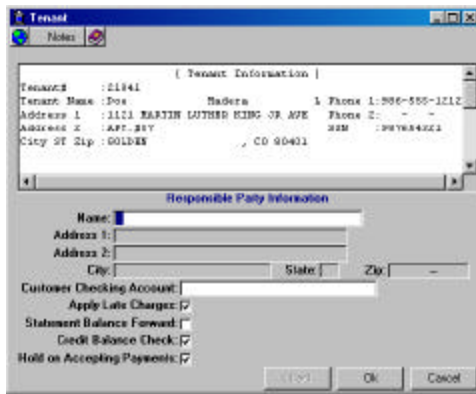
As you know, posting a rent payment on a tenant going through the eviction process can cause your eviction process to halt unnecessarily. You can prevent this by using this option in Lindsey Accounts Receivable and the Lindsey Receipt System.

To prevent payments from posting accidentally, do the following.

1. Go to the Accounts Receivable master file and pull up the tenant's record.
2. Check the "Hold on Accepting Payments" box for that tenant.
3. If you attempt to post a payment for that tenant via the Lindsey Receipt System you will see the following screen.
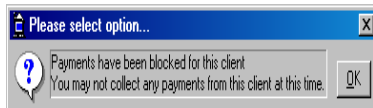
Online EOP

By Seth Enos
Computer HelpDesk

For those of you having trouble with your 50058 submissions to PIC, here is some information that might make your lives a little easier. A large number of 58 errors occur as a result of a conflict between PIC's database and your database. While you may have moved out a tenant and submitted a 58 to PIC, the unit in question will not be recognized as vacant unless your 58 is accepted. Submitting a 58 for a move in to that unit prematurely will cause a fatal error, usually a 4044 error.

Before attempting to submit a 58 for a move-in, it is always a good idea to check PIC's database against yours for any discrepancies concerning vacancies. To check this information, follow these instructions:

- Log onto PIC using a name and password with **administrative privileges**
- On the left-hand side of the screen, move your mouse over "Housing Inventory" and select "Development" from the options listed
- Use the drop-down menu to select the Physical Development you wish to view
- From the five tabs at the top of your screen, click on "Unit"

From this screen you can see which tenant PIC recognizes as the renter of each unit.

If you find a discrepancy, you have a few choices. You can perform a move out on the tenant through Lindsey, generate and submit a 58 to PIC, then wait to see if PIC accepts the 58. Your other option is to use Online EOP. Online EOP allows you to end the participation of a tenant with a few mouse clicks. In order to perform an Online EOP, follow these instructions:

- Log onto PIC using a name and password with **administrative privileges**
- On the left-hand side of the screen, move your mouse over "Form – 50058" and select "Viewer" from the options listed
- Bring up profile of the tenant you wish to move out by entering their SSN or name and then click the "Search" button. The next screen will either list one or many tenants, depending on how you searched
- The last column on the right is titled "Online EOP". Click the link in this column for the tenant you wish to move out.
- A sub-screen will appear with information about this tenant
- At the bottom of this screen there are two buttons "Save" and "Close". Clicking "Save" will end the participation for that tenant.

The turnaround time varies for this procedure but the PIC database will generally be updated within half an hour. To check the PIC database for a particular unit, follow the instructions above.

Mouse Option

By Seth Enos
Computer HelpDesk

How many of you know all of the Hot Keys for each of the applications you use? They can make your life easier and your work faster. It takes a lot of practice to learn these keystrokes, especially because they vary from program to program. Most of us rely heavily on the noble mouse. This "point and click" device is one of the greatest innovations for the PC.

We all know how much Windows loves dialog boxes. Sometimes it seems that every action requires a response to a message box. Whether it's "Save", "OK", "Close", etc…, the program must have a response from the user before it will proceed. Most of the time this requires dragging the mouse over and clicking on your response. Here is a mouse tip that will save you time.

Under Settings, double-click Control Panel. Once in Control Panel, double-click Mouse. At the top of the Mouse Properties window, click the "Motion" tab. At the bottom there is a "Snap to Default" option. Select this option and click "OK". Once this feature is turned on, every time a dialog box appears, the pointer will automatically move over the default button, saving you drag time.

The 40% Rule Helps with Cost Containment

By Marcie Goolsby and Shirley Mogensen

It's a new year and we've had quite a few inquiries about the automatic flagging that the Lindsey system performs on Move Ins which violate the 40% rule.

What Is That Rule?

Here's a reminder.

HUD tells us that on a *new admission, move in or transfer*, a family may not pay more than *40% of its adjusted monthly income* toward the *family share* if the gross rent for the unit is greater than the payment standard for that family. The adjusted monthly income must have been verified within 60 days of the issuance of the voucher.

What This Means to You

A prospective tenant may come to you with a rent that seems very reasonable because it is less than the payment standard for the unit they wish to rent.   However, the comparison of payment standard versus rent will not give a true picture of the 'maximum rent burden' for that family. Lindsey's payment and gross rent calculation will quickly identify individuals who have chosen a home beyond their means. At that point, you can reexamine their reported income and explain why rental of that unit is not a good idea for them.

I'll use the format shown in the *Housing Choice Voucher Program Guidebook* published by HUD, and figures provided by one of our clients, as an example.

Payment Standard	**Based on FMR**	**$504**
Monthly Gross Income	**$6540/12**	**$545**
Monthly Adjusted Income	**$5660/12**	**$472**
30% of Adj. Mo. Income (TTP)	5660/12*.3	$142
40% of Adj. Mo Income. This should be the family's Maximum Rent Burden	5660/12*.4	$187
Rent to Owner		$475
Utilities Allowance		$94
Gross Rent		$569
Payment Standard		$504
Amount OVER Payment Standard		$65
Total Tenant Payment		$142
HAP Payment		$362
Resulting Family Share		
Total Tenant Payment		$142
Plus Amt. OVER Pmt Standard		$65
Family's Actual Rent Burden		$207
Remaining Monthly Income for other expenses	472 – 207 =	$265

Article continued on page 9

The 40% Rule Helps with Cost Containment– Continued from page 8

By Marcie Goolsby and Shirley Mogensen

Rent Exceeds 40% Rule Helps You and the Client
You might initially be surprised by the 'rent exceeds 40% of income rule' message provided by Lindsey.

That is because the amount of the rent is lower than the payment standard and the amount of the rent itself is modest. However, the 40% rule is intended for two protections.

First and foremost, it protects the tenant family from failure to pay their bills. The question you must ask them is this. "If you will have to pay $207 each month for rent, how can you pay for all of your other expenses with the $265 per month remaining?" Ask them to give you documentation on food, clothing, auto, and other expenses. You can use these to help them understand why they cannot rent the unit they have selected.

The second reason for the 40% rule is to help you to identify other sources of regular income which may have been overlooked by the tenant and which can help you to rent them the unit of their choice.

You must think of the 40% rule as a protection and as a signal to assist the client to a clearer picture of housing costs.

Family's True Housing Costs		
Family's Actual Rent Burden		$207
40% of Monthly Adjusted Income = Family's Maximum Rent Burden		$187
Family's Monthly Adjusted Income		$472
Minus Rent Burden		$207
Money Left for Other Expenses		$265

Cornwell Scramble

Unscramble the words/phrases below. Use the circled letters to make a bonus word/phrase.

Raeltiazlaltoicon

◯ _ _◯ _ _ _ _◯ _ _ _ _ _ _◯ _

chiolu bsuipng

_ _ _◯ _ _ _ _ _ _ _ _ _

dtuia

_ _◯ _ _

yseosfd tnwielae

◯ _◯◯ _ _ _ _ _ _ _ _◯ _ _◯

sscun riva

◯ _ ◯ _ _ _ _ _ _

Bonus Phrase

__ __ __ __ __   __ __ __ __ __ __ __ __ __

David's Trivia:

*What is every citizen of Kentucky required by law to do once a year?

*In North Carolina, it is illegal to do this with elephants.
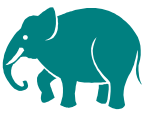
Answers to the scramble and David's Trivia will be in next months issue!

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WE'RE ON THE WEB!
WWW.CORNWELL-ASSOC.COM

OUR PROMISE

The Cornwell Associates, Accountants, Inc. assume full responsibility for customer service to your satisfaction. Providing knowledge, materials and products in a friendly, efficient and professional manner has been the concept behind customer service for decades. In responding to your needs with a positive attitude toward constructive criticism, we strive for excellence in accountability and performance.

The Cornwell Associates, Accountants, Inc. have earned a reputation for superior knowledge of the Department of Housing and Urban Development programs, rules, and regulations. We provide clients with the knowledge, materials and products needed to meet the demands of the Housing Industry today. We intend to uphold our reputation and continue deserving your confidence.