

2017 HOUSING AUTHORITY BUDGET

Certification Section

2017

MILLVILLE

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM Oct 1, 2017 To Sep 30, 2018

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2017 PREPARER'S CERTIFICATION

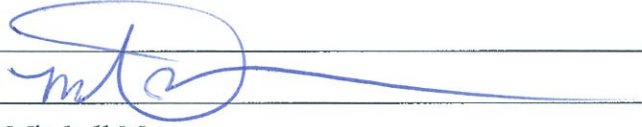
MILLVILLE

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Mitchell Moore		
Title:	CFO		
Address:	PO Box 803 / 1 East Vine Street Millville, NJ 08332		
Phone Number:	856-825-8860 x 1008	Fax Number:	856-825-5283
E-mail address	mmoore@millvillehousing.org		

2017 APPROVAL CERTIFICATION

MILLVILLE

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** Oct 1, 2017 **TO:** Sep 30, 2018

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Millville Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 22 day of August, 2017.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	PO Box 803 / 1 East Vine Street Millville, NJ 08332		
Phone Number:	856-825-8860 x 1011	Fax Number:	
E-mail address	pdice@millvillehousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.Millvillehousing.org
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Paul F. Dice

Title of Officer Certifying compliance

Executive Director

Signature

2017 HOUSING AUTHORITY BUDGET RESOLUTION MILLVILLE HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

WHEREAS, the Annual Budget and Capital Budget for the Millville Housing Authority for the fiscal year beginning, October 1, 2017 and ending, September 30, 2018 has been presented before the governing body of the Millville Housing Authority at its open public meeting of August 22, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,373,716, Total Appropriations, including any Accumulated Deficit if any, of \$6,293,653 and Total Unrestricted Net Position utilized of \$0 and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$178,760 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Millville Housing Authority, at an open public meeting held on August 22, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Millville Housing Authority for the fiscal year beginning, October 1, 2017 and ending, September 30, 2018, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Millville Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 26, 2017.

(Secretary's Signature)

(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Paula Ring
Larry Miller
James Parent
Dale Finch
Robert Tesoroni
Robert Barrett

2017 ADOPTION CERTIFICATION

MILLVILLE HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Millville Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 26 day of, September, 2017.

Officer's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	PO Box 803 / 1 East Vine Street Millville, NJ 08332		
Phone Number:	856-825-8860 x 1008	Fax Number:	
E-mail address	pdice@millvillehousing.org		

2017 ADOPTED BUDGET RESOLUTION

MILLVILLE HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Millville Housing Authority for the fiscal year beginning October 1, 2017 and ending, September 30, 2018 has been presented for adoption before the governing body of the Millville Housing Authority at its open public meeting of September 26, 2017; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,373,716, Total Appropriations, including any Accumulated Deficit if any, of \$6,293,653 and Total Unrestricted Net Position utilized of \$0 and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$178,760 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Millville Housing Authority, at an open public meeting held on September 26, 2017 that the Annual Budget and Capital Budget/Program of the Millville Housing Authority for the fiscal year beginning October 1, 2017 and, ending, September 30, 2018, is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

Governing Body
Member:
Paula Ring
Larry Miller
James Parent
Dale Finch
Robert Tesoroni
Robert Barrett

Recorded Vote				
Aye	Nay	Abstain	Absent	

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2017 HOUSING AUTHORITY BUDGET MESSAGE &
ANALYSIS
MILLVILLE HOUSING AUTHORITY**

AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

Budgeted revenues are anticipated to be adequate to cover projected expenses and cover debt service for fiscal year ending 2018, resulting in a budgeted surplus of \$80,063 from operations. Anticipated revenues total \$6,373,716, a decrease of \$359,972 (5.3%) when compared to the prior year budget. The Authority Total net appropriations of \$6,293,653 are \$342,897 (5.2%) lower than the prior year budget.

The following explanations are for the +/- 10% variances for each line item.

Revenues

Interest revenue increased \$1,910, or 2,122.2%, to be more in line with current interest rates and actual results from the prior fiscal year.

Management and other fee revenues decreased \$309,339, or 15.4%, because the Authority no longer earns the management fees for the oversight of various social programs that are no longer associated with the Authority.

Laundry and miscellaneous revenue increased \$7,600, or 61.3%, to be more in line with the Authority's actual and anticipated results.

Expenses

Administration salaries and wages decreased \$167,582, or 13.3%, as the Authority no longer has the employees associated with the oversight of various social programs that are no longer managed by the Authority.

Staff training decreased \$4,200, or 13.6%, to reflect the Authority's attempt to minimize costs. This amount is a more accurate depiction of the Authority's actual results. The prior year budget amount was too high.

Travel decreased \$8,100, or 29.2%, to reflect the Authority's attempt to minimize costs. This amount is a more accurate depiction of the Authority's actual results. The prior year budget amount was too high.

Accounting fees decreased \$5,500, or 31.4%, to be more in line with the Authority's actual results from the prior fiscal year. The prior year budget amount was too high.

Utilities expense decreased \$143,800, or 14.3%, to be more in line with the Authority's actual results from the prior fiscal year. The prior year budget amount was too high.

Maintenance expense increased \$89,210, or 20.2%, as the Authority continues to make the necessary repairs to its tenant living conditions.

PILOT expense increased \$12,560, or 17.6%, primarily because the Authority's utility expenses decreased significantly, as previously mentioned.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget.

The proposed annual budget will have no significant impact on rents. Rental income is based on 30% of adjusted tenant income by federal regulation. As previously mentioned, budgeted management and other fee revenues decreased \$309,339, or 15.4%, because the Authority no longer earns management fees for the oversight of various social programs that are no longer associated with the Authority.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The local / regional economy is fairly stable and does not have a significant impact on the proposed budget.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

N/A

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A

6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68)

N/A – the Authority does not have an overall accumulated deficit and does not anticipate a deficit in the proposed budget. The Authority has a deficit in unrestricted net position due to the GASB 45 OPEB and GASB 68 Pension liabilities.

HOUSING AUTHORITY CONTACT INFORMATION 2017

Please complete the following information regarding this Housing Authority. All information requested below must be completed.

Name of Authority:	Millville Housing Authority		
Federal ID Number:	221764311		
Address:	PO Box 803 / 1 East Vine Street		
City, State, Zip:	Millville	NJ	08332
Phone: (ext.)	856-825-8860	Fax:	856-825-5283

Preparer's Name:	Mitchell Moore		
Preparer's Address:	PO Box 803 / 1 East Vine Street		
City, State, Zip:	Millville	NJ	08332
Phone: (ext.)	856-825-8860 x 1008	Fax:	856-825-5283
E-mail:	mmoore@millvillehousing.org		

Chief Executive Officer:	Paul F. Dice		
Phone: (ext.)	856-825-8860 x 1011	Fax:	856-825-5283
E-mail:	pdice@millvillehousing.org		

Chief Financial Officer:	Mitchell Moore		
Phone: (ext.)	856-825-8860 x 1008	Fax:	856-825-5283
E-mail:	mmoore@millvillehousing.org		

Name of Auditor:	Tony Polcari		
Name of Firm:	Polcari & Company, CPAs		
Address:	2035 Hamburg Turnpike – Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6969	Fax:	973-831-6972
E-mail:	tony@polcarico.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 31
- 2) Provide the amount of total salaries and wages for calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,070,640
- 3) Provide the number of regular voting members of the governing body: 6
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? **(Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering)** Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. ***Attach a narrative of your Authority's procedures for all employees.***

The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increases granted during the year require Board approval, at which time an additional comparability analysis is performed. All employees are evaluated annually by their immediate supervisor and those evaluations are considered when determining compensation for the next fiscal year.

- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes, however only for meals that were consumed during the travel detailed in item # 12 *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
 - a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No*If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

Millville Housing Authority

Detail of Travel Expense

For the Fiscal Year Ended **September 30, 2016**

Information in support of Question 12 of Page N-3(1 of 2)

Payee	Description	Expense
Marriott Crystal Gateway	DC - NAHRO Conference/Hotel 3 Commissioners/ED	1,898.18
NAHRO	DC - NAHRO Conference 3 Commissioners/ED	2,375.00
PHADA	PHADA Memberships - NAHRO Conference 3 Commissioners	2,136.90
Brian Tomlin	DC - NAHRO Conference mileage/meals reimbursement	349.38
Paula Ring	DC - NAHRO Conference mileage/meals reimbursement	693.25
Lany Miller	DC - NAHRO Conference hote/mileage/meals reimbursement	178.15
American Airline	Airfare for PHADA Training - 1 Employee - Dice	539.22
NAHRO	Staff Training	99.00
CSL Water Quality Inc	Maintenance Staff Training - 1 Employee - Leek	325.00
NAHMA	CPO Certified Professional Occupancy renewal - 1 Employee - StClair	90.00
Nan McKay	Property Management Training -2 Employees - Torres/Miranda	2,385.00
American Airline	Airfare for PHM Training -2 Employees Torres/Miranda	1,131.60
Ivelisse Torres	PHM Training mileage/meals reimbursement	279.59
Fred Pryor Seminars	Payroll Law Training - 2 Employees - Moore/Smith	298.00
Mitchell Moore	Payroll Law Training mileage/meals reimbursement - 2 Employees	114.25
Casterline Associates, PC, Inc	RAD Training - 1 Employee - Moore	450.00
Mitchell Moore	RAD Training Air/hote/mileage/meals - reimbursement	2,310.29
Nan McKay	PHM Training -1 Employee - Santoro	1,100.00
Doubletree Hotel	Property Management Training Lodging -1 Employee Santoro	108.00
Heather Santoro	PHM Training mileage/meals reimbursement	751.02
Various Employees	Misc Mileage Reimbursement per Shared Services Agreements	6,625.66
Paul Dice	Misc Mileage Reimbursement per Shared Services Agreements	2,836.64
Mitchell Moore	Misc Mileage Reimbursement per Shared Services Agreements	1,077.57
Kevin Timm	Misc Mileage Reimbursement per Shared Services Agreements	3,646.73
Betsy Loyle	Misc Mileage Reimbursement per Shared Services Agreements	2,432.83
Allison Corson	Misc Mileage Reimbursement per Shared Services Agreements	1,315.86
Steve DeSario	Misc Mileage Reimbursement per Shared Services Agreements	2,745.19

38,292.31

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS
MILLVILLE HOUSING AUTHORITY**

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2017, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2015 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period **October 1, 2017** to **September 30, 2018**
 Milville Housing Authority

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend								
1 Paul Dice	Executive Director	35	X						\$ 127,817	\$ -	\$ 1,200	\$ 13,192	\$ 144,209			\$ 144,209
2 Mitchell Moore	Chief Financial Officer	35	X						\$ 97,800	\$ 5,299	\$ 0	\$ 14,646	\$ 117,745			\$ 117,745
3 Kevin Timm	Systems Administrator	35		X					\$ 65,267	\$ 0	\$ 0	\$ 11,718	\$ 76,985			\$ 76,985
4 Betsy Loyle	Director of Operation	35		X					\$ 63,975	\$ 0	\$ 0	\$ 23,134	\$ 87,109			\$ 87,109
5 Paula Ring	Commissioner								\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
6 Larry Miller	Commissioner								\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
7 James Parent	Commissioner								\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
8 Dale Finch	Commissioner								\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
9 Robert Tesaroni	Commissioner								\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
10 Robert Barrett	Commissioner								\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
11									\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
12									\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
13									\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
14									\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
15									\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			\$ 0
Total:									\$ 354,859	\$ 5,299	\$ 1,200	\$ 64,689	\$ 426,047			\$ 426,047

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Millville Housing Authority
 For the Period October 1, 2017 to September 30, 2018

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)		Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Current Year	Employee Proposed Budget	Proposed Budget		Current Year	Current Year				
Active Employees - Health Benefits - Annual Cost											
Single Coverage	9	9	\$ 6,717	\$ 60,453	\$ 5,841	\$ 7,884	15.0%	\$ 7,884	15.0%		
Parent & Child	1	1	11,930	11,930	10,374	1,556	15.0%	1,556	15.0%		
Employee & Spouse (or Partner)	0	0	-	-	-	-	#DIV/0!	-	#DIV/0!		
Family	2	2	19,988	39,976	17,380	5,216	15.0%	5,216	15.0%		
Employee Cost Sharing Contribution (enter as negative -)				(9,676)		(8,414)		(8,414)			
Subtotal	12	12		102,683	12	89,289		13,394	15.0%		
Commissioners - Health Benefits - Annual Cost											
Single Coverage	0	0	-	-	-	-	#DIV/0!	-	#DIV/0!		
Parent & Child	0	0	-	-	-	-	#DIV/0!	-	#DIV/0!		
Employee & Spouse (or Partner)	0	0	-	-	-	-	#DIV/0!	-	#DIV/0!		
Family	0	0	-	-	-	-	#DIV/0!	-	#DIV/0!		
Employee Cost Sharing Contribution (enter as negative -)				-		-		-			
Subtotal	0	0		-	0	-		-	#DIV/0!		
Retirees - Health Benefits - Annual Cost											
Single Coverage	0	0	-	-	-	-	#DIV/0!	-	#DIV/0!		
Parent & Child	0	0	-	-	-	-	#DIV/0!	-	#DIV/0!		
Employee & Spouse (or Partner)	1	1	19,014	19,014	16,534	2,480	15.0%	2,480	15.0%		
Family	0	0	-	-	-	-	#DIV/0!	-	#DIV/0!		
Employee Cost Sharing Contribution (enter as negative -)				-		-		-			
Subtotal	1	1		19,014	1	16,534		2,480	15.0%		
GRAND TOTAL	13	13		\$ 121,697	13	\$ 105,823		\$ 15,874	15.0%		

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	No <input type="checkbox"/> Yes <input type="checkbox"/>
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	No <input type="checkbox"/> Yes <input type="checkbox"/>

Note: Remember to Enter an amount in rows for Employee Cost Sharing

**MILLVILLE HOUSING AUTHORITY
2016 FY Vacation Accrual**

CENTRAL OFFICE	9/30/2016 Hours Avail	9/30/2016 Days Avail	TOTAL VACATION \$
Dice, Paul	262.50	37.50	18,435.11
Santoro, Heather	-	-	-
St. Clair, Shannon	-	-	-
Corson, Allison	45.50	6.50	1,379.79
Hiles, Kari	413.00	59.00	10,220.10
Moore, Mitch	339.50	48.50	18,512.94
Moore, Mitch - LOCKED	420.00	60.00	22,902.60
Smith, Denise	329.00	47.00	11,158.03
Dowd, Nick	P / T	-	P / T
Timm, Kevin	56.00	8.00	2,037.90
Leek, Brian	88.00	11.00	1,584.00
Mendibles, Yolanda	105.00	15.00	2,307.80
Total	2,058.50	292.50	88,538.27
HOUSING PROPERTIES - CVC / FER / HBC / JCP / MVP / RVE / RVW / SCT			
Loyle, Elizabeth	98.00	14.00	3,500.07
Swink, Polly	14.00	2.00	424.62
Chard, Bobbi Joy	35.00	5.00	742.88
Torres, Ivelisse	105.00	15.00	1,622.25
Miranda, Wilnelia	38.50	5.50	535.34
Delacruz, Yaniris		-	
Langley, Eric	68.00	8.50	1,020.00
Roman, Luis	96.00	12.00	1,664.64
Mason, John	96.00	12.00	1,440.00
Bordoio, Eriberto	88.00	11.00	1,320.00
Rosa, Raul		-	
Soto, Hiram	348.00	43.50	6,008.22
Total	986.50	128.50	18,278.02
SECTION 8			
Gonzalez, Jessica	245.00	35.00	5,733.98
Martinez, Yolanda	35.00	5.00	513.73
Total	280.00	40.00	6,247.71
Grand Total	3,325.00	461.00	113,064.00

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **October 1, 2017** to **September 30, 2018**
Millville Housing Authority

	FY 2018 Proposed Budget				FY 2017 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted		
	Public Housing Management	Section 8	Housing Voucher	Other Programs					Total All Operations	Total All Operations
	\$	\$	\$	\$					\$	\$
REVENUES										
Total Operating Revenues	4,392,718	-	1,512,800	468,198	6,373,716	6,373,716	(359,972)	-5.3%		
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!		
Total Anticipated Revenues	<u>4,392,718</u>	<u>-</u>	<u>1,512,800</u>	<u>468,198</u>	<u>6,373,716</u>	<u>6,373,688</u>	<u>(359,972)</u>	-5.3%		
APPROPRIATIONS										
Total Administration	2,182,602	-	149,440	278,580	2,610,622	2,778,538	(167,916)	-6.0%		
Total Cost of Providing Services	2,142,871	-	1,363,360	176,800	3,683,031	3,858,013	(174,982)	-4.5%		
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!		
Total Operating Appropriations	4,325,473	-	1,512,800	455,380	6,293,653	6,636,550	(342,897)	-5.2%		
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!		
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!		
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!		
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!		
Total Appropriations and Accumulated Deficit	4,325,473	-	1,512,800	455,380	6,293,653	6,636,550	(342,897)	-5.2%		
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!		
Net Total Appropriations	<u>4,325,473</u>	<u>-</u>	<u>1,512,800</u>	<u>455,380</u>	<u>6,293,653</u>	<u>6,636,550</u>	<u>(342,897)</u>	-5.2%		
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ 67,245</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,818</u>	<u>\$ 80,063</u>	<u>\$ 97,138</u>	<u>\$ (17,075)</u>	-17.6%		

Revenue Schedule

Millville Housing Authority

For the Period October 1, 2017 to September 30, 2018

	FY 2018 Proposed Budget				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!	
Dwelling Rental	1643400				1,643,400	1,640,600	2,800	0.2%
Excess Utilities					-	-	#DIV/0!	
Non-Dwelling Rental					-	-	#DIV/0!	
HUD Operating Subsidy	1473391				1,473,391	1,471,734	1,657	0.1%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			1490000		1,490,000	1,556,600	(66,600)	-4.3%
Total Rental Fees	3,116,791	-	1,490,000	-	4,606,791	4,668,934	(62,143)	-1.3%
<i>Other Operating Revenues (List)</i>								
Investments	2000				2,000	90	1,910	2122.2%
Management and Other Fees	1206927		22800	468198	1,697,925	2,007,264	(309,339)	-15.4%
Antennae Rental	47000				47,000	45,000	2,000	4.4%
Laundry & Misc	20000				20,000	12,400	7,600	61.3%
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	#DIV/0!	
Total Other Revenue	1,275,927	-	22,800	468,198	1,766,925	2,064,754	(297,829)	-14.4%
Total Operating Revenues	4,392,718	-	1,512,800	468,198	6,373,716	6,733,688	(359,972)	-5.3%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Type in					-	-	#DIV/0!	
Type in					-	-	#DIV/0!	
Type in					-	-	#DIV/0!	
Type in					-	-	#DIV/0!	
Type in					-	-	#DIV/0!	
Type in					-	-	#DIV/0!	
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned					-	-	#DIV/0!	
Penalties					-	-	#DIV/0!	
Other					-	-	#DIV/0!	
Total Interest	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
TOTAL ANTICIPATED REVENUES	\$ 4,392,718	\$ -	\$ 1,512,800	\$ 468,198	\$ 6,373,716	\$ 6,733,688	\$ (359,972)	-5.3%

Prior Year Adopted Revenue Schedule

Millville Housing Authority

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,640,600				1,640,600
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	1,471,734				1,471,734
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			1,556,600		1,556,600
Total Rental Fees	3,112,334	-	1,556,600	-	4,668,934
<i>Other Revenue (List)</i>					
Investments				90	90
Management and Other Fees	1386953		22,000	598,311	2,007,264
Antennae Rental	45000				45,000
Laundry & Misc	12400				12,400
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	1,444,353	-	22,000	598,401	2,064,754
Total Operating Revenues	4,556,687	-	1,578,600	598,401	6,733,688
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned					-
Penalties					-
Other					-
Total Interest	-	-	-	-	-
Total Non-Operating Revenues	-	-	-	-	-
TOTAL ANTICIPATED REVENUES	\$ 4,556,687	\$ -	\$ 1,578,600	\$ 598,401	\$ 6,733,688

Appropriations Schedule

Millville Housing Authority
For the Period October 1, 2017 to September 30, 2018

	FY 2018 Proposed Budget				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	800,349		78,826	215,000	\$ 1,094,175	\$ 1,261,757	\$ (167,582)	-13.3%
Fringe Benefits	281,845		44,080	29,600	355,525	370,359	(14,834)	-4.0%
Legal	73,000			600	73,600	69,107	4,493	6.5%
Staff Training	24,000		1,800	800	26,600	30,800	(4,200)	-13.6%
Travel	18,400		1,200		19,600	27,700	(8,100)	-29.2%
Accounting Fees	12,000				12,000	17,500	(5,500)	-31.4%
Auditing Fees	26,700		2,300	2,000	31,000	28,200	2,800	9.9%
Miscellaneous Administration*	946,308		21,234	30,580	998,122	973,115	25,007	2.6%
Total Administration	2,182,602	-	149,440	278,580	2,610,622	2,778,538	(167,916)	-6.0%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	10,000			-	10,000	10,000	-	0.0%
Salary & Wages - Maintenance & Operation	292,365			72,000	364,365	392,033	(27,668)	-7.1%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	125,176			-	125,176	136,700	(11,524)	-8.4%
Tenant Services	1,600				1,600	1,600	-	0.0%
Utilities	803,600			56,000	859,600	1,003,400	(143,800)	-14.3%
Maintenance & Operation	503,550		1,860	24,800	530,210	441,000	89,210	20.2%
Protective Services	50,000				50,000	50,000	-	0.0%
Insurance	218,600		11,500	24,000	254,100	268,200	(14,100)	-5.3%
Payment in Lieu of Taxes (PILOT)	83,980				83,980	71,420	12,560	17.6%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	8,000				8,000	8,000	-	0.0%
Other General Expense	46,000				46,000	45,660	340	0.7%
Rents			1,350,000		1,350,000	1,430,000	(80,000)	-5.6%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	2,142,871	-	1,363,360	176,800	3,683,031	3,858,013	(174,982)	-4.5%
Total Principal Payments on Debt Service In Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	4,325,473	-	1,512,800	455,380	6,293,653	6,636,550	(342,897)	-5.2%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	4,325,473	-	1,512,800	455,380	6,293,653	6,636,550	(342,897)	-5.2%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,325,473	-	1,512,800	455,380	6,293,653	6,636,550	(342,897)	-5.2%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 4,325,473	\$ -	\$ 1,512,800	\$ 455,380	\$ 6,293,653	\$ 6,636,550	\$ (342,897)	-5.2%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 216,273.65 \$ - \$ 75,640.00 \$ 22,769.00 \$ 314,682.65

Millville Housing Authority
Miscellaneous Administrative Expenses
FYE September 30, 2018 Budget

	<u>LRPH</u>	<u>Other Program</u>
Credit/Criminal Checks	\$ 3,100	\$ -
Licenses/Fees/Permits	12,800	680
Office Rent	21,600	-
Professional Fees/Services	66,100	1,200
Publications / Subscriptions	2,650	-
Membership Dues & Fees	4,550	1,200
Telephone	24,200	2,400
Office Supplies	20,300	300
Copier and Supplies	12,600	200
Cell Phones/Pagers	21,200	720
Payroll Service	7,300	7,500
Postage/Express	11,560	-
Legal Ads	6,550	-
Internet	20,500	1,560
Answering Service/Voicemail	5,200	-
Other Misc Admin Exp	1,200	-
Employee Services	2,400	-
Commissioner Training	11,200	-
Commissioner Travel	4,500	-
Marketing / Promotion / Advertising	600	2,820
Bank /Credit Card Fees	1,800	2,400
Meet/Seminars	600	-
Fuel - Administrative	1,200	-
Computer Hardware	6,000	-
Computer Software	2,200	-
Computer Supplies	1,400	-
Computer Support	47,800	-
Computer System Support	28,200	-
Property Mgnt Fee Expense	392,642	-
Asset Mgnt Fee Expense	59,040	-
BookKeeping Fee Expense	43,110	-
Program Mgnt Fee Expense- JCP Antenna Rental 10%	4,700	-
Program Mgnt Fee Expense- JCP Office Space Rental 10%	1,206	-
Program Mgnt Fee Expense- RVW Office Space Rental 10%	300	-
Program Mgnt Fee Expense - MVP Office Space Rental 10%	6,000	-
HCPM - Janitorial - Fee for service	90,000	9,600
	<u>\$ 946,308</u>	<u>\$ 30,580</u>

Prior Year Adopted Appropriations Schedule

Millville Housing Authority

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 889,397		\$ 73,900	\$ 298,460	\$ 1,261,757
Fringe Benefits	312,700		29,000	28,659	370,359
Legal	47,040		10,000	12,067	69,107
Staff Training	29,200		1,600	-	30,800
Travel	25,000		1,500	1,200	27,700
Accounting Fees	16,500		-	1,000	17,500
Auditing Fees	23,700		2,500	2,000	28,200
Miscellaneous Administration*	876,640		40,500	55,975	973,115
Total Administration	2,220,177	-	159,000	399,361	2,778,538
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	10,000				10,000
Salary & Wages - Maintenance & Operation	387,100			4,933	392,033
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	136,700				136,700
Tenant Services	1,600				1,600
Utilities	926,400			77,000	1,003,400
Maintenance & Operation	381,000			60,000	441,000
Protective Services	50,000				50,000
Insurance	219,200		14,000	35,000	268,200
Payment in Lieu of Taxes (PILOT)	71,420				71,420
Terminal Leave Payments					-
Collection Losses	8,000				8,000
Other General Expense	25,000			20,000	45,660
Rents			1,430,000		1,430,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,216,420	-	1,444,660	196,933	3,858,013
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	4,436,597	-	1,603,660	596,293	6,636,550
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	4,436,597	-	1,603,660	596,293	6,636,550
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,436,597	-	1,603,660	596,293	6,636,550
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,436,597	\$ -	\$ 1,603,660	\$ 596,293	\$ 6,636,550

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations	\$ 221,829.85	\$ -	\$ 80,183.00	\$ 29,814.67	\$ 331,827.52
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Debt Service Schedule - Principal

Millville Housing Authority

If Authority has no debt X this box

	Adopted Budget Year 2017	Proposed Budget Year 2018	Fiscal Year Ending in						Total Principal Outstanding
			2019	2020	2021	2022	2023	Thereafter	
Capital Bond Financing	\$ 140,000	\$ 150,000	\$ 155,000	\$ 160,000	\$ 170,000	\$ 180,000	\$ 190,000	\$ 520,000	\$ 1,525,000
EPC Loan	62,104	65,203	68,456	71,872	75,459	79,224			360,214
TOTAL PRINCIPAL	202,104	215,203	223,456	231,872	245,459	259,224	259,224	520,000	1,885,214
LESS: HUD SUBSIDY	202,104	215,203	223,456	231,872	245,459	259,224	259,224	520,000	1,885,214
NET PRINCIPAL	-	-	-	-	-	-	-	-	-

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

Bond Rating Moody's Standard & Poors

Year of Last Rating Fitch

Debt Service Schedule - Interest

Millville Housing Authority

If Authority has no debt X this box

	Adopted Budget Year 2017	<i>Fiscal Year Ending in</i>						Total Interest Payments
		Proposed Budget Year 2018	2019	2020	2021	2022	2023	
Capital Bond Financing	75,017	62,221	55,330	47,823	45,525	43,575	19,000	342,257
EPC Loan	21,074	14,721	11,305	7,719	3,951			55,671
TOTAL INTEREST	96,091	76,942	66,635	55,542	49,476	43,575	19,000	397,928
LESS: HUD SUBSIDY	96,091	76,942	66,635	55,542	49,476	43,575	19,000	397,928
NET INTEREST	-	-	-	-	-	-	-	-

Net Position Reconciliation

Millville Housing Authority
 For the Period October 1, 2017 to September 30, 2018

FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 7,831,851	\$ -	\$ (129,399)	\$ -	\$ 7,702,452
Less: Invested in Capital Assets, Net of Related Debt (1)	9,781,025				9,781,025
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(1,949,174)	-	(129,399)	-	(2,078,573)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	4,258,356		262,630		4,520,986
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	103,884		4,235		108,119
Plus: Estimated Income (Loss) on Current Year Operations (2)	67,245			12,818	80,063
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	2,480,311	-	137,466	12,818	2,630,595
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR	\$ 2,480,311	\$ -	\$ 137,466	\$ 12,818	\$ 2,630,595
(4)					

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 216,274 \$ - \$ 75,640 \$ 22,769 \$ 314,683

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2017
MILLVILLE
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

MILLVILLE HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Millville Housing Authority, on the 26 day of September, 2017.

OR

It is hereby certified that the governing body of the _____ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	PO Box 803 / 1 East Vine Street Millville, NJ 08332		
Phone Number:	856-825-8860 x 1011	Fax Number:	856-935-5283
E-mail address	pdice@millvillehousing.org		

2017 CAPITAL BUDGET/PROGRAM MESSAGE

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2017 TO: Sep 30, 2018

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

Yes – reviewed and approved by municipal government and residents of the developments affected.

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

Yes .

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. All planned capital projects are funded by HUD's capital fund program and will not be affected by fluctuations in rental income. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.

6. Have the projects been reviewed and approved by HUD? Yes all capital fund budgets have been approved by HUD.

Add additional sheets if necessary.

Proposed Capital Budget

Millville Housing Authority

For the Period October 1, 2017 to September 30, 2018

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Elevator Replacement	\$ 134,445				\$ 134,445	
Fire Panel Replacement	44,315				44,315	
Type in Description	-					
Type in Description	-					
Total	178,760	-	-	-	178,760	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 178,760	\$ -	\$ -	\$ -	\$ 178,760	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Millville Housing Authority
 For the Period October 1, 2017 to September 30, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	2023
<i>Public Housing Management</i>							
Elevator Replacement	\$ 134,445	\$ 134,445					
Fire Panel Replacement	44,315	44,315					
Type in Description	-	-					
Type in Description	-	-					
Total	178,760	178,760	-	-	-	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 178,760	\$ 178,760	\$ -	\$ -	\$ -	\$ -	\$ -

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Millville Housing Authority
 For the Period October 1, 2017 to September 30, 2018

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Elevator Replacement	\$ 134,445				\$ 134,445
Fire Panel Replacement	44,315				44,315
Type in Description	-				
Type in Description	-				
Total	178,760	-	-	-	178,760
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL	\$ 178,760	\$ -	\$ -	\$ -	\$ 178,760
Total 5 Year Plan per CB-4	\$ 178,760				
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.			

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.