

*Authority Budget of:*

*Millville Housing Authority*

**State Filing Year**

**2018**

*For the Period:*

*October 1, 2018*

*to*

*September 30, 2019*

[www.millvillehousing.org](http://www.millvillehousing.org)

Authority Web Address

**Department Of**



**Community  
Affairs**

*Division of Local Government Services*

**2018 HOUSING AUTHORITY BUDGET**

**Certification Section**

**2018**

**MILLVILLE**

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM Oct 1, 2018 TO Sep 30, 2019**

**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: \_\_\_\_\_

# 2018 PREPARER'S CERTIFICATION

## MILLVILLE

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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:	<i>Anthony G. Polcari, CPA</i>		
Name:	Anthony G. Polcari		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	tony@polcarico.com		

# 2018 APPROVAL CERTIFICATION


## Millville

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2108 TO: Sep 30, 2019

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 24th day of July, 2018.

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	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



# 2018 HOUSING AUTHORITY BUDGET RESOLUTION MILLVILLE HOUSING AUTHORITY

**FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019**

WHEREAS, the Annual Budget and Capital Budget for the Millville Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 has been presented before the governing body of the Millville Housing Authority at its open public meeting of July 24, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,496,489, Total Appropriations, including any Accumulated Deficit if any, of \$6,330,800 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$400,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

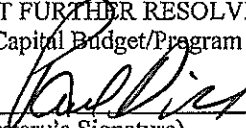
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 July 24, 2018 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, 2018 and ending, September 30, 2019 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 August 21, 2018.

  
\_\_\_\_\_  
(Secretary's Signature)

7/26/18  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Paula Ring	✓			
Larry Miller	✓			
Heather Santoro	✓			
Kristina Townsend	✓			
Robert Tesoroni	✓			
Robert Barrett				✓

# **2018 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**



# 2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS MILLVILLE HOUSING AUTHORITY

## AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 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 2019, resulting in a budgeted surplus of \$165,689 from operations. Anticipated revenues total \$6,496,489, an increase of \$122,773 (1.9%) when compared to the prior year budget. Total net appropriations of \$6,330,800 are \$37,147 (0.6%) higher than the prior year budget.

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.

### Revenues

HUD operating subsidy is \$1,687,274, or \$213,883 higher than the previous fiscal year budget (an increase of 14.5%). This increase is due to HUD's low rent public housing operating subsidy allocation methodology. The projected funding for 2019 is significantly higher than the prior year budget due to increased funding provided to domestic programs by Congress.

Interest income is projected at \$6,000 vs. \$2,000 in the prior fiscal year (an increase of 200%). The housing authority holds a certificate of deposit of approximately \$600,000 which reached its maturity. The certificate of deposit was earning approx. .03% interest/ Based on the current CD market, the housing authority is negotiating the investment of these funds and it is anticipated that the investment will earn approximately 1.0% on renewal (or \$6,000)

### Expenses

Administrative salaries and wages are \$947,762, a decrease of \$146,153 (13.4%) from the prior fiscal year. In October 2017 the Authority reorganized and reduced its accounting staff, resulting in the elimination of the Controller's position thereby realizing a payroll savings of approximately \$105,000. The Authority's housing management staff size was also reduced, creating an additional savings of approx. \$80,000. These cost savings of approx. \$185,000 are partially offset by normal budgeted salary increases of 3%.

Staff training increased by \$14,900, or 56%. The projected increase is due to the appointment of several new commissioners who will be required to fulfill their state-mandated savings.

Accounting fees increased by \$66,200, or 551.7%. 2019 accounting fees are projected at \$78,200. This increase is a result of the previously mentioned reorganization of the accounting staff and the outsourcing of the Controller position. The net savings from this reorganization is approximately \$80,000.

Auditing fees decreased by \$12,650. This savings is attributable to the reorganization of the accounting staff. With the current staff, the Authority is able to better prepare work schedules for the new auditor, resulting in a reduced audit fee.

Miscellaneous administrative expenses decreased by 18.9% from \$998,122 to \$809,041. The primary reason for this decrease is the reclassification of \$90,000 of maintenance services from administration to cost of providing services, maintenance of operations. These services are properly classified as the cost of providing services rather than administration.

Maintenance and costs of operations increased by \$352,100, or 66.4%. As noted in the preceding paragraph, \$90,000 of this increase is due to the reclassification of janitorial and cleaning costs to operations from administration. The remaining increase is due to management's aggressive campaign to upgrade the physical condition of its housing stock. The increased maintenance contract and materials cost of approx. \$240,000 is evidence of the increased improvement activity. It should also be noted that actual maintenance costs for the FYE 9/30/2018 were approx. \$200,000 over budget, which is further evidence that the FYE 9/30/2018 budget was lower than required.

Protective service wages for FYE 9/30/19 are budgeted at \$22,333, while no such expenses were incurred in the prior year. In the prior year, \$50,000 was budgeted for contracted protective services while none is budgeted this year. Management has determined that providing in-house services is more efficient than contracting for these services.

Budgeted collection increased by 102.5% (\$8,000 last year vs. \$16,200 in the current year). The current year budget represents a more reasonable estimate based on prior history.

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 2018/2018-2019 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)**

*The authority's 9/30/17 audited total equity is \$7,124,358. Unrestricted net position has a \$2,570,924 deficit primarily because of GASB 68 pension liability. The Authority would need additional HUD funding or a new revenue stream to eliminate this deficit. The Authority does not anticipate additional deficit in the proposed budget.*

## HOUSING AUTHORITY CONTACT INFORMATION 2018

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

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

<b>Preparer's Name:</b>	Anthony G. Polcari		
<b>Preparer's Address:</b>	2035 Hamburg Turnpike, Unit H		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	973-831-6972
<b>E-mail:</b>	<a href="mailto:tony@polcarico.com">tony@polcarico.com</a>		

<b>Chief Executive Officer:</b>	Paul F. Dice		
<b>Phone: (ext.)</b>	856-825-8860 x 1011	<b>Fax:</b>	856-825-5283
<b>E-mail:</b>	<a href="mailto:pdice@millvillehousing.org">pdice@millvillehousing.org</a>		

<b>Chief Financial Officer:</b>	Anthony G. Polcari (by contract)		
<b>Phone: (ext.)</b>	856-825-8860 x 1008	<b>Fax:</b>	856-825-5283
<b>E-mail:</b>	<a href="mailto:tpolcari@millvillehousing.org">tpolcari@millvillehousing.org</a>		

<b>Name of Auditor:</b>	Anthony Giampaolo		
<b>Name of Firm:</b>	Hymanson, Parnes & Giampaolo		
<b>Address:</b>	467 Middletown Lincroft Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	732-842-4550	<b>Fax:</b>	732-842-4551
<b>E-mail:</b>	<a href="mailto:tony@hpgnj.com">tony@hpgnj.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2016 or 2017) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 30
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2016 or 2017) Transmittal of Wage and Tax Statements: \$1,063,302
- 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 (Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018) 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 Authorities 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? No *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? No *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, 2017**

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

Name	Description	Expense	
<b>MHA BACKUP</b>			
<b>4140-00-000 Staff Training</b>			
NLHA Meeting	PH and Section 8 - Paul Dice	675.00	
Capital One Visa	Casterline Accounting seminar - Moore and Smith	790.00	
Capital One Visa	NAHRO - Washington DC - Paul Dice	1,089.00	
Wilnelia Miranda	PH Exam retake	150.00	2,704.00
<b>4140-00-001 Staff Training - Travel Expenses</b>			
Elizabeth Loyle	HUD training - travel	180.59	
Mitchell Moore	Casterline training - travel - Moore and Smith	3,746.94	
Capital One Visa	New Orleans, PH Management training - travel -Torres and Miranda	99.00	
Capital One Visa	New Orleans, PH Management training - travel -Torres and Miranda	2,398.53	6,425.06
<b>4150-00-000 Staff Travel</b>			
Allison Corson - cocc	Misc Mileage Reimbursement per Shared Services Agreements	1,085.40	
Elizabeth Loyle	Misc Mileage Reimbursement per Shared Services Agreements	2,617.92	
Wilnelia Miranda	Misc Mileage Reimbursement per Shared Services Agreements	897.62	
Ivelisse Torres	Misc Mileage Reimbursement per Shared Services Agreements	92.86	
Paul Dice - cocc	Misc Mileage Reimbursement per Shared Services Agreements	2,946.50	
Kevin Timm - cocc	Misc Mileage Reimbursement per Shared Services Agreements	4,346.73	
Mitch Moore - cocc	Misc Mileage Reimbursement per Shared Services Agreements	684.18	
Nick Dowd - cocc	Misc Mileage Reimbursement per Shared Services Agreements	1,088.64	
Jessica Gonzalez section 8	Misc Mileage Reimbursement per Shared Services Agreements	646.38	
Yolanda Martinez section 8	Misc Mileage Reimbursement per Shared Services Agreements	187.92	
Joseph White	Misc Mileage Reimbursement per Shared Services Agreements	631.80	15,225.95
<b>Section 8 BACKUP</b>			
<b>4140-00-000 Staff Training</b>			
Neilrod	Section 8 training - J Gonzalez and Y Martinez	129.00	129.00
<b>4150-00-000 Staff Travel</b>			

24,484.01

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

**FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019**

*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, 2018 Most recent available W-2 and 1099 should be used (2016 or 2017 Forms)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 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, 2018 to Millville Housing Authority September 30, 2019

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Former Highest Compensated Employee	Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the 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 C	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
							Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)								
1 Paul Dice	Executive Director	40	x				\$ 131,651	\$ -	\$ 1,200	\$ 150,354	None	None	0	\$ -	\$ -	\$ 150,354	
2 Kevin Timm	Systems Administrator	40	x				66,232	0	0	81,382	None	None	0	0	0	81,382	
3 Elizabeth Loyle	Director of Operations	40	x				75,000	0	26,704	101,704	None	None	0	0	0	101,704	
4 Paula Ring	Chairperson	1	x				0	0	0	0	None	None	0	0	0	0	
5 Larry Miller	Vice Chairperson	1	x				0	0	0	0	None	None	0	0	0	0	
6 Heather Santoro	Commissioner	1	x				0	0	0	0	None	None	0	0	0	0	
7 Kristina Townsend	Commissioner	1	x				0	0	0	0	None	None	0	0	0	0	
8 Robert Tesoroni	Commissioner	1	x				0	0	0	0	None	None	0	0	0	0	
9 Robert Barrett	Commissioner	1	x				0	0	0	0	None	None	0	0	0	0	
10										0	None	None	0	0	0	0	
11										0	None	None	0	0	0	0	
12										0	None	None	0	0	0	0	
13										0	None	None	0	0	0	0	
14										0	None	None	0	0	0	0	
15										0	None	None	0	0	0	0	
Total:										\$ 272,883	\$ -	\$ 1,200	\$ 59,357	\$ 333,440	\$ -	\$ -	\$ 333,440

(3) 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, 2018 to September 30, 2019

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year		Annual Cost per Employee Current Year		Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Employee Proposed Budget	Proposed Budget		Current Year	Current Year	Current Year	Current Year			
<b>Active Employees - Health Benefits - Annual Cost</b>												
Single Coverage	9	\$ 6,681		\$ 60,125		9	\$ 6,717		\$ 60,453		-\$ (328)	-0.5%
Parent & Child	1	12,464		12,464		1	11,980		11,980		534	4.5%
Employee & Spouse (or Partner)	0	-		-		0	-		-		-	#DIV/0!
Family	2	24,473		48,946		2	19,988		39,976		8,970	22.4%
Employee Cost Sharing Contribution (enter as negative -)				(10,200)					(9,676)		(524)	5.4%
Subtotal	12			111,334		12			102,683		8,651	8.4%
<b>Commissioners - Health Benefits - Annual Cost</b>												
Single Coverage						0						#DIV/0!
Parent & Child						0						#DIV/0!
Employee & Spouse (or Partner)						0						#DIV/0!
Family						0						#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)						0						#DIV/0!
Subtotal	0					0						#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>												
Single Coverage						0						#DIV/0!
Parent & Child						0						#DIV/0!
Employee & Spouse (or Partner)						1	19,014		19,014		(19,014)	-100.0%
Family						0						#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)						0						#DIV/0!
Subtotal	0					1			19,014		(19,014)	-100.0%
<b>GRAND TOTAL</b>	<b>12</b>			<b>\$ 111,334</b>		<b>13</b>			<b>\$ 121,697</b>		<b>\$ (10,363)</b>	<b>-8.5%</b>

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)  
 Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

No	Yes or No
No	Yes or No

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

# Schedule of Accumulated Liability for Compensated Absences

Millville Housing Authority

For the Period October 1, 2018 to September 30, 2019

*Complete the below table for the Authority's accrued liability for compensated absences.*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement	Legal Basis for Benefit (check applicable items)
See Attached Schedule PHA	see attached schedule	\$ 134,547	x			
See Attached Schedule Comp. Unit	see attached schedule	1,247		x		
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 135,794</b>				

The total Amount Should agree to most recently issued audit report for the Authority

HOUSING AUTHORITY OF THE CITY OF MILLVILLE  
 ACCRUED COMPENSATED ABSENCES  
 SEPTEMBER 30, 2017

	<u>SICK</u>	<u>Sick Pay @</u>	<u>\$15,000</u>	<u>Vac. Hour</u>	<u>VACATION PAY</u>	<u>Vac. Pay Ltd. To</u>	<u>48 Hrs.</u>	<u>Total Accrual</u>
A. Corson	\$ 18,361.79	\$ 9,180.90	\$ 9,180.90	59.50	\$ 1,804.34	-	1,455.60	10,636.50
P. Dice	40,803.05	20,401.53	1,500.00	346.50	24,334.35	-	24,334.35	25,834.35
K. Hiles	5,629.72	2,814.86	2,814.86	91.00	2,251.89	-	1,187.81	4,002.67
Y. Mendibles	7,846.50	3,923.25	3,923.25	21.00	461.56	-	461.56	4,384.81
M. Moore	81,113.38	40,556.69	15,000.00	-	-	-	-	15,000.00
D. Smith	44,632.14	22,316.07	15,000.00	84.00	2,848.86	-	1,627.92	16,627.92
K. Timm	12,482.11	6,241.06	6,241.06	35.00	1,273.69	-	1,273.69	7,514.75
Y. Delacruz	1,181.25	590.63	590.63	59.50	743.75	-	600.00	1,190.63
E. Loyle	12,125.24	6,062.62	6,062.62	70.00	2,500.05	-	1,714.32	7,776.94
W. Miranda	1,606.03	803.02	803.02	98.00	1,362.69	-	667.44	1,470.46
P. Swink	31,209.57	15,604.79	1,500.00	17.50	530.78	-	530.78	2,030.78
I. Torres	3,999.91	1,999.96	1,999.96	98.00	1,723.04	-	843.94	2,843.89
E. Bordojs	7,663.20	3,831.60	3,831.60	96.00	1,483.20	-	741.60	4,573.20
W. Jamie	-	-	-	-	-	-	-	-
G. Klawitter	1,500.00	750.00	750.00	-	-	-	-	750.00
E. Langley	3,028.20	1,514.10	1,514.10	-	-	-	-	1,514.10
H. Soto	25,180.73	12,590.37	12,590.37	261.70	4,646.08	-	852.17	13,442.53
J. Mason	2,904.60	1,452.30	1,452.30	88.00	1,359.60	-	741.60	2,193.90
J. Gonzalez	20,806.14	10,403.07	10,403.07	133.00	3,112.73	-	1,123.39	11,526.46
Y. Martinez	1,643.94	821.97	821.97	28.00	410.98	-	410.98	1,232.95
TOTAL PHA	\$ 323,717.50	\$ 161,858.75	\$ 95,979.68		\$ 50,847.59		\$ 38,567.15	\$ 134,546.83
COMP> UNIT	-	-	-	-	-	-	1,247.00	1,247.00

# Schedule of Shared Service Agreements

For the Period **October 1, 2018** to **September 30, 2019**  
 Millville Housing Authority to

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Millville Housing Authority	Salem Housing Authority	Executive Mgmt Svcs		12/12/2018	12/12/2019	\$ 87,540
Millville Housing Authority	Wildwood Housing Authority	Executive Mgmt Svcs		12/12/2018	12/12/2019	\$ 84,048

If No Shared Services X this Box

# **2018 HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

**SUMMARY**

For the Period **October 1, 2018** to **September 30, 2019**  
 Millville Housing Authority

	<b>FY 2019 Proposed Budget</b>				<b>FY 2018 Adopted Budget Total All Operations</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>			
<b>REVENUES</b>							
Total Operating Revenues	\$ 4,502,789	\$ -	\$ 1,536,500	\$ 457,200	\$ 6,373,716	\$ 122,773	1.9%
Total Non-Operating Revenues	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	4,502,789	-	1,536,500	457,200	6,373,716	122,773	1.9%
<b>APPROPRIATIONS</b>							
Total Administration	1,927,972	-	155,451	234,380	2,610,622	(292,819)	-11.2%
Total Cost of Providing Services	2,417,637	-	1,378,860	216,500	3,683,031	329,966	9.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	4,345,609	-	1,534,311	450,880	6,293,653	37,147	0.6%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,345,609	-	1,534,311	450,880	6,293,653	37,147	0.6%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,345,609	-	1,534,311	450,880	6,293,653	37,147	0.6%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 157,180	\$ -	\$ 2,189	\$ 6,320	\$ 80,063	\$ 85,626	106.9%

## Revenue Schedule

Millville Housing Authority  
 For the Period October 1, 2018 to September 30, 2019

### FY 2019 Proposed Budget

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	FY 2018 Adopted Budget	FY 2018 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	All Operations
<b>OPERATING REVENUES</b>									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -		#DIV/0!
Dwelling Rental	1643400				1,643,400	1,643,400	-		0.0%
Excess Utilities	0				-	-	-		#DIV/0!
Non-Dwelling Rental	0				-	-	-		#DIV/0!
HUD Operating Subsidy	1687274				1,687,274	1,473,391	213,883		14.5%
New Construction - Acc Section 8					-	-	-		#DIV/0!
Voucher - Acc Housing Voucher			1515000		1,515,000	1,490,000	25,000		1.7%
<b>Total Rental Fees</b>	<b>3,330,674</b>	<b>-</b>	<b>1,515,000</b>	<b>-</b>	<b>4,845,674</b>	<b>4,606,791</b>	<b>238,883</b>		<b>5.2%</b>
<i>Other Operating Revenues (List)</i>									
Investments	6000				6,000	2,000	4,000		200.0%
Management & Other Fees	1097335		21500	457200	1,576,035	1,697,925	(121,890)		-7.2%
Antenna Rental	48780				48,780	47,000	1,780		3.8%
Laundry & Misc.	20000				20,000	20,000	-		0.0%
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!
Type In (Grant, Other Rev)					-	-	-		#DIV/0!
Type In (Grant, Other Rev)					-	-	-		#DIV/0!
<b>Total Other Revenue</b>	<b>1,172,115</b>	<b>-</b>	<b>21,500</b>	<b>457,200</b>	<b>1,650,815</b>	<b>1,766,925</b>	<b>(116,110)</b>		<b>-6.6%</b>
<b>Total Operating Revenues</b>	<b>4,502,789</b>	<b>-</b>	<b>1,536,500</b>	<b>457,200</b>	<b>6,496,489</b>	<b>6,373,716</b>	<b>122,773</b>		<b>1.9%</b>
<b>NON-OPERATING REVENUES</b>									
<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!
<b>Total Other Non-Operating Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned					-	-	-		#DIV/0!
Penalties					-	-	-		#DIV/0!
Other					-	-	-		#DIV/0!
<b>Total Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>#DIV/0!</b>
<b>Total Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>#DIV/0!</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,502,789</b>	<b>\$ -</b>	<b>\$ 1,536,500</b>	<b>\$ 457,200</b>	<b>\$ 6,496,489</b>	<b>\$ 6,373,716</b>	<b>\$ 122,773</b>		<b>1.9%</b>



## Prior Year Adopted Revenue Schedule

Millville Housing Authority

*FY 2018 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,643,400				1,643,400
Excess Utilities	-				-
Non-Dwelling Rental	-				-
HUD Operating Subsidy	1,473,391				1,473,391
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			1,490,000		1,490,000
<b>Total Rental Fees</b>	<b>3,116,791</b>	<b>-</b>	<b>1,490,000</b>	<b>-</b>	<b>4,606,791</b>
<i>Other Revenue (List)</i>					
Interest	2000				2,000
Management and Other Fees	1206927		22,800	468,198	1,697,925
Antennae Rental	47000				47,000
Laundry & Misc	20000				20,000
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)					-
Type in (Grant, Other Rev)					-
<b>Total Other Revenue</b>	<b>1,275,927</b>	<b>-</b>	<b>22,800</b>	<b>468,198</b>	<b>1,766,925</b>
<b>Total Operating Revenues</b>	<b>4,392,718</b>	<b>-</b>	<b>1,512,800</b>	<b>468,198</b>	<b>6,373,716</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
<b>Total Other Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned					-
Penalties					-
Other					-
<b>Total Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,392,718</b>	<b>\$ -</b>	<b>\$ 1,512,800</b>	<b>\$ 468,198</b>	<b>\$ 6,373,716</b>

## Appropriations Schedule

Millville Housing Authority  
 For the Period October 1, 2018 to September 30, 2019

	<b>FY 2019 Proposed Budget</b>				Total All Operations	FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	653,664		78,998	215,000	\$ 947,662	\$ 1,094,175	\$ (146,513)	-13.4%
Fringe Benefits	292,047		43,903		335,950	355,525	(19,575)	-5.5%
Legal	64,100		3,400	600	68,100	73,600	(5,500)	-7.5%
Staff Training	38,500		2,200	800	41,500	26,600	14,900	56.0%
Travel	18,400		600		19,000	19,600	(600)	-3.1%
Accounting Fees	78,200				78,200	12,000	66,200	551.7%
Auditing Fees	12,100		1,250	5,000	18,350	31,000	(12,650)	-40.8%
Miscellaneous Administration*	770,961		25,100	12,980	809,041	998,122	(189,081)	-18.9%
Total Administration	1,927,972	-	155,451	234,380	2,317,803	2,610,622	(292,819)	-11.2%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	-				-	10,000	(10,000)	-100.0%
Salary & Wages - Maintenance & Operation	212,921			72,000	284,921	364,365	(79,444)	-21.8%
Salary & Wages - Protective Services	22,333				22,333	-	22,333	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	101,343			29,600	130,943	125,176	5,767	4.6%
Tenant Services	20,400				20,400	1,600	18,800	1175.0%
Utilities	835,500			56,000	891,500	859,600	31,900	3.7%
Maintenance & Operation	845,550		1,860	34,900	882,310	530,210	352,100	66.4%
Protective Services					-	50,000	(50,000)	-100.0%
Insurance	235,000		2,000	24,000	261,000	254,100	6,900	2.7%
Payment In Lieu of Taxes (PILOT)	80,790				80,790	83,980	(3,190)	-3.8%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	16,200				16,200	8,000	8,200	102.5%
Other General Expense	47,600				47,600	46,000	1,600	3.5%
Rents			1,375,000		1,375,000	1,350,000	25,000	1.9%
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	2,417,637	-	1,378,860	216,500	4,012,997	3,683,031	329,966	9.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	4,345,609	-	1,534,311	450,880	6,330,800	6,293,653	37,147	0.6%
<b>NON-OPERATING APPROPRIATIONS</b>								
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!
<b>TOTAL APPROPRIATIONS</b>	4,345,609	-	1,534,311	450,880	6,330,800	6,293,653	37,147	0.6%
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	4,345,609	-	1,534,311	450,880	6,330,800	6,293,653	37,147	0.6%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other	-	-	-	-	-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 4,345,609	\$ -	\$ 1,534,311	\$ 450,880	\$ 6,330,800	\$ 6,293,653	\$ 37,147	0.6%

\* 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      \$ 217,280.45      \$ -      \$ 76,715.55      \$ 22,544.00      \$ 316,540.00

## Prior Year Adopted Appropriations Schedule

Millville Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 800,349		\$ 78,826	\$ 215,000	\$ 1,094,175
Fringe Benefits	281,845		44,080	29,600	355,525
Legal	73,000		-	600	73,600
Staff Training	24,000		1,800	800	26,600
Travel	18,400		1,200		19,600
Accounting Fees	12,000		-		12,000
Auditing Fees	26,700		2,300	2,000	31,000
Miscellaneous Administration*	946,308		21,234	30,580	998,122
Total Administration	2,182,602	-	149,440	278,580	2,610,622
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	10,000				10,000
Salary & Wages - Maintenance & Operation	292,365			72,000	364,365
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	125,176				125,176
Tenant Services	1,600				1,600
Utilities	803,600			56,000	859,600
Maintenance & Operation	503,550		1,860	24,800	530,210
Protective Services	50,000				50,000
Insurance	218,600		11,500	24,000	254,100
Payment in Lieu of Taxes (PILOT)	83,980				83,980
Terminal Leave Payments					-
Collection Losses	8,000				8,000
Other General Expense	46,000				46,000
Rents			1,350,000		1,350,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,142,871	-	1,363,360	176,800	3,683,031
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	4,325,473	-	1,512,800	455,380	6,293,653
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	4,325,473	-	1,512,800	455,380	6,293,653
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	4,325,473	-	1,512,800	455,380	6,293,653
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 4,325,473	\$ -	\$ 1,512,800	\$ 455,380	\$ 6,293,653

\* 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, 2019 Budget

	9/30/19 Proposed Budget		9/30/18 Adopted Budget	
	LRPH	Other Program	LRPH	Other Program
Credit/Criminal Checks	\$ -	\$ -	\$ 3,100	\$ -
Licenses/Fees/Permits	12,800	600	12,800	680
Office Rent	10,800	-	21,600	-
Professional Fees/Services	12,200	1,200	66,100	1,200
Publications / Subscriptions	2,650	-	2,650	-
Membership Dues & Fees	4,550	600	4,550	1,200
Telephone	28,100	2,600	24,200	2,400
Office Supplies	20,300	1,400	20,300	300
Copier and Supplies	12,600	500	12,600	200
Cell Phones/Pagers	21,200	720	21,200	720
Payroll Service	7,300	7,500	7,300	7,500
Postage/Express	11,560	-	11,560	-
Legal Ads	6,550	-	6,550	-
Internet	20,500	1,660	20,500	1,560
Answering Service/Voicemail	5,200	-	5,200	-
Other Misc Admin Exp	10,400	-	1,200	-
Employee Services	2,400	-	2,400	-
Commissioner Training	-	-	11,200	-
Commissioner Travel	-	-	4,500	-
Marketing / Promotion / Advertising	-	2,400	600	2,820
Bank /Credit Card Fees	1,800	2,800	1,800	2,400
Meet/Seminars	-	-	600	-
Fuel - Administrative	1,200	-	1,200	-
Computer Hardware	-	-	6,000	-
Computer Software	-	-	2,200	-
Computer Supplies	9,600	-	1,400	-
Computer Support	-	-	47,800	-
Computer System Support	19,000	-	28,200	-
Property Mgnt Fee Expense	428,159	-	392,642	-
Asset Mgnt Fee Expense	59,040	-	59,040	-
BookKeeping Fee Expense	43,110	-	43,110	-
Program Mgnt Fee- JCP Antenna Rental 10%	4,878	-	4,700	-
Program Mgnt Fee - JCP Office Space Rental 10%	1,080	-	1,206	-
Program Mgnt Fee - RVW Office Space Rental 10%	306	-	300	-
Program Mgnt Fee - MVP Office Space Rental 10%	8,928	-	6,000	-
Temporary Administrative Labor	4,750	-	-	-
HCPM - Janitorial - Fee for service	-	-	90,000	9,600
	<u>\$ 770,961</u>	<u>\$ 21,980</u>	<u>\$ 946,308</u>	<u>\$ 30,580</u>

# Debt Service Schedule - Principal

Millville Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in						Total Principal Outstanding		
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023		2024	Thereafter
Capital Bond Financing	\$ 150,000	\$ 135,000	\$ 140,000	\$ 140,000	\$ 150,000	\$ 160,000	\$ 170,000	\$ 275,000	\$ 1,170,000
EPC Loan	65,203	68,456	71,872	75,459	79,224				295,011
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	215,203	203,456	211,872	215,459	229,224	160,000	170,000	275,000	1,465,011
LESS: HUD SUBSIDY	215,203	203,456	211,872	215,459	229,224	160,000	170,000	275,000	1,465,011
NET PRINCIPAL	-	-	-	-	-	-	-	-	-

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

Bond Rating	Moody's	Fitch	Standard & Poor's
Year of Last Rating	n/a	n/a	n/a

## Debt Service Schedule - Interest

Millville Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>							Total Interest Payments Outstanding
	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	
Capital Fund Financing	52,902	46,887	40,421	33,723	26,556	18,918	13,038	232,445
EPC Loan	14,721	11,305	7,719	3,951				37,696
Type in Issue Name								
Type in Issue Name								
<b>TOTAL INTEREST</b>	<b>67,623</b>	<b>58,192</b>	<b>48,140</b>	<b>37,674</b>	<b>26,556</b>	<b>18,918</b>	<b>13,038</b>	<b>270,141</b>
<b>LESS: HUD SUBSIDY</b>	<b>67,623</b>	<b>58,192</b>	<b>48,140</b>	<b>37,674</b>	<b>26,556</b>	<b>18,918</b>	<b>13,038</b>	<b>270,141</b>
<b>NET INTEREST</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Net Position Reconciliation

Millville Housing Authority

For the Period October 1, 2018

to September 30, 2019

## FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 6,879,411	\$ -	\$ (1,17,518)	\$ 362,465	\$ 7,124,358
Less: Invested in Capital Assets, Net of Related Debt (1)	9,099,480	-	-	339,856	9,439,336
Less: Restricted for Debt Service Reserve (1)	213,757	-	42,189	-	255,946
Less: Other Restricted Net Position (1)	(2,433,826)	-	(159,707)	22,609	(2,570,924)
<b>Total Unrestricted Net Position (1)</b>					
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	3,466,909		203,059		3,669,968
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	127,490		5,197		132,687
Plus: Estimated Income (Loss) on Current Year Operations (2)	-		-		-
Plus: Other Adjustments (attach schedule)					
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	1,160,573	-	48,549	22,609	1,231,731
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
<b>Total Unrestricted Net Position Utilized in Proposed Budget</b>					
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$ 1,160,573	\$ -	\$ 48,549	\$ 22,609	\$ 1,231,731

(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 \$ 217,280 \$ - \$ 76,716 \$ 22,544 \$ 316,540  
 (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.

2018  
MILLVILLE  
HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM



# 2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## MILLVILLE HOUSING AUTHORITY

**FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019**

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 24th day of July, 2018.

**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	<a href="mailto:pdice@millvillehousing.org">pdice@millvillehousing.org</a>		

# 2018 CAPITAL BUDGET/PROGRAM MESSAGE

## Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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, 2018 to September 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Elevator Upgrades	\$ 400,000				\$ 400,000	
Fire Panel Replacement	-					
Vacant Unit Rehab.	-					
Plumbing/Mechanical Upgrades	-					
Total	400,000	-	-	-	400,000	-
<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	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>

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, 2018 to September 30, 2019

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
Elevator Upgrades	\$ 400,000	\$ 400,000					
Fire Panel Replacement	45,000	-	45,000				
Vacant Unit Rehab.	90,000	-	90,000				
Plumbing/Mechanical Upgrades	150,000	-		150,000			
Total	685,000	400,000	135,000	150,000	-	-	-
<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	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 685,000</b>	<b>\$ 400,000</b>	<b>\$ 135,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*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, 2018 to September 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources	
<i>Public Housing Management</i>						
Elevator Upgrades	\$ 400,000				\$ 400,000	
Fire Panel Replacement	45,000				45,000	
Vacant Unit Rehab.	90,000				90,000	
Plumbing/Mechanical Upgrade:	150,000				150,000	
Total	685,000	-	-	-	685,000	
<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	-	-	-	-	-	
<b>TOTAL</b>	<b>\$ 685,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 685,000</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<b>\$ 685,000</b>					
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.

