

Authority Budget of:

ADOPTED COPY

Vineland Housing Authority

LOCAL GOVT SERVICES

AUG 22 A 11:33

State Filing Year

2018

RECEIVED

For the Period:

October 1, 2018

to

September 30, 2019

SEP 28 2018

APPROVED COPY
ADOPTED COPY

www.vha.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

VINELAND HOUSING AUTHORITY
HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM OCTOBER 1, 2018 TO SEPTEMBER 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: Paul D. Cwert CPA, RMA Date: 9/19/2018

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: Paul D. Cwert CPA, RMA Date: 10/1/2018

2018 PREPARER'S CERTIFICATION

VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 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>Linda M Cavallo</i>		
Name:	Linda M. Cavallo		
Title:	Fee Accountant		
Address:	2581 E. Chestnut Ave., Suite B Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	linda@avenacpa.com		

2018 APPROVAL CERTIFICATION

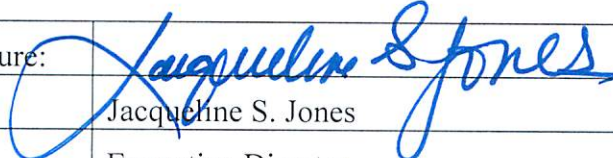
VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 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 Vineland Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 16th day of August, 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:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	191 Chestnut Ave. Vineland, NJ 08360		
Phone Number:	856-691-4099	Fax Number:	856-691-8404
E-mail address	jjones@vha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.vha.org

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

Jacqueline S Jones

Title of Officer Certifying compliance

Executive Director

Signature

Jacqueline S Jones

2018 HOUSING AUTHORITY BUDGET RESOLUTION VINELAND HOUSING AUTHORITY RESOLUTION #2018-41

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Vineland Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 has been presented before the governing body of the Vineland Housing Authority at its open public meeting of August 16, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$11,442,940, Total Appropriations, including any Accumulated Deficit if any, of \$11,404,610 and Total Unrestricted Net Position utilized of \$0; and

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

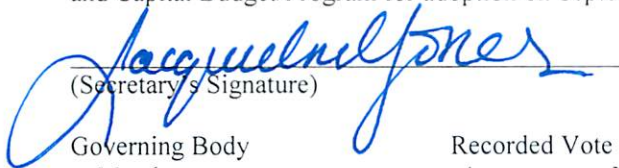
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Vineland Housing Authority, at an open public meeting held on August 16, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Vineland 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 Vineland Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 20, 2018.


(Secretary's Signature)

8/16/18
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Mario Ruiz-Mesa	✓			
Chris Chapman	✓			
Rudolph Luisi				✓
Nicholas Fiocchi				✓
Alexis Cartagena	✓			
Daniel Peretti				✓
Brian Asselta	✓			

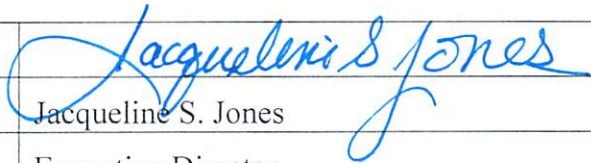
2018 ADOPTION CERTIFICATION

VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 30, 2019

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 Vineland Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 20th day of, September, 2018.

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	191 Chestnut Avenue Vineland, NJ 08360		
Phone Number:	856-691-4099	Fax Number:	856-691-8404
E-mail address	jjones@vha.org		

2018 ADOPTED BUDGET RESOLUTION

VINELAND HOUSING AUTHORITY RESOLUTION: #2018-63

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Vineland Housing Authority for the fiscal year beginning October 1, 2018 and ending, September 30, 2019 has been presented for adoption before the governing body of the Vineland Housing Authority at its open public meeting of September 20, 2018; 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 presented for adoption reflects Total Revenues of \$11,442,940, Total Appropriations, including any Accumulated Deficit, if any, of \$11,404,610 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Vineland Housing Authority, at an open public meeting held on September 20, 2018 that the Annual Budget and Capital Budget/Program of the Vineland Housing Authority for the fiscal year beginning, October 1, 2018 and, ending, September 30, 2019 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)

9/20/18
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Mario Ruiz-Mesa	✓			
Chris Chapman	✓			
Rudolph Luisi	✓			
Nicholas Fiocchi	✓			
Alexis Cartagena	✓			
Daniel Peretti	✓			
Brian Asselta	✓			

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 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 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). **See next page for answer**
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. **See next page for answer**
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **See next page for answer**
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**)
N/A

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 30, 2019

Question #1

Salaries & Wages increased due to additional staff time needed to administer vouchers for other authorities and time spent for the RAD conversions.

Legal increased due to initial RAD conversions.

Staff Training increased due to RAD conversions and software changes.

Travel increased due to additional staff training.

Accounting increased due to initial RAD conversions.

Miscellaneous administration expenses primarily increased due to increases in consulting fees for the initial RAD conversions and management expenses associated with other authorities.

Health benefits increased due to two additional employees receiving benefits in the new year.

Cost of Providing Services Salary & Wages-Tenant Services increased to provide for an additional maintenance employee.

Tenant Services increased based on current trend.

Other General Expense increased due to anticipated RAD expenses.

Rents (HAP) increased due to additional contracts being serviced.

Question #2

Excess utilities decreased based on current trend.

HUD Operating subsidy increased due to additional funding provided by HUD for October, November and December 2018.

Voucher revenue increased due to acquiring contracts to administer additional units for other entities.

Capital fund revenue increased due to anticipated needs to use for operations vs capital improvements.

Other Tenant Fees decreased due to a decrease in inspection fee revenue.

Other Authority Income decreased due to a decrease in Melrose fees.

Management Fees increased due to the conversion of projects to RAD.

Other Service Fees increased due to additional services provided to Melrose Court Homes, LP and Ocean City Housing Authority.

Interest income decreased due to a reduction in the amount invested.

Question #3

The state of the local/regional economy is improving very slowly if at all; therefore, the budget is very conservative.

HOUSING AUTHORITY CONTACT INFORMATION 2018

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

Name of Authority:	VINELAND HOUSING AUTHORITY		
Federal ID Number:	22-1768886		
Address:	191 Chestnut Avenue		
City, State, Zip:	Vineland	NJ	08360
Phone: (ext.)	856-691-4099	Fax:	856-691-8404

Preparer's Name:	Linda M. Cavallo		
Preparer's Address:	2581 E. Chestnut Ave. Suite B		
City, State, Zip:	Vineland	NJ	08361
Phone: (ext.)	856-696-8000	Fax:	856-794-1295
E-mail:	linda@avenacpa.com		

Chief Executive Officer:	Jacqueline S. Jones		
Phone: (ext.)	856-691-4099	Fax:	856-691-8404
E-mail:	jjones@vha.org		

Chief Financial Officer:	Wendy Hughes		
Phone: (ext.)	856-691-4099	Fax:	856-691-8404
E-mail:	whughes@vha.org		

Name of Auditor:	Nina S. Sorelle		
Name of Firm:	Bowman & Company, LLP		
Address:	6 North Broad Street Suite 201		
City, State, Zip:	Woodbury	NJ	08096
Phone: (ext.)	856-821-6866	Fax:	856-821-1279
E-mail:	nsorelle@bowmanllp.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 30, 2019

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: 36
- 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: \$1,096,026
- 3) Provide the number of regular voting members of the governing body: 7
- 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 process for determining compensation for the Executive Director is determined by a review of the Executive Director by the Personnel Committee. The Personnel Committee reports to the full board who then determines the compensation based on the annual performance review, comparability study of housing authorities of similar size and budgetary restrictions.

- 11) Did the Authority pay for meals or catering during the current fiscal year? No Yes *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 No *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed. Please see attached list.*
- 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 Yes
 - b. Travel for companions No Yes
 - c. Tax indemnification and gross-up payments No Yes
 - d. Discretionary spending account No Yes
 - e. Housing allowance or residence for personal use No Yes
 - f. Payments for business use of personal residence No Yes
 - g. Vehicle/auto allowance or vehicle for personal use Yes No
A housing authority vehicle is provided to Jacqueline Jones, the Executive Director. The portion of personal use is reflected as additional compensation on her W-2.
 - h. Health or social club dues or initiation fees No Yes
 - i. Personal services (i.e.: maid, chauffeur, chef) No Yes
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 No *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 Yes *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 Yes *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 No Yes *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 Yes *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 Yes *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 Yes *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

Account Ledger

Property=cocc AND mm/yy=10/2017-06/2018 AND Beginning account=4150-00-000 AND Ending account=4150-00-000

Property	Date	Period	Desc	Control	Refer	Debit	Credit	Balance	Remarks
4150-00-000 (Travel)						0.00	0.00	0.00	== Beginning Balance ==
cocc	10/26/2017	10/2017	(hughes) Wendy Hughes	P-81551	8645:38870	32.97	0.00	32.97	travel re-imburement
cocc	10/26/2017	10/2017	(hughes) Wendy Hughes	P-81551	8645:38870	32.97	0.00	65.94	travel re-imburement
cocc	10/26/2017	10/2017	(hughes) Wendy Hughes	P-81551	8645:38870	32.97	0.00	98.91	travel re-imburement
cocc	10/26/2017	10/2017	(hughes) Wendy Hughes	P-81551	8645:38870	32.97	0.00	131.88	travel re-imburement
cocc	11/28/2017	11/2017	(hughes) Wendy Hughes	P-81645	8683:39090	32.97	0.00	164.85	travel re-imburement
cocc	11/28/2017	11/2017	(hughes) Wendy Hughes	P-81645	8683:39090	32.97	0.00	197.82	travel re-imburement
cocc	11/28/2017	11/2017	(hughes) Wendy Hughes	P-81645	8683:39090	32.97	0.00	230.79	travel re-imburement
cocc	11/28/2017	11/2017	(hughes) Wendy Hughes	P-81645	8683:39090	34.46	0.00	265.25	travel re-imburement
cocc	11/28/2017	11/2017	(hughes) Wendy Hughes	P-81645	8683:39090	35.96	0.00	301.21	travel re-imburement
cocc	12/18/2017	12/2017	(hughes) Wendy Hughes	P-82280	8736:39335	222.38	0.00	523.59	Airfare
cocc	12/18/2017	12/2017	(hughes) Wendy Hughes	P-82280	8736:39335	28.47	0.00	552.06	Mileage & tolls
cocc	12/18/2017	12/2017	(hughes) Wendy Hughes	P-82280	8736:39335	540.03	0.00	1,092.09	room & meal
cocc	12/18/2017	12/2017	(hughes) Wendy Hughes	P-82280	8736:39335	28.47	0.00	1,120.56	mileage & tolls
cocc	12/22/2017	12/2017	(hughes) Wendy Hughes	P-82505	8766:39591	117.61	0.00	1,238.17	travel re-imburement
cocc	12/22/2017	12/2017	(hughes) Wendy Hughes	P-82505	8766:39591	32.97	0.00	1,271.14	travel re-imburement
cocc	12/22/2017	12/2017	(hughes) Wendy Hughes	P-82505	8766:39591	32.97	0.00	1,304.11	travel re-imburement
cocc	12/22/2017	12/2017	(hughes) Wendy Hughes	P-82505	8766:39591	34.46	0.00	1,338.57	travel re-imburement
cocc	12/22/2017	12/2017	(hughes) Wendy Hughes	P-82505	8766:39591	32.97	0.00	1,371.54	travel re-imburement
cocc	12/22/2017	12/2017	(hughes) Wendy Hughes	P-82505	8766:39591	32.97	0.00	1,404.51	travel re-imburement
cocc	02/27/2018	02/2018	(hughes) Wendy Hughes	P-84237	9046:40913	203.86	0.00	1,608.37	travel re-imburement
cocc	04/30/2018	04/2018	(hughes) Wendy Hughes	P-85952	9241:41813	237.30	0.00	1,845.67	travel re-imburement
Total 4150-00-000 (Travel)						1,845.67	0.00	0.00	
						1,845.67	0.00	0.00	

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

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 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 **Vineland Housing Authority** to **September 30, 2019**

Name	Title	Average Hours per Week Dedicated to Position	Position				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 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	Bonus								
1 Jacqueline S. Jones	Executive Director	40	X		X		\$121,615	\$ 6,702	\$ 1,349	\$ 819	\$ 130,485	BHA, OCHA	EXEC. DIR.	VIA CONTRAC	\$ -	\$ -	\$ 130,485
2 Mario Ruiz-Mesa	Chairman	2	X								0	NONE	NONE	N/A			0
3 Philo Chapmna	Commissioner	2	X								0	NONE	NONE	N/A			0
4 Brian Asselta	Commissioner	2	X								0	NONE	NONE	N/A			0
5 Alexis Cartagena	Commissioner	2	X								0	NONE	NONE	N/A			0
6 Nicholas L. Fiocchi	Commissioner	2	X								0	NONE	NONE	N/A			0
7 Daniel J. Peretti, Jr.	Commissioner	2	X								0	NONE	NONE	N/A			0
8 Rudolph A. Luisi	Commissioner	2	X								0	NONE	NONE	N/A			0
9 Wendy Hughes	CFO	40		X			88,712	4,940	0	9,178	102,830	BHA, OCHA	ASST EXE DIR	VIA CONTRACT	0	0	102,830
10																	0
11																	0
12																	0
13																	0
14																	0
15																	0
Total:							<u>\$210,327</u>	<u>\$ 11,642</u>	<u>\$ 1,349</u>	<u>\$ 9,997</u>	<u>\$ 233,315</u>				<u>\$ -</u>	<u>\$ -</u>	<u>\$ 233,315</u>

(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

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

	# of Covered Members (Medical & Rx) Proposed Budget	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)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	6	\$ 12,705	\$ 76,230	5	\$ 11,874	\$ 59,370	\$ 16,860	28.4%
Parent & Child	2	22,918	45,836	2	21,419	42,838	2,998	7.0%
Employee & Spouse (or Partner)	3	25,294	75,882	3	23,639	70,917	4,965	7.0%
Family	9	35,500	319,500	8	33,178	265,424	54,076	20.4%
Employee Cost Sharing Contribution (enter as negative -)			(49,215)			(46,615)	(2,600)	5.6%
Subtotal	20		468,233	18		391,934	76,299	19.5%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	13	7,743	100,659	13	7,236	94,068	6,591	7.0%
Parent & Child	0		-	0		-	-	#DIV/0!
Employee & Spouse (or Partner)	7	13,623	95,361	7	12,732	89,124	6,237	7.0%
Family	0		-	0		-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(22,300)			(22,300)	-	0.0%
Subtotal	20		173,720	20		160,892	12,828	8.0%
GRAND TOTAL	40		\$ 641,953	38		\$ 552,826	\$ 89,127	16.1%

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

YES Yes or No

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

YES Yes or No

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

Schedule of Accumulated Liability for Compensated Absences

Vineland 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	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
M. Acevedo		\$ 1,758		X	
E. Bernudez		5,178		X	
C. Goldsborough		13,177		X	
E. Gomez		6,531		X	
P. Harrison		26,278		X	
W. Hughes		26,252		X	
L. James		3,945		X	
J. Jones		26,076		X	
S. Kaufmann		3,916		X	
A. Michaud		9,872		X	
R. Miller		26,404		X	
D. Pflaumer		14,382		X	
G. Pomales		12,240		X	
P. Rodriguez		10,808		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 186,817			

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

Schedule of Accumulated Liability for Compensated Absences

Vineland 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	<i>Legal Basis for Benefit (check applicable items)</i>	
			Approved Labor Agreement	Resolution Individual Employment Agreement
balance from pervious page		\$ 186,817		X
G. Rosado		683		X
F. Ruiz		984		X
G. Szwajkowski		1,090		X
L. Velez		10,033		X
S. Velez		20,149		X
D. Whitesell		3,661		X
Total liability for accumulated compensated absences at beginning of current year		\$ 223,417		

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

Schedule of Shared Service Agreements

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

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
Vineland Housing Authority	Buena Housing Authority	Management Services		1/1/2018	12/31/2022	\$ 30,000
Vineland Housing Authority	Ocean City Housing Authority	Management Services		10/1/2018	9/30/2019	\$ 68,500

If No Shared Services X this Box

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

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

	FY 2019 Proposed 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
REVENUES								
Total Operating Revenues	\$ 2,602,230	\$ -	\$ 5,140,480	\$ 2,331,560	\$ 10,074,270	\$ 8,258,860	\$ 1,815,410	22.0%
Total Non-Operating Revenues	23,330	-	486,360	858,980	1,368,670	1,289,410	79,260	6.1%
Total Anticipated Revenues	<u>2,625,560</u>	<u>-</u>	<u>5,626,840</u>	<u>3,190,540</u>	<u>11,442,940</u>	<u>9,548,270</u>	<u>1,894,670</u>	19.8%
APPROPRIATIONS								
Total Administration	953,930	-	482,390	1,371,670	2,807,990	2,509,710	298,280	11.9%
Total Cost of Providing Services	1,665,780	-	5,144,420	1,388,850	8,199,050	7,036,940	1,162,110	16.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	73,660	-	73,660	#DIV/0!
Total Operating Appropriations	2,619,710	-	5,626,810	2,760,520	11,080,700	9,546,650	1,534,050	16.1%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	116,410	-	116,410	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	207,500	207,500	-	207,500	#DIV/0!
Total Non-Operating Appropriations	-	-	-	207,500	323,910	-	323,910	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,619,710	-	5,626,810	2,968,020	11,404,610	9,546,650	1,857,960	19.5%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	<u>2,619,710</u>	<u>-</u>	<u>5,626,810</u>	<u>2,968,020</u>	<u>11,404,610</u>	<u>9,546,650</u>	<u>1,857,960</u>	19.5%
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ 5,850</u>	<u>\$ -</u>	<u>\$ 30</u>	<u>\$ 222,520</u>	<u>\$ 38,330</u>	<u>\$ 1,620</u>	<u>\$ 36,710</u>	2266.0%

Revenue Schedule

Vineland Housing Authority

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

	FY 2019 Proposed 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	
					Total All Operations	All Operations	All Operations	
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	1469800			905000	2,374,800	2,380,000	(5,200)	-0.2%
Excess Utilities	3000				3,000	3,600	(600)	-16.7%
Non-Dwelling Rental	51000			63200	114,200	107,200	7,000	6.5%
HUD Operating Subsidy	688930			486320	1,175,250	1,029,400	145,850	14.2%
New Construction - Acc Section 8					-	-		#DIV/0!
Voucher - Acc Housing Voucher			5140480	480980	5,621,460	4,130,000	1,491,460	36.1%
Total Rental Fees	2,212,730	-	5,140,480	1,935,500	9,288,710	7,650,200	1,638,510	21.4%
<i>Other Operating Revenues (List)</i>								
Capital Funds	389500			157460	546,960	361,900	185,060	51.1%
Congregate Service Program				101600	101,600	102,600	(1,000)	-1.0%
ROSS & FSS Grants				137000	137,000	144,160	(7,160)	-5.0%
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!
Total Other Revenue	389,500	-	-	396,060	785,560	608,660	176,900	29.1%
Total Operating Revenues	2,602,230	-	5,140,480	2,331,560	10,074,270	8,258,860	1,815,410	22.0%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Other Tenant Fees	21,270			7,500	28,770	102,000	(73,230)	-71.8%
Other Authority Income				98,000	98,000	108,610	(10,610)	-9.8%
Management Fees			485,860	670,170	1,156,030	1,036,090	119,940	11.6%
Other Service Fees				81,000	81,000	31,710	49,290	155.4%
Type in					-	-		#DIV/0!
Type in					-	-		#DIV/0!
Total Other Non-Operating Revenue	21,270	-	485,860	856,670	1,363,800	1,278,410	85,390	6.7%
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	2,060		500	2,310	4,870	11,000	(6,130)	-55.7%
Penalties					-	-		#DIV/0!
Other					-	-		#DIV/0!
Total Interest	2,060	-	500	2,310	4,870	11,000	(6,130)	-55.7%
Total Non-Operating Revenues	23,330	-	486,360	858,980	1,368,670	1,289,410	79,260	6.1%
TOTAL ANTICIPATED REVENUES	\$ 2,625,560	\$ -	\$ 5,626,840	\$ 3,190,540	\$ 11,442,940	\$ 9,548,270	\$ 1,894,670	19.8%

Prior Year Adopted Revenue Schedule

Vineland Housing Authority

FY 2018 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	2,380,000				2,380,000
Excess Utilities	3,600				3,600
Non-Dwelling Rental	107,200				107,200
HUD Operating Subsidy	1,029,400				1,029,400
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			4,130,000		4,130,000
Total Rental Fees	3,520,200	-	4,130,000	-	7,650,200
<i>Other Revenue (List)</i>					
Capital Funds	361,900				361,900
Congregate Service Program				102,600	102,600
ROSS & FSS Grants				144,160	144,160
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)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	361,900	-	-	246,760	608,660
Total Operating Revenues	3,882,100	-	4,130,000	246,760	8,258,860
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Other Tenant Fees	96,000		3,000	3,000	102,000
Other Authority Income	108,610				108,610
Management Fees	700,000		336,090		1,036,090
Other Service Fees	31,710				31,710
Type in					-
Type in					-
Other Non-Operating Revenues	936,320	-	339,090	3,000	1,278,410
<i>Interest on Investments & Deposits</i>					
Interest Earned	11,000				11,000
Penalties					-
Other					-
Total Interest	11,000	-	-	-	11,000
Total Non-Operating Revenues	947,320	-	339,090	3,000	1,289,410
TOTAL ANTICIPATED REVENUES	\$ 4,829,420	\$ -	\$ 4,469,090	\$ 249,760	\$9,548,270

Appropriations Schedule

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

	FY 2019 Proposed Budget					FY 2018 Adopted Budget		<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs		Total All Operations	Total All Operations	All Operations	All Operations	Proposed vs. Adopted
OPERATING APPROPRIATIONS										
<i>Administration</i>										
Salary & Wages	216,160		206,170	527,320	\$ 949,650	\$ 780,940	\$ 168,710		21.6%	
Fringe Benefits	132,150		108,150	287,310	527,610	568,620	(41,010)		-7.2%	
Legal	4,360			35,460	39,820	32,500	7,320		22.5%	
Staff Training	3,000			11,500	14,500	4,000	10,500		262.5%	
Travel	2,750			5,750	8,500	1,000	7,500		750.0%	
Accounting Fees				80,000	80,000	65,000	15,000		23.1%	
Auditing Fees	21,120		10,580	19,000	50,700	46,600	4,100		8.8%	
Miscellaneous Administration*	574,390		157,490	405,330	1,137,210	1,011,050	126,160		12.5%	
Total Administration	953,930	-	482,390	1,371,670	2,807,990	2,509,710	298,280		11.9%	
<i>Cost of Providing Services</i>										
Salary & Wages - Tenant Services				41,350	41,350	37,000	4,350		11.8%	
Salary & Wages - Maintenance & Operation	315,380			148,080	463,460	402,970	60,490		15.0%	
Salary & Wages - Protective Services					-	-	-		#DIV/0!	
Salary & Wages - Utility Labor					-	-	-		#DIV/0!	
Fringe Benefits	185,690			157,500	343,190	368,710	(25,520)		-6.9%	
Tenant Services	9,360			49,420	58,780	52,500	6,280		12.0%	
Utilities	583,890			487,400	1,071,290	1,020,000	51,290		5.0%	
Maintenance & Operation	325,760			290,240	616,000	625,500	(9,500)		-1.5%	
Protective Services					-	-	-		#DIV/0!	
Insurance	136,520		1,440	80,240	218,200	205,000	13,200		6.4%	
Payment in Lieu of Taxes (PILOT)	88,600			47,860	136,460	140,260	(3,800)		-2.7%	
Terminal Leave Payments					-	-	-		#DIV/0!	
Collection Losses					-	-	-		#DIV/0!	
Other General Expense	20,580		2,500	86,760	109,840	55,000	54,840		99.7%	
Rents			5,140,480		5,140,480	4,130,000	1,010,480		24.5%	
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	1,665,780	-	5,144,420	1,388,850	8,199,050	7,036,940	1,162,110		16.5%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	73,660	-	73,660		#DIV/0!	
Total Operating Appropriations	2,619,710	-	5,626,810	2,760,520	11,080,700	9,546,650	1,534,050		16.1%	
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	116,410	-	116,410		#DIV/0!	
Operations & Maintenance Reserve					-	-	-		#DIV/0!	
Renewal & Replacement Reserve				207,500	207,500	-	207,500		#DIV/0!	
Municipality/County Appropriation					-	-	-		#DIV/0!	
Other Reserves					-	-	-		#DIV/0!	
Total Non-Operating Appropriations	-	-	-	207,500	323,910	-	323,910		#DIV/0!	
TOTAL APPROPRIATIONS	2,619,710	-	5,626,810	2,968,020	11,404,610	9,546,650	1,857,960		19.5%	
ACCUMULATED DEFICIT										
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,619,710	-	5,626,810	2,968,020	11,404,610	9,546,650	1,857,960		19.5%	
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation	-	-	-	-	-	-	-		#DIV/0!	
Other					-	-	-		#DIV/0!	
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-		#DIV/0!	
TOTAL NET APPROPRIATIONS	\$ 2,619,710	\$ -	\$ 5,626,810	\$ 2,968,020	\$ 11,404,610	\$ 9,546,650	\$ 1,857,960		19.5%	

* 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 \$ 130,985.50 \$ - \$ 281,340.50 \$ 138,026.00 \$ 554,035.00

2017 Appropriations Schedule-Miscellaneous Administration

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

Miscellaneous Administration	<i>Proposed Budget</i>				
	<u>Public Housing Managemer</u>	<u>Section 8</u>	<u>Housing Voucher</u>	<u>Other Programs</u>	<u>Total All Operations</u>
Advertising	660		100	3,500	\$4,260
Computer Program/Support	\$18,490			\$109,000	\$127,490
Consulting Services	32,000		2,000	27,000	\$61,000
Copier Supplies				20,500	\$20,500
Inspections Fees	43,870			16,880	\$60,750
Management Fees	458,640		143,330	141,950	\$743,920
Membership Fees	960		200	5,300	\$6,460
Miscellaneous	5,610		2,750	20,200	\$28,560
Office Supplies	800		20	13,900	\$14,720
Port out Admin Fees			4,930		\$4,930
Postage	4,560		3,960	6,500	\$15,020
Publications	540		200	2,600	\$3,340
Telephone	8,260			38,000	\$46,260
Total Miscellaneous	\$574,390	\$0	\$157,490	\$405,330	\$1,137,210

Prior Year Adopted Appropriations Schedule

Vineland Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 575,990		\$ 112,000	\$ 92,950	\$ 780,940
Fringe Benefits	424,520		104,240	39,860	568,620
Legal	32,500				32,500
Staff Training	1,850		150	2,000	4,000
Travel	1,000				1,000
Accounting Fees	65,000				65,000
Auditing Fees	31,700		14,900		46,600
Miscellaneous Administration*	893,000		105,600	12,450	1,011,050
Total Administration	2,025,560	-	336,890	147,260	2,509,710
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				37,000	37,000
Salary & Wages - Maintenance & Operation	402,970				402,970
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	363,690			5,020	368,710
Tenant Services				52,500	52,500
Utilities	1,020,000				1,020,000
Maintenance & Operation	617,950		600	6,950	625,500
Protective Services					-
Insurance	205,000				205,000
Payment in Lieu of Taxes (PILOT)	140,260				140,260
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	53,500		1,500		55,000
Rents			4,130,000		4,130,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,803,370	-	4,132,100	101,470	7,036,940
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	4,828,930	-	4,468,990	248,730	9,546,650
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	4,828,930	-	4,468,990	248,730	9,546,650
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,828,930	-	4,468,990	248,730	9,546,650
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,828,930	\$ -	\$ 4,468,990	\$ 248,730	\$ 9,546,650

* 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	\$ 241,446.50	\$ -	\$ 223,449.50	\$ 12,436.50	\$ 477,332.50
--------------------------------------	---------------	------	---------------	--------------	---------------

2017 Appropriations Schedule-Miscellaneous Administration

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

Proposed Budget

Miscellaneous Administration

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>
				<u>Operations</u>
Advertising	2,600			\$2,600
Computer Program/Support	\$94,000		\$1,000	\$95,000
Consulting Services	35,000			\$35,000
Copier Supplies	7,000			\$7,000
Inspections Fees	75,000			\$75,000
Management Fees	606,000		94,000	10,000
Membership Fees	750			\$750
Miscellaneous	22,350		2,500	150
Office Supplies	6,900		100	500
Port out Admin Fees			3,500	
Postage	8,000		4,500	
Publications	2,200			
Telephone	33,200			1,800
Total Miscellaneous	\$893,000	\$0	\$105,600	\$12,450
				\$1,011,050

Debt Service Schedule - Principal

Vineland Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2018	Proposed Budget Year 2019	Fiscal Year Ending in						Total Principal Outstanding
			2020	2021	2022	2023	2024	Thereafter	
Housing Revenue Bonds	\$ -	\$ 73,660	\$ 77,320	\$ 81,160	\$ 85,200	\$ 89,430	\$ 93,880	\$ 1,899,350	\$ 2,400,000
Capital Leveraging	250,000	260,000	270,000	285,000	295,000	183,400	-	-	1,293,400
Type in Issue Name									-
Type in Issue Name									-
TOTAL PRINCIPAL	250,000	333,660	347,320	366,160	380,200	272,830	93,880	1,899,350	3,693,400
LESS: HUD SUBSIDY	250,000	260,000	270,000	285,000	295,000	183,400	-	-	1,293,400
NET PRINCIPAL	\$ -	\$ 73,660	\$ 77,320	\$ 81,160	\$ 85,200	\$ 89,430	\$ 93,880	\$ 1,899,350	\$ 2,400,000

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

	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

Debt Service Schedule - Interest

Vineland Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2018	Proposed Budget Year 2019	<i>Fiscal Year Ending in</i>					Thereafter	Total Interest Payments Outstanding
			2020	2021	2022	2023	2024		
Housing Revenue Bonds	-	116,410	112,750	108,910	104,870	100,640	96,190	717,170	1,356,940
Capital Leveraging	113,844	102,798	91,313	78,725	65,212	29,646	-	-	367,694
Type in Issue Name									-
Type in Issue Name									-
TOTAL INTEREST	113,844	219,208	204,063	187,635	170,082	130,286	96,190	717,170	1,724,634
LESS: HUD SUBSIDY	113,844	102,798	91,313	78,725	65,212	29,646	-	-	367,694
NET INTEREST	\$ -	\$ 116,410	\$ 112,750	\$ 108,910	\$ 104,870	\$ 100,640	\$ 96,190	\$ 717,170	\$ 1,356,940

Net Position Reconciliation

Vineland 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
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 10,963,353	\$ -	\$(383,833)	\$ 5,336,802	\$ 15,916,322
Less: Invested in Capital Assets, Net of Related Debt (1)	11,759,573		2,625	1,781,650	13,543,848
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)			97,766		97,766
Total Unrestricted Net Position (1)	(796,220)	-	(484,224)	3,555,152	2,274,708
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)					-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					-
Plus: Estimated Income (Loss) on Current Year Operations (2)	5,850			32,480	38,330
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	(790,370)	-	(484,224)	3,587,632	2,313,038
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 (4)	\$ (790,370)	\$ -	\$(484,224)	\$ 3,587,632	\$ 2,313,038

(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	\$ 130,986	-	\$ 281,341	\$ 138,026	\$ 554,035
--	------------	---	------------	------------	------------

(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
VINELAND HOUSING
AUTHORITY

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

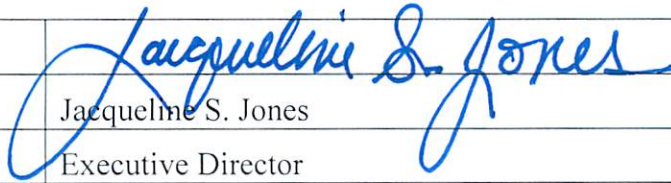
VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 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 _____ Housing Authority, on the _____ day of _____, _____.

OR

It is hereby certified that the governing body of the Vineland 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): No Capital Projects Anticipated

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	191 Chestnut Ave. Vineland, NJ 08360		
Phone Number:	856-691-4099	Fax Number:	856-691-8404
E-mail address	jjones@vha.org		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Vineland Housing Authority

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 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?
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?
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure 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.
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.
6. Have the projects been reviewed and approved by HUD?

Add additional sheets if necessary.

Proposed Capital Budget

Vineland Housing Authority

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

		<i>Funding Sources</i>				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Vineland 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>							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Vineland Housing Authority

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

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ -					
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.