

Authority Budget of:

ADOPTED COPY

Vineland Housing Authority

State Filing Year **2020**

For the Period:

October 1, 2020 to *September 30, 2021*

www.vha.org
Authority Web Address

APPROVED COPY

RECEIVED

SEP - 7 2020

Time: _____

Vineland Housing
Authority

RECEIVED
AUG 28 2020
DIVISION OF
LOCAL GOVERNMENT SERVICES



NJ DEPARTMENT OF
Community Affairs

Division of Local Government Services

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SEP 03 2020

Time: _____

Vineland Housing
Authority

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AUG 17 2020

Time: _____

Vineland Housing
Authority

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AUG - 7 2020
DIVISION OF
LOCAL GOVERNMENT SERVICES

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM OCT 1, 2020 TO SEPT 30, 2021

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: 8/12/2020

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: 8/31/2020

2020 (2020-2021) PREPARER'S CERTIFICATION

VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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		

2020 (2020-2021) APPROVAL CERTIFICATION

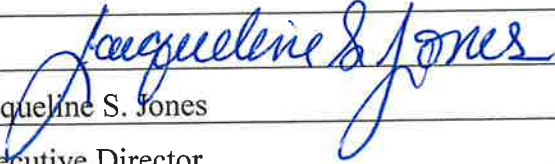
VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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 23rd day of July, 2020.

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 Avenue 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
- 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 (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- The complete (All Pages) annual audits (Not the Audit Synopsis) 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
- 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.

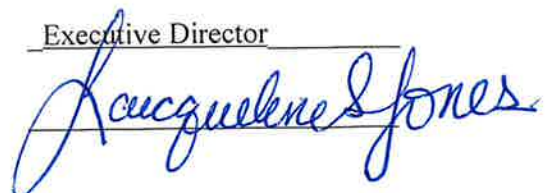
Name of Officer Certifying compliance

Jacqueline S. Jones

Title of Officer Certifying compliance

Executive Director

Signature



**2020 (2020-2021) HOUSING AUTHORITY BUDGET
RESOLUTION 2020-37
VINELAND HOUSING AUTHORITY**

FISCAL YEAR: FROM: Oct 1, 2020 TO: Sept 30, 2021

WHEREAS, the Annual Budget and Capital Budget for the Vineland Housing Authority for the fiscal year beginning, October 1, 2020 and ending, September 30, 2021 has been presented before the governing body of the Vineland Housing Authority at its open public meeting of July 23, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 13,436,610, Total Appropriations, including any Accumulated Deficit if any, of \$13,375,390 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$262,000 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 Vineland Housing Authority, at an open public meeting held on July 23, 2020 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, 2020 and ending, September 30, 2021 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 17, 2020

(Secretary's Signature) *Jaqueline Jones* _____ *7/23/20*
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Chris Chapman	✓			
Rudolph Luisi	✓			
Alexis Cartagena				✓
Gary Forosisky				✓
Daniel Peretti	✓			
Brian Asselta	✓			
Mario Ruiz-Mesa, Chairman	✓			

2020 (2020-2021) ADOPTION CERTIFICATION


VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

Note: This is filled on for Adoption of the Budget Don't fill in for Introduction of the Budget

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 Housing Authority of the City of Vineland, pursuant to N.J.A.C. 5:31-2.3, on the 20th day of, August, 2020.

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		

2020 (2020-2021) ADOPTED BUDGET RESOLUTION RESOLUTION 2020-53

VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Vineland Housing Authority for the fiscal year beginning October 1, 2020 and ending, September 30, 2021 has been presented for adoption before the governing body of the Vineland Housing Authority at its open public meeting of August 20, 2020; 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 \$ 13,436,610, Total Appropriations, including any Accumulated Deficit, if any, of \$13,375,390 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$262,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Vineland Housing Authority, at an open public meeting held on August 20, 2020 that the Annual Budget and Capital Budget/Program of the Vineland Housing Authority for the fiscal year beginning, October 1, 2020 and, ending, September 30, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

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


(Secretary's Signature)


(Date)

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



2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

2020(2020-2021) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS VINELAND HOUSING AUTHORITY AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each **Revenues and Appropriations**. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each **revenue and appropriation changing more than 10%**) for each individual revenue and appropriation line item. 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. (Example Rate Increase authorized by resolution or by HUD). **See Next Page.**

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **Example would be effect on a recession in the economy on the housing Authority See Next Page.**

3. 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. **Not Applicable.**

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.). **Not Applicable.**

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 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 in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75). Not Applicable.

**2020(2020-2021) HOUSING AUTHORITY BUDGET
MESSAGE & ANALYSIS
VINELAND HOUSING AUTHORITY
AUTHORITY BUDGET**

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

Response to questions on page N-1 :

Question #1

**HUD Operating Subsidy decreased due to the RAD conversion of Kidston & Olivio Towers;
Voucher – ACC Housing Voucher increase due to the RAD conversion of Kidston & Olivio Towers; The “subsidy” is switching from Public Housing to Section 8;
Capital Funds decreased due the RAD conversion of Kidston & Olivio Towers; No longer eligible for Capital Funds;
Congregate Services State contribution decreased;
Other Tenant Fees anticipated to decrease due to COVID-19 moratorium on late and legal fees;
Other Authority Income increase due to additional management contracts;
Management Fees increase due to additional Section 8 Administrative Fees due to RAD conversion of Kidston & Olivio Towers;
Other Service Fees decreased;
Interest Earned increase anticipated;**

Question #2

**Fringe Benefits increased due to part-time to full-time position with health benefits;
Staff Training increase due to New staff training needed;
Travel decrease due to COVID-19 and no anticipated travel;
Miscellaneous Administration increase due to software improvements due to COVID-19; Increased postage due to COVID-19;
Salary & Wages:
Tenant Services increase due to funding of new “Life Skills Club” for children;
Maintenance & Operations increase due to filling of positions; additional “contract” work at other authorities;
Fringe Benefits increase due to above Tenant Services & Maintenance & Operations increases above;
Maintenance & Operation increase due to maintenance materials & contract cost increases due to readying the Scattered Site homes for sale;
Other General Expenses decrease due to improved classification of expenses;
Rents increase due to RAD conversion of Kidston & Olivio Towers, which increases HAP rents;
Total Interest Payments on Debt increase due to the RAD conversion of Kidston & Olivio Towers and interest on new mortgage;
Renewal & Replacement Reserve increase due to the RAD conversion of Kidston & Olivio and new Reserve for Replacement requirement**

HOUSING AUTHORITY CONTACT INFORMATION AUTHORITY CONTACT INFORMATION 2020 (2020-2021)

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

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

Preparer's Name:	Linda M. Cavallo, CPA		
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:(1)	Jacqueline S. Jones		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	856-691-4099	Fax:	856-691-8404
E-mail:	jjones@vha.org		

Chief Financial Officer(1)	Wendy Hughes		
(1) Or person who performs these functions under another Title			
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:	601 White Horse Road		
City, State, Zip:	Voorhees	NJ	08043
Phone: (ext.)	856-435-6200	Fax:	856-435-0440
E-mail:	nsorelle@bowmanllp.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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 2018 or 2019**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 42
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2018 or 2019**) Transmittal of Wage and Tax Statement: \$1,343,621
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 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, 2019 or 2020 deadline has passed 2019 or 2020) 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? NoIf 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 individuals listed on Page N-4 (2 of 2).**

The process for determining compensation for the Executive Director is determined by a review of the ED by the Personnel Committee, which is based on an annual performance review, comparability study of housing authorities of similar size and budgetary restrictions. The Assistant Executive Director's compensation is based on an annual performance review by the Executive Director.

- 11) Did the Authority pay for meals or catering during the current fiscal year? 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. *See Attached;*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," **attach a detailed list of all travel expenses** for the current fiscal year and provide an explanation for each expenditure listed. *See Attached;*
- 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?
- First class or charter travel No
 - Travel for companions No
 - Tax indemnification and gross-up payments No
 - Discretionary spending account No
 - Housing allowance or residence for personal use No
 - Payments for business use of personal residence No
 - Vehicle/auto allowance or vehicle for personal use Yes
- A housing authority vehicle is provided to Jacqueline Jones, Executive Director. The portion of the personal use is reflected as additional compensation on the W-2.**
- Health or social club dues or initiation fees No
 - 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. **(If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)**
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems 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 Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? 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) 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.
- 21) 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.

Question #11 - Catering/Meals

Property=rad_tark,olivio,kidston,cocc AND mm/yy=10/2018-09/2019 AND Beginning account=4220-00-000 AND Ending account=4220-01-000

Property	Date	Period	Desc	Control	Refer	Debit	Credit	Remarks
4220-01-000 (Other Tenant Svcs.)								
kidston	12/11/2018	12-2018	(bottin) Bottinos Supermarkets Inc	P-91895	10001:44690	1,398.81	0.00	Catering for Kidston Towers Holiday Party
olivio	12/11/2018	12-2018	(bottin) Bottinos Supermarkets Inc	P-91895	10001:44690	711.49	0.00	Catering for Olivio Towers Holiday Party
rad_tark	12/11/2018	12-2018	(bottin) Bottinos Supermarkets Inc	P-91894	10000:44689	1,216.27	0.00	Catering for Tarklin Acres Holiday Party
Total 4220-01-000 (Other Tenant Svcs.)						3,326.57	0.00	

Question #12 - Travel

Property=cocc AND mm/yy=10/2018-09/2019 AND Beginning account=4150-00-000 AND Ending account=4150-00-000

Property	Date	Period	Desc	Control	Refer	Debit	Credit	Remarks
4150-00-000 (Travel)								
cocc	2/13/2019	02-2019	(hughes) Wendy Hughes	P-96243	10561:46446	179.53	0.00	travel re-imbusement-mileage
cocc	2/18/2019	02-2019	(hughes) Wendy Hughes	P-94126	10294:45618	168.81	0.00	re-imbusement for mileage
cocc	3/31/2019	03-2019	(hughes) Wendy Hughes	P-96257	10561:46421	181.03	0.00	travel re-imbusement-mileage
cocc	5/9/2019	05-2019	(ronmil) Ronald Miller	P-97268	10686:46770	198.00	0.00	travel re-imbusement - mileage
cocc	5/21/2019	05-2019	(hughes) Wendy Hughes	P-98575	10839:47217	397.17	0.00	travel re-imbusement-mileage
cocc	9/17/2019	09-2019	(hughes) Wendy Hughes	P-103344	11320:48758	109.32	0.00	travel re-imbusement-mileage
cocc	9/30/2019	09-2019	(jjones) Jacqueline S Jones	P-104462	11422:49079	2,578.96	0.00	Re-imbusement for travel-BDO Conference-Orlando,FL
Total 4150-00-000 (Travel)						3,812.82	0.00	

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

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

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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 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: (Use the Most Recent W-2 available 2018 or 2019). 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, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 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		Vineland Housing Authority															
		October 1, 2020		to September 30, 2021															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
		Reportable Compensation from Authority (W-2/ 1099)																	
		Position																	
		Average Hours per Week Dedicated to Position																	
		Commissioner																	
		Officer																	
		Key Employee																	
		Highest Compensated Employee																	
		Former																	
		Base Salary/ Stipend																	
		Bonus																	
		Other (auto allowance, expense account, payment in lieu of health benefits, etc.)																	
		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																	
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	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	
1	Jacqueline S. Jones	Executive Director	40	X	X			\$129,539	\$ 19,297			\$ 148,836	BHA, OCHA	Exec. Director	VIA Contract	\$ -	\$ -	\$ 148,836	
2	Mario Ruiz-Mesa	Chairman	2	X								0	NONE	NONE	N/A	0	0	0	
3	Philo Chapman	Commissioner	2	X								0	NONE	NONE	N/A	0	0	0	
4	Brian Asselta	Commissioner	2	X								0	NONE	NONE	N/A	0	0	0	
5	Alexis Cartagena	Commissioner	2	X								0	NONE	NONE	N/A	0	0	0	
6	Daniel Peretta, J.r	Commissioner	2	X								0	NONE	NONE	N/A	0	0	0	
7	Rudolph Luisi	Commissioner	2	X								0	NONE	NONE	N/A	0	0	0	
8	Gary Forosisky	Commissioner	2	X								0	NONE	NONE	N/A	0	0	0	
9	Wendy Hughes	CFO	40		X			94,544	13,487			108,031	BHA, OCHA	Asst. Exec. Dir.	VIA Contract	0	0	108,031	
10																		0	
11																		0	
12																		0	
13																		0	
14																		0	
15																		0	
Total:								<u>\$224,083</u>	<u>\$ 32,784</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 256,867</u>				<u>\$ -</u>	<u>\$ -</u>	<u>\$ 256,867</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

Inout- X - in Box Below IF this Page is Non-Applicable

For the Period

October 1, 2020

to

September 30, 2021

	# 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	\$ 10,740	\$ 64,440	6	\$ 11,330	\$ 67,980	\$ (3,540)	-5.2%
Parent & Child	3	19,830	59,490	3	20,490	61,470	(1,980)	-3.2%
Employee & Spouse (or Partner)	5	22,150	110,750	6	19,340	116,040	(5,290)	-4.6%
Family	8	30,900	247,200	8	31,480	251,840	(4,640)	-1.8%
Employee Cost Sharing Contribution (enter as negative -)			(62,640)			(58,970)	(3,670)	6.2%
Subtotal	22		419,240	23		438,360	(19,120)	-4.4%
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	12	3,850	46,200	13	4,290	55,770	(9,570)	-17.2%
Parent & Child			-	0		-	-	#DIV/0!
Employee & Spouse (or Partner)	6	9,090	54,540	7	8,510	59,570	(5,030)	-8.4%
Family			-	0		-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(16,600)			(15,010)	(1,590)	10.6%
Subtotal	18		84,140	20		100,330	(16,190)	-16.1%
GRAND TOTAL	40		\$ 503,380	43		\$ 538,690	\$ (35,310)	-6.6%

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, 2020 to September 30, 2021

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	40	\$ 4,572		X
E. Bermudez	54	9,244		X
C. Brownlow	2	104		X
M. Cintron	8	999		X
S. Cleveland	3	433		X
L. Colon	11	1,468		X
L. deBurgue	1	231		X
Y. Escobar	1	94		X
R. Flores	1	82		X
N. Gautier	2	228		X
C. Goldsborough	85	16,413		X
E. Gomez	50	7,561		X
P. Harrison	125	29,296		X
L. Hoban	10	1,405		X
Total liability for accumulated compensated absences at beginning of current year		\$ 72,130		

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, 2020 to September 30, 2021

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
Balance from previous page		\$ 72,130			
W. Hughes	83	26,947		X	
L. James	49	7,467		X	
J. Jones	83	28,236		X	
S. Kaufmann	27	3,986		X	
K. Lopez	1	122		X	
A. Michaud	74	11,821		X	
R. Miller	95	28,382		X	
K. Moosvi	0	12		X	
D. Dflaumer	65	15,382		X	
G. Pomales	69	14,590		X	
P. Rodriguez	100	12,131		X	
G. Rosado	1	116		X	
F. Ruiz	6	1,006		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 222,328			

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, 2020 to September 30, 2021

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

*Legal Basis for Benefit
(check applicable items)*

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
Balance from previous page		\$ 222,328			
E. Sanchez	1	92		X	
E. Sherban	1	174		X	
M. Sladky	5	714		X	
M. Tores	0	21		X	
L. Velez	70	12,012		X	
D. Whitesell	34	5,317		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 240,658			

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, 2020

to

September 30, 2021

If No Shared Services X this Box

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	\$ 29,500
Vineland Housing Authority	Ocean City Housing Authority	Management Services		10/1/2020	9/30/2021	\$ 165,000

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Vineland Housing Authority
For the Period **October 1, 2020** to **September 30, 2021**

	FY 2021 Proposed Budget					FY 2020 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	\$ 3,020,090	\$ -	\$ 6,026,990	\$ 2,366,850	\$ 11,413,930	\$ 9,826,550	\$ 1,587,380	16.2%
Total Non-Operating Revenues	47,450	-	791,100	1,184,130	2,022,680	1,648,090	374,590	22.7%
Total Anticipated Revenues	3,067,540	-	6,818,090	3,550,980	13,436,610	11,474,640	1,961,970	17.1%
APPROPRIATIONS								
Total Administration	937,480	-	741,630	1,487,880	3,166,990	2,886,570	280,420	9.7%
Total Cost of Providing Services	1,989,780	-	6,067,150	1,612,260	9,669,190	8,153,100	1,516,090	18.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	80,350	81,730	(1,380)	-1.7%
Total Operating Appropriations	2,927,260	-	6,808,780	3,100,140	12,916,530	11,121,400	1,795,130	16.1%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	229,130	112,750	116,380	103.2%
Total Other Non-Operating Appropriations	-	-	-	229,730	229,730	143,750	85,980	59.8%
Total Non-Operating Appropriations	-	-	-	229,730	458,860	256,500	202,360	78.9%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,927,260	-	6,808,780	3,329,870	13,375,390	11,377,900	1,997,490	17.6%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,927,260	-	6,808,780	3,329,870	13,375,390	11,377,900	1,997,490	17.6%
ANTICIPATED SURPLUS (DEFICIT)	\$ 140,280	\$ -	\$ 9,310	\$ 221,110	\$ 61,220	\$ 96,740	\$ (35,520)	-36.7%

Revenue Schedule

Vineland Housing Authority
For the Period October 1, 2020 to September 30, 2021

	FY 2021 Proposed Budget				FY 2020 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	1,518,470		960,600	2,479,070	2,432,920	46,150	1.9%
Excess Utilities	3,600			3,600	3,620	(20)	-0.6%
Non-Dwelling Rental	54,000		64,800	118,800	116,670	2,130	1.8%
HUD Operating Subsidy	458,020			458,020	697,040	(239,020)	-34.3%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher	661,010		6,026,990	1,109,450	7,797,450	1,840,150	30.9%
Total Rental Fees	2,695,100	-	6,026,990	2,134,850	10,856,940	1,649,390	17.9%
<i>Other Operating Revenues (List)</i>							
Capital Funds	324,990			324,990	370,000	(45,010)	-12.2%
Congregate Services Program			82,000	82,000	100,000	(18,000)	-18.0%
ROSS & FSS Programs			150,000	150,000	149,000	1,000	0.7%
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!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
Total Other Revenue	324,990	-	-	232,000	556,990	(62,010)	-10.0%
Total Operating Revenues	3,020,090	-	6,026,990	2,366,850	11,413,930	1,587,380	16.2%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Other Tenant Fees	27,800		14,710	42,510	56,150	(13,640)	-24.3%
Other Authority Income			241,910	241,910	148,590	93,320	62.8%
Management Fees		790,000	879,210	1,669,210	1,339,010	330,200	24.7%
Other Service Fees			34,000	34,000	87,130	(53,130)	-61.0%
Miscellaneous Income	13,670			13,670	-	13,670	#DIV/0!
Type in				-	-	-	#DIV/0!
Total Other Non-Operating Revenue	41,470	-	790,000	1,169,830	2,001,300	370,420	22.7%
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	5,980		1,100	14,300	21,380	4,170	24.2%
Penalties				-	-	-	#DIV/0!
Other				-	-	-	#DIV/0!
Total Interest	5,980	-	1,100	14,300	21,380	4,170	24.2%
Total Non-Operating Revenues	47,450	-	791,100	1,184,130	2,022,680	374,590	22.7%
TOTAL ANTICIPATED REVENUES	\$ 3,067,540	\$ -	\$ 6,818,090	\$ 3,550,980	\$ 13,436,610	\$ 1,961,970	17.1%

Prior Year Adopted Revenue Schedule

Vineland Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,498,230			934,690	2,432,920
Excess Utilities	3,620				3,620
Non-Dwelling Rental	53,590			63,080	116,670
HUD Operating Subsidy	697,040				697,040
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			5,000,000	957,300	5,957,300
Total Rental Fees	2,252,480	-	5,000,000	1,955,070	9,207,550
<i>Other Revenue (List)</i>					
Capital Funds	370,000				370,000
Congregate Services Program				100,000	100,000
ROSS & FSS Programs				149,000	149,000
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)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	370,000	-	-	249,000	619,000
Total Operating Revenues	2,622,480	-	5,000,000	2,204,070	9,826,550
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Other Tenant Fees	34,650			21,500	56,150
Other Authority Income				148,590	148,590
Management Fees			607,150	731,860	1,339,010
Other Service Fees				87,130	87,130
Type in					-
Type in					-
Other Non-Operating Revenues	34,650	-	607,150	989,080	1,630,880
<i>Interest on Investments & Deposits</i>					
Interest Earned	5,030		1,300	10,880	17,210
Penalties					-
Other					-
Total Interest	5,030	-	1,300	10,880	17,210
Total Non-Operating Revenues	39,680	-	608,450	999,960	1,648,090
TOTAL ANTICIPATED REVENUES	\$ 2,662,160	\$ -	\$ 5,608,450	\$ 3,204,030	\$11,474,640

Appropriations Schedule

Vineland Housing Authority
For the Period October 1, 2020 to September 30, 2021

	FY 2021 Proposed Budget				FY 2020 Adopted Budget	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	
					\$	\$	%	
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	233,680		258,880	568,460	\$ 1,061,020	\$ 990,240	\$ 70,780	7.1%
Fringe Benefits	172,680		175,200	361,090	708,970	631,910	77,060	12.2%
Legal	11,500		3,000	30,500	45,000	43,000	2,000	4.7%
Staff Training	7,000		5,000	10,000	22,000	15,000	7,000	46.7%
Travel	2,750		1,000	1,000	4,750	8,000	(3,250)	-40.6%
Accounting Fees			-	85,000	85,000	85,000	-	0.0%
Auditing Fees	18,400		9,000	24,600	52,000	54,000	(2,000)	-3.7%
Miscellaneous Administration*	491,470		289,550	407,230	1,188,250	1,059,420	128,830	12.2%
Total Administration	937,480		741,630	1,487,880	3,166,990	2,886,570	280,420	9.7%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				45,600	45,600	37,540	8,060	21.5%
Salary & Wages - Maintenance & Operation	283,960			336,940	620,900	474,630	146,270	30.8%
Salary & Wages - Protective Services				-	-	-	-	#DIV/0!
Salary & Wages - Utility Labor				-	-	-	-	#DIV/0!
Fringe Benefits	210,200			200,700	410,900	325,540	85,360	26.2%
Tenant Services	11,180		2,000	50,620	63,800	62,420	1,380	2.2%
Utilities	620,280			575,200	1,195,480	1,180,770	14,710	1.2%
Maintenance & Operation	615,260		35,000	270,910	921,170	663,820	257,350	38.8%
Protective Services				-	-	-	-	#DIV/0!
Insurance	157,080		1,660	87,360	246,100	241,730	4,370	1.8%
Payment in Lieu of Taxes (PILOT)	89,820			43,330	133,150	131,650	1,500	1.1%
Terminal Leave Payments				-	-	-	-	#DIV/0!
Collection Losses	2,000			-	2,000	-	2,000	#DIV/0!
Other General Expense			1,500	1,600	3,100	35,000	(31,900)	-91.1%
Rents			6,026,990	-	6,026,990	5,000,000	1,026,990	20.5%
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	1,989,780		6,067,150	1,612,260	9,669,190	8,153,100	1,516,090	18.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	80,350	81,730	(1,380)	-1.7%
Total Operating Appropriations	2,927,260		6,808,780	3,100,140	12,916,530	11,121,400	1,795,130	16.1%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	229,130	112,750	116,380	103.2%
Operations & Maintenance Reserve				229,730	229,730	143,750	85,980	59.8%
Renewal & Replacement Reserve				-	-	-	-	#DIV/0!
Municipality/County Appropriation				-	-	-	-	#DIV/0!
Other Reserves				-	-	-	-	#DIV/0!
Total Non-Operating Appropriations				229,730	458,860	256,500	202,360	78.9%
TOTAL APPROPRIATIONS	2,927,260		6,808,780	3,329,870	13,375,390	11,377,900	1,997,490	17.6%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,927,260		6,808,780	3,329,870	13,375,390	11,377,900	1,997,490	17.6%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation				-	-	-	-	#DIV/0!
Other				-	-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized				-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 2,927,260	\$ -	\$ 6,808,780	\$ 3,329,870	\$ 13,375,390	\$ 11,377,900	\$ 1,997,490	17.6%

* 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 \$ 146,363.00 \$ - \$ 340,439.00 \$ 155,007.00 \$ 645,826.50

2019 Appropriations Schedule-Miscellaneous Administration

**Vineland Housing Authority
For the Period October 1, 2020 to September 30, 2021**

Proposed Budget

Miscellaneous Administration

	<u>Public Housing Management</u>	<u>S 8</u>	<u>Housing Voucher</u>	<u>Other Programs</u>	<u>Total All Operations</u>
Advertising	2,800		400	4,100	7,300
Asset Management Fees	35,640		0		35,640
Bookkeeping Fees	42,330		83,250		125,580
Computer Program/Support	24,000		41,000	165,000	230,000
Consulting Services	14,000		0	6,000	20,000
Copier Supplies	4,000		2,000	8,500	14,500
Fuel-Admin.	3,000		1,000	3,000	7,000
Inspections Fees	29,400		0	17,880	47,280
Management Fees	301,000		133,200	106,000	540,200
Membership Fees	2,200		1,000	5,900	9,100
Miscellaneous	12,300		4,200	31,500	48,000
Office Supplies	5,000		6,000	15,100	26,100
Port out Admin Fees	0		4,000		4,000
Postage	6,300		5,000	4,900	16,200
Publications	1,800		500	1,600	3,900
Telephone & Internet	7,700		8,000	37,750	53,450
Total Miscellaneous	491,470	0	289,550	407,230	1,188,250

Prior Year Adopted Appropriations Schedule

Vineland Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 191,250		\$ 225,750	\$ 573,240	\$ 990,240
Fringe Benefits	162,150		191,410	278,350	631,910
Legal	8,300			34,700	43,000
Staff Training	9,000			6,000	15,000
Travel	3,000			5,000	8,000
Accounting Fees				85,000	85,000
Auditing Fees	18,000		8,000	28,000	54,000
Miscellaneous Administration*	552,200		174,890	332,330	1,059,420
Total Administration	943,900	-	600,050	1,342,620	2,886,570
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				37,540	37,540
Salary & Wages - Maintenance & Operation	324,190			150,440	474,630
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	182,230			143,310	325,540
Tenant Services				62,420	62,420
Utilities	593,100			587,670	1,180,770
Maintenance & Operation	361,350			302,470	663,820
Protective Services					-
Insurance	149,350		1,600	90,780	241,730
Payment in Lieu of Taxes (PILOT)	90,520			41,130	131,650
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	9,000		6,000	20,000	35,000
Rents			5,000,000		5,000,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,709,740	-	5,007,600	1,435,760	8,153,100
Total Principal Payments on Debt Service in Lieu of Depreciation					81,730
Total Operating Appropriations	2,653,640	-	5,607,650	2,778,380	11,121,400
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt					112,750
Operations & Maintenance Reserve				143,750	143,750
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	143,750	256,500
TOTAL APPROPRIATIONS	2,653,640	-	5,607,650	2,922,130	11,377,900
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,653,640	-	5,607,650	2,922,130	11,377,900
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,653,640	\$ -	\$ 5,607,650	\$ 2,922,130	\$ 11,377,900

* 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	\$ 132,682.00	\$ -	\$ 280,382.50	\$ 138,919.00	\$ 556,070.00
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2019 Appropriations Schedule-Miscellaneous Administration

**Vineland Housing Authority
For the Period October 1, 2019 to September 30, 2020**

Proposed Budget

Miscellaneous Administration

	<u>Public Housing</u>		<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Management</u>	<u>S 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Advertising	500		1,000	1,700	3,200
Computer Program/Support	0		0	104,770	104,770
Consulting Services	50,000		0	0	50,000
Copier Supplies	0		0	10,700	10,700
Inspections Fees	29,450		0	17,100	46,550
Management Fees	445,650		161,690	123,710	731,050
Membership Fees	600		1,000	2,400	4,000
Miscellaneous	15,000		3,000	28,500	46,500
Office Supplies	1,500		0	9,300	10,800
Port out Admin Fees	0		4,200	0	4,200
Postage	3,000		3,000	4,000	10,000
Publications	500		1,000	1,600	3,100
Telephone	6,000		0	28,550	34,550
Total Miscellaneous	552,200	0	174,890	332,330	1,059,420

Debt Service Schedule - Principal

Vineland Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2020	Proposed Budget Year 2021	<i>Fiscal Year Ending in</i>					Thereafter	Total Principal Outstanding
			2022	2023	2024	2025	2026		
Housing Revenue Bond #1	\$ 81,730	\$ 80,350	\$ 82,580	\$ 86,970	\$ 91,600	\$ 96,480	\$ 101,620	\$ 1,728,320	\$ 2,267,920
Capital Leveraging	270,000	180,000	185,000	195,000	205,000	215,000	110,000		1,090,000
Housing Revenue Bond #2									-
Type in Issue Name									-
TOTAL PRINCIPAL	351,730	260,350	267,580	281,970	296,600	311,480	211,620	1,728,320	3,357,920
LESS: HUD SUBSIDY	270,000	180,000	185,000	195,000	205,000	215,000	110,000		1,090,000
NET PRINCIPAL	\$ 81,730	\$ 80,350	\$ 82,580	\$ 86,970	\$ 91,600	\$ 96,480	\$ 101,620	\$ 1,728,320	\$ 2,267,920

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>			
	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A
If no Rating type in Not Applicable			

Debt Service Schedule - Interest

Vineland Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>								Total Interest Payments Outstanding
	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025	2026	Thereafter	
Housing Revenue Bond #1	112,750	133,700	111,900	107,500	102,890	97,990	92,850	579,840	1,226,670
Capital Leveraging	91,313	-	40,650	31,840	22,560	12,810	2,580	-	110,440
Housing Revenue Bond #2	-	95,430							95,430
Type in Issue Name									-
TOTAL INTEREST	204,063	229,130	152,550	139,340	125,450	110,800	95,430	579,840	1,432,540
LESS: HUD SUBSIDY	91,313	-	40,650	31,840	22,560	12,810	2,580		110,440
NET INTEREST	\$ 112,750	\$ 229,130	\$ 111,900	\$ 107,500	\$ 102,890	\$ 97,990	\$ 92,850	\$ 579,840	\$ 1,322,100

Net Position Reconciliation

Vineland Housing Authority
For the Period October 1, 2020 to September 30, 2021

FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 3,187,669	\$ -	\$(1,194,802)	\$ 5,294,909	\$ 7,287,776
Less: Invested in Capital Assets, Net of Related Debt (1)	5,828,222		1,125	5,571,191	11,400,538
Less: Restricted for Debt Service Reserve (1)			-	-	-
Less: Other Restricted Net Position (1)			108,951	1,342,068	1,451,019
Total Unrestricted Net Position (1)	(2,640,553)	-	(1,304,878)	(1,618,350)	(5,563,781)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	1,312,911		470,049	1,887,212	3,670,172
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,787,599		961,511	5,162,139	8,911,249
Plus: Estimated Income (Loss) on Current Year Operations (2)	44,850		9,310	7,060	61,220
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,504,807	-	135,992	5,438,061	7,078,860
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)	\$ 1,504,807	\$ -	\$ 135,992	\$ 5,438,061	\$ 7,078,860

(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	\$ 146,363	\$ -	\$ 340,439	\$ 155,007	\$ 645,827
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(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.

2020 (2020-2021)

VINELAND HOUSING
AUTHORITY

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2020 (2020-2021) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

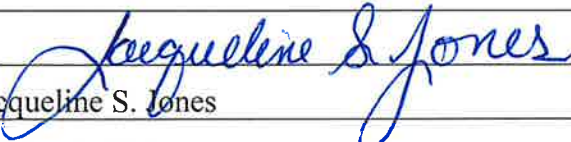
[X] enter X to the left if this paragraph is applicable

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 Vineland Housing Authority, on the 23rd day of July, 2020.

OR

[] enter X to the left if this paragraph is applicable

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:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	191 Chestnut Avenue Vineland, NJ 08361		
Phone Number:	856-696-4099	Fax Number:	856-691-8404
E-mail address	jjones@vha.org		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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 each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects? No
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 a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared? Yes
4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources) N/A
5. Have the current capital projects been reviewed and approved by HUD? Yes

Add additional sheets if necessary.

Proposed Capital Budget

Vineland Housing Authority

For the Period October 1, 2020 to September 30, 2021

		<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>						
Elevator Refurbishment	\$ 200,000				\$ 200,000	
Replace roofs, gutters & downspouts	-					
Replace kitchen countertops & cabinets	-					
Concrete walkway, paving	-					
Total	200,000	-	-	-	200,000	-
<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>						
RAD-Concrete & Asphalt work	62,000		\$ 62,000			
RAD-Roofs, gutters, exhaust fans	-					
RAD-Kitchen countertops & cabinets	-					
RAD-Flooring & Refrigerators	-					
Total	62,000	-	62,000	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 262,000	\$ -	\$ 62,000	\$ -	\$ 200,000	\$ -

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, 2020 to September 30, 2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2021	2022	2023	2024	2025	2026
<i>Public Housing Management</i>							
Elevator Refurbishment	\$ 200,000	\$ 200,000					
Replace roofs, gutters & downspouts	200,000	-	200,000				
Replace kitchen countertops & cabinets	300,000	-			200,000	100,000	
Concrete walkway, paving	200,000	-	200,000				
Total	900,000	200,000	200,000	200,000	200,000	100,000	-
<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>							
RAD-Concrete & Asphalt work	62,000	62,000					
RAD-Roofs, gutters, exhaust fan	579,310	-	165,000	150,000	150,000	114,310	
RAD-Kitchen countertops & cabinets	92,920	-			20,000	22,920	50,000
RAD-Flooring & Refrigerators	128,010	-			78,010		50,000
Total	862,240	62,000	165,000	150,000	170,000	215,240	100,000
TOTAL	\$ 1,762,240	\$ 262,000	\$ 365,000	\$ 350,000	\$ 370,000	\$ 315,240	\$ 100,000

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, 2020 to September 30, 2021

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Elevator Refurbishment	\$ 200,000				\$ 200,000
Replace roofs, gutters & downs	200,000				200,000
Replace kitchen countertops &	300,000				300,000
Concrete walkway, paving	200,000				200,000
Total	900,000	-	-	-	900,000
<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>					
RAD-Concrete & Asphalt work	62,000		\$ 62,000		
RAD-Roofs, gutters, exhaust fan	579,310		579,310		
RAD-Kitchen countertops & cab	92,920		92,920		
RAD-Flooring & Refrigerators	128,010		128,010		
Total	862,240	-	862,240	-	-
TOTAL	\$ 1,762,240	\$ -	\$ 862,240	\$ -	\$ 900,000
Total 5 Year Plan per CB-4	\$ 1,762,240				
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.