

Authority Budget of:

ADOPTED COPY

Vineland Housing Authority

State Filing Year

2019

AUG - 6 2019

For the Period:

October 1, 2019

to

September 30, 2020

www.vha.org

Authority Web Address

ADOPTED COPY

Department Of



**Community
Affairs**

Division of Local Government Services

2019 AUTHORITY BUDGET

Certification Section

2019

VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM OCTOBER 1, 2019 TO SEPTEMBER 30, 2020

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: 9/9/2019

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: 9/30/2019

2019 PREPARER'S CERTIFICATION

VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

It is hereby certified that the 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 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 Avenue Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	Linda@avenacpa.com		

2019 APPROVAL CERTIFICATION

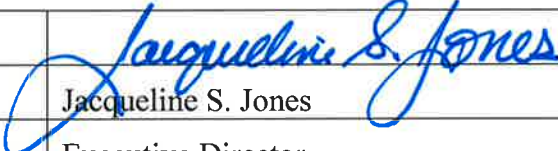
VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

It is hereby certified that the 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 18th ____ day of July, 2019.

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
- 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 is such as PIE Charts, Bar Graphs etc. for such items as Revenues, Expenditures, and other information the Authority deems relevant to inform the public**)
- The 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
- 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



2019 AUTHORITY BUDGET RESOLUTION

Vineland Housing Authority

Resolution #2019-36

FISCAL YEAR: FROM: Oct. 1, 2019 TO: Sept. 30, 2020

WHEREAS, the Annual Budget and Capital Budget for the Vineland Housing Authority for the fiscal year beginning, October 1, 2019 and ending, September 30, 2020 has been presented before the governing body of the Vineland Housing Authority Authority at its open public meeting of July 18, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 11,474,640, Total Appropriations, including any Accumulated Deficit if any, of \$11,377,900 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$291,890 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rates, 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 18, 2019 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, 2019 and ending, September 30, 2020 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 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 19, 2019.

Jaqueline Jones
 (Secretary's Signature)

 7/18/19
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Mario Ruiz-Mesa	✓			
Chris Chapman	✓			
Rudolph A. Luisi	✓			
Nicholas L. Fiocchi			✓	
Alexis Cartagena			✓	
Daniel J. Peretti, Jr.			✓	
Andrew Fabbri	✓			

2019 ADOPTION CERTIFICATION

Vineland Housing Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Vineland Authority, pursuant to N.J.A.C. 5:31-2.3, on the 25th day of, September, 2019.

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		

2019 ADOPTED BUDGET RESOLUTION

VINELAND HOUSING AUTHORITY

RESOLUTION #2019-52

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Vineland Housing Authority for the fiscal year beginning October 1, 2019 and ending, September 30, 2020 has been presented for adoption before the governing body of the Vineland Housing Authority at its open public meeting of September 25, 2019; 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 \$11,474,640, Total Appropriations, including any Accumulated Deficit, if any, of \$11,377,900 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$291,890 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 25, 2019 that the Annual Budget and Capital Budget/Program of the Vineland Housing Authority for the fiscal year beginning, October 1, 2019 and, ending, September 30, 2020 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)

9/25/19
(Date)

Governing Body		Recorded Vote		
Member:	Aye	Nay	Abstain	Absent

Mario Ruiz-Mesa	✓			
Chris Chapman	✓			
Rudolph A. Luisi	✓			
Nicholas L. Fiocchi	N/A			
Alexis Cartagena				✓
Daniel J. Peretti, Jr.	✓			
Brian Asselta	✓			

2019 AUTHORITY BUDGET
Narrative and Information Section

2019 AUTHORITY BUDGET MESSAGE & ANALYSIS

VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct. 1, 2019 TO: Sept. 30, 2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 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 a copy of the resolution authorizing the rate increase. **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 2019/2019-2020 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

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020

Question #1

Fringe Benefits increased due to annual increases and health insurance provided to new hires.
Utilities increased based on current consumption and rates.
Insurance increased based on current costs and projected increase.
Other General Expenses decreased due to less RAD expenses than previously anticipated.
Principal payments increased due to loan schedule.
Renewal & Replacement Reserve was decreased based on projected need.

Question #2

Excess utilities decreased based on current trend.
HUD Operating subsidy decreased due to several projects converting to RAD, which now receive HAP.
Capital Funds decreased also due to the RAD conversion of projects.
Other Tenant Fees increased based on current trends.
Other Authority Income increased due to additional services provided.
Management Fees increased due to the conversion of projects to RAD.
Interest income increased due to current trend earnings.

Question #3

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

AUTHORITY CONTACT INFORMATION 2019

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 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 Avenue 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 & Co., 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		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct. 1, 2019 TO: Sept. 30, 2020

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 2017 or 2018**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 33
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2017 or 2018**) Transmittal of Wage and Tax Statements: \$1,253,299
- 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 (**Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019**) 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 ED 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? 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 *If "yes," **attach a detailed list of all travel expenses** for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use Yes
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
 - i. Personal services (i.e.: maid, chauffeur, chef) No
If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable)*
- 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) 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.*

Account Ledger

Property=cocc AND mm/yy=10/2017-09/2018

Property	Date	Period	Desc	Control	Refer	Debit	Credit	Balance	Remarks
cocc	12/16/17		Bottino's Supermarket	P-5575		\$ 581.59			Olivio Towers Holiday Party - 100 Residents
cocc	12/16/17		Bottino's Supermarket	P-5575		\$ 1,330.86			Kidston Towers Holiday Party - 103 Residents
COCC	12/16/17		Bottino's Supermarket	P-5575		\$ 1,076.29			Tarklin Acres Hallday Party - 150 Residents
cocc	09/26/18	09-2018	(Jones) Jacqueline S Jones	P-89883		\$ 576.00			Holiday luncheon re-imbursement 12/2017
						\$ 3,564.74			

Account Ledger

Property=coccc AND mmm/yy=10/2018-06/2019 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)									
coccc	02/13/2019	02/2019	(hughes) Wendy Hughes	P-96243	10561:46446	179.53	0.00	179.53	travel re-imburement
coccc	02/18/2019	02/2019	(hughes) Wendy Hughes	P-94126	10294:45618	168.81	0.00	348.34	re-imburement for mileage
coccc	03/31/2019	03/2019	(hughes) Wendy Hughes	P-96257	10561:46421	181.03	0.00	529.37	travel re-imburement
coccc	05/09/2019	05/2019	(ronmil) Ronald Miller	P-97268	10686:46770	198.00	0.00	727.37	travel re-imburement for out of pocke...
coccc	05/21/2019	05/2019	(hughes) Wendy Hughes	P-98575	10839:47217	397.17	0.00	1,124.54	trave re-imburement
Total 4150-00-000 (Travel)						1,124.54	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, 2019 TO: Sept. 30, 2020

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

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

		Position			Reportable Compensation from Authority (W-2/1099)				Estimated amount of other compensation from Authority (health benefits, pension, etc.)		Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below			Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O		Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment, lieu of health benefits, etc.)		Total Compensation All Public Entities								
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T							
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.)	Total Compensation from Authority	860	1,241	Exec. Dir.	Positions held at Other Public Entities Listed in Column O	VIA Contract	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment, lieu of health benefits, etc.)	Total Compensation All Public Entities							
1	Jacqueline S. Jones	40	X					\$144,462	0	0	146,563	0	0	NONE	0	N/A	0	0	146,563							
2	Mario Ruiz-Mesa	2 X	X					0	0	0	0	0	0	NONE	0	N/A	0	0	0							
3	Philo Chapman	2 X						0	0	0	0	0	0	NONE	0	N/A	0	0	0							
4	Brian Asselta	2 X						0	0	0	0	0	0	NONE	0	N/A	0	0	0							
5	Alexis Cartagena	2 X						0	0	0	0	0	0	NONE	0	N/A	0	0	0							
6	Nicholas L. Fiocchi	2 X						0	0	0	0	0	0	NONE	0	N/A	0	0	0							
7	Daniel Peretta, Jr.	2 X						0	0	0	0	0	0	NONE	0	N/A	0	0	0							
8	Rudolph A. Luisi	2 X						0	0	0	0	0	0	NONE	0	N/A	0	0	0							
9	Wendy Hughes	40	X					105,769	0	0	115,969	10,200	0	Asst. Exec. Dir.	VIA Contract	0	0	0	115,969							
10																										
11																										
12																										
13																										
14																										
15																										
Total:											\$250,231	0	1,241	11,060	262,532		0	0	0	0	0	0	0	0	0	262,532

(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, 2019 to September 30, 2020

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget		# of Covered Members (Medical & Rx)		Annual Cost per Employee Current Year		\$ Increase (Decrease)		% Increase (Decrease)
	Proposed Budget	Current Year	Proposed Budget	Current Year	Proposed Budget	Current Year	Current Year	Current Year	Cost	Cost	(Decrease)	(Decrease)	
Active Employees - Health Benefits - Annual Cost													
Single Coverage	6	6	\$ 11,330	\$ 67,980	6	\$ 12,705	\$ 76,230	\$ (8,250)	-10.8%				
Parent & Child	3	2	20,490	61,470	2	22,918	45,836	15,634	34.1%				
Employee & Spouse (or Partner)	6	3	19,340	116,040	3	25,294	75,882	40,158	52.9%				
Family	8	9	31,480	251,840	9	35,500	319,500	(67,660)	-21.2%				
Employee Cost Sharing Contribution (enter as negative -)				(58,970)			(49,215)	(9,755)	19.8%				
Subtotal	23	20		438,360	20		468,233	(29,873)	-6.4%				
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	13	13	4,290	55,770	13	7,743	100,659	(44,889)	-44.6%				
Parent & Child	0	0							#DIV/0!				
Employee & Spouse (or Partner)	7	7	8,510	59,570	7	13,623	95,361	(35,791)	-37.5%				
Family	0	0							#DIV/0!				
Employee Cost Sharing Contribution (enter as negative -)				(15,010)			(22,300)	7,290	-32.7%				
Subtotal	20	20		100,330	20		173,720	(73,390)	-42.2%				
GRAND TOTAL	43	40		\$ 538,690	40		\$ 641,953	\$ (103,263)	-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, 2019 to September 30, 2020

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	103	\$ 3,513		X	
E. Bernudez	195	8,110		X	
C. Goldsborough	272	14,397		X	
E. Gomez	137	5,717		X	
P. Harrison	252	26,980		X	
W. Hughes	218	29,948		X	
L. James	141	5,719		X	
J. Jones	147	27,527		X	
S. Kaufmann	43	3,430		X	
A. Michaud	90	11,288		X	
R. Miller	193	28,441		X	
D. Pflaumer	111	14,198		X	
G. Pomales	183	14,496		X	
P. Rodriguez	263	11,371		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 205,135			

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, 2019

to

September 30, 2020

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

Individuals Eligible for Benefit		Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
			\$	<i>Legal Basis for Benefit (check applicable items)</i>		
balance from previous page			205,134			
F. Ruiz	37		1,499		X	
M. Sladky	22		626		X	
G. Sz wajkowski	79		2,552		X	
L. Velez	349		11,326		X	
S. Velez	216		21,173		X	
D. Whitesell	44		10,347		X	
Total liability for accumulated compensated absences at beginning of current year			\$ 252,657			

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

Schedule of Shared Service Agreements

Vineland Housing Authority

September 30, 2020

October 1, 2019

For the Period

to

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
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		10/1/2019	9/30/2020	\$ 162,130

X

If No Shared Services X this Box

2019 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

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

	FY 2020 Proposed Budget				FY 2019 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		
REVENUES								
Total Operating Revenues	\$ 2,622,480	\$ -	\$ 5,000,000	\$ 2,204,070	\$ 9,826,550	\$ 10,074,270	\$ (247,720)	-2.5%
Total Non-Operating Revenues	39,680	-	608,450	999,960	1,648,090	1,368,670	279,420	20.4%
Total Anticipated Revenues	2,662,160	-	5,608,450	3,204,030	11,474,640	11,442,940	31,700	0.3%
APPROPRIATIONS								
Total Administration	943,900	-	600,050	1,342,620	2,886,570	2,807,990	78,580	2.8%
Total Cost of Providing Services	1,709,740	-	5,007,600	1,435,760	8,153,100	8,199,050	(45,950)	-0.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	81,730	73,660	8,070	11.0%
Total Operating Appropriations	2,653,640	-	5,607,650	2,778,380	11,121,400	11,080,700	40,700	0.4%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	112,750	116,410	(3,660)	-3.1%
Total Other Non-Operating Appropriations	-	-	-	143,750	143,750	207,500	(63,750)	-30.7%
Total Non-Operating Appropriations	-	-	-	143,750	256,500	323,910	(67,410)	-20.8%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,653,640	-	5,607,650	2,922,130	11,377,900	11,404,610	(26,710)	-0.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,653,640	-	5,607,650	2,922,130	11,377,900	11,404,610	(26,710)	-0.2%
ANTICIPATED SURPLUS (DEFICIT)	\$ 8,520	\$ -	\$ 800	\$ 281,900	\$ 96,740	\$ 38,330	\$ 58,410	152.4%

Revenue Schedule

Vineland Housing Authority

For the Period October 1, 2019 to September 30, 2020

	FY 2020 Proposed Budget				FY 2019 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	All Operations
								<i>Proposed vs. Adopted</i>	<i>Proposed vs. Adopted</i>
OPERATING REVENUES									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	1498230			934690	2,432,920	2,374,800	58,120	2.4%	
Excess Utilities	3620				3,620	3,000	620	20.7%	
Non-Dwelling Rental	53590			63080	116,670	114,200	2,470	2.2%	
HUD Operating Subsidy	697040				697,040	1,175,250	(478,210)	-40.7%	
New Construction - Acc Section 8					-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher			5000000	957300	5,957,300	5,621,460	335,840	6.0%	
Total Rental Fees	2,252,480	-	5,000,000	1,955,070	9,207,550	9,288,710	(81,160)	-0.9%	
<i>Other Operating Revenues (List)</i>									
Capital Funds	370000				370,000	546,960	(176,960)	-32.4%	
Congregate Services Program				100000	100,000	101,600	(1,600)	-1.6%	
ROSS & FSS				149000	149,000	137,000	12,000	8.8%	
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	370,000	-	-	249,000	619,000	785,560	(166,560)	-21.2%	
Total Operating Revenues	2,622,480	-	5,000,000	2,204,070	9,826,550	10,074,270	(247,720)	-2.5%	
NON-OPERATING REVENUES									
<i>Other Non-Operating Revenues (List)</i>									
Other Tenant Fees	34,650			21,500	56,150	28,770	27,380	95.2%	
Other Authority Income				148,590	148,590	98,000	50,590	51.6%	
Management Fees			607,150	731,860	1,339,010	1,156,030	182,980	15.8%	
Other Service Fees				87,130	87,130	81,000	6,130	7.6%	
Type in					-	-	-	#DIV/0!	
Type in					-	-	-	#DIV/0!	
Total Other Non-Operating Revenue	34,650	-	607,150	989,080	1,630,880	1,363,800	267,080	19.6%	
<i>Interest on Investments & Deposits (List)</i>									
Interest Earned	5,030		1,300	10,880	17,210	4,870	12,340	253.4%	
Penalties					-	-	-	#DIV/0!	
Other					-	-	-	#DIV/0!	
Total Interest	5,030	-	1,300	10,880	17,210	4,870	12,340	253.4%	
Total Non-Operating Revenues	39,680	-	608,450	999,960	1,648,090	1,368,670	279,420	20.4%	
TOTAL ANTICIPATED REVENUES	\$ 2,662,160	\$ -	\$ 5,608,450	\$ 3,204,030	\$ 11,474,640	\$ 11,442,940	\$ 31,700	0.3%	

Prior Year Adopted Revenue Schedule

Vineland Housing Authority

FY 2019 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	1,469,800			905,000	2,374,800
Excess Utilities	3,000				3,000
Non-Dwelling Rental	51,000			63,200	114,200
HUD Operating Subsidy	688,930			486,320	1,175,250
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			5,140,480	480,980	5,621,460
Total Rental Fees	2,212,730	-	5,140,480	1,935,500	9,288,710
<i>Other Revenue (List)</i>					
Capital Funds	389,500			157,460	546,960
Congregate Services Program				101,600	101,600
ROSS & FSS Grants				137,000	137,000
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	389,500	-	-	396,060	785,560
Total Operating Revenues	2,602,230	-	5,140,480	2,331,560	10,074,270
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Other Tenant Fees	21,270			7,500	28,770
Other Authority Income				98,000	98,000
Management Fees			485,860	670,170	1,156,030
Other Service Fees				81,000	81,000
Type in					-
Type in					-
Other Non-Operating Revenues	21,270	-	485,860	856,670	1,363,800
<i>Interest on Investments & Deposits</i>					
Interest Earned	2,060		500	2,310	4,870
Penalties					-
Other					-
Total Interest	2,060	-	500	2,310	4,870
Total Non-Operating Revenues	23,330	-	486,360	858,980	1,368,670
TOTAL ANTICIPATED REVENUES	\$ 2,625,560	\$ -	\$ 5,626,840	\$ 3,190,540	\$ 11,442,940

Appropriations Schedule

Vineland Housing Authority

For the Period October 1, 2019 to September 30, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	191,250		225,750	573,240	\$ 990,240	\$ 949,650	\$ 40,590	4.3%
Fringe Benefits	162,150		191,410	278,350	631,910	527,610	104,300	19.8%
Legal	8,300			34,700	43,000	39,820	3,180	8.0%
Staff Training	9,000			6,000	15,000	14,500	500	3.4%
Travel	3,000			5,000	8,000	8,500	(500)	-5.9%
Accounting Fees				85,000	85,000	80,000	5,000	6.3%
Auditing Fees	18,000		8,000	28,000	54,000	50,700	3,300	6.5%
Miscellaneous Administration*	552,200		174,890	332,330	1,059,420	1,137,210	(77,790)	-6.8%
Total Administration	943,900	-	600,050	1,342,620	2,886,570	2,807,990	78,580	2.8%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				37,540	37,540	41,350	(3,810)	-9.2%
Salary & Wages - Maintenance & Operation	324,190			150,440	474,630	463,460	11,170	2.4%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	182,230			143,310	325,540	343,190	(17,650)	-5.1%
Tenant Services				62,420	62,420	58,780	3,640	6.2%
Utilities	593,100			587,670	1,180,770	1,071,290	109,480	10.2%
Maintenance & Operation	361,350			302,470	663,820	616,000	47,820	7.8%
Protective Services					-	-	-	#DIV/0!
Insurance	149,350		1,600	90,780	241,730	218,200	23,530	10.8%
Payment in Lieu of Taxes (PILOT)	90,520			41,130	131,650	136,460	(4,810)	-3.5%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses					-	-	-	#DIV/0!
Other General Expense	9,000		6,000	20,000	35,000	109,840	(74,840)	-68.1%
Rents			5,000,000		5,000,000	5,140,480	(140,480)	-2.7%
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	1,709,740	-	5,007,600	1,435,760	8,153,100	8,199,050	(45,950)	-0.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	81,730	73,660	8,070	11.0%
Total Operating Appropriations	2,653,640	-	5,607,650	2,778,380	11,121,400	11,080,700	40,700	0.4%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	112,750	116,410	(3,660)	-3.1%
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve				143,750	143,750	207,500	(63,750)	-30.7%
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	143,750	256,500	323,910	(67,410)	-20.8%
TOTAL APPROPRIATIONS	2,653,640	-	5,607,650	2,922,130	11,377,900	11,404,610	(26,710)	-0.2%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,653,640	-	5,607,650	2,922,130	11,377,900	11,404,610	(26,710)	-0.2%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 2,653,640	\$ -	\$ 5,607,650	\$ 2,922,130	\$ 11,377,900	\$ 11,404,610	\$ (26,710)	-0.2%

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

5% of Total Operating Appropriations \$ 132,682.00 \$ - \$ 280,382.50 \$ 138,919.00 \$ 556,070.00

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>Section 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

Prior Year Adopted Appropriations Schedule

Vineland Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 216,160		\$ 206,170	\$ 527,320	\$ 949,650
Fringe Benefits	132,150		108,150	287,310	527,610
Legal	4,360			35,460	39,820
Staff Training	3,000			11,500	14,500
Travel	2,750			5,750	8,500
Accounting Fees	-			80,000	80,000
Auditing Fees	21,120		10,580	19,000	50,700
Miscellaneous Administration*	574,390		157,490	405,330	1,137,210
Total Administration	953,930	-	482,390	1,371,670	2,807,990
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				41,350	41,350
Salary & Wages - Maintenance & Operation	315,380			148,080	463,460
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	185,690			157,500	343,190
Tenant Services	9,360			49,420	58,780
Utilities	583,890			487,400	1,071,290
Maintenance & Operation	325,760			290,240	616,000
Protective Services					-
Insurance	136,520		1,440	80,240	218,200
Payment in Lieu of Taxes (PILOT)	88,600			47,860	136,460
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	20,580		2,500	86,760	109,840
Rents			5,140,480		5,140,480
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,665,780	-	5,144,420	1,388,850	8,199,050
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	73,660
Total Operating Appropriations	2,619,710	-	5,626,810	2,760,520	11,080,700
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	116,410
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve				207,500	207,500
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	207,500	323,910
TOTAL APPROPRIATIONS	2,619,710	-	5,626,810	2,968,020	11,404,610
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,619,710	-	5,626,810	2,968,020	11,404,610
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,619,710	\$ -	\$ 5,626,810	\$ 2,968,020	\$ 11,404,610

* 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

2018 Appropriations Schedule-Miscellaneous Administration

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

Proposed Budget

Miscellaneous Administration

	<u>Public Housing Management</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

Debt Service Schedule - Principal

Vineland Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in							Total Principal Outstanding	
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025		Thereafter
Housing Revenue Bonds	\$ 73,660	\$ 81,730	\$ 81,160	\$ 85,200	\$ 89,430	\$ 93,880	\$ 98,550	\$ 1,796,390	\$ 2,326,340
Capital Leveraging	260,000	270,000	285,000	295,000	183,400	-	-	-	1,033,400
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL	333,660	351,730	366,160	380,200	272,830	93,880	98,550	1,796,390	3,359,740
LESS: HUD SUBSIDY	260,000	270,000	285,000	295,000	183,400	-	-	-	1,033,400
NET PRINCIPAL	\$ 73,660	\$ 81,730	\$ 81,160	\$ 85,200	\$ 89,430	\$ 93,880	\$ 98,550	\$ 1,796,390	\$ 2,326,340

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.		
	Moody's	Standard & Poors
Bond Rating	N/A	N/A
Year of Last Rating	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

	Fiscal Year Ending in						Thereafter	Total Interest Payments Outstanding	
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024			2025
Housing Revenue Bonds	116,410	112,750	108,910	104,870	100,640	96,190	98,550	618,620	1,240,530
Capital Leveraging	102,798	91,313	78,725	65,212	29,646	-	-	-	264,896
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
TOTAL INTEREST	219,208	204,063	187,635	170,082	130,286	96,190	98,550	618,620	1,505,426
LESS: HUD SUBSIDY	102,798	91,313	78,725	65,212	29,646	-	-	-	264,896
NET INTEREST	\$ 116,410	\$ 112,750	\$ 108,910	\$ 104,870	\$ 100,640	\$ 96,190	\$ 98,550	\$ 618,620	\$ 1,240,530

Net Position Reconciliation

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

FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 10,759,814	\$ -	\$ (262,670)	\$ 6,585,585	\$ 17,082,729
Less: Invested in Capital Assets, Net of Related Debt (1)	11,458,227		1,875	2,605,614	14,065,716
Less: Restricted for Debt Service Reserve (1)					
Less: Other Restricted Net Position (1)			201,574	311,214	512,788
Total Unrestricted Net Position (1)	(698,413)	-	(465,119)	3,668,757	2,504,225
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)	8,520		800	87,420	96,740
Plus: Other Adjustments (attach schedule)					
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	(689,893)	-	(465,319)	3,756,177	2,600,965
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	\$ (689,893)	\$ -	\$ (465,319)	\$ 3,756,177	\$ 2,600,965

(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 \$ 132,682 \$ - \$ 280,383 \$ 138,919 \$ 556,070

(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.

2019
VINELAND
HOUSING
AUTHORITY

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct. 1, 2019 TO: Sept. 30, 2020

It is hereby certified that the 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 of the City of Vineland, on the 18th day of July, 2019.

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): _____

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		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

VINELAND HOUSING AUTHORITY

FISCAL YEAR: **FROM:** Oct. 1, 2019 **TO:** Sept. 30, 2020

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?

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

Yes

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.

No

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.

No impact.

6. Have the projects been reviewed and approved by HUD?

YES

Add additional sheets if necessary.

Proposed Capital Budget

Vineland Housing Authority

For the Period October 1, 2019 to September 30, 2020

		<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>						
Concrete walkway, Asphalt Pavement	\$ 220,000				\$ 220,000	
Elevator Refurbishment	-					
Replace roofs, gutters & downspouts	-					
Replace kitchen contertops & cabinets	-					
Total	220,000	-	-	-	220,000	-
<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	71,890		\$ 71,890			
RAD-Roofs, gutters, exhaust fans	-					
RAD-Kitchen countertops & cabinets	-					
Type in Description	-					
Total	71,890	-	71,890	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 291,890	\$ -	\$ 71,890	\$ -	\$ 220,000	\$ -

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, 2019 to September 30, 2020

Fiscal Year Beginning in

	<u>Estimated Total Cost</u>	<u>Current Budget</u>					
		<u>Year 2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
<i>Public Housing Management</i>							
Concrete walkway, Asphalt Pav	\$ 420,000	\$ 220,000			\$ 200,000		
Elevator Refurbishment	200,000	-	200,000				
Replace roofs, gutters & downs	200,000	-		200,000			
Replace kitchen contertops & ca	300,000	-				200,000	100,000
Total	1,120,000	220,000	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	133,890	71,890	\$ 62,000				
RAD-Roofs, gutters, exhaust fan	579,310	-		165,000	150,000	150,000	114,310
RAD-Kitchen contertops & cab	42,920	-				20,000	22,920
RAD-Flooring & Refrigerators	78,010	-					78,010
Total	834,130	71,890	62,000	165,000	150,000	170,000	215,240
TOTAL	\$ 1,954,130	\$ 291,890	\$ 262,000	\$ 365,000	\$ 350,000	\$ 370,000	\$ 315,240

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, 2019 to September 30, 2020

Funding Sources

	<u>Estimated Total Cost</u>	<u>Unrestricted Net Position Utilized</u>	<u>Renewal & Replacement Reserve</u>	<u>Debt Authorization</u>	<u>Capital Grants</u>	<u>Other Sources</u>
<i>Public Housing Management</i>						
Concrete walkway, Asphalt Pav	\$ 420,000				\$ 420,000	
Elevator Refurbishment	200,000				200,000	
Replace roofs, gutters & downs	200,000				200,000	
Replace kitchen conertops & c	300,000				300,000	
Total	<u>1,120,000</u>	-	-	-	1,120,000	-
<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	133,890		\$ 133,890			
RAD-Roofs, gutters, exhaust far	315,000		315,000			
RAD-Kitchen countertops & cab	170,000		170,000			
RAD-Flooring & Refrigertors	215,240		215,240			
Total	<u>834,130</u>	-	834,130	-	-	-
TOTAL	<u>\$ 1,954,130</u>	\$ -	\$ 834,130	\$ -	\$ 1,120,000	\$ -
Total 5 Year Plan per CB-4	<u>\$ 1,954,130</u>					
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.