

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
BUREAU OF AUTHORITY REGULATION
TRENTON, N.J.

CERTIFICATION OF AMENDED 2016 BUDGET
Vineland Housing Authority

It is hereby certified that the amendment attached hereto complies with the requirements of law, and approval is given pursuant to N.J.A.C. 5:31-2.8.

Department of Community Affairs
Division of Local Government Services
Paul Ewert, Municipal Finance Auditor

By Paul D. Ewert
For: Timothy J. Cunningham, Director

Date 10/26/2016

Attachment

**2016 HOUSING AUTHORITY BUDGET RESOLUTION
AMENDMENT
HOUSING AUTHORITY OF THE CITY OF VINELAND
RESOLUTION 2016-50**

LOCAL GOVT SERVICES
2016 OCT 25 A 4:44
RECEIVED

RESOLUTION TO AMEND BUDGET

WHEREAS, the Annual Budget and Capital Budget for the Vineland Housing Authority for the October 1, 2016 to September 30, 2017 fiscal year was approved on the 21st day of July 2016, and
WHEREAS, the public hearing on said budget has been held as advertised, and
WHEREAS, it is desired to amend said approved budget,
NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Vineland Housing Authority, County of Cumberland, that the following amendments to the approved budget of October 1, 2016 to September 30, 2017 fiscal year be made:

CAPITAL FUND BUDGET

	From	To
Total Capital Appropriations	\$241,650.00	\$0.00

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the Vineland Housing Authority budget so amended.


Secretary Signature

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Mario Ruiz-Mesa				✓
Brian Asselta	✓			
Rudolph A. Luisi	✓			
Chris Chapman	✓			
Nicholas L. Fiocchi	✓			
Alexis Cartagena	✓			
Daniel J. Peretti, Jr.	✓			

2016

LOCAL GOVT SERVICES

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RECEIVED

VINELAND HOUSING AUTHORITY Housing Authority Budget

www.vha.org

ADOPTED COPY

Department Of



Community
Affairs

APPROVED COPY

Division of Local Government Services

2016 HOUSING AUTHORITY BUDGET

Certification Section

2016

VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

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. Civent CPA, RMA Date: 9/13/2016

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. Civent CPA, RMA Date: 10/26/2016

2016 PREPARER'S CERTIFICATION

VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

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 Avenue, Suite B Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	linda@avenacpa.com		

2016 APPROVAL CERTIFICATION

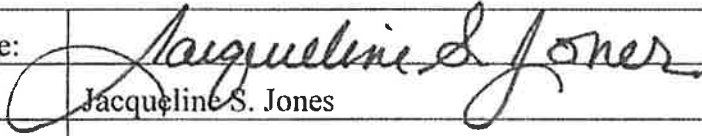
VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

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 21st day of July, 2016.

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:	856-694-4099	Fax Number:	856-691-8404
E-mail address	jjones@vha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.vha.org

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

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

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

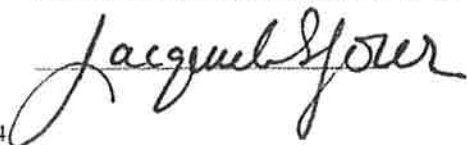
Name of Officer Certifying compliance

Title of Officer Certifying compliance

Signature

JACQUELINE S. JONES

EXECUTIVE DIRECTOR



2016 HOUSING AUTHORITY BUDGET RESOLUTION

VINELAND HOUSING AUTHORITY

RESOLUTION 2016- 25

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

WHEREAS, the Annual Budget and Capital Budget for the Vineland Housing Authority for the fiscal year beginning, October 1, 2016 and ending, September 30, 2017 has been presented before the governing body of the Vineland Housing Authority at its open public meeting of July 21, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 9,033,030, Total Appropriations, including any Accumulated Deficit if any, of \$9,022,000 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$241,650 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

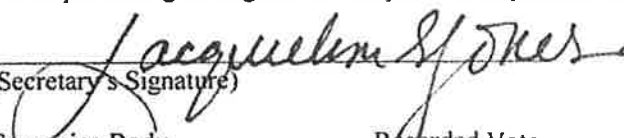
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 21, 2016 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, 2016 and ending, September 30, 2017 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 15, 2016.


(Secretary's Signature)

7/21/16
(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

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

✓
✓
✓
✓
✓
✓
✓

✓

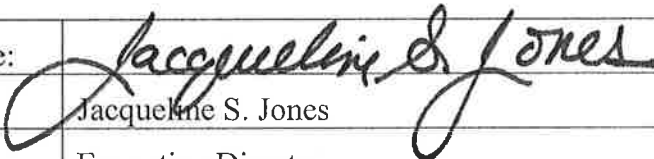
2016 ADOPTION CERTIFICATION

VINELAND

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Vineland Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 15th day of, September, 2016.

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		

2016 ADOPTED BUDGET RESOLUTION

VINELAND HOUSING AUTHORITY

RESOLUTION 2016-51

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Vineland Housing Authority for the fiscal year beginning October 1, 2016 and ending, September 30, 2017 has been presented for adoption before the governing body of the Vineland Housing Authority at its open public meeting of September 15, 2016; 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 \$9,033,030, Total Appropriations, including any Accumulated Deficit, if any, of \$9,022,000 and Total Unrestricted Net Position utilized of \$0; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of Vineland Housing Authority, at an open public meeting held on September 15, 2016 that the Annual Budget and Capital Budget/Program of the Vineland Housing Authority for the fiscal year beginning, October 1, 2016 and, ending, September 30, 2017 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)
Governing Body
Member:

9/15/16
(Date)

Recorded Vote

Aye

Nay

Abstain

Absent

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

✓
✓
✓
✓
✓
✓
✓

✓

2016 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 adopted budget. Explain any variances over +/-10% for each 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. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority. **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% from the current year adopted budget. **N/A**
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **N/A**
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. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget? **Yes, the Authority is required to implement project-based budgeting and asset management and the Authority has adopted a project based budget.**
6. The proposed budget must not reflect an anticipated deficit from 2016 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. **N/A**
7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable. **N/A**
8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information. **N/A**

2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

Question #1

Excess utilities increase based on the current trend.

Non-dwelling rental income decreased due to termination of a cell tower contract.

Other Revenue-Congregate Services is expected to increase due to increased funding from the State of New Jersey.

Grant #3-Shelter Plus Care revenue is expected to decrease due to funding cuts by HUD.

Interest on Investments is expected to decrease due to less principal available for investing.

Other Non-Operating #1-Other tenant fees expected to increase based on 2015 collections.

Other Non-Operating #2-Other Authority income increasing due to an additional contract for 2017.

Other Non-Operating #4-Other income expected to increase based on the current trend.

Legal expense increased due to proposed disposition of scattered sites.

Staff training increased due to new employees and commissioners training.

Travel decreased based on current trend.

Cost of Providing Services Salary & Wages increased due to repositioning of personnel.

Fringe Benefits increased due to rising costs and more family plans among maintenance staff.

Tenant Services increased due to higher food costs.

Utility expenses decreased based on current consumption and milder winters.

Maintenance & Operation increased due to current trend.

Other General Expenses decreased due to a decrease in compensated absences and FSS Escrows.

HOUSING AUTHORITY CONTACT INFORMATION

2016

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

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

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

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

Chief Financial Officer:	Lydia deBergue		
Phone: (ext.)	856-691-4099	Fax:	856-691-8404
E-mail:	ldebergue@vha.org		

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 46
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$ 1,443,531.47
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? 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. *The process for determining compensation for the Executive Director is determined by a review of the Executive Director by the Personnel Committee. The Personnel Committee reports to the full board who then determines the compensation based on the annual performance review, comparability study of housing authorities of similar size and budgetary restrictions.*
- 11) Did the Authority pay for meals or catering during the current fiscal year? No 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. List all commissioners going for training *Please see attached list.*

Account Ledger

cc,ssp,donazio,fema,fse,hc0015,hc0017,hc0023,hc0119,hc0e01,hc0p01,hc0m01,kidston,newhop,olivo,parkview,ross,s8ts,sca005,sca018,sca019,sect8exp,spc,tarklin AND mnt/yy=10/2015-04/2016 AND Beginning account=4150-00-000 AND Ending ac

Property	Date	Period	Desc	Purpose	Control	Ref#	Debit	Credit	Balance	Remarks
4150-00-000 (Travel)										
cccc	10/31/15	10-2015	(nonmit) Ronald Miller	Staff Training	P-61541	PO# 5787	0.00	0.00	0.00	Beginning Balance ==
cccc	10/31/15	10-2015	(nonmit) Ronald Miller	Staff Training	P-61541	PO# 5787	72.13	0.00	72.13	mileage, tolls, parking
cccc	10/31/15	10-2015	(hughes) Wendy Hughes	Staff Training	P-61542	PO# 5788	72.13	0.00	144.26	mileage, tolls, parking
cccc	10/31/15	10-2015	(hughes) Wendy Hughes	Staff Training	P-61542	PO# 5788	48.90	0.00	193.16	mileage and tolls
cccc	10/31/15	10-2015	(velez) Sandra Velez	Staff Training	P-61542	PO# 5788	48.90	0.00	242.06	mileage and tolls
cccc	10/31/15	10-2015	(velez) Sandra Velez	Staff Training	P-61543	PO# 5792	26.45	0.00	268.51	mileage reimbursement
cccc	10/31/15	10-2015	(velez) Sandra Velez	Staff Training	P-61543	PO# 5792	26.45	0.00	294.96	mileage reimbursement
cccc	11/12/15	11-2015	(velez) Sandra Velez	Staff Training	P-62231	PO# 5864	33.35	0.00	328.31	mileage-NJHMF visit
cccc	11/18/15	11-2015	(danper) Daniel J. Peretti, Jr.	Commissioner Training	P-62227	PO# 5850	56.00	0.00	384.31	mileage re-imbursement
cccc	12/19/15	12-2015	(danper) Daniel J. Peretti, Jr.	Commissioner Training	P-63582	PO# 6178	15.70	0.00	400.01	tolls-comm. training
cccc	12/19/15	12-2015	(danper) Daniel J. Peretti, Jr.	Commissioner Training	P-63582	PO# 6128	111.55	0.00	511.56	mileage-comm. training
cccc	02/29/16	02-2016	(donpff) Donna Pfaffner	Staff Training	P-64480	PO# 6256	34.56	0.00	546.12	mileage re-imbursement
cccc	02/29/16	02-2016	(donpff) Donna Pfaffner	Staff Training	P-64480	PO# 6256	34.56	0.00	580.68	mileage re-imbursement
cccc	05/02/16	05-2016	(nonmit) Ronald Miller	Staff Training	P-65754	PO# 6512	9.85	0.00	590.53	tolls and parking
cccc	05/02/16	05-2016	(nonmit) Ronald Miller	Staff Training	P-65754	PO# 6512	12.85	0.00	603.38	tolls and parking
cccc	05/02/16	05-2016	(nonmit) Ronald Miller	Staff Training	P-65754	PO# 6512	12.85	0.00	616.23	tolls and parking
cccc	05/26/16	05-2016	(alexis) Alexis Carrasena	Commissioner Training	P-66511	6609:28472	125.08	0.00	741.31	re-imbursement for travel
cccc	06/16/16	06-2016	(danper) Daniel J. Peretti, Jr.	Commissioner Training	P-66687	6672:28813	140.40	0.00	881.71	mileage re-imbursement
cccc	06/16/16	06-2016	(danper) Daniel J. Peretti, Jr.	Commissioner Training	P-66687	6672:28813	12.00	0.00	893.71	tolls re-imbursement
hc0015	11/16/15	11-2015	(Accountant-hb) to record Nov expenses	Staff Training	J-10012	to record S8 expenses	56.00	0.00	949.71	mileage
tarklin	11/18/15	11-2015	(danper) Daniel J. Peretti, Jr.	Commissioner Training	P-62227	PO# 5850	55.48	0.00	1,005.19	tolls
tarklin	12/11/15	12-2015	(nickn) Nicholas Flocchi	Commissioner Training	P-62326	PO# 5918	43.13	0.00	1,048.32	mileage
tarklin	12/11/15	12-2015	(nickn) Nicholas Flocchi	Commissioner Training	P-62326	PO# 5918	117.88	0.00	1,166.20	mileage
tarklin	12/11/15	12-2015	(nickn) Nicholas Flocchi	Commissioner Training	P-62326	PO# 5918	5.00	0.00	1,171.20	parking
Total 4150-00-000 (Travel)							1,171.20	0.00	0.00	
							1,171.20	0.00	0.00	

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED) VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

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, \$912.04, 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.
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? ☐ No ☐ If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? ☐ No ☐ If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? ☐ N/A ☐ If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? ☐ No ☐ If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? ☐ No ☐ If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? ☐ No ☐ If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

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

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

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. **See Form.**
- 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. **See Form.**
- 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. **N/A**
- 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. **N/A**

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 being the most recent calendar year ended).

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

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

For the Period October 1, 2016 to September 30, 2017 VINELAND HOUSING AUTHORITY

Reportable Compensation from Authority (W-2/ 1099)																					
Position			Highest Compensated Employees					Reportable Compensation from Authority (W-2/ 1099)													
Line	Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key 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	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				\$122,033	\$	-	\$ 1,002	\$	123,035	Buena Housing	Exec. Director	via contract with	\$	-	\$	123,035	
2	Mario Ruiz-Mesa	Chairman	2 X	X				-	-	-	-	-	-	VHOC/CCSAB	Commissioner	1	-	-	-	-	
3	Philo Chapman	Commissioner	2 X					-	-	-	-	-	-	N/A	None	N/A	-	-	-	-	
4	Brian Asselta	Commissioner	2 X					-	-	-	-	-	-	N/A	None	N/A	-	-	-	-	
5	Alexis Cartagena	Commissioner	2 X					-	-	-	-	-	-	N/A	None	N/A	-	-	-	-	
6	Nicholas L. Fiocchi	Commissioner	2 X					-	-	-	-	-	-	N/A	None	N/A	-	-	-	-	
7	Daniel J. Peretti, Jr	Commissioner	2 X					-	-	-	-	-	-	N/A	None	N/A	-	-	-	-	
8	Rudolph A. Luisi	Commissioner	2 X					-	-	-	-	-	-	N/A	None	N/A	-	-	-	-	
9																					
10																					
11																					
12																					
13																					
14																					
15																					
Total:										\$122,033	\$	-	\$ 1,002	\$	-	\$	-	\$	-	\$	123,035

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

1

Schedule of Health Benefits - Detailed Cost Analysis

VINELAND HOUSING AUTHORITY

For the Period October 1, 2016 to September 30, 2017

	# of Covered		Annual Cost		Total Cost		# of Covered		Annual Cost		Total Current		% Increase	
	Members (Medical & Rx) Proposed Budget	Members (Medical & Rx) Employee Proposed Budget	Members (Medical & Rx) Proposed Budget	Members (Medical & Rx) Employee Proposed Budget	Members (Medical & Rx) Proposed Budget	Members (Medical & Rx) Employee Proposed Budget	Members (Medical & Rx) Current Year	Members (Medical & Rx) Current Year	Members (Medical & Rx) Current Year	Members (Medical & Rx) Current Year	Members (Medical & Rx) Current Year	Members (Medical & Rx) Current Year	Members (Medical & Rx) Current Year	Members (Medical & Rx) Current Year
Active Employees - Health Benefits - Annual Cost														
Single Coverage	5	\$ 11,468	\$ 57,340	5	\$ 10,922	\$ 54,610	\$ 2,730	5.0%						
Parent & Child	2	21,462	42,924	2	20,440	40,880	2,044	5.0%						
Employee & Spouse (or Partner)	3	23,979	71,937	3	22,838	68,514	3,423	5.0%						
Family	9	33,976	305,784	9	31,976	287,784	18,000	6.3%						
Employee Cost Sharing Contribution (enter as negative -)			(50,620)			(48,210)	(2,410)	5.0%						
Subtotal	19		427,365	19		403,578	23,787	5.9%						
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	11	10,302	113,322	11	9,811	107,921	5,401	5.0%						
Parent & Child	0			0				#DIV/0!						
Employee & Spouse (or Partner)	5	23,837	119,185	5	22,702	113,510	5,675	5.0%						
Family								#DIV/0!						
Employee Cost Sharing Contribution (enter as negative -)			(21,505)			(20,481)	(1,024)	5.0%						
Subtotal	16		211,002	16		200,950	10,052	5.0%						
GRAND TOTAL	35		\$ 638,367	35		\$ 604,528	\$ 33,839	5.6%						

Is medical coverage provided by the SHBP (Yes or No)?
 Is prescription drug coverage provided by the SHBP (Yes or No)?

YES
 YES

Schedule of Accumulated Liability for Compensated Absences

VINELAND HOUSING AUTHORITY

For the Period

October 1, 2016

to

September 30, 2017

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
E. Bermudez		\$ 4,811		X	
N. Cordero		3,461		X	
Y. Figueroa		520		X	
C. Goldsborough		10,831		X	
E. Gomez		5,678		X	
P. Harrison		24,065		X	
W. Hughes		19,784		X	
L. James		4,616		X	
J. Jones		24,185		X	
S. Kaufmann		2,776		X	
A. Michaud		5,849		X	
R. Miller		21,604		X	
D. Pflaumer		9,393		X	
G. Pomaes		11,064		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 148,637			

VINELAND HOUSING AUTHORITY

September 30, 2017

Legal Basis for Benefit
(check applicable items)

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VINELAND HOUSING AUTHORITY

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

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2016 HOUSING AUTHORITY BUDGET

Financial Schedules Section

2016 Budget Summary

VINELAND HOUSING AUTHORITY

For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	All Operations	All Operations
REVENUES							
Total Operating Revenues	\$ 3,746,050	\$ -	\$ 3,568,160	\$ 109,660	\$ 7,423,870	\$ 7,479,500	-0.7%
Total Non-Operating Revenues	1,148,240	-	315,800	145,120	1,609,160	1,588,740	1.3%
Total Anticipated Revenues	4,894,290	-	3,883,960	254,780	9,033,030	9,068,240	-0.4%
APPROPRIATIONS							
Total Administration	2,097,620	-	311,660	145,660	2,554,940	2,569,960	-0.6%
Total Cost of Providing Services	2,789,750	-	3,570,160	107,150	6,467,060	6,487,480	-0.3%
Net Principal Payments on Debt Service In Lieu of Depreciation							#DIV/0!
Total Operating Appropriations	4,887,370	-	3,881,820	252,810	9,022,000	9,057,440	-0.4%
Net Interest Payments on Debt							#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,887,370	-	3,881,820	252,810	9,022,000	9,057,440	-0.4%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,887,370	-	3,881,820	252,810	9,022,000	9,057,440	-0.4%
ANTICIPATED SURPLUS (DEFICIT)	\$ 6,920	\$ -	\$ 2,140	\$ 1,970	\$ 11,030	\$ 10,800	2.1%

2016 Revenue Schedule

VINELAND HOUSING AUTHORITY

For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				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
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	2,422,000				2,422,000	2,425,000	(3,000) -0.1%
Excess Utilities	3,600				3,600	3,000	600 20.0%
Non-Dwelling Rental	93,000				93,000	129,090	(36,090) -28.0%
HUD Operating Subsidy	1,227,450				1,227,450	1,206,000	21,450 1.8%
New Construction - Acc Section 8					-	-	- #DIV/0!
Voucher - Acc Housing Voucher			3,568,160		3,568,160	3,624,000	(55,840) -1.5%
Total Rental Fees	3,746,050	-	3,568,160	-	7,314,210	7,387,090	(72,880) -1.0%
<i>Other Operating Revenues (List)</i>							
Other Revenue 1-Congregate Service				109,660	109,660	92,410	17,250 18.7%
Other Revenue 2				-	-	-	- #DIV/0!
Other Revenue 3				-	-	-	- #DIV/0!
Other Revenue 4				-	-	-	- #DIV/0!
Total Other Revenue	-	-	-	109,660	109,660	92,410	17,250 18.7%
Total Operating Revenues	3,746,050	-	3,568,160	109,660	7,423,870	7,479,500	(55,630) -0.7%
NON-OPERATING REVENUES							
<i>Grants & Entitlements (List)</i>							
Grant #1-Capital Funds	241,650				241,650	265,530	(23,880) -9.0%
Grant #2-ROSS & FSS				141,000	141,000	141,000	- 0.0%
Grant #3-Shelter Plus Care				3,120	3,120	3,600	(480) -13.3%
Grant #4				-	-	-	- #DIV/0!
Total Grants & Entitlements	241,650	-	-	144,120	385,770	410,130	(24,360) -5.9%
<i>Local Subsidies & Donations (List)</i>							
Local Subsidy #1				-	-	-	- #DIV/0!
Local Subsidy #2				-	-	-	- #DIV/0!
Local Subsidy #3				-	-	-	- #DIV/0!
Local Subsidy #4				-	-	-	- #DIV/0!
Total Local Subsidies & Donations	-	-	-	-	-	-	- #DIV/0!
<i>Interest on Investments & Deposits</i>							
Investments	11,000				11,000	14,500	(3,500) -24.1%
Security Deposits				-	-	-	- #DIV/0!
Penalties				-	-	-	- #DIV/0!
Other Investments				-	-	-	- #DIV/0!
Total Interest	11,000	-	-	-	11,000	14,500	(3,500) -24.1%
<i>Other Non-Operating Revenues (List)</i>							
Other Non-Operating #1-Other Tenant Fees	59,000				59,000	39,000	20,000 51.3%
Other Non-Operating #2-Other Authorities	75,970				75,970	58,000	17,970 31.0%
Other Non-Operating #3-Mgmt Fees	752,820		310,800		1,063,620	1,056,110	7,510 0.7%
Other Non-Operating #4-Other	7,800		5,000	1,000	13,800	11,000	2,800 25.5%
Other Non-Operating Revenues	895,590	-	315,800	1,000	1,212,390	1,164,110	48,280 4.1%
Total Non-Operating Revenues	1,148,240	-	315,800	145,120	1,609,160	1,588,740	20,420 1.3%
TOTAL ANTICIPATED REVENUES	\$ 4,894,290	\$ -	\$ 3,883,960	\$ 254,780	\$ 9,033,030	\$ 9,068,240	\$ (35,210) -0.4%

2015 Adopted Revenue Schedule

VINELAND HOUSING AUTHORITY

Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	2,425,000				2,425,000
Excess Utilities	3,000				3,000
Non-Dwelling Rental	129,090				129,090
HUD Operating Subsidy	1,206,000				1,206,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			3,624,000		3,624,000
Total Rental Fees	3,763,090	-	3,624,000	-	7,387,090
<i>Other Operating Revenues (List)</i>					
Other Revenue 1-Congregate Service				92,410	92,410
Other Revenue 2					-
Other Revenue 3					-
Other Revenue 4					-
Total Other Revenue	-	-	-	92,410	92,410
Total Operating Revenues	3,763,090	-	3,624,000	92,410	7,479,500
NON-OPERATING REVENUES					
<i>Grants & Entitlements (List)</i>					
Grant #1-Capital Funds	265,530				265,530
Grant #2-ROSS & FSS				141,000	141,000
Grant #3-Shelter Plus Care				3,600	3,600
Grant #4					-
Total Grants & Entitlements	265,530	-	-	144,600	410,130
<i>Local Subsidies & Donations (List)</i>					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
Total Local Subsidies & Donations	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Investments	14,500				14,500
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	14,500	-	-	-	14,500
<i>Other Non-Operating Revenues (List)</i>					
Other Non-Operating #1-Other Tenant Fee	39,000				39,000
Other Non-Operating #2-Other Authorities	58,000				58,000
Other Non-Operating #3-Mgmt Fees	769,710		286,400		1,056,110
Other Non-Operating #4-Other	4,500		6,500		11,000
Other Non-Operating Revenues	871,210	-	292,900	-	1,164,110
Total Non-Operating Revenues	1,151,240	-	292,900	144,600	1,588,740
TOTAL ANTICIPATED REVENUES	\$ 4,914,330	\$ -	\$ 3,916,900	\$ 237,010	\$ 9,068,240

2016 Appropriations Schedule

VINELAND HOUSING AUTHORITY

For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				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	\$ 579,730		\$ 120,750	\$ 96,400	\$ 796,880	\$ 871,430	\$ (74,550) -8.6%
Fringe Benefits	521,180		67,740	32,720	621,640	622,650	(1,010) -0.2%
Legal	31,500		1,000		32,500	27,500	5,000 18.2%
Staff Training	15,500		2,000		17,500	10,000	7,500 75.0%
Travel	2,500		-		2,500	5,000	(2,500) -50.0%
Accounting Fees	65,000				65,000	65,000	- 0.0%
Auditing Fees	34,000		16,000		50,000	50,000	-
Miscellaneous Administration*	848,210		104,170	16,540	968,920	918,380	50,540 5.5%
Total Administration	2,097,620	-	311,660	145,660	2,554,940	2,569,960	(15,020) -0.6%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				50,650	50,650	50,760	(110) -0.2%
Salary & Wages - Maintenance & Operation	402,970				402,970	366,210	36,760 10.0%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor					-	-	- #DIV/0!
Fringe Benefits	307,720			4,000	311,720	260,410	51,310 19.7%
Tenant Services	4,000			50,000	54,000	35,000	19,000 54.3%
Utilities	1,030,000				1,030,000	1,163,000	(133,000) -11.4%
Maintenance & Operation	644,500		500	2,500	647,500	584,000	63,500 10.9%
Protective Services					-	-	- #DIV/0!
Insurance	213,000				213,000	200,000	13,000 6.5%
Payment in Lieu of Taxes (PILOT)	139,560				139,560	132,200	7,360 5.6%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses					-	-	- #DIV/0!
Other General Expense	48,000		1,500		49,500	71,900	(22,400) -31.2%
Rents			3,568,160		3,568,160	3,624,000	(55,840) -1.5%
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	2,789,750	-	3,570,160	107,150	6,467,060	6,487,480	(20,420) -0.3%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	- #DIV/0!
Total Operating Appropriations	4,887,370	-	3,881,820	252,810	9,022,000	9,057,440	(35,440) -0.4%
NON-OPERATING APPROPRIATIONS							
Net Interest Payments on Debt					-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve					-	-	- #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations					-	-	- #DIV/0!
TOTAL APPROPRIATIONS	4,887,370	-	3,881,820	252,810	9,022,000	9,057,440	(35,440) -0.4%
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,887,370	-	3,881,820	252,810	9,022,000	9,057,440	(35,440) -0.4%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation					-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized					-	-	- #DIV/0!
TOTAL NET APPROPRIATIONS	\$ 4,887,370	\$ -	\$ 3,881,820	\$ 252,810	\$ 9,022,000	\$ 9,057,440	\$ (35,440) -0.4%

* 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 \$ 244,368.50 \$ - \$ 194,091.00 \$ 12,640.50 \$ 451,100.00

2016 Appropriations Schedule-Miscellaneous Administration

**Vineland Housing Authority
For the Period October 1, 2016 to September 30, 2017**

<i>Proposed Budget</i>				
Miscellaneous Administration	<u>Public Housing</u>		<u>Housing</u>	<u>Other</u>
	<u>Management</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>
				<u>Operations</u>
Advertising	2,000			\$2,000
Computer Program/Support	\$66,000			\$66,000
Consulting Services	40,000			5,000 \$45,000
Copier Supplies	10,000			\$10,000
Inspections Fees	48,000			\$48,000
Management Fees	604,300		93,370	10,000 \$707,670
Membership Fees	750			\$750
Miscellaneous	26,500		5,000	500 \$32,000
Office Supplies	6,460			40 \$6,500
Port out Admin Fees			4,000	\$4,000
Postage	11,000		1,500	\$12,500
Publications	1,500			\$1,500
Telephone	31,700		300	1,000 \$33,000
Total Miscellaneous	\$848,210	\$0	\$104,170	\$16,540 \$968,920

2015 Adopted Appropriations Schedule

VINELAND HOUSING AUTHORITY

	Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
Administration					
Salary & Wages	\$ 666,470		\$ 108,560	\$ 96,400	\$ 871,430
Fringe Benefits	524,060		63,890	34,700	622,650
Legal	26,500		1,000		27,500
Staff Training	8,000		2,000		10,000
Travel	5,000				5,000
Accounting Fees	65,000				65,000
Auditing Fees	34,000		16,000		50,000
Miscellaneous Administration*	805,990		97,120	15,270	918,380
Total Administration	2,135,020	-	288,570	146,370	2,569,960
Cost of Providing Services					
Salary & Wages - Tenant Services				50,760	50,760
Salary & Wages - Maintenance & Operation	366,210				366,210
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	256,090			4,320	260,410
Tenant Services	2,000			33,000	35,000
Utilities	1,163,000				1,163,000
Maintenance & Operation	580,800		700	2,500	584,000
Protective Services					-
Insurance	200,000				200,000
Payment in Lieu of Taxes (PILOT)	132,200				132,200
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	70,400		1,500		71,900
Rents			3,624,000		3,624,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,770,700	-	3,626,200	90,580	6,487,480
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	4,905,720	-	3,914,770	236,950	9,057,440
NON-OPERATING APPROPRIATIONS					
Net Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	4,905,720	-	3,914,770	236,950	9,057,440
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,905,720	-	3,914,770	236,950	9,057,440
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,905,720	\$ -	\$ 3,914,770	\$ 236,950	\$ 9,057,440

* 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 \$ 245,286.00 \$ - \$ 195,738.50 \$ 11,847.50 \$ 452,872.00

2016 Appropriations Schedule-Miscellaneous Administration

**Vineland Housing Authority
For the Period October 1, 2016 to September 30, 2017**

<i>Proposed Budget</i>				
Miscellaneous Administration	<u>Public Housing</u>	<u>Section 8</u>	<u>Housing</u>	<u>Other</u>
	<u>Management</u>		<u>Voucher</u>	<u>Programs</u>
				<u>Total All</u>
				<u>Operations</u>
Computer Program/Support	\$55,000			\$55,000
Consulting Services	10,500			3,500 14,000
Copier Supplies	6,500			6,500
Inspections Fees	48,000			48,000
Management Fees	604,290		89,390	10,000 703,680
Membership Fees	1,000			1,000
Miscellaneous	34,350		7,350	500 42,200
Office Supplies	5,000			5,000
Postage	15,000			15,000
Telephone	26,350		380	1,270 28,000
Total Miscellaneous	\$805,990	\$0	\$97,120	\$15,270 \$918,380

5 Year Debt Service Schedule - Principal

VINELAND HOUSING AUTHORITY

	Current Year (2015)	Fiscal Year Beginning in						Total Principal Outstanding
		2016	2017	2018	2019	2020	2021	Thereafter
Debt Issuance #1	\$ 225,000	\$ 235,000	\$ 250,000	\$ 260,000	\$ 270,000	\$ 285,000	\$ 295,000	\$ 1,165,000
Debt Issuance #2								
Debt Issuance #3								
Debt Issuance #4								
TOTAL PRINCIPAL	225,000	235,000	250,000	260,000	270,000	285,000	295,000	1,165,000
LESS: HUD SUBSIDY	225,000	235,000	250,000	260,000	270,000	285,000	295,000	1,165,000
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

5 Year Debt Service Schedule - Interest

VINELAND HOUSING AUTHORITY

Fiscal Year Beginning in

	Current Year (2015)	Fiscal Year Beginning in					Thereafter	Total Interest Payments Outstanding
		2016	2017	2018	2019	2020		
Debt Issuance #1	\$ 134,298	\$ 124,344	\$ 113,844	\$ 102,798	\$ 91,313	\$ 78,725	\$ 112,213	\$ 688,449
Debt Issuance #2								
Debt Issuance #3								
Debt Issuance #4								
TOTAL INTEREST	134,298	124,344	113,844	102,798	91,313	78,725	112,213	688,449
LESS: HUD SUBSIDY	134,298	124,344	113,844	102,798	91,313	78,725	112,213	688,449
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2016 Net Position Reconciliation

VINELAND HOUSING AUTHORITY

For the Period October 1, 2016

to September 30, 2017

	<u>Proposed Budget</u>
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	Total All Operations
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 16,992,733
Less: Restricted for Debt Service Reserve (1)	14,681,614
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	14,024
Less: Designated for Non-Operating Improvements & Repairs	2,297,095
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)	11,030
Plus: Other Adjustments (attach schedule)	-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	2,308,125
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)	\$ 2,308,125

(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 \$ 244,369

(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.

2016
VINELAND
HOUSING
AUTHORITY

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2016 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

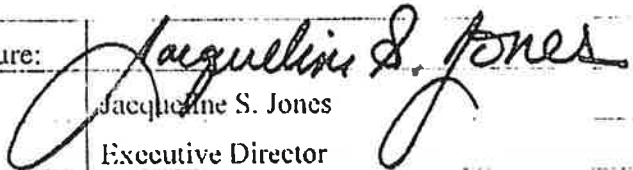
VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

☐ 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 16th day of July, 2015.

OR

☒ It is hereby certified that the governing body of the _____ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): No Capital Projects Anticipated

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

2016 CAPITAL BUDGET/PROGRAM MESSAGE

Vineland Housing Authority

FISCAL YEAR: FROM: OCT. 1, 2016 TO: SEPT. 30, 2017

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 is anticipated.**
6. Have the projects been reviewed and approved by HUD? **Yes, via the Capital Fund Plan submission and approval process.**

Add additional sheets if necessary.

2016 Proposed Capital Budget

VINELAND HOUSING AUTHORITY

For the Period October 1, 2016 to September 30, 2017

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Project A Description	\$ -			\$ -		
Project B Description	-			-		
Project C Description	-					
Project D Description	-					
Project E Description	-					
Project F Description	-					
Project G Description	-					
TOTAL PROPOSED CAPITAL BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enter brief description of up to seven projects above. For more than seven budgeted projects, please attach additional schedules. Input total amount of all projects 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, 2016 to September 30, 2017

Estimated Total Cost	Fiscal Year Beginning in				
	Current Year Proposed Budget	2017	2018	2019	2020
Project A Description	\$ -	-	-	-	-
Project B Description	-	-	-	-	-
Project C Description	-	-	-	-	-
Project D Description	-	-	-	-	-
Project E Description	-	-	-	-	-
Project F Description	-	-	-	-	-
Project G Description	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

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

5 Year Capital Improvement Plan Funding Sources

VINELAND HOUSING AUTHORITY

For the Period October 1, 2016 to September 30, 2017

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
Project A Description	\$ -				\$ -
Project B Description	-				-
Project C Description	-				
Project D Description	-				
Project E Description	-				
Project F Description	-				
Project G Description	-				
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ -				
Balance check	-	- If amount is other than zero, verify that projects listed above match projects listed on CB-4.			

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