

State Filing Year

2017

APPROVED COPY

~~Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017~~

Start Year

End Year

2017

2018

Fiscal Year

Authority Budget of:

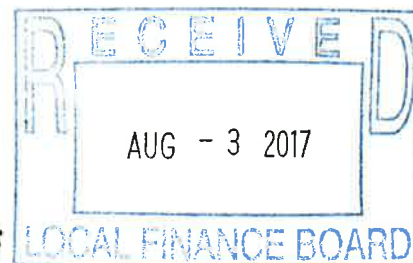
Vineland Housing Authority

For the Period:

October 1, 2017

to September 30, 2018

vha.org
www.capemayha.org
Authority Web Address



Department Of



**Community
Affairs**

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VINELAND HOUSING
AUTHORITY

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Division of Local Government Services

2017 HOUSING AUTHORITY BUDGET

Certification Section



2017

VINELAND HOUSING AUTHORITY
HOUSING AUTHORITY BUDGET

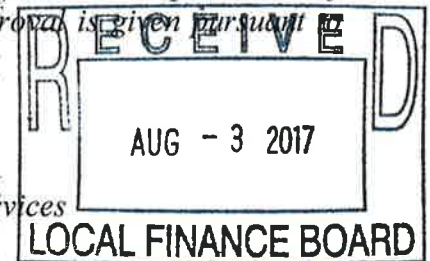
FISCAL YEAR: FROM OCTOBER 1, 2017 TO SEPTEMBER 30, 2018.

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services



By: Paul D. Cwert CPA, RMA

Date:

8/23/2017

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services

By: Paul D. Cwert CPA, RMA

Date:

10/5/2017

2017 PREPARER'S CERTIFICATION

VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2017 **TO:** SEPT. 30, 2018

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:	<i>Linda M Cavallo</i>		
Name:	Linda M. Cavallo		
Title:	Fee Accountant		
Address:	2581 E. Chestnut Ave., Suite B Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	linda@avenacpa.com		

2017 APPROVAL CERTIFICATION

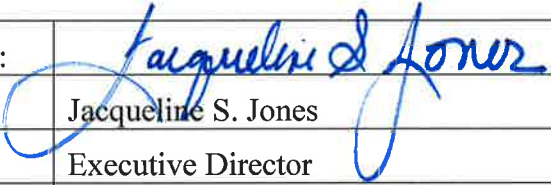
VINELAND HOUSING AUTHORITY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2017 TO: SEPT. 30, 2018

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 20th day of July, 2017.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

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

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.vha.org

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

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

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

Name of Officer Certifying compliance

Title of Officer Certifying compliance

Signature

JACQUELINE S. JONES

EXECUTIVE DIRECTOR

Jacqueline S. Jones

2017 HOUSING AUTHORITY BUDGET RESOLUTION VINELAND HOUSING AUTHORITY

RESOLUTION # 2017-36

FISCAL YEAR: FROM: OCT. 1, 2017 TO: SEPT. 30, 2018

WHEREAS, the Annual Budget and Capital Budget for the Vineland Housing Authority for the fiscal year beginning, October 1, 2017 and ending, September 30, 2018 has been presented before the governing body of the Vineland Housing Authority at its open public meeting of July 20, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$9,548,270, Total Appropriations, including any Accumulated Deficit if any, of \$9,546,650 and Total Unrestricted Net Position utilized of \$0; and

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

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Vineland Housing Authority, at an open public meeting held on July 20, 2017 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, 2017 and ending, September 30, 2018 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 21, 2017.


(Secretary's Signature)

7/20/17
(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Mario Ruiz-Mesa

Chris Chapman

Rudolph Luisi

Nicholas Fiocchi

Alexis Cartagena

Daniel Peretti

Brian Asselta

✓
✓

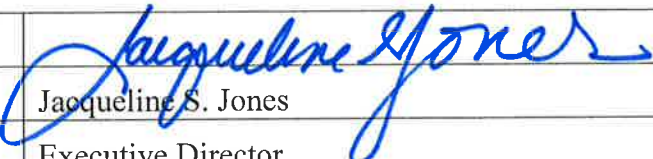
✓
✓

✓
✓

2017 ADOPTION CERTIFICATION
VINELAND HOUSING AUTHORITY
HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2017 TO: SEPT. 30, 2018

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 21st day of, September, 2017.

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		

2017 ADOPTED BUDGET RESOLUTION

VINELAND HOUSING AUTHORITY

RESOLUTION #2017-52

FISCAL YEAR: **FROM:** OCT. 1, 2017 **TO:** SEPT. 30, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Vineland Housing Authority for the fiscal year beginning October 1, 2017 and ending, September 30, 2018 has been presented for adoption before the governing body of the Vineland Housing Authority at its open public meeting of September 21, 2017; and

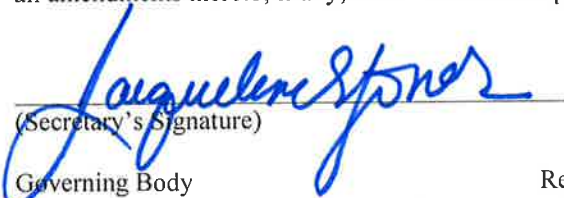
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$9,548,270, Total Appropriations, including any Accumulated Deficit, if any, of \$9,546,650 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 21, 2017 that the Annual Budget and Capital Budget/Program of the Vineland Housing Authority for the fiscal year beginning, October 1, 2017 and, ending, September 30, 2018 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)

9/21/17
(Date)

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

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS VINELAND HOUSING AUTHORITY AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2017 TO: SEPT. 30, 2018

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

- 1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). See next page for answer**
- 2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget. See next page for answer**
- 3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. See next page for answer**
- 4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered. N/A**
- 5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.). N/A**
- 6. The proposed budget must not reflect an anticipated deficit from 2017 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**

2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS VINELAND HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2017 TO: SEPT. 30, 2018

Question #1

Staff Training decreased due to completion of employee and commissioners training.
Travel decreased based on current trend.

Cost of Providing Services Salary & Wages-Tenant Services decreased based on current needs of the Congregate Service Program.

Fringe Benefits increased due to anticipated increases in health care costs and pension contributions. There are more family plans among maintenance staff which are more expensive.

Other General Expense increased due to anticipated increases in FSS escrows based on current trends.

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

Question #2

Non-Dwelling rental income increased due to the rental of a non-residential space.

HUD Operating subsidy decreased due to anticipated decreases in funding.

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

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

There is no Shelter Plus Care grant anticipated due to funding issues with the program.

Other Tenant Fees increased due to increases in the laundry contract, inspection fee revenues, and fraud recovery.

Other Authority Income increased due to an additional contract to service another housing authority for \$29,250.

Other Service Fees increased due to additional services provided to Melrose Court Homes, LP.

Question #3

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

HOUSING AUTHORITY CONTACT INFORMATION

2017

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

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

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

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

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

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

VINELAND HOUSING AUTHORITY

FISCAL YEAR: FROM: OCT. 1, 2017 TO: SEPT. 30, 2018

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 48
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,361,607.19
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? **(Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering)** Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authority's procedures for all employees.*

The process for determining compensation for the Executive Director is determined by a review of the Executive Director by the Personnel Committee. The Personnel Committee reports to the full board who then determines the compensation based on the annual performance review, comparability study of housing authorities of similar size and budgetary restrictions.

- 11) Did the Authority pay for meals or catering during the current fiscal year? ☐ No ☐ 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. Please see attached list.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel ☐ No ☐
 - 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.
- 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.

Account Ledger

icv023,hcv060,hcv119,hcve01,hcve02,hcvh01,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pvaa,rentcomp,ross,s8fss,scat005,scat018,scat019,sec8exp,spc,tarkiln,vhdc,vhs,wait AND I

Property	Date	Period	Desc	Control	Refer	Debit	Credit	Balance	Remarks
4150-00-000 (Travel)									
cocc	03/22/17	03-2017	(velez) Sandra Velez	P-74460	7747:34592	38.52	0.00	188.81	mileage
cocc	03/22/17	03-2017	(velez) Sandra Velez	P-74460	7747:34592	10.00	0.00	198.81	parking
cocc	03/22/17	03-2017	(velez) Sandra Velez	P-74460	7747:34592	3.00	0.00	201.81	tolls
cocc	06/20/17	06-2017	(hughes) Wendy Hughes	P-76652	8052:36036	35.96	0.00	237.77	re-imbursement for tolls & mileage
cocc	06/20/17	06-2017	(hughes) Wendy Hughes	P-76652	8052:36036	30.29	0.00	268.06	re-imbursement for tolls & mileage
cocc	06/20/17	06-2017	(hughes) Wendy Hughes	P-76652	8052:36036	26.11	0.00	294.17	re-imbursement for tolls & mileage
cocc	06/20/17	06-2017	(hughes) Wendy Hughes	P-76652	8052:36036	32.97	0.00	327.14	re-imbursement for tolls & mileage
cocc	06/20/17	06-2017	(hughes) Wendy Hughes	P-76652	8052:36036	32.97	0.00	360.11	re-imbursement for tolls & mileage
cocc	06/20/17	06-2017	(hughes) Wendy Hughes	P-76652	8052:36036	32.97	0.00	393.08	re-imbursement for tolls & mileage
cocc	06/20/17	06-2017	(hughes) Wendy Hughes	P-76652	8052:36036	32.97	0.00	426.05	re-imbursement for tolls & mileage
cocc	06/20/17	06-2017	(hughes) Wendy Hughes	P-76652	8052:36036	32.97	0.00	459.02	re-imbursement for tolls & mileage
cocc	06/23/17	06-2017	(ronmil) Ronald Miller	P-77125	8069:36105	97.50	0.00	556.52	tolls for travel to O.C.
Total 4150-00-000 (Travel)						406.23	0.00	0.00	
						406.23	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, 2017 TO: SEPT. 30, 2018

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2017, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2015 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, 2017 to September 30, 2018

Vineland Housing Authority

Reportable Compensation from
Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)		Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)		Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus					Reportable Compensation from Other Public Entities (W-2/ 1099)		
1 Jacqueline S. Jones	Executive Director	40	X		X			\$120,346	\$ 1,002	\$ 819	\$ 122,167	BHA, OCHA	Exec. Director	via contract	1	\$ - \$ - \$ 122,167
2 Mario Ruiz-Mesa	Chairman	2	X								0	None	None	0		0
3 Philo Chapman	Commissioner	2	X								0	None	None	0		0
4 Brian Asselta	Commissioner	2	X								0	None	None	0		0
5 Alexis Cartagena	Commissioner	2	X								0	None	None	0		0
6 Nicholas L. Fiocchi	Commissioner	2	X								0	None	None	0		0
7 Daniel J. Perett, Jr.	Commissioner	2	X								0	None	None	0		0
8 Rudolph A. Luisi	Commissioner	2	X								0	None	None	0		0
9											0					0
10											0					0
11											0					0
12											0					0
13											0					0
14											0					0
15											0					0
Total:								<u>\$120,346</u>	<u>\$ -</u>	<u>\$ 1,002</u>	<u>\$ 819</u>	<u>\$ 122,167</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,167</u>

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

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

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	5	\$ 12,212	\$ 61,060	5	\$ 11,002	\$ 55,010	\$ 6,050	11.0%
Parent & Child	2	22,665	45,330	2	20,419	40,838	4,492	11.0%
Employee & Spouse (or Partner)	3	25,325	75,975	3	22,815	68,445	7,530	11.0%
Family	9	35,457	319,113	9	31,944	287,496	31,617	11.0%
Employee Cost Sharing Contribution (enter as negative -)			(50,000)			(48,733)	(1,267)	2.6%
Subtotal	19		451,478	19		403,056	48,422	12.0%
Commissioners - Health Benefits - Annual Cost								
Single Coverage	0		-			-	-	#DIV/0!
Parent & Child	0		-			-	-	#DIV/0!
Employee & Spouse (or Partner)	0		-			-	-	#DIV/0!
Family	0		-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	13	10,178	132,314	13	9,169	119,197	13,117	11.0%
Parent & Child	0		-	0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	5	24,908	124,540	5	22,439	112,195	12,345	11.0%
Family	0		-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(21,000)			(19,082)	(1,918)	10.1%
Subtotal	18		235,854	18		212,310	23,544	11.1%
GRAND TOTAL	37		\$ 687,332	37		\$ 615,366	\$ 71,966	11.7%

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

YES	Yes or No
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, 2017

to

September 30, 2018

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		\$ 462		X	
E. Bermudez		4,546		X	
C. Goldsborough		12,263		X	
E. Gomez		6,537		X	
P. Harrison		26,497		X	
W. Hughes		23,594		X	
L. James		3,020		X	
J. Jones		26,232		X	
S. Kaufmann		3,566		X	
A. Michaud		8,368		X	
R. Miller		24,791		X	
D. Pflaumer		12,910		X	
G. Pomales		11,490		X	
P. Rodriguez		9,629		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 173,905			

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, 2017

to

September 30, 2018

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
balance from previous page		\$ 173,905		X	
G. Rosado		324		X	
F. Ruiz		1,750		X	
G. Szwajkowski		462		X	
L. Velez		9,136		X	
S. Velez		19,564		X	
D. Whitesell		3,768		X	
				X	
				X	
				X	
				X	
				X	
				X	
				X	
Total liability for accumulated compensated absences at beginning of current year		\$ 208,909			

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

Schedule of Shared Service Agreements

Vineland Housing Authority

For the Period

October 1, 2017

to

September 30, 2018

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		1/1/2013	12/31/2017	\$ 30,000
Vineland Housing Authority	Ocean City Housing Authority	Management Services		5/17/2017	9/30/2018	\$ 58,500

If No Shared Services X this Box

☐

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

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

	FY 2018 Proposed Budget					FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	\$ 3,882,100	\$ -	\$ 4,130,000	\$ 246,760	\$ 8,258,860	\$ 7,809,640	\$ 449,220	5.8%
Total Non-Operating Revenues	947,320	-	339,090	3,000	1,289,410	1,223,390	66,020	5.4%
Total Anticipated Revenues	4,829,420	-	4,469,090	249,760	9,548,270	9,033,030	515,240	5.7%
APPROPRIATIONS								
Total Administration	2,025,560	-	336,890	147,260	2,509,710	2,554,940	(45,230)	-1.8%
Total Cost of Providing Services	2,803,370	-	4,132,100	101,470	7,036,940	6,467,060	569,880	8.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	4,828,930	-	4,468,990	248,730	9,546,650	9,022,000	524,650	5.8%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,828,930	-	4,468,990	248,730	9,546,650	9,022,000	524,650	5.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,828,930	-	4,468,990	248,730	9,546,650	9,022,000	524,650	5.8%
ANTICIPATED SURPLUS (DEFICIT)	\$ 490	\$ -	\$ 100	\$ 1,030	\$ 1,620	\$ 11,030	\$ (9,410)	-85.3%

Revenue Schedule

Vineland Housing Authority

For the Period

October 1, 2017

to

September 30, 2018

FY 2018 Proposed Budget

FY 2017 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 REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	2380000				2,380,000	2,422,000	(42,000)	-1.7%
Excess Utilities	3600				3,600	3,600	-	0.0%
Non-Dwelling Rental	107200				107,200	93,000	14,200	15.3%
HUD Operating Subsidy	1029400				1,029,400	1,227,450	(198,050)	-16.1%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			4130000		4,130,000	3,568,160	561,840	15.7%
Total Rental Fees	3,520,200	-	4,130,000	-	7,650,200	7,314,210	335,990	4.6%
<i>Other Operating Revenues (List)</i>								
Capital Funds	361900				361,900	241,650	120,250	49.8%
Congregate Service Program				102600	102,600	109,660	(7,060)	-6.4%
ROSS & FSS Grants				144160	144,160	141,000	3,160	2.2%
Shelter Plus Care Grant					-	3,120	(3,120)	-100.0%
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Total Other Revenue	361,900	-	-	246,760	608,660	495,430	113,230	22.9%
Total Operating Revenues	3,882,100	-	4,130,000	246,760	8,258,860	7,809,640	449,220	5.8%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Other Tenants Fees	96,000		3,000	3,000	102,000	59,000	43,000	72.9%
Other Authority Income	108,610				108,610	75,970	32,640	43.0%
Management Fees	700,000		336,090		1,036,090	1,063,620	(27,530)	-2.6%
Other Service Fees	31,710				31,710	13,800	17,910	129.8%
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Total Other Non-Operating Revenue	936,320	-	339,090	3,000	1,278,410	1,212,390	66,020	5.4%
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	11,000				11,000	11,000	-	0.0%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	11,000	-	-	-	11,000	11,000	-	0.0%
Total Non-Operating Revenues	947,320	-	339,090	3,000	1,289,410	1,223,390	66,020	5.4%
TOTAL ANTICIPATED REVENUES	\$ 4,829,420	\$ -	\$ 4,469,090	\$ 249,760	\$ 9,548,270	\$ 9,033,030	\$ 515,240	5.7%

Prior Year Adopted Revenue Schedule

Vineland Housing Authority

FY 2017 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	2,422,000				2,422,000
Excess Utilities	3,600				3,600
Non-Dwelling Rental	93,000				93,000
HUD Operating Subsidy	1,227,450				1,227,450
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			3,568,160		3,568,160
Total Rental Fees	3,746,050	-	3,568,160	-	7,314,210
<i>Other Revenue (List)</i>					
Capital Funds	241,650				241,650
Congregate Service Program				109,660	109,660
ROSS & FSS Grants				141,000	141,000
Shelter Plus Care Grant				3,120	3,120
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	241,650	-	-	253,780	495,430
Total Operating Revenues	3,987,700	-	3,568,160	253,780	7,809,640
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Other Tenants Fees	59,000				59,000
Other Authority Income	75,970				75,970
Management Fees	752,820		310,800		1,063,620
Other	7,800		5,000	1,000	13,800
Type in					-
Type in					-
Other Non-Operating Revenues	895,590	-	315,800	1,000	1,212,390
<i>Interest on Investments & Deposits</i>					
Interest Earned	11,000				11,000
Penalties					-
Other					-
Total Interest	11,000	-	-	-	11,000
Total Non-Operating Revenues	906,590	-	315,800	1,000	1,223,390
TOTAL ANTICIPATED REVENUES	\$ 4,894,290	\$ -	\$ 3,883,960	\$ 254,780	\$ 9,033,030

Appropriations Schedule

Vineland Housing Authority

For the Period October 1, 2017 to September 30, 2018

	FY 2018 Proposed Budget				FY 2017 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 APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages	575,990		112,000	92,950	\$ 780,940	\$ 796,880	\$ (15,940) -2.0%
Fringe Benefits	424,520		104,240	39,860	568,620	621,640	(53,020) -8.5%
Legal	32,500				32,500	32,500	- 0.0%
Staff Training	1,850		150	2,000	4,000	17,500	(13,500) -77.1%
Travel	1,000				1,000	2,500	(1,500) -60.0%
Accounting Fees	65,000				65,000	65,000	- 0.0%
Auditing Fees	31,700		14,900		46,600	50,000	(3,400) -6.8%
Miscellaneous Administration*	893,000		105,600	12,450	1,011,050	968,920	42,130 4.3%
Total Administration	2,025,560	-	336,890	147,260	2,509,710	2,554,940	(45,230) -1.8%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				37,000	37,000	50,650	(13,650) -26.9%
Salary & Wages - Maintenance & Operation	402,970				402,970	402,970	- 0.0%
Salary & Wages - Protective Services					-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	#DIV/0!
Fringe Benefits	363,690			5,020	368,710	311,720	56,990 18.3%
Tenant Services	-			52,500	52,500	54,000	(1,500) -2.8%
Utilities	1,020,000				1,020,000	1,030,000	(10,000) -1.0%
Maintenance & Operation	617,950		600	6,950	625,500	647,500	(22,000) -3.4%
Protective Services					-	-	#DIV/0!
Insurance	205,000				205,000	213,000	(8,000) -3.8%
Payment in Lieu of Taxes (PILOT)	140,260				140,260	139,560	700 0.5%
Terminal Leave Payments					-	-	#DIV/0!
Collection Losses					-	-	#DIV/0!
Other General Expense	53,500		1,500		55,000	49,500	5,500 11.1%
Rents			4,130,000		4,130,000	3,568,160	561,840 15.7%
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	2,803,370	-	4,132,100	101,470	7,036,940	6,467,060	569,880 8.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	4,828,930	-	4,468,990	248,730	9,546,650	9,022,000	524,650 5.8%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	#DIV/0!
Municipality/County Appropriation					-	-	#DIV/0!
Other Reserves					-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	4,828,930	-	4,468,990	248,730	9,546,650	9,022,000	524,650 5.8%
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,828,930	-	4,468,990	248,730	9,546,650	9,022,000	524,650 5.8%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 4,828,930	\$ -	\$ 4,468,990	\$ 248,730	\$ 9,546,650	\$ 9,022,000	\$ 524,650 5.8%

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

5% of Total Operating Appropriations \$ 241,446.50 \$ - \$ 223,449.50 \$ 12,436.50 \$ 477,332.50

2017 Appropriations Schedule-Miscellaneous Administration

Vineland Housing Authority

For the Period October 1, 2017 to September 30, 2018

Proposed Budget

Miscellaneous Administration

	<u>Public Housing</u>		<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Management</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Advertising	2,600				\$2,600
Computer Program/Support	\$94,000		\$1,000		\$95,000
Consulting Services	35,000				\$35,000
Copier Supplies	7,000				\$7,000
Inspections Fees	75,000				\$75,000
Management Fees	606,000		94,000	10,000	\$710,000
Membership Fees	750				\$750
Miscellaneous	22,350		2,500	150	\$25,000
Office Supplies	6,900		100	500	\$7,500
Port out Admin Fees			3,500		\$3,500
Postage	8,000		4,500		\$12,500
Publications	2,200				\$2,200
Telephone	33,200			1,800	\$35,000
Total Miscellaneous	\$893,000	\$0	\$105,600	\$12,450	\$1,011,050

Prior Year Adopted Appropriations Schedule

Vineland Housing Authority

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 579,730		\$ 120,750	\$ 96,400	\$ 796,880
Fringe Benefits	521,180		67,740	32,720	621,640
Legal	31,500		1,000		32,500
Staff Training	15,500		2,000		17,500
Travel	2,500				2,500
Accounting Fees	65,000				65,000
Auditing Fees	34,000		16,000		50,000
Miscellaneous Administration*	848,210		104,170	16,540	968,920
Total Administration	2,097,620	-	311,660	145,660	2,554,940
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				50,650	50,650
Salary & Wages - Maintenance & Operation	402,970				402,970
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	307,720			4,000	311,720
Tenant Services	4,000			50,000	54,000
Utilities	1,030,000				1,030,000
Maintenance & Operation	644,500		500	2,500	647,500
Protective Services					-
Insurance	213,000				213,000
Payment in Lieu of Taxes (PILOT)	139,560				139,560
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	48,000		1,500		49,500
Rents			3,568,160		3,568,160
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,789,750	-	3,570,160	107,150	6,467,060
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	4,887,370	-	3,881,820	252,810	9,022,000
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	4,887,370	-	3,881,820	252,810	9,022,000
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,887,370	-	3,881,820	252,810	9,022,000
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,887,370	\$ -	\$ 3,881,820	\$ 252,810	\$ 9,022,000

* 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

Miscellaneous Administration	<i>Proposed Budget</i>			
	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs 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	<u>\$848,210</u>	<u>\$0</u>	<u>\$104,170</u>	<u>\$16,540</u> <u>\$968,920</u>

Debt Service Schedule - Principal

If Authority has no debt X this box

Vineland Housing Authority

Fiscal Year Ending in

	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022	2023	Thereafter	Total Principal Outstanding
Capital Leveraging	\$ 235,000	\$ 250,000	\$ 260,000	\$ 270,000	\$ 285,000	\$ 295,000	\$ 315,000	\$ 850,000	\$ 2,525,000
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL PRINCIPAL	235,000	250,000	260,000	270,000	285,000	295,000	315,000	850,000	2,525,000
LESS: HUD SUBSIDY	235,000	250,000	260,000	270,000	285,000	295,000	315,000	850,000	2,525,000
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

Debt Service Schedule - Interest

Vineland Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in								Total Interest
	Adopted Budget	Proposed							Payments
	Year 2017	Budget Year	2019	2020	2021	2022	2023	Thereafter	Outstanding
		2018							
Capital Leveraging	124,344	113,844	102,798	91,313	78,725	65,212	51,113	61,100	564,105
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL INTEREST	124,344	113,844	102,798	91,313	78,725	65,212	51,113	61,100	564,105
LESS: HUD SUBSIDY	124,344	113,844	102,798	91,313	78,725	65,212	51,113	61,100	564,105
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Vineland Housing Authority

For the Period

October 1, 2017

to

September 30, 2018

FY 2018 Proposed Budget

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)

Less: Invested in Capital Assets, Net of Related Debt (1)

Less: Restricted for Debt Service Reserve (1)

Less: Other Restricted Net Position (1)

Total Unrestricted Net Position (1)

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)

Plus: Other Adjustments (attach schedule)

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 16,410,900	\$ -	\$ -	\$ -	\$ 16,410,900
14,214,426				14,214,426
				-
				-
2,196,474	-	-	-	2,196,474
				-
				-
				-
1,620				1,620
				-
2,198,094	-	-	-	2,198,094
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 2,198,094	\$ -	\$ -	\$ -	\$ 2,198,094

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

Unrestricted Net Position Utilized to Balance Proposed Budget

Unrestricted Net Position Utilized in Proposed Capital Budget

Appropriation to Municipality/County (3)

Total Unrestricted Net Position Utilized in Proposed Budget

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

(4)

(1) 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 \$ 241,447 \$ - \$ 223,450 \$ 12,437 \$ 477,333

(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.

2017
VINELAND HOUSING
AUTHORITY

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

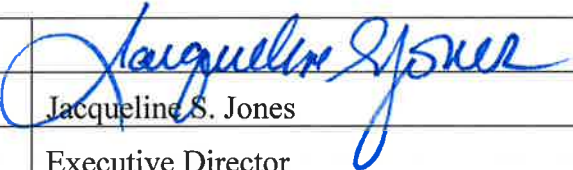
VINELAND HOUSING AUTHORITY

FISCAL YEAR: **FROM:** OCT. 1, 2017 **TO:** SEPT. 30, 2018

[] It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the _____ Housing Authority, on the _____ day of _____, _____.

OR

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

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

2017 CAPITAL BUDGET/PROGRAM MESSAGE

Vineland Housing Authority

FISCAL YEAR: **FROM:** OCT. 1, 2017 **TO:** SEPT. 30, 2018

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.

Proposed Capital Budget

Vineland Housing Authority

For the Period October 1, 2017 to September 30, 2018

		<i>Funding Sources</i>				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Vineland Housing Authority

For the Period October 1, 2017 to September 30, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2018	2019	2020	2021	2022	2023
Public Housing Management							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Section 8							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Housing Voucher							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Other Programs							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

5 Year Capital Improvement Plan Funding Sources

Vineland Housing Authority

For the Period October 1, 2017 to September 30, 2018

		<i>Funding Sources</i>				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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.