

	<u>Start Year</u>		<u>End Year</u>
Fiscal Year	2022	—	2023

***Housing Authority Budget of:***  
***Millville Housing Authority***

**State Filing Year**                      **2022**

***For the Period:***                      ***October 1, 2022***                      ***to***                      ***September 30, 2023***

**[www.millvillehousing.org](http://www.millvillehousing.org)**  
**Housing Authority Web Address**



***Division of Local Government Services***

**2022 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

# 2022 PREPARER'S CERTIFICATION

Millville Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

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

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

Preparer's Signature:	tony@polcarico.com
Name:	Anthony G. Polcari
Title:	Fee Accountant
Address:	2035 Hamburg Turnpike Wayne, NJ 07470
Phone Number:	(973) 831-6969
Fax Number:	(973) 831-6972
E-mail Address:	tony@polcarico.com

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

- ☒ A description of the Authority's mission and responsibilities.
- ☒ The budgets for the current fiscal year and immediately preceding two prior years.
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*
- ☒ The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding two prior years.
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the Authority to the interests of the residents within the Authority's service area or jurisdiction.
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time date, location and agenda of each meeting.
- ☒ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years.
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority.
- ☐ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying Compliance:	Samantha Silvers
Title of Officer Certifying Compliance:	Executive Director
Signature:	ssilvers@millvillehousing.org

# 2022 APPROVAL CERTIFICATION

Millville Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Millville Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on July 26, 2022.

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

<b>Officer's Signature:</b>	sslivers@millvillehousng.org
<b>Name:</b>	Samantha Silvers
<b>Title:</b>	Esecutive Director
<b>Address:</b>	122 East Main Street, PO Box 803 Millville, NJ 08332
<b>Phone Number:</b>	(856) 825-8860
<b>Fax Number:</b>	(856) 935-5290
<b>E-mail Address:</b>	ssilvers@millvillehousing.org

# 2022 HOUSING AUTHORITY BUDGET RESOLUTION

## Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

WHEREAS, the Annual Budget for Millville Housing Authority for the fiscal year beginning October 01, 2022 and ending September 30, 2023 has been presented before the governing body of the Millville Housing Authority at its open public meeting of July 26, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$7,315,583.00, Total Appropriations including any Accumulated Deficit, if any, of \$7,133,281.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$157,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; 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 Millville Housing Authority, at an open public meeting held on July 26, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Millville Housing Authority for the fiscal year beginning October 01, 2022 and ending September 30, 2023, 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 Millville Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on August 23, 2022.

ssilvers@millvillehousing.org

(Secretary's Signature)

26-Jul-22

(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Heather Santoro				
Charles Flickinger				
Winfield Pettit				
Jaclyn Haas-Benner				
Kim Ayres				

**2022 HOUSING AUTHORITY BUDGET  
NARRATIVE AND INFORMATION SECTION**

# 2022 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

1. Complete a brief statement on the Fiscal Year 2022 proposed Annual Budget and make comparison to the Fiscal Year 2021 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

Budgeted revenues are sufficient to cover projected expenses and cover debt service for the FYE September 30, 2023, resulting in an operating surplus of \$182,302. Budgeted revenues total \$7,315,583, an increase of \$180,264 (2.5%) when compared to the prior year budget. Total net appropriations budgeted for FYE September 30, 2023 of \$7,133,281 are \$240,907 (3.5%) higher than the prior budget.

REVENUE VARIANCES +/- 10%

None of the Authority's budgeted revenue categories varies by more than 10% from prior year amounts. Dwelling rentals reflect an increase of 2.6% based on increased occupancy and moderate increase in tenant incomes. HUD operating subsidies are projected to decline by \$77,967, or 4.2% based on preliminary approvals and proration of 2022 operating subsidies.

EXPENSE VARIANCES +/- 10%

Administrative fringe benefits and Operations fringe benefits increased by 12.6% and 18.2% due to anticipated increases in the cost of medical benefits and the expected increase in pension costs due to the poor performance of pension investments.

Insurance is budgeted to increase by \$30,420 (11.0%) as the 2022 insurance budget was underestimated and adjusted this year.

Utilities expenses are budgeted to increase by \$149,800 (14.3%) due to anticipated increases in energy rates.

Protective services of \$17,200 in the prior budget are reduced to zero as the service has been discontinued.

PILOT expense is budgeted to decrease by \$9,431 (12.0%) due to the increase in utilities expense

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital/Program

The local economy continues to be depressed and job opportunities for tenants are difficult. Thus, tenant incomes are not expected to increase significantly, which results in only slight increases in tenant rents.

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget (i.e. rate stabilization, debt service reduction, to balance the budget, etc.). If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

N/A



# 2022 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

4. Identify any sources of funds transferred to the County/Municipality as PILOT payments, or a shared service and explain the reason for the transfer. Housing Authorities cannot transfer Unrestricted Net Position.

The housing authority pays the municipality a payment in lie of taxes annually, which is equal to 10% of net shelter rents less utility expenses.

5. The proposed budget must not reflect an anticipated deficit from 2022 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year 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.

The Authority's audited total net position at September 30, 2021 = \$7,173,172. Unrestricted net position per the audited 9/30/21 financial statements is a deficit of \$1,734,795 due to the Authority's pension and OPEB liabilities, which total \$3,044,211 and \$230,868, respectively. To eliminate this deficit the Authority would need either additional HUD funding, a new revenue stream or a change to the state's Public Employees Retirement System (PERS). The Authority does not anticipate any additional deficit in this proposed budget.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report.

# 2022 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

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(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report.

# HOUSING AUTHORITY CONTACT INFORMATION

## 2022

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

<b>Name of Authority:</b>	Millville Housing Authority		
<b>Federal ID Number:</b>	22-1764311		
<b>Address:</b>	122 East Main Street PO Box 803		
<b>City, State, Zip:</b>	Millville	NJ	08332
<b>Phone: (ext.)</b>	(856) 825-8860	<b>Fax:</b>	(856) 825-523

<b>Preparer's Name:</b>	Anthony G. Polcari, CPA		
<b>Preparer's Address:</b>	Polcari & Co., CPAs 2035 Hamburg Turnpike		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	(973) 831-6969	<b>Fax:</b>	(973) 831-6972
<b>E-mail:</b>	tony@polcarico.com		

<b>Chief Executive Officer*</b>	Samantha Silvers		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	(856) 825-8860	<b>Fax:</b>	(856) 825-523
<b>E-mail:</b>	<a href="mailto:ssilvers@millvillehousing.org">ssilvers@millvillehousing.org</a>		

<b>Chief Financial Officer*</b>	Anthony G. Polcrai (by contract)		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	(973) 831-6969	<b>Fax:</b>	(973) 831-6972
<b>E-mail:</b>	<a href="mailto:tony@polcarico.com">tony@polcarico.com</a>		

<b>Name of Auditor:</b>	Anthony Giampaolo		
<b>Name of Firm:</b>	Giampaolo & Associates		
<b>Address:</b>	46+7 Middletown - Lincroft Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	(732) 842-4550	<b>Fax:</b>	(732) 842-4551
<b>E-mail:</b>	<a href="mailto:tony@hpgnj.com">tony@hpgnj.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement:

21

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements:

\$ 951,581.00

3. Provide the number of regular voting members of the governing body:

7

(5 or 7 per State statute)

4. Provide the number of alternate voting members of the governing body:

0

(Maximum is 2)

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

No

*If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*

6. Was the Authority a party to a business transaction with one of the following parties:

a. A current or former commissioner, officer, key employee, or highest compensated employee?

No

b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee?

No

c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?

No

*If the answer to any of the above is "yes", provide 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.*

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract\*?

No

*\*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.*

*If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*

8. Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

9. Did the Authority pay for meals or catering during the current fiscal year?

No

*If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4?

No

*If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

11. 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
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e. maid, chauffeur, chef)

No

No

No

No

No

No

No

No

No

*If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.*

12. 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).*

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination?

No

*If "yes", provide explanation, including amount paid.*

14. Did the Authority make 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", provide explanation including amount paid.*

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?

No

*If "yes", provide 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.*

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)?

*If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

17. 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?

*If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

18. Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?

*If "yes", attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)?

*If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

17. 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?

*If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

18. Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?

*If "yes", attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Millville Housing Authority

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

*Use the space below to provide clarification for any Questionnaire responses.*

## Item 8 - Compensation

The Housing Authority's Board of Commissioners approves all initial employee salaries based on an informal comparability analysis with other housing authority employees and other similar positions within the municipality prior to the beginning of each fiscal year. Any increases granted during the year require Board approval, at which time the documentation for the requested change is reviewed. All employees are evaluated annually by their immediate supervisor and those evaluations are considered when determining compensation for the next fiscal year.



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

## **Millville Housing Authority**

**FISCAL YEAR: October 01, 2022 to September 30, 2023**

*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 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.
- 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 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 during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for the 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 officer as officers, if applicable. 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

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

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

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

**Reportable Compensation** (Use the most recent W-2 available): The aggregate compensation that is reported (or 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.

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

**For the Period: October 01, 2022 to September 30, 2023**

	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
				Commissioner	Officer	Key Employee	Highest Compensated	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		
1	Samantha Silvers	Executive Director	40	x					\$ 100,939.00	\$ -	\$ -	\$ 23,791.00	\$ 124,730.00
2	Yolanda Mendibles	Dir. Of Operations	40		x				\$ 72,097.00	\$ -	\$ -	\$ 13,173.28	\$ 85,270.28
3	Denise Smith	Financial Analyst	40		x				\$ 89,137.00	\$ -	\$ -	\$ 29,860.52	\$ 118,997.52
4	Heather Santoro	Chairperson	1 x						\$ -	\$ -	\$ -	\$ -	\$ -
5	Winfield Pettit	Commissioner	1 x						\$ -	\$ -	\$ -	\$ -	\$ -
6	Charles Flickinger	Commissioner	1 x						\$ -	\$ -	\$ -	\$ -	\$ -
7	Kim Ayres	Commissioner	1 x						\$ -	\$ -	\$ -	\$ -	\$ -
8	Jaclyn Haas-Benner	Commissioner	1 x						\$ -	\$ -	\$ -	\$ -	\$ -
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
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21													
22													
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24													
25													
26													
27													
28													
29													
30													
31													
32													
33													
34													
35													
Total:									\$ 262,173.00	\$ -	\$ -	\$ 66,824.80	\$ 328,997.80

# Schedule of Health Benefits - Detailed Cost Analysis

Millville Housing Authority

For the Period: October 01, 2022 to September 30, 2023

☐ If no health benefits, check this box:

	# 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 Current Year Cost	\$ Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>							
Single Coverage	10	8,625.00	86,250.00	9	7,701.00	69,309.00	16,941.00
Parent & Child	1	18,362.00	18,362.00	1	16,395.00	16,395.00	1,967.00
Employee & Spouse (or Partner)							
Family	4	25,956.00	103,824.00	3	23,175.00	69,525.00	34,299.00
Employee Cost Sharing Contribution (enter as negative - )			(32,208.00)			(18,804.00)	(13,404.00)
Subtotal	15		176,228.00	13		136,425.00	39,803.00
<b>Commissioners - Health Benefits - Annual Cost</b>							
Single Coverage			-			-	-
Parent & Child			-			-	-
Employee & Spouse (or Partner)			-			-	-
Family			-			-	-
Employee Cost Sharing Contribution (enter as negative - )							
Subtotal			-			-	-
<b>Retirees - Health Benefits - Annual Cost</b>							
Single Coverage			-			-	-
Parent & Child			-			-	-
Employee & Spouse (or Partner)			-			-	-
Family			-			-	-
Employee Cost Sharing Contribution (enter as negative - )							
Subtotal			-			-	-
<b>GRAND TOTAL</b>	15		176,228.00	13		136,425.00	39,803.00

No
No

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

Millville Housing Authority

For the Period: October 01, 2022 to September 30, 2023

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

If no accumulated absences, check this box: ☐

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at January 1, 2021	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
See Attached Schedule		\$ 109,592.00		X	X
Total liability for accumulated compensated absences at January 1, 2021 (this page only)		\$ 109,592.00			



**2022 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Millville Housing Authority  
For the Period: October 01, 2022 to September 30, 2023

	<i><b>FY 2022 Proposed Budget</b></i>					<i><b>FY 2021 Adopted Budget</b></i>		<i><b>\$ Increase (Decrease) Proposed vs. Adopted</b></i>	<i><b>% Increase (Decrease) Proposed vs. Adopted</b></i>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>REVENUES</b>									
Total Operating Revenues	\$ 4,910,978	\$ -	\$ 1,824,000	\$ 579,975	\$ 7,314,953	\$ 7,135,319	\$ 179,634	2.5%	
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!	
Total Anticipated Revenues	4,910,978	-	1,824,000	579,975	7,314,953	7,135,319	179,634	2.5%	
<b>APPROPRIATIONS</b>									
Total Administration	1,884,379	-	206,823	88,488	2,179,690	2,103,334	76,356	3.6%	
Total Cost of Providing Services	2,859,035	-	1,616,600	477,956	4,953,591	4,702,350	251,241	5.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	79,224	(79,224)	-100.0%	
Total Operating Appropriations	4,743,414	-	1,823,423	566,444	7,133,281	6,884,908	248,373	3.6%	
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	7,466	(7,466)	-100.0%	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	7,466	(7,466)	-100.0%	
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	4,743,414	-	1,823,423	566,444	7,133,281	6,892,374	240,907	3.5%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	4,743,414	-	1,823,423	566,444	7,133,281	6,892,374	240,907	3.5%	
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 167,564	\$ -	\$ 577	\$ 13,531	\$ 181,672	\$ 242,945	\$ (61,273)	-25.2%	

**Millville Housing Authority**  
For the Period: October 01, 2022 to September 30, 2023

Page F-2



### Prior Year Adopted Revenue Schedule

**Millville Housing Authority**

***FY 2021 Adopted Budget***

FY 2022 Adopted Budget					
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
Rental Fees					
Homebuyers' Monthly Payments	\$ -				\$ -
Dwelling Rental	1,746,800				1,746,800
Excess Utilities	37,785				37,785
Non-Dwelling Rental					-
HUD Operating Subsidy	1,852,967				1,852,967
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher		1,748,138			1,748,138
Total Rental Fees	3,637,552	1,748,138	-	-	5,385,690
Other Revenue (List)					
Investment Income	1,500				1,500
Management & Other fees	1,134,621	27,500		511,003	1,673,124
Antenna Rental	49,605				49,605
Laundry & Miscellaneous Income	25,400				25,400
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# Appropriations Schedule

Millville Housing Authority  
For the Period: October 01, 2022 to September 30, 2023

	<b>FY 2022 Proposed Budget</b>				<b>FY 2021 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	583,017		100,750	45,841	\$ 729,608	\$ 702,796	\$ 26,812 3.8%
Fringe Benefits	306,384		47,073		353,457	313,920	39,537 12.6%
Legal	48,000		2,000	1,000	51,000	52,000	(1,000) -1.9%
Staff Training	29,400		1,000		30,400	31,400	(1,000) -3.2%
Travel	18,600		500		19,100	18,100	1,000 5.5%
Accounting Fees	72,000				72,000	72,000	- 0.0%
Auditing Fees	14,000		1,000	5,500	20,500	20,500	- 0.0%
Miscellaneous Administration*	812,978		54,500	36,147	903,625	892,618	11,007 1.2%
Total Administration	1,884,379	-	206,823	88,488	2,179,690	2,103,334	76,356 3.6%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	315,554			323,940	639,494	600,991	38,503 6.4%
Salary & Wages - Protective Services					-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	#DIV/0!
Fringe Benefits	122,329			28,296	150,625	127,429	23,196 18.2%
Tenant Services	32,200				32,200	32,200	- 0.0%
Utilities	1,138,100			56,800	1,194,900	1,045,100	149,800 14.3%
Maintenance & Operation	857,812		1,500	44,500	903,812	899,591	4,221 0.5%
Protective Services					-	17,200	(17,200) -100.0%
Insurance	279,000		3,000	24,420	306,420	276,000	30,420 11.0%
Payment in Lieu of Taxes (PILOT)	69,238				69,238	78,669	(9,431) -12.0%
Terminal Leave Payments					-	-	#DIV/0!
Collection Losses	44,802				44,802	43,670	1,132 2.6%
Other General Expense					-	-	#DIV/0!
Rents			1,612,100		1,612,100	1,581,500	30,600 1.9%
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	2,859,035	-	1,616,600	477,956	4,953,591	4,702,350	251,241 5.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	79,224	(79,224) -100.0%
Total Operating Appropriations	4,743,414	-	1,823,423	566,444	7,133,281	6,884,908	248,373 3.6%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	7,466	(7,466) -100.0%
Operations & Maintenance Reserve					-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	#DIV/0!
Municipality/County Appropriation					-	-	#DIV/0!
Other Reserves					-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	7,466	(7,466) -100.0%
<b>TOTAL APPROPRIATIONS</b>	<b>4,743,414</b>	<b>-</b>	<b>1,823,423</b>	<b>566,444</b>	<b>7,133,281</b>	<b>6,892,374</b>	<b>240,907 3.5%</b>
<b>ACCUMULATED DEFICIT</b>					-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>4,743,414</b>	<b>-</b>	<b>1,823,423</b>	<b>566,444</b>	<b>7,133,281</b>	<b>6,892,374</b>	<b>240,907 3.5%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 4,743,414</b>	<b>\$ -</b>	<b>\$ 1,823,423</b>	<b>\$ 566,444</b>	<b>\$ 7,133,281</b>	<b>\$ 6,892,374</b>	<b>\$ 240,907 3.5%</b>

\* 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      \$ 237,170.70      \$ -      \$ 91,171.15      \$ 28,322.20      \$ 356,664.05



# Prior Year Adopted Appropriations Schedule

## Millville Housing Authority

	FY 2021 Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 567,597		\$ 90,664	\$ 44,535	\$ 702,796
Fringe Benefits	272,871		41,049		313,920
Legal	48,000		2,000	2,000	52,000
Staff Training	30,400		1,000		31,400
Travel	17,600		500		18,100
Accounting Fees	72,000				72,000
Auditing Fees	14,000		1,000	5,500	20,500
Miscellaneous Administration*	822,253		48,965	21,400	892,618
Total Administration	1,844,721	-	185,178	73,435	2,103,334
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	293,401			307,590	600,991
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	127,429				127,429
Tenant Services	32,200				32,200
Utilities	1,002,100			43,000	1,045,100
Maintenance & Operation	836,888		1,500	61,203	899,591
Protective Services	17,200				17,200
Insurance	247,000		5,000	24,000	276,000
Payment in Lieu of Taxes (PILOT)	78,249			420	78,669
Terminal Leave Payments					-
Collection Losses	43,670				43,670
Other General Expense					-
Rents			1,581,500		1,581,500
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,678,137	-	1,588,000	436,213	4,702,350
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	79,224
Total Operating Appropriations	4,522,858	-	1,773,178	509,648	6,884,908
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	7,466
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	7,466
<b>TOTAL APPROPRIATIONS</b>	4,522,858	-	1,773,178	509,648	6,892,374
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	4,522,858	-	1,773,178	509,648	6,892,374
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 4,522,858	\$ -	\$ 1,773,178	\$ 509,648	\$ 6,892,374

\* 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 \$ 226,142.90 \$ - \$ 88,658.90 \$ 25,482.40 \$ 344,245.40

## APPROPRIATION DETAIL PAGE

# Millville Housing Authority

**For the Period: October 01, 2022 to September 30, 2023**

*Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"*

[illegible]



**Millville Housing Authority**



Capital Fund Financing  
EPC Loan

# Net Position Reconciliation

Millville Housing Authority

For the Period: October 01, 2022 to September 30, 2023

## FY 2022 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 6,984,998.00	\$ -	\$ (65,665)	\$ 253,839	\$ 7,173,172
8,499,557		5,451	362,831	8,867,839
2,132		37,996		-
(1,516,691)	-	(109,112)	(108,992)	(1,734,795)
2,862,222		181,989		-
221,830		9,038		-
				3,044,211
				230,868
				-
				-

### UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

Unrestricted Net Position Utilized to Balance Proposed Budget	1,567,361	-	81,915	(108,992)	1,540,284
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)	\$ 1,567,361	\$ -	\$ 81,915	\$ (108,992)	\$ 1,540,284
-----	--------------	------	-----------	--------------	--------------

(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 \$ 237,171 \$ - \$ 91,171 \$ 28,322 \$ 356,664

(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.



**2022**

**Millville Housing Authority**

---

(Housing Authority Name)

**2022 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2022 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

## Millville Housing Authority

(Housing Authority Name)

**Fiscal Year: October 01, 2022 to September 30, 2023**

*Place an "X" in the box for the applicable statement below:*

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

It is hereby certified that the governing body of the Millville Housing Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Millville Housing Authority, for the following reason(s):

<b>Officer's Signature:</b>	ssilvers@millvillehousing.org
<b>Name:</b>	Samantha Silvers
<b>Title:</b>	Esecutive Director
<b>Address:</b>	122 East Main Street, PO Box 803 Millville, NJ 08332
<b>Phone Number:</b>	(856) 825-8860
<b>Fax Number:</b>	(856) 935-5290
<b>E-mail Address:</b>	ssilvers@millvillehousing.org

# 2022 CAPITAL BUDGET/PROGRAM MESSAGE

Millville Housing Authority

**Fiscal Year: October 01, 2022 to September 30, 2023**

*Answer all questions below using the space provided.*

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 fund. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for the purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (this may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these projects?

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

3. Has a long-term (5 years or more) infrastructure needs and other capital items (vehicles, equipment) needs assessment been prepared?

4. If amounts are on Page CB-3 in the column "Debt Authorizations", indicate the primary source of funding the debt service for the Debt Authorizations (example - HUD).

N/A

5. Have the current capital projects been reviewed and approved by HUD?

*Provide additional documentation as necessary.*

# Proposed Capital Budget

## Millville Housing Authority

For the Period: October 01, 2022 to September 30, 2023

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Building Exterior Upgrade - Siding	\$ 85,000				\$ 85,000	
HVAC System Upgrades	40,000				40,000	
Vacant Unit Renovations	32,000				32,000	
Exterior Windows	-					
Total	157,000	-	-	-	157,000	-
Section 8						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Housing Voucher						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Other Programs						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 157,000	\$ -	\$ -	\$ -	\$ 157,000	\$ -

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

# 5 Year Capital Improvement Plan

Millville Housing Authority

For the Period: October 01, 2022 to September 30, 2023

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2022	2023	2024	2025	2026	2027
<i>Public Housing Management</i>							
Building Exterior Upgrade - Sidin	\$ 85,000	\$ 85,000					
HVAC System Upgrades	80,000	40,000	40,000				
Vacant Unit Renovations	120,000	32,000	30,000	30,000	28,000		
Exterior Windows	370,000	-		100,000	100,000	100,000	70,000
Total	655,000	157,000	70,000	130,000	128,000	100,000	70,000
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 655,000</b>	<b>\$ 157,000</b>	<b>\$ 70,000</b>	<b>\$ 130,000</b>	<b>\$ 128,000</b>	<b>\$ 100,000</b>	<b>\$ 70,000</b>

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

Millville Housing Authority

For the Period: October 01, 2022 to September 30, 2023

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Building Exterior Upgrade - Sidi	\$ 85,000				\$ 85,000	
HVAC System Upgrades	80,000				80,000	
Vacant Unit Renovations	120,000				120,000	
Extgerior Windows	370,000				370,000	
Total	655,000	-	-	-	655,000	-
<i>Section 8</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 655,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 655,000</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<u>\$ 655,000</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

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