

Authority Budget of:

ADOPTED COPY

Millville Housing Authority

State Filing Year **2020**

For the Period:

October 1, 2020 *to* *September 30, 2021*

ADOPTED COPY

www.millvillehousing.org

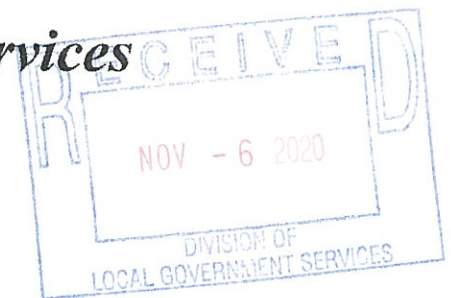
Authority Web Address

APPROVED COPY



NJ DEPARTMENT OF
Community Affairs

Division of Local Government Services



State of New Jersey
Department of Community Affairs
Division of Local Government Services
PROPOSED INTRODUCED HOUSING AUTHORITY BUDGET
INTRODUCED BUDGET TRANSMITTAL PACKAGE

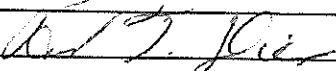
Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803*. Check the box of each item to indicate that it is included in budget or has been completed.

Proposed Introduced Authority Budget Document

- 2 copies of the Introduced budget document that includes all pages completed
- Authority Name and Fiscal Year are filled in
- Signature blocks on Pages C-2, C-3, and C-4 are filled in along with title, address, e-mail address, phone number and fax number.
- Page C-5 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)
- Page C-5 Proposed hearing date for adoption of Budget reflected in Authority Budget Resolution
- Page C-5 Authority Budget Resolution is signed with original handwritten signature
- Budget Narrative (N Pages) and Information Section is complete (All items answered or indicated N/A)
- Pages N-6 and F-8 applicable amounts agree to the most recent issued audit report of the Authority
- Sheets not completed have an explanation on them (Such as Authority has no Debt Service)

Introduced Capital Budget (Page CB-1 through CB-5)

- Authority Name and Fiscal Year are filled in
- Signature blocks on Page CB-1 are filled in along with title, address, e-mail address, phone number and fax number and proper Box Checked off (Top Box 1 Have a Capital Budget or Bottom Box 2 Don't have a Capital Budget)
- Page CB-2-- has all questioned answered or an explanation why question does not apply
- Page CB-5—Balance Check amount equals Zero

Official's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	PO Box 803 Millville, NJ 08332		
Phone Number:	856-825-8860	Fax Number:	856-825-5283
E-mail address:	pdice@millvillehousing.org		

RESOLUTION #

**TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE HOUSING
AUTHORITY OF THE CITY OF MILLVILLE BUDGET FOR THE FISCAL PERIOD
OCTOBER 1, 2020 TO SEPTEMBER 30, 2021**

WHEREAS, the regulatory deadline for introduction of the Authority's budget (August 1) is 2 months prior to the beginning of the Authority's fiscal year (October 1), and

WHEREAS, the Authority's budget projections are substantially affected by HUD's Operating Subsidy Calculation and Formulas and,

WHEREAS, additional operating subsidies provided by HUD in response to the COVID-19 pandemic as well as the additional operating expenses resulting from COVID-19 required additional analysis by the staff of the Housing Authority of the City of Millville, the Authority was required to take additional time in estimating its total 2020 and 2021 operating subsidy and expense amounts, and

WHEREAS, said Housing Authority Budgets are now ready for introduction,

NOW, THEREFORE BE IT RESOLVED. By the Commissioners of the Housing Authority of the City of Millville as follows:

1. The above recitals are incorporated herein
2. The Board authorizes the late introduction and submission of the Housing Authority of the City of Millville's budget for the fiscal year October 1, 2020 to September 30, 2021



Secretary's Signature



Date

Member Recorded Vote

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Heather Santoro, Chair	X			
Kristina Townsend	X			
Winfield Pettit	X			
Charles Flickinger	X			
Jaclyn Haas-Benner	X			

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

MILLVILLE

HOUSING AUTHORITY BUDGET

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

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 9/2/2020

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 11/6/2020

2020 (2020-2021) PREPARER'S CERTIFICATION

MILLVILLE

HOUSING AUTHORITY BUDGET

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

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

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

Preparer's Signature:	<i>Anthony G. Polcari, CPA</i>		
Name:	Anthony G. Polcari, CPA		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike – Unit H Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	tony@polcarico.com		

2020 (2020-2021) APPROVAL CERTIFICATION

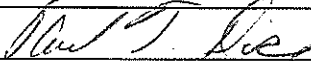
MILLVILLE

HOUSING AUTHORITY BUDGET

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

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Millville Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 25th day of August, 2020.

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

Officer's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	PO Box 803 / 1 East Vine Street Millville, NJ 08332		
Phone Number:	856-825-8860	Fax Number:	
E-mail address	pdice@millvillehousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.millvillehousing.org

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

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

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

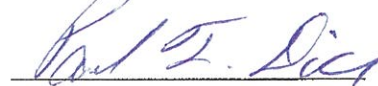
Name of Officer Certifying compliance

Paul F. Dice

Title of Officer Certifying compliance

Executive Director

Signature



2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION MILLVILLE HOUSING AUTHORITY

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

WHEREAS, the Annual Budget and Capital Budget for the Millville Housing Authority for the fiscal year beginning, October 1, 2020 and ending, September 30, 2021 has been presented before the governing body of the Millville Housing Authority at its open public meeting of August 25, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,816,768, Total Appropriations, including any Accumulated Deficit if any, of \$6,747,046 and Total Unrestricted Net Position utilized of \$0

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$320,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Millville Housing Authority, at an open public meeting held on August 25, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Millville Housing Authority for the fiscal year beginning, October 1, 2020 and ending, September 30, 2021 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Millville Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 22, 2020.

Paul Pic
(Secretary's Signature)

8/25/20
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Heather Santoro	X			
Kristina Townsend	X			
Winfield Pettit	X			
Charles Flickinger	X			
Jaelyn Haas-Benner	X			

2020 (2020-2021) ADOPTION CERTIFICATION

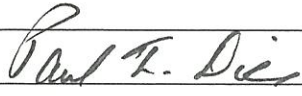
MILLVILLE

HOUSING AUTHORITY BUDGET

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

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

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Millville Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 24th day of, September, 2020.

Officer's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	PO Box 803 / 1 East Vine Street Millville, NJ 08332		
Phone Number:	856-935-5022	Fax Number:	
E-mail address	pdice@millvillehousing.org		

2020 (2020-2021) ADOPTED BUDGET RESOLUTION
Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted

**MILLVILLE
HOUSING AUTHORITY**

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Millville Housing Authority for the fiscal year beginning October 1, 2020 and ending, September 30, 2021 has been presented for adoption before the governing body of the Millville Housing Authority at its open public meeting of September 22, 2020; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$6,816,768, Total Appropriations, including any Accumulated Deficit, if any, of \$6,747,046 and Total Unrestricted Net Position utilized of \$0; and


WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$320,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Millville Housing Authority, at an open public meeting held on September 22, 2020 that the Annual Budget and Capital Budget/Program of the Millville Housing Authority for the fiscal year beginning, October 1, 2020 and, ending, September 30, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

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



(Secretary's Signature)



(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Heather Santoro	X			
Kristina Townsend				X
Winfield Pettit	X			
Charles Flickinger	X			
Jaclyn Haas-Benner	X			

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

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

AUTHORITY BUDGET

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

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).

Budgeted revenues are anticipated to be adequate to cover projected expenses and cover debt service for fiscal year ending 2021, resulting in a budgeted surplus of \$69,722 from operations. Anticipated revenues total \$6,816,768, an increase of \$83,133 (0.9%) when compared to the prior year budget. Total net appropriations of \$6,747,046 are \$178,508 (2.7%) higher than the prior year budget.

Revenue Variances +/- 10%

Budgeted investment income decreased from \$12,000 in 2020 to \$5,560 in 2021. The sole reason for this decrease is the decrease in interest rates. All of the Housing Authority's investments are in bank certificates of deposit, fully insured by the FDIC. Interest rates on these investments were approximately 2.0% during most of the current fiscal year, but have declined steadily, and maturing CD's are being renewed at rates of approximately 0.9%.

Expense Variances +/- 10%

Budgeted Administrative Salaries and Wages decreased from \$905,897 in the 2020 budget to \$735,678 in the 2021, a decrease of \$170,219 (18.8%). The decrease is due to the reclassification of approximately \$179,000 of salaries related to operations of Holly City Family Center, the housing authority's component unit, from administrative salary expense in 2020 to operations wages in 2021. These salaries and wages were reclassified to more accurately reflect the functions performed by the employees. The reclassification has no impact on the overall budget of the authority. After consideration of this reclassification, the increase in administrative salaries from 2020 to 2021 is approximately \$9,000. This slight increase is attributable to normal cost of living increases of approx. 3% for all employees, which is offset by a savings of approximately \$18,000 resulting from the retirement of the current Executive Director in March 2021. It is anticipated that the new Executive Director will be hired at a salary that is less than that of the current ED.

Budgeted maintenance and operations salaries increased from \$239,106 in 2020 to \$525,741, an increase of \$286,635, or 119.9%. As described above, \$179,000 of the increase is a result of the reclassification of employees in Holly City Family Center (HCFC). The remaining increase of approximately \$107,000 is due to the increase in the minimum wage. A vast majority of HCFC's employees are lifeguards, front desk clerks and maintenance workers who are paid minimum wage. Under New Jersey Department of

Labor regulations, the minimum wage increased from \$8.85 to \$10.00 effective July 1, 2019 and to \$11.00 as of January 1, 2020. The minimum wage then increases by \$1.00 each January 1 until it reaches \$15.00 on January 1, 2024. HCFC pays its employees approximately 26,000 hours annually that are subject to the minimum wage; and the increase from \$8.85 to \$12.00 accounts for an increase of \$81,900 from 2019 through 2021. The annual increase in the minimum wage through 2024 will continue to impact HCFC's operations as salaries will increase approximately \$26,000 annually as the minimum wage increases.

In addition this increase within the component unit, budgeted salaries within the housing authority increased approximately \$40,000. This increase is due to an increase in the amount of overtime projected resulting from the pressures of COVID-19.

Budgeted travel expense decreased from \$20,800 in 2020 to \$17,500 in 2021, a decrease of \$3,300 (15.19%), due to the termination of the authority's inter-local service agreement with Wildwood Housing Authority in March 2021.

Terminal leave payments of \$16,420 were budgeted in 2020, while none are budgeted in 2021. All paid leave through 9/30/21 has been accrued and an additional increase in the required accrual in 2021 is not foreseen.

Collection losses decreased from \$46,980 in 2021 to \$42,080, a decrease of \$4,900 (10.4%). While the decrease exceed 10% the change is not significant to the overall operation of the authority. The decrease is a result of improved collection and lease enforcement efforts.

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

The local / regional economy is not stable but unfortunately depressed which has a negative impact on the residents. Additionally, the effects of the COVID-19 pandemic have put additional pressure on the authority. As residents find it more difficult to attain and keep employment, our rental income, which is based on tenant income, decrease. These conditions have been considered in preparing the 2021 budget.

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

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

The Authority is required to pay the Town of Millville PILOT each year. The calculation is equal to rental revenue less utilities x 10%.

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

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

The authority's 9/30/19 total equity is \$6,288,817. Unrestricted net position is a deficit of 2,723,083 because of the Authority's pension and OPEB liabilities. The Authority would need additional HUD funding or a new revenue stream to eliminate this deficit. The Authority does not anticipate additional deficit in the proposed budget.

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

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

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

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

Chief Executive Officer:(1)	Paul F. Dice		
(1)Or person who performs these functions under another Title			
Phone: (ext.)	856-825-8860 x 11	Fax:	856-825-5283
E-mail:	pdice@millvillehousing.org		

Chief Financial Officer(1)	Anthony G Polcari (by contract)		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	856-825-8860 x 1008	Fax:	856-825-5283
E-mail:			

Name of Auditor:	Anthony Giampaolo		
Name of Firm:	Hymanson, Parnes & Giampaolo		
Address:	467 Middletown-Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	732-842-4550	Fax:	732-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Millville Housing Authority

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 23
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: \$953,892
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes **If "no,"** provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authorities procedures for all individuals listed on Page N-4 (2 of 2).** The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increases granted during the year require Board approval, at which time an additional comparability analysis is performed. All employees are evaluated annually by their immediate supervisor and those evaluations are considered when determining compensation for the next fiscal year.

- 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.*
- 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 No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

Millville Housing Authority

Travel Expense

FYE 9/30/2019

4140.00.000	Nan McCkay online course	229.00	
	commissoner travel	237.48	
	Fred Pryor Seminar Nick, Denise, Karen	199.00	
	NAHRO Property Manager training - Miranda	2250.00	
	Rutgers Training	426.00	
	Deceased Tennant Training	120.00	
	section 8 training	2623.71	
	Holly Berry Court Training	323.00	
4140.00.001			6408.19
	Miranda Petit - property manager training travel	91.80	
	Denise Smith COCC payroll law mileage	59.24	
		431.29	582.33
4150.00.000 (shared service agreement)			
	Kari Hiles	\$433.34	
	Yolanda Mendibles	\$248.52	
	Elizabeth Loyle	\$351.25	
	Nicholas Dowd COCC	\$186.77	
	Yolanda Mendibles	\$310.65	
	Elizabeth Loyle	\$482.01	
	Allison Corson COCC	\$86.56	
	Kari Hiles	\$172.80	
	Joseph White	\$342.90	
	Denise Smith COCC	\$37.80	
	Nicholas Dowd COCC	\$148.68	
	Kevin Librizzi COCC	\$234.28	
	Yolanda Martinez section 8	\$31.32	
	Yolanda Mendibles	\$279.59	
	Karen Chiarello COCC	\$92.34	
	Elizabeth Loyle	\$184.68	
	Denise Smith COCC	\$37.80	
	Paul Dice COCC	\$1,618.75	
	Elizabeth Loyle	\$215.46	
	Yolanda Mendibles	\$275.00	
	Karen Chiarello COCC	\$88.58	
	Nicholas Dowd COCC	\$330.48	
	Karen Chiarello COCC	\$187.38	
	Yolanda Mendibles	\$186.39	
	Elizabeth Loyle	\$184.68	
	Denise Smith COCC	\$100.23	
	Joseph White	\$78.48	
	Yolanda Mendibles	\$310.65	
	Elizabeth Loyle	\$268.02	
	Leora Rothschild	\$13.18	
	Karen Chiarello COCC	\$111.24	
	Denise Smith COCC	\$31.07	
	Yolanda Mendibles	\$310.65	
	Elizabeth Loyle	\$284.04	
	Denise Smith COCC	\$31.07	
	Karen Chiarello COCC	\$42.48	
	Leora Rothschild	\$12.36	
	Nicholas Dowd COCC	\$367.90	
	Elizabeth Loyle	\$228.42	
	Timothy Miller	\$241.00	
	Karen Chiarello COCC	\$151.20	
	Denise Smith COCC	\$30.81	
	Yolanda Mendibles	\$217.45	
	Yolanda Mendibles	\$186.40	
	Elizabeth Loyle	\$269.46	
	Denise Smith COCC	\$66.58	
	Karen Chiarello COCC	\$106.38	
	Nicholas Dowd COCC	\$354.96	
	Joseph White	\$77.76	
	Leora Rothschild	\$23.11	
	Paul Dice COCC	\$2,087.80	
	Yolanda Mendibles	\$155.33	
	Leora Rothschild	\$19.28	
	Elizabeth Loyle	\$235.98	
	Elizabeth Loyle	\$204.12	
	Denise Smith COCC	\$69.17	
	Karen Chiarello COCC	\$99.36	
	Nicholas Dowd COCC	\$218.37	\$13,712.32
			<u>\$20,702.84</u>

ATTACHMENT TO N-3

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

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

FISCAL YEAR: FROM: Oct 1, 2020 TO: Sep 30, 2020

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

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

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

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

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

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

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

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

Reportable compensation: (Use the Most Recent W-2 available 2018 or 2019. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 being the most recent calendar year ended).

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

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

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

Millville Housing Authority

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Reportable Compensation from Authority (W-2/ 1099)		Estimated amount of other compensation from 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 Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee		Highest Compensated Employee	Bonus								
1 Paul Dice	Executive Director	40		X		\$ 138,053	\$ 1,200	\$ 19,253	\$ 158,506	None	None	0	0	0	\$ 158,506	
2 Elizabeth Loyle	Dir. Of Operations	40			X	82,311	0	18,313	100,624	None	None	0	0	0	100,624	
3 Denise Smith	Financial Analyst	40			X	75,904	0	32,659	108,563	None	None	0	0	0	108,563	
4 Heather Santoro	Chairperson	1 X				0	0	0	0	None	None	0	0	0	0	
5 Charles Flickinger	Commissioner	1 X				0	0	0	0	None	None	0	0	0	0	
6 Jaclyn Haas-Benner	Commissioner	1 X				0	0	0	0	None	None	0	0	0	0	
7 Winfield Pettit	Commissioner	1 X				0	0	0	0	None	None	0	0	0	0	
8 Kristina Townsend	Commissioner	1 X				0	0	0	0	None	None	0	0	0	0	
9						0	0	0	0	None	None	0	0	0	0	
10						0	0	0	0	None	None	0	0	0	0	
11						0	0	0	0	None	None	0	0	0	0	
12						0	0	0	0	None	None	0	0	0	0	
13						0	0	0	0	None	None	0	0	0	0	
14						0	0	0	0	None	None	0	0	0	0	
15						0	0	0	0	None	None	0	0	0	0	
Total:									\$ 296,268	\$ 70,225	\$ 367,693	\$ -	\$ -	\$ -	\$ 367,693	

(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

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

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

	# of Covered Members (Medical & Rx)		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)	
	Proposed Budget	Actual	Proposed Budget	Actual	Proposed Budget	Actual	Current Year	Current Year	Current Year	Current Year	Prior Year	Current Year	Prior Year	Current Year
Active Employees - Health Benefits - Annual Cost														
Single Coverage	11	9	\$ 9,236	\$ 101,592	9	\$ 7,894	9	\$ 7,894	\$ 71,043	\$ 30,549	43.0%			
Parent & Child	1	1	16,409	16,409	1	14,025	1	14,025	14,025	2,384	17.0%			
Employee & Spouse (or Partner)	0	0	-	-	0	-	0	-	-	-	#DIV/0!			
Family	2	2	26,279	52,558	2	22,461	2	22,461	44,921	7,637	17.0%			
Employee Cost Sharing Contribution (enter as negative -)				(18,804)					(15,020)	(2,784)	17.4%			
Subtotal	14	14	51,754	151,754	12	44,361	12	44,361	113,969	37,785	33.2%			
Commissioners - Health Benefits - Annual Cost														
Single Coverage														#DIV/0!
Parent & Child														#DIV/0!
Employee & Spouse (or Partner)														#DIV/0!
Family														#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)														#DIV/0!
Subtotal	0	0			0		0							#DIV/0!
Retirees - Health Benefits - Annual Cost														
Single Coverage														#DIV/0!
Parent & Child														#DIV/0!
Employee & Spouse (or Partner)														#DIV/0!
Family														#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)														#DIV/0!
Subtotal	0	0			0		0							#DIV/0!
GRAND TOTAL	14	14	\$ 51,754	\$ 151,754	12	\$ 44,361	12	\$ 44,361	\$ 113,969	\$ 37,785	33.2%			

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

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

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

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
See Attached Schedules					
Housing Authority		122,831	X	X	X
Component Unit		10,519	X		
Total liability for accumulated compensated absences at beginning of current year		133,350			

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

MILLVILLE HOUSING AUTHORITY
 ACCRUED COMPENSATED ABSENCES
 SEPTEMBER 30, 2019

	SICK PAY		VACATION PAY (2)		TOTAL COMP. ABS. ACCRUED	ALLOCATED BY AMP		Proj./AMP			
	Hours per ADP Run	4Q Hrs. Not Earned	Adjusted Hrs. at 9/30/19	Hours per ADP Run		Not Earned	9/30/2019		Accrued	Current	Non-Current
ASSET MANAGEMENT PROPERTIES											
E. Bordoio	704.00	30.00	674.00	\$ 15.91	\$ 5,361.67	44.00	24.00	20.00	\$ 318.20	\$ 5,679.87	HBC
W. Jamie	88.00	30.00	58.00	\$ 19.00	\$ 551.00	80.00	24.00	56.00	\$ 1,054.00	\$ 1,615.00	CVC
G. Klawitter	278.00	30.00	248.00	\$ 19.00	\$ 2,356.00	72.00	24.00	48.00	\$ 912.00	\$ 3,268.00	FER
L. Lopez	59.50	26.25	33.25	\$ 12.50	\$ 207.81	38.50	21.00	17.50	\$ 218.75	\$ 426.56	REVV
E. Loyle	434.00	26.25	407.75	\$ 43.93	\$ 8,956.23	91.00	26.25	64.75	\$ 2,844.47	\$ 11,800.70	RVE
J. Mason	328.00	30.00	298.00	\$ 16.39	\$ 2,442.11	88.00	24.00	64.00	\$ 1,048.96	\$ 3,491.07	JCP
T. Miller	76.00	30.00	46.00	\$ 15.45	\$ 355.35	56.00	24.00	32.00	\$ 494.40	\$ 849.75	MVP
M. Pettit	168.00	26.25	141.75	\$ 18.03	\$ 1,277.88	66.50	21.00	45.50	\$ 820.37	\$ 2,098.24	SCT
J. Rivera	78.75	26.25	52.50	\$ 17.50	\$ 459.38	49.00	21.00	28.00	\$ 490.00	\$ 949.38	
L. Rothschild	77.00	26.25	50.75	\$ 17.58	\$ 446.09	28.00	21.00	7.00	\$ 123.06	\$ 569.15	
E. Vizcaya	144.00	30.00	114.00	\$ 15.45	\$ 880.65	44.00	24.00	20.00	\$ 309.00	\$ 1,189.65	
TOTAL ASSET MANAGEMENT PROPERTIES					\$ 23,294.17				\$ 8,643.20	\$ 31,937.37	
CENTRAL OFFICE COST CENTER											
K. Chiarello	49.75	26.25	23.50	\$ 23.35	\$ 274.36	44.00	26.25	17.75	\$ 414.46	\$ 688.83	
P. Dice	707.00	28.00	679.00	\$ 74.51	\$ 15,000.00	486.50	64.75	421.75	\$ 31,424.59	\$ 46,424.59	
N. Dowd	154.00	26.25	127.75	\$ 19.51	\$ 1,246.20	84.00	21.00	63.00	\$ 1,229.13	\$ 2,475.33	
Y. Mendibles	532.00	26.25	505.75	\$ 27.47	\$ 6,947.23	35.00	26.25	8.75	\$ 240.39	\$ 7,187.62	
K. Hiles	157.50	26.25	131.25	\$ 25.49	\$ 1,672.65	143.50	42.00	101.50	\$ 2,587.03	\$ 4,259.68	
D. Smith	1,445.50	26.25	1,419.25	\$ 38.47	\$ 15,000.00	87.50	42.00	42.00	\$ 1,615.74	\$ 16,615.74	
TOTAL COCC					\$ 40,140.45				\$ 37,511.35	\$ 77,651.79	
HOUSING CHOICE VOUCHER PROGRAM											
J. Gonzalez	931.00	26.25	904.75	\$ 24.11	\$ 10,904.95	84.00	31.50	52.50	\$ 1,265.57	\$ 12,170.52	
Y. Martinez	168.00	26.25	141.75	\$ 15.12	\$ 1,071.49	21.00	26.25	-	\$ -	\$ 1,071.49	
TOTAL HOUSING CHOICE VOUCHER PROGRAM					\$ 11,976.44				\$ 1,265.57	\$ 13,242.01	
	2,435.25	311.25	2,124.00		\$ 75,411.05	657.00	254.25	402.75	\$ 47,420.11	\$ 122,831.17	
									\$ 1,324.20	\$ 11,917.80	
									\$ 12,283.12	\$ 110,548.17	

\$ 122,831.17 to page N-6

- Upon retirement, employees receive 50% of accumulated sick leave, subject to a maximum of \$15,000.
- An employee is allowed to carry over 6 vacation days at the end of a calendar year. Days not taken in excess of six are lost. The employee is paid for days not taken in excess of the six day limit. Thus, no accrued time is lost. Vacation is added at the beginning of the calendar per the ADP run. Thus, 1/4 of the vacation has not been earned as of 9/30 and the balance of unused vacation pay must be decreased by 25% of the annual amount added on January 1.
- Employees are entitled to four personal days per year. These days expire at the end of each calendar year and employees are not paid for any unused personal days.

YEARS	Vacation Earned:	DAYS
0 - 5	=	12
6 - 10	=	15
11 - 15	=	18
16 - 20	=	21
21 - 25	=	24
26 - ?	=	30

9-30-19
ACCUMULATED COMPENSATED ABSENCES
 Employee Paid Time Off

Employee Name / Social Security Number / Hire Date	Carried Forward	Hours Available	Hours Taken	Balance
Vanaman, Andrea / xxx-xx-3901 / 1/1/2016	0.00	28.00	0.00	28.00
YTD 01/01/2019 - 12/31/2019 Plan Totals:				
Pay Frequency Totals - Biweekly	0.00	0.00	0.00	0.00
Paid Time Off Plan Totals - Personal	0.00	28.00	21.00	7.00
Pay Frequency Totals - Biweekly	0.00	0.00	0.00	0.00
Paid Time Off Plan Totals - Sick	0.00	28.00	21.00	7.00
Pay Frequency Totals - Biweekly	0.00	0.00	0.00	0.00
Paid Time Off Plan Totals - Vacation	0.00	1074.50	87.50	987.00
YTD 01/01/2019 - 12/31/2019 Plan Totals:	969.50	1074.50	87.50	987.00
Pay Frequency Totals - Biweekly	0.00	0.00	0.00	0.00
Paid Time Off Plan Totals - Sick	969.50	1074.50	87.50	987.00
Pay Frequency Totals - Biweekly	0.00	0.00	0.00	0.00
Paid Time Off Plan Totals - Vacation	969.50	1074.50	87.50	987.00
YTD 01/01/2019 - 12/31/2019 Plan Totals:	7.00	133.00	106.00	28.00
Pay Frequency Totals - Biweekly	0.00	0.00	0.00	0.00
Paid Time Off Plan Totals - Vacation	7.00	133.00	106.00	28.00
Company Totals:	7.00	133.00	106.00	28.00
YTD 01/01/2019 - 12/31/2019 Plan Totals:	976.50	1235.50	213.50	1022.00

(A) HRS. 9/30/19 14.5
 SICK - $957.00 \times 5.0\% = 47.85$
 VACATION - $4.00 \times 21.50 = 86.00$
\$10,518.50
 Comment = 1,051.85
 long-term = 9,466.65
10,518.50 to Page 10-6
 Sick Pay 987.00
 Personal 7.00
 Vacation 28.00

Schedule of Shared Service Agreements

For the Period October 1, 2020 to September 30, 2021
 If No Shared Services X this Box

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Millville Housing Authority	Salem Housing Authority	Executive Mgmt Scvs	Contract expires im March 2021, renewal thnrough March 31, 2022 is anticipated.	4/1/2020	3/31/2021	\$ 87,550
Millville Housing Authority	Wildwood Housing Authority	Executive Mgmt Scvs	Contract will terminate in March 2021 and will not be renewed. Revenue is budgeted for six months remaining on contract.	4/1/2020	3/31/2021	\$ 42,024

Millville Housing Authority
Miscellaneous Administrative Expenses
FYE September 30, 2021 Budget

	9/30/21 Proposed Budget	
	LRPH	Other Program
Licenses/Fees/Permits	\$ 12,800	\$ 850
Office Rent	10,800	-
Professional Fees/Services	5,200	-
Publications / Subscriptions	2,650	500
Membership Dues & Fees	4,550	600
Telephone	26,000	3,130
Office Supplies	27,700	1,200
Copier and Supplies	12,600	400
Cell Phones/Pagers	21,200	450
Payroll Service	7,300	6,550
Postage/Express	11,560	-
Legal Ads	6,550	-
Internet and Cable	23,000	4,680
Answering Service/Voicemail	5,200	-
Other Misc Admin Exp	10,400	-
Employee Services	2,400	-
Commissioner Training	-	-
Commissioner Travel	-	-
Marketing / Promotion / Advertising	-	3,000
Bank /Credit Card Fees	1,800	4,864
Meet/Seminars	-	-
Fuel - Administrative	1,200	-
Computer Hardware	-	-
Computer Software	-	-
Computer Supplies	9,600	-
Computer Support	-	3,200
Computer System Support	19,000	-
Property Mgnt Fee Expense	436,723	-
Asset Mgnt Fee Expense	26,480	-
BookKeeping Fee Expense	42,602	-
Program Mgnt Fee- JCP Antenna Rental 10%	4,961	-
Program Mgnt Fee - JCP Office Space Rental 10%	1,080	-
Program Mgnt Fee - RVW Office Space Rental 10%	306	-
Program Mgnt Fee - MVP Office Space Rental 10%	9,885	-
Temporary Administrative Labor	10,250	-
Administrative Servcies	47,310	-
	<u>\$ 801,107</u>	<u>\$ 29,424</u>

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

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

	<i>FY 2021 Proposed Budget</i>				FY 2020 Adopted Budget	Total All Operations	Total All Operations	All Operations	All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs					
REVENUES									
Total Operating Revenues	\$ 4,655,567	\$ -	\$ 1,679,900	\$ 481,301	\$ 6,733,635	\$ 6,733,635	\$ 83,133	1.2%	
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!	
Total Anticipated Revenues	4,655,567	-	1,679,900	481,301	6,733,635	6,733,635	83,133	1.2%	
APPROPRIATIONS									
Total Administration	1,889,667	-	182,241	131,766	2,370,870	2,370,870	(167,196)	-7.1%	
Total Cost of Providing Services	2,585,752	-	1,506,450	367,992	4,197,668	4,197,668	262,526	6.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	75,459	75,459	#DIV/0!	
Total Operating Appropriations	4,475,419	-	1,688,691	499,758	6,568,538	6,568,538	170,789	2.6%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	7,719	7,719	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	7,719	7,719	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	4,475,419	-	1,688,691	499,758	6,568,538	6,568,538	178,508	2.7%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	4,475,419	-	1,688,691	499,758	6,568,538	6,568,538	178,508	2.7%	
ANTICIPATED SURPLUS (DEFICIT)	\$ 180,148	\$ -	\$ (8,791)	\$ (18,457)	\$ 165,097	\$ 165,097	\$ (95,375)	-57.8%	

Revenue Schedule

Millville Housing Authority

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

FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
OPERATING REVENUES										
<i>Rental Fees</i>										
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!		
Dwelling Rental	1,706,600				1,706,600	1,694,400	12,200		0.7%	
Excess Utilities					-	-	-		#DIV/0!	
Non-Dwelling Rental					-	-	-		#DIV/0!	
HUD Operating Subsidy	1,717,000				1,717,000	1,697,501	19,499		1.1%	
New Construction - Acc Section 8					-	-	-		#DIV/0!	
Voucher - Acc Housing Voucher			1,657,400		1,657,400	1,602,000	55,400		3.5%	
Total Rental Fees	3,423,600	-	1,657,400	-	5,081,000	4,993,901	87,099		1.7%	
<i>Other Operating Revenues (List)</i>										
Investment Income	5,500			60	5,560	12,000	(6,440)		-53.7%	
Management & Other Fees	1,153,562		22,500	481,241	1,657,303	1,658,954	(1,651)		-0.1%	
Antenna Rental	49,605				49,605	48,780	825		1.7%	
Laundry & Miscellaneous Income	23,300				23,300	20,000	3,300		16.5%	
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	1,231,967	-	22,500	481,301	1,735,768	1,739,734	(3,966)		-0.2%	
Total Operating Revenues	4,655,567	-	1,679,900	481,301	6,816,768	6,793,635	83,133		1.2%	
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
Type in					-	-	-		#DIV/0!	
Type in					-	-	-		#DIV/0!	
Type in					-	-	-		#DIV/0!	
Type in					-	-	-		#DIV/0!	
Type in					-	-	-		#DIV/0!	
Type in					-	-	-		#DIV/0!	
Total Other Non-Operating Revenue	-	-	-	-	-	-	-		#DIV/0!	
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned					-	-	-		#DIV/0!	
Penalties					-	-	-		#DIV/0!	
Other					-	-	-		#DIV/0!	
Total Interest	-	-	-	-	-	-	-		#DIV/0!	
Total Non-Operating Revenues	-	-	-	-	-	-	-		#DIV/0!	
TOTAL ANTICIPATED REVENUES	\$ 4,655,567	\$ -	\$ 1,679,900	\$ 481,301	\$ 6,816,768	\$ 6,793,635	\$ 83,133		1.2%	

Prior Year Adopted Revenue Schedule

Millville Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,694,400				1,694,400
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	1,697,501				1,697,501
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			1,602,000		1,602,000
Total Rental Fees	3,391,901	-	1,602,000	-	4,993,901
<i>Other Revenue (List)</i>					
Investment Income	12,000				12,000
Management & Other Fees	1,164,854		23,500	470,600	1,658,954
Antenna Rental	48,780				48,780
Laundry & Miscellaneous Income	20,000				20,000
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	1,245,634	-	23,500	470,600	1,739,734
Total Operating Revenues	4,637,535	-	1,625,500	470,600	6,733,635
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
<i>Other Non-Operating Revenues</i>					-
<i>Interest on Investments & Deposits</i>					
Interest Earned					-
Penalties					-
Other					-
Total Interest					-
Total Non-Operating Revenues					-
TOTAL ANTICIPATED REVENUES	\$ 4,637,535	\$ -	\$ 1,625,500	\$ 470,600	\$ 6,733,635

Appropriations Schedule

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

FY 2021 Proposed Budget					FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
OPERATING APPROPRIATIONS	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
Administration								
Salary & Wages	586,719		79,591	69,368	\$ 735,678	\$ 905,897	\$ (170,219)	-18.8%
Fringe Benefits	308,041		42,225	25,074	375,340	395,058	(19,718)	-5.0%
Legal	59,100		1,000	2,500	62,600	69,500	(6,900)	-9.9%
Staff Training	34,500		600	400	35,500	32,600	2,900	8.9%
Travel	16,200		1,300	-	17,500	20,800	(3,300)	-15.9%
Accounting Fees	70,000		-	-	70,000	70,000	-	0.0%
Auditing Fees	14,000		1,500	5,000	20,500	20,050	450	2.2%
Miscellaneous Administration*	801,107		56,025	29,424	886,556	856,965	29,591	3.5%
Total Administration	1,889,667	-	182,241	131,766	2,203,674	2,370,870	(167,196)	-7.1%
Cost of Providing Services								
Salary & Wages - Tenant Services				273,226	525,741	239,106	286,635	139.9%
Salary & Wages - Maintenance & Operation	252,515				-	-	-	#DIV/0!
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	126,577			7,321	133,898	139,852	(5,954)	-4.3%
Tenant Services	20,400				20,400	20,400	-	0.0%
Utilities	950,500			38,049	988,549	982,200	6,349	0.6%
Maintenance & Operation	846,870		1,450	24,976	873,296	930,890	(57,594)	-6.2%
Protective Services	17,200				17,200	17,200	-	0.0%
Insurance	254,000		10,000	24,000	288,000	278,200	9,800	3.5%
Payment in Lieu of Taxes (PILOT)	75,610			420	76,030	76,420	(390)	-0.5%
Terminal Leave Payments					-	16,420	(16,420)	-100.0%
Collection Losses	42,080				42,080	46,980	(4,900)	-10.4%
Other General Expense					-	-	-	#DIV/0!
Rents			1,495,000		1,495,000	1,450,000	45,000	3.1%
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	2,585,752	-	1,506,450	367,992	4,460,194	4,197,668	262,526	6.3%
Total Principal Payments on Debt Service in Lieu of Depreciation					75,459	-	75,459	#DIV/0!
Total Operating Appropriations	4,475,419	-	1,688,691	499,758	6,739,327	6,568,538	170,789	2.6%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt Operations & Maintenance Reserve					7,719	-	7,719	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	7,719	-	7,719	#DIV/0!
TOTAL APPROPRIATIONS	4,475,419	-	1,688,691	499,758	6,747,046	6,568,538	178,508	2.7%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,475,419	-	1,688,691	499,758	6,747,046	6,568,538	178,508	2.7%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 4,475,419	\$ -	\$ 1,688,691	\$ 499,758	\$ 6,747,046	\$ 6,568,538	\$ 178,508	2.7%

* 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 \$ 223,770.95 \$ - \$ 84,434.55 \$ 24,987.90 \$ 336,966.35

Prior Year Adopted Appropriations Schedule

Millville Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	603,870		75,027	227,000	\$ 905,897
Fringe Benefits	333,656		33,402	28,000	395,058
Legal	67,000		1,000	1,500	69,500
Staff Training	31,400		1,200		32,600
Travel	19,000		1,800		20,800
Accounting Fees	70,000		-		70,000
Auditing Fees	13,350		1,500	5,200	20,050
Miscellaneous Administration*	797,325		36,040	23,600	856,965
Total Administration	1,935,601	-	149,969	285,300	2,370,870
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	193,106			46,000	239,106
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	135,452			4,400	139,852
Tenant Services	20,400				20,400
Utilities	934,400			47,800	982,200
Maintenance & Operation	867,650		1,860	61,380	930,890
Protective Services	17,200				17,200
Insurance	241,700		12,500	24,000	278,200
Payment in Lieu of Taxes (PILOT)	76,000			420	76,420
Terminal Leave Payments	16,420				16,420
Collection Losses	46,980				46,980
Other General Expense					-
Rents			1,450,000		1,450,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,549,308	-	1,464,360	184,000	4,197,668
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	4,484,909	-	1,614,329	469,300	6,568,538
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	4,484,909	-	1,614,329	469,300	6,568,538
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,484,909	-	1,614,329	469,300	6,568,538
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,484,909	\$ -	\$ 1,614,329	\$ 469,300	\$ 6,568,538

* 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	\$ 224,245.45	\$ -	\$ 80,716.45	\$ 23,465.00	\$ 328,426.90
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Debt Service Schedule - Principal

Millville Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in							Total Principal Outstanding
	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025	2026	
Capital Fund Financing	\$ 140,000	\$ 140,000	\$ 150,000	\$ 160,000	\$ 170,000	\$ 180,000	\$ 95,000	\$ 895,000
EPC Loan	71,872	75,459	79,224					154,683
Equipment Loan	7,551	-						-
Type in Issue Name								
TOTAL PRINCIPAL	219,423	215,459	229,224	160,000	170,000	180,000	95,000	1,049,683
LESS: HUD SUBSIDY	219,423	140,000	150,000	160,000	170,000	180,000	95,000	895,000
NET PRINCIPAL	\$ -	\$ 75,459	\$ 79,224	\$ -	\$ -	\$ -	\$ -	\$ 154,683

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

If Authority has no debt X this box

Debt Service Schedule - Interest

Millville Housing Authority

Fiscal Year Ending in

	Adopted Budget Year 2020	Proposed Budget Year 2021	Fiscal Year Ending in					Total Interest Payments Outstanding
			2022	2023	2024	2025	2025	
Capital Fund Financing	46,887	40,421	33,723	26,556	18,918	10,810	2,233	132,661
EPC Loan	11,305	7,719	3,951					11,670
Equipment Loan	96							
Type in Issue Name								
TOTAL INTEREST	58,288	48,140	37,674	26,556	18,918	10,810	2,233	144,331
LESS: HUD SUBSIDY	58,288	40,421	33,723	26,556	18,918	10,810	2,233	132,661
NET INTEREST	-	7,719	3,951	-	-	-	-	11,670

Net Position Reconciliation

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

FY 2021 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 6,086,775	\$ -	\$ (103,940)	\$ 305,982	\$ 6,288,817
8,612,044	-	-	357,876	8,969,920
2,005	-	39,975	-	2,005
(2,527,274)	-	(143,915)	(51,894)	(2,723,083)
3,180,233	-	197,855	-	3,378,088
186,483	-	7,603	-	194,086
-	-	-	-	-
-	-	-	-	-

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)

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)

\$ 839,442	\$ -	\$ 61,543	\$ (51,894)	\$ 849,091
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 839,442	\$ -	\$ 61,543	\$ (51,894)	\$ 849,091

(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 \$ 223,771 \$ - \$ 84,435 \$ 24,988 \$ 336,966
 (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.

Millville Housing Authority (NJ061)
MILLVILLE, NJ
Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Audit

Fiscal Year End: 09/30/2019

	Project Total	14.871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	COCC	Subtotal
111 Cash - Unrestricted	\$787,407	\$76,428	\$19,309	\$260,735	\$1,143,879
112 Cash - Restricted - Modernization and Development	\$2,005				\$2,005
113 Cash - Other Restricted		\$39,975			\$39,975
114 Cash - Tenant Security Deposits	\$10,318				\$10,318
115 Cash - Restricted for Payment of Current Liabilities					
100 Total Cash	\$799,730	\$116,403	\$19,309	\$260,735	\$1,196,177
121 Accounts Receivable - PHA Projects					
122 Accounts Receivable - HUD Other Projects	\$34,860				\$34,860
124 Accounts Receivable - Other Government					
125 Accounts Receivable - Miscellaneous	\$5,245		\$32,836	\$36,196	\$74,277
126 Accounts Receivable - Tenants	\$13,474				\$13,474
126.1 Allowance for Doubtful Accounts - Tenants	-\$6,971				-\$6,971
126.2 Allowance for Doubtful Accounts - Other	\$0		\$0	\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$286				\$286
128 Fraud Recovery					
128.1 Allowance for Doubtful Accounts - Fraud					
129 Accrued Interest Receivable					
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$46,894	\$0	\$32,836	\$36,196	\$115,926
131 Investments - Unrestricted					
132 Investments - Restricted					
135 Investments - Restricted for Payment of Current Liability					
142 Prepaid Expenses and Other Assets	\$52,951	\$3,180	\$4,453	\$11,624	\$72,208
143 Inventories	\$60,106				\$60,106

UNAUDITED 9/30/19 FDS
TO SUPPORT BUDGET PG. F-8

Millville Housing Authority (NJ061)
MILLVILLE, NJ
Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Audit

Fiscal Year End: 09/30/2019

	Project Total	14,871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	COCC	Subtotal
143.1 Allowance for Obsolete Inventories	-\$6,012				-\$6,012
144 Inter Program Due From					
145 Assets Held for Sale					
150 Total Current Assets	\$953,669	\$119,583	\$56,598	\$308,555	\$1,438,405
161 Land	\$517,188				
162 Buildings	\$31,206,651		\$396,476	\$21,512	\$31,624,639
163 Furniture, Equipment & Machinery - Dwellings	\$3,258,565	\$7,374			\$3,265,939
164 Furniture, Equipment & Machinery - Administration	\$2,059,868		\$80,855	\$113,708	\$2,254,431
165 Leasehold Improvements	\$2,321,702		\$13,333	\$2,503	\$2,337,538
166 Accumulated Depreciation	-\$30,126,209	-\$7,374	-\$116,338	-\$115,153	-\$30,365,074
167 Construction in Progress	\$619,988				\$619,988
168 Infrastructure					
160 Total Capital Assets, Net of Accumulated Depreciation	\$9,857,753	\$0	\$374,326	\$22,570	\$10,254,649
171 Notes, Loans and Mortgages Receivable - Non-Current					
172 Notes, Loans, & Mortgages Receivable - Non Current - Past				\$66,119	\$66,119
173 Grants Receivable - Non Current					
174 Other Assets					
176 Investments in Joint Ventures					
180 Total Non-Current Assets	\$9,857,753	\$0	\$374,326	\$88,689	\$10,320,768
200 Deferred Outflow of Resources	\$282,499	\$28,422		\$339,367	\$650,288
290 Total Assets and Deferred Outflow of Resources	\$11,093,921	\$148,005	\$430,924	\$736,611	\$12,409,461

Millville Housing Authority (NJ061)

MILLVILLE, NJ

Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Audit

Fiscal Year End: 09/30/2019

	Project Total	14,871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	COCC	Subtotal
311 Bank Overdraft					
312 Accounts Payable <= 90 Days	\$177,863	\$1,868	\$7,841	\$25,774	\$213,346
313 Accounts Payable >90 Days Past Due					
321 Accrued Wage/Payroll Taxes Payable	\$20,294	\$2,956	\$11,539	\$20,146	\$54,935
322 Accrued Compensated Absences - Current: Portion	\$3,194	\$1,324	\$1,052	\$7,766	\$13,336
324 Accrued Contingency Liability					
325 Accrued Interest Payable	\$30,538				\$30,538
331 Accounts Payable - HUD PHA Programs					
332 Account Payable - PHA Projects	\$81,829				\$81,829
333 Accounts Payable - Other Government	\$10,355				\$10,355
341 Tenant Security Deposits	\$10,507		\$7,944		\$18,451
342 Unearned Revenue	\$218,595		\$5,219		\$223,814
343 Current Portion of Long-term Debt - Capital					
344 Current Portion of Long-term Debt - Operating Borrowings					
345 Other Current Liabilities			\$70,649		\$70,649
346 Accrued Liabilities - Other					
347 Inter Program - Due To					
348 Loan Liability - Current					
310 Total Current Liabilities	\$563,175	\$6,148	\$104,244	\$53,686	\$717,253
351 Long-term Debt, Net of Current - Capital Projects/Mortgage	\$1,049,684		\$11,231		\$1,060,915
352 Long-term Debt, Net of Current - Operating Borrowings					
353 Non-current Liabilities - Other					
354 Accrued Compensated Absences - Non Current	\$28,743	\$11,917	\$9,467	\$69,887	\$120,014
355 Loan Liability - Non Current					
356 FASB 5 Liabilities					

Milville Housing Authority (NJ061)

MILLVILLE, NJ

Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Audit

Fiscal Year End: 09/30/2019

	Project Total	14,871 Housing Choice Vouchers	6.1 Component Unit - Discretely Presented	COCC	Subtotal
357 Accrued Pension and OPEB Liabilities	\$1,165,922	\$137,394		\$1,514,066	\$2,817,382
350 Total Non-Current Liabilities	\$2,244,349	\$149,311	\$20,698	\$1,583,953	\$3,998,311
300 Total Liabilities	\$2,797,524	\$155,459	\$124,942	\$1,637,639	\$4,715,564
400 Deferred Inflow of Resources	\$603,850	\$86,486		\$704,744	\$1,405,080
508.4 Net Investment in Capital Assets	\$8,589,474	\$0	\$357,876	\$22,570	\$8,969,920
511.4 Restricted Net Position	\$2,005	\$39,975	\$0		\$41,980
512.4 Unrestricted Net Position	-\$898,932	-\$143,915	-\$51,894	-\$1,628,342	-\$2,723,083
513 Total Equity - Net Assets / Position	\$7,692,547	-\$103,940	\$305,982	-\$1,605,772	\$6,288,817
600 Total Liabilities, Deferred Inflows of Resources and Equity -	\$11,093,921	\$148,005	\$430,924	\$736,611	\$12,409,461

Milville Housing Authority (NJ061)
MILLVILLE, NJ

Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Audit

Fiscal Year End: 09/30/2019

	ELIM	Total
111 Cash - Unrestricted		\$1,143,879
112 Cash - Restricted - Modernization and Development		\$2,005
113 Cash - Other Restricted		\$39,975
114 Cash - Tenant Security Deposits		\$10,318
115 Cash - Restricted for Payment of Current Liabilities		
100 Total Cash		\$1,196,177
121 Accounts Receivable - PHA Projects		
122 Accounts Receivable - HUD Other Projects		\$34,860
124 Accounts Receivable - Other Government		
125 Accounts Receivable - Miscellaneous		\$74,277
126 Accounts Receivable - Tenants		\$13,474
126.1 Allowance for Doubtful Accounts - Tenants		-\$6,971
126.2 Allowance for Doubtful Accounts - Other		\$0
127 Notes, Loans, & Mortgages Receivable - Current		\$286
128 Fraud Recovery		
128.1 Allowance for Doubtful Accounts - Fraud		
129 Accrued Interest Receivable		
120 Total Receivables, Net of Allowances for Doubtful Accounts		\$115,926
131 Investments - Unrestricted		
132 Investments - Restricted		
135 Investments - Restricted for Payment of Current Liability		
142 Prepaid Expenses and Other Assets		\$72,208
143 Inventories		\$60,106
143.1 Allowance for Obsolete Inventories		-\$6,012

Millville Housing Authority (NJ061)

MILLVILLE, NJ

Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Audit

Fiscal Year End: 09/30/2019

	ELIM	Total
144 Inter Program Due From		
145 Assets Held for Sale		
150 Total Current Assets		\$1,438,405
161 Land		\$517,188
162 Buildings		\$31,624,639
163 Furniture, Equipment & Machinery - Dwellings		\$3,265,939
164 Furniture, Equipment & Machinery - Administration		\$2,254,431
165 Leasehold Improvements		\$2,337,538
166 Accumulated Depreciation		-\$30,365,074
167 Construction in Progress		\$619,988
168 Infrastructure		
160 Total Capital Assets, Net of Accumulated Depreciation		\$10,254,649
171 Notes, Loans and Mortgages Receivable - Non-Current		
172 Notes, Loans, & Mortgages Receivable - Non Current - Past		\$66,119
173 Grants Receivable - Non Current		
174 Other Assets		
176 Investments in Joint Ventures		
180 Total Non-Current Assets		\$10,320,768
200 Deferred Outflow of Resources		\$650,288
290 Total Assets and Deferred Outflow of Resources		\$12,409,461
311 Bank Overdraft		

Millville Housing Authority (NJ061)
MILLVILLE, NJ

Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Audit

Fiscal Year End: 09/30/2019

	ELIM	Total
312 Accounts Payable <= 90 Days		\$213,346
313 Accounts Payable >90 Days Past Due		
321 Accrued Wage/Payroll Taxes Payable		\$54,935
322 Accrued Compensated Absences - Current Portion		\$13,336
324 Accrued Contingency Liability		
325 Accrued Interest Payable		\$30,538
331 Accounts Payable - HUD PHA Programs		
332 Account Payable - PHA Projects		
333 Accounts Payable - Other Government		\$81,829
341 Tenant Security Deposits		\$10,355
342 Unearned Revenue		\$18,451
343 Current Portion of Long-term Debt - Capital		\$223,814
344 Current Portion of Long-term Debt - Operating Borrowings		
345 Other Current Liabilities		\$70,649
346 Accrued Liabilities - Other		
347 Inter Program - Due To		
348 Loan Liability - Current		
310 Total Current Liabilities		\$717,253
351 Long-term Debt, Net of Current - Capital Projects/Mortgage		\$1,060,915
352 Long-term Debt, Net of Current - Operating Borrowings		
353 Non-current Liabilities - Other		
354 Accrued Compensated Absences - Non Current		\$120,014
355 Loan Liability - Non Current		
356 FASB 5 Liabilities		
357 Accrued Pension and OPEB Liabilities		\$2,817,382

Millville Housing Authority (NJ061)
MILLVILLE, NJ

Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Audit

Fiscal Year End: 09/30/2019

	ELIM	Total
350 Total Non-Current Liabilities		\$3,998,311
300 Total Liabilities		\$4,715,564
400 Deferred Inflow of Resources		\$1,405,080
508.4 Net Investment in Capital Assets		\$8,969,920
511.4 Restricted Net Position		\$41,980
512.4 Unrestricted Net Position		-\$2,723,083
513 Total Equity - Net Assets / Position		\$6,288,817
600 Total Liabilities, Deferred Inflows of Resources and Equity -		\$12,409,461

2020 (2020-2021)
MILLVILLE
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

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

MILLVILLE HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct 1, 2020 TO: Sep 30, 2020


enter X to the left if this paragraph is applicable

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Millville Housing Authority, on the 24th day of September, 2020.

OR

enter X to the left if this paragraph is applicable

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

Officer's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	PO Box 803 / 1 East Vine Street Millville, NJ 08332		
Phone Number:	856-825-8860 X1011	Fax Number:	856-935-5283
E-mail address	pdice@millvillehousing.org		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Millville Housing Authority (Name)

FISCAL YEAR: **FROM:** Oct 1, 2020 **TO:** Sep 30, 2021

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

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

Yes – reviewed and approved by municipal government and residents of the developments affected.

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

Yes.

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

In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.

4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)

HUD Funding

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

Yes

Add additional sheets if necessary.

Proposed Capital Budget

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

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources	
<i>Public Housing Management</i>						
Roof	\$ 215,000				\$ 215,000	
Entry Door Replacement	105,000				105,000	
Balcony Panels	-					
Brick Veners	-					
Total	320,000	-	-	-	320,000	
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	
TOTAL PROPOSED CAPITAL BUDGET	\$ 320,000	\$ -	\$ -	\$ -	\$ 320,000	\$ -

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 1, 2020 to September 30, 2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget							
		Year 2021	2022	2023	2024	2025			2026
<i>Public Housing Management</i>									
Roof	\$ 515,000	\$ 215,000	\$ 300,000						
Entry Door Replacement	105,000	105,000							
Balcony Panels	100,000	-	100,000						
Brick Veners	50,000	-			50,000				
Total	<u>770,000</u>	<u>320,000</u>	<u>300,000</u>	<u>100,000</u>	<u>50,000</u>	<u>-</u>	<u>-</u>		
<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	<u>\$ 770,000</u>	<u>\$ 320,000</u>	<u>\$ 300,000</u>	<u>\$ 100,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>		

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 1, 2020 to September 30, 2021

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Roof	\$ 515,000				\$ 515,000	
Entry Door Replacement	105,000				105,000	
Balcony Panels	100,000				100,000	
Brick Veners	50,000				50,000	
Total	770,000	-	-	-	770,000	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 770,000	\$ -	\$ -	\$ -	\$ 770,000	\$ -
Total 5 Year Plan per CB-4	\$ 770,000					
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.