

Authority Budget of:

Millville Housing Authority

State Filing Year

2019

For the Period:

October 1, 2019

to

September 30, 2020

www.millvillehousing.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019

MILLVILLE

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM October 1, 2019 TO September 30, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ Date: _____

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: _____ Date: _____

2019 PREPARER'S CERTIFICATION

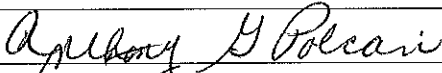
MILLVILLE

HOUSING AUTHORITY BUDGET

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

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:			
Name:	Anthony G. Polcari		
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		

2019 APPROVAL CERTIFICATION

MILLVILLE

HOUSING AUTHORITY BUDGET

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

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 23rd day of July, 2019

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

Officer's Signature:			
Name:	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
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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 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

2019 HOUSING AUTHORITY BUDGET RESOLUTION MILLVILLE HOUSING AUTHORITY

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

WHEREAS, the Annual Budget and Capital Budget for the Millville Housing Authority for the fiscal year beginning, October 1, 2019 and ending, September 30, 2020 has been presented before the governing body of the Millville Housing Authority at its open public meeting of July 23, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,733,635, Total Appropriations, including any Accumulated Deficit if any, of \$6,568,538 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$237,309 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 July 23, 2019 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, 2019 and ending, September 30, 202 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 24, 2019.

(Secretary's Signature)

(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

Paula Ring
Larry Miller
Heather Santoro
Kristina Townsend
Robert Tesoroni
Charles Flickinger

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS MILLVILLE HOUSING AUTHORITY

AUTHORITY BUDGET

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

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (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 2020, resulting in a budgeted surplus of \$165,097 from operations. Anticipated revenues total \$6,733,635, an increase of \$237,146 (3.7%) when compared to the prior year budget. Total net appropriations of \$6,568,538 are \$237,738 (3.8%) higher than the prior year budget.

APPROPRIATIONS CHANGING BY MORE THAN 10% ARE AS FOLLOWS:

Administrative Fringe Benefits increased by 17.6% due to anticipated increases of approximately 8% in medical benefit costs and an estimated increase of approx. 9% in pension costs.

Staff training decreased by \$8,900 (21.4%) as the 2019 budget included costs pertaining to new commissioner training due to the turnover of several board members, and changes in personnel within the Central Office Cost Center.

Accounting fees decreased from \$78,200 to \$70,000 (10.5%) – due to training of the housing authority's staff the agency was able to reduce its dependency on its fee accountant.

Protective Services Wages decreased from \$23,333 in 2019 to \$-0- in the proposed 2020 budget. The lease enforcement position was eliminated as management determined that this function could be performed more efficiently and effectively by using outside contractors as necessary rather than full-time employees.

Projected utility costs increased by \$90,700 (10.2%). This is a result of the 2019 proposed being under-budgeted as it did not properly reflect rate increases that occurred. The 2020 budget properly reflects the increased rates.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

The proposed annual budget will have little effect on revenue, as the housing authority's operations are not expected to change significantly. The only change in revenue greater than 10% is the anticipated increase in investment income. Due to the upturn in bank interest rates, interest income is projected to increase from \$6,000 per the 2019 budget to \$12,000 for the fiscal year ended September 30, 2020.

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

The local / regional economy is weak, but stable. The effects of the economy have been considered in projecting tenant income and resulting rental income and housing assistance payments expense in the public housing and housing choice voucher programs. Thus, the state of the local / regional economy does not have a significant impact on the proposed budget

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

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

Under federal, state, and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make payments in lieu of taxes (PILOT) for the low-income housing program in accordance with the provision of its Cooperation Agreement with the City of Edison. Under the Cooperation Agreement, the Authority must pay the municipality the lesser of 10% of its net shelter rent or the approximate full real property taxes.

6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68, 45**)

This authority, including the discretely presented component unit, has an accumulated deficit of \$1,095,091 per the most recent audited financial statements. The Authority does not anticipate a deficit in the proposed budget. The deficit in unrestricted net position is the direct result of GASB 45 OPEB and GASB 68 pension liabilities. The Authority would require additional funding from HUD or a new revenue stream to eliminate this deficit. Also, the Authority has taken measures to reduce staff in order to manage its pension and OPEB liabilities.

HOUSING AUTHORITY CONTACT INFORMATION 2019

Please complete the following information regarding this Housing 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:	856-825-5283

Preparer's Name:	Anthony G. Polcari		
Preparer's Address:	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:	Paul F. Dice		
Phone: (ext.)	856-825-8860 x11	Fax:	856-825-5283
E-mail:	pdice@millvillehousing.org		

Chief Financial Officer:	Anthony G. Polcari (by contract)		
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

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

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

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2017 or 2018**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 29
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2017 or 2018**) Transmittal of Wage and Tax Statements: \$1,092,714
- 3) Provide the number of regular voting members of the governing body: 6
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? NO If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) YES If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? NO
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? NO
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NOPIf 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 employees.*** *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:
- First class or charter travel **No**
 - Travel for companions **No**
 - Tax indemnification and gross-up payments **No**
 - Discretionary spending account **No**
 - Housing allowance or residence for personal use **No**
 - Payments for business use of personal residence **No**
 - Vehicle/auto allowance or vehicle for personal use **No**
 - Health or social club dues or initiation fees **No**
 - Personal services (i.e.: maid, chauffeur, chef) **No**
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **YES** *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **___NO___** *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **___NO___** *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **_N/A_** *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **_NO_** *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? **_NO_** *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*

20) Has the Authority been deemed “troubled” by the Department of Housing and Urban Development?
NO If “yes,” attach an explanation of the reason the Authority was deemed “troubled” and describe the Authority’s plan to address the conditions identified.

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

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

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

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

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2019 Most recent available W-2 and 1099 should be used (2017 or 2018 Forms)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 being the most recent calendar year ended).

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

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

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

		Position		Reportable Compensation from Authority (W-2/ 1099)		Estimated amount of other compensation from Authority (health benefits, pension, etc.)		Names of Other Public Entities where individual is an Employee or Member of the Governing Body (1) See note below		Average Hours per Week Dedicated to 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			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Positions held at Other Public Entities Listed in Column O	None	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
1	Paul Dice	Executive Director	40	x					\$ 135,601	\$ -	\$ 1,200	\$ 19,253	\$ 156,054	None	0	\$ -	\$ -	\$ -	\$ 156,054
2	Elizabeth Loye	Dir. Of Operations	40	x					79,593	0	0	32,045	111,638	None	0	\$ -	\$ -	\$ -	111,638
3	Denise Smith	Financial Analyst	40	x					74,702	0	0	33,096	107,798	None	0	\$ -	\$ -	\$ -	107,798
4	Paula Ring	Chairperson	1 x						0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
5	Larry Miller	Vice Chairperson	1 x						0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
6	Robert Tesoroni	Commissioner	1 x						0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
7	Heather Santoro	Commissioner	1 x						0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
8	Kristina Townsend	Commissioner	1 x						0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
9	Charles Flickinger	Commissioner	1 x						0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
10									0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
11									0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
12									0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
13									0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
14									0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
15									0	0	0	0	0	None	0	\$ -	\$ -	\$ -	0
									\$ 289,896	\$ -	\$ 1,200	\$ 84,394	\$ 375,490			\$ -	\$ -	\$ -	\$ 375,490

(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

Millville Housing Authority

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

	Annual Cost		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate Proposed Budget							
Active Employees - Health Benefits - Annual Cost									
Single Coverage	9	\$ 7,250	\$ 65,250	9	9	\$ 6,681	\$ 60,129	\$ 5,121	8.5%
Parent & Child	1	13,200	13,200	1	1	12,464	12,464	736	5.9%
Employee & Spouse (or Partner)	0	-	-	0	0	-	-	-	#DIV/0!
Family	2	25,600	51,200	2	2	24,473	48,946	2,254	4.6%
Employee Cost Sharing Contribution (enter as negative -)			(16,020)				(10,200)	(5,820)	57.1%
Subtotal	12		113,630	12	12		111,339	2,291	2.1%
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		-	-	#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		-	-	#DIV/0!
GRAND TOTAL	12		\$ 113,630	12	12		\$ 111,339	\$ 2,291	2.1%

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, 2019

to

September 30, 2020

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability		Legal Basis for Benefit (check applicable items)			
		\$	129,377	x	Approved Labor Agreement	Resolution	Individual Employment Agreement
See Attached Schedule - Housing Authority	See attached Schedule	\$	129,377	x			
See Attached Schedule - Component Unit	See attached Schedule		605		x		
Total liability for accumulated compensated absences at beginning of current year		\$	129,982				

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

**MILLVILLE HOUSING AUTHORITY
ACCRUED COMPENSATED ABSENCES
SEPTEMBER 30, 2018**

	Hours per		4Q. Hrs.		SICK PAY		Employee		Sick Pay		VACATION PAY (2)		TOTAL		
	ADP Run	Not Earned	ADP Run	Not Earned	Adjusted Hrs. at 9/30/18	Hourly Rate	Hourly Rate	Ltd. To \$15,000	ADP Run	Not Earned	Adjusted Hrs. at 9/30/18	Adjusted to 6 Day Max.	Vacation Pay Accrued	COMP. ABS. ACCRUED	
ASSET MANAGEMENT PROPERTIES															
E. Bordois	588.00	30.00	558.00	\$	15.91	\$	4,440.01	64.00	24.00	40.00	40.00	\$	636.56	\$	5,076.57
W. Jamie	100.00	30.00	70.00	\$	15.91	\$	556.99	56.00	24.00	32.00	32.00	\$	509.25	\$	1,066.24
G. Klawitter	194.00	26.25	167.75	\$	15.91	\$	1,334.79	76.00	24.00	52.00	48.00	\$	763.87	\$	2,098.66
E. Loyle	420.00	26.25	393.75	\$	43.93	\$	8,648.72	49.00	26.25	22.75	22.75	\$	999.41	\$	9,648.13
J. Mason	260.00	30.00	230.00	\$	15.91	\$	1,830.11	40.00	24.00	16.00	16.00	\$	254.62	\$	2,084.73
M. Ortiz	-	-	-	\$	12.88	\$	-	63.00	21.00	42.00	42.00	\$	540.75	\$	540.75
M. Petit	70.00	-	70.00	\$	18.03	\$	630.88	52.50	13.13	39.38	39 3/8	\$	709.82	\$	1,340.70
J. Rivera	26.25	-	26.25	\$	17.50	\$	229.69	21.00	5.25	15.75	15.75	\$	275.63	\$	505.31
H. Soto	1,332.00	30.00	1,302.00	\$	18.32	\$	11,923.72	104.00	48.00	56.00	48.00	\$	879.17	\$	12,802.88
E. Vizcaya	80.00	-	80.00	\$	15.45	\$	618.00	60.00	15.00	45.00	45.00	\$	695.25	\$	1,313.25
TOTAL ASSET MANAGEMENT PROPERTIES				\$		\$	30,212.89					\$	6,264.33	\$	36,477.22
CENTRAL OFFICE COST CENTER															
A. Corson	595.00	26.25	568.75	\$	32.33	\$	9,194.41	52.50	26.25	26.25	26.25	\$	848.72	\$	10,043.13
P. Dice	658.00	28.00	630.00	\$	72.34	\$	15,000.00	367.50	64.75	302.75	302.75	\$	21,899.72	\$	36,899.72
N. Dowd	87.50	26.25	61.25	\$	17.51	\$	536.24	70.00	21.00	49.00	42.00	\$	735.42	\$	1,271.66
Y. Mendibles	448.00	26.25	421.75	\$	27.47	\$	5,793.37	28.00	21.00	7.00	7.00	\$	192.31	\$	5,985.68
K. Hiles	115.50	42.00	73.50	\$	25.49	\$	936.68	112.00	42.00	70.00	42.00	\$	1,070.50	\$	2,007.18
D. Smith	1,396.50	26.25	1,370.25	\$	34.93	\$	15,000.00	133.00	42.00	91.00	42.00	\$	1,467.14	\$	16,467.14
K. Librizzi a/k/a T	353.50	26.25	327.25	\$	37.48	\$	6,133.16	45.50	21.00	24.50	42.00	\$	1,574.29	\$	7,707.44
TOTAL COCC				\$		\$	52,593.87					\$	27,788.10	\$	80,381.96
HOUSING CHOICE VOUCHER PROGRAM															
J. Gonzalez	927.50	26.25	901.25	\$	24.11	\$	10,862.77	70.00	31.50	38.50	38.50	\$	928.08	\$	11,790.85
Y. Martinez	129.50	33.25	96.25	\$	15.12	\$	727.55	7.00	26.25	-	-	\$	-	\$	727.55
TOTAL HOUSING CHOICE VOUCHER PROGRAM				\$		\$	11,590.32					\$	928.08	\$	12,518.40
	3,070.25	172.50	2,897.75					585.50	224.63	360.88	348.88	\$	34,980.51	\$	129,377.58

(1) Upon retirement, employees receive 50% of accumulated sick leave, subject to a maximum of \$15,000.

(2) 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. 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.

(3) 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.

N-6a

Holly City Family Center
9/30/80
Accrued Comp. Absence

Company: DST | Home | Employees | Company | Records | Taxes | Earn Payroll History | Notes

Find and select employees of active employees: Vanaman, Andrea

Personal Information

Employer Info

Work Contact Info

Employment Info

Terminate Employee

Payroll

Tax Info

Payroll Info

Earnings Deductions

Direct Deposit

EMPLOYEE ACTIONS

Pay Stub

Employee Access

Paid Time Off - Andrea Vanaman

PTO Plan	Carried Forward	Accrual Period	Available	Taken Hours	Balance Hours	Accrual Type	Accrual Rate	Hours Earned Ove
<input checked="" type="checkbox"/> Vacation	31.30	Calendar	136.50	108.50	28.00	Do Not Accrue	0.0000	None
<input checked="" type="checkbox"/> Sick	871.50	Calendar	976.50	3.50	973.00	Do Not Accrue	0.0000	None
<input type="checkbox"/> Sick 2	0.00	Calendar	0.00	0.00	0.00	Do Not Accrue	0.0000	None
<input checked="" type="checkbox"/> Personal	0.00	Calendar	28.00	28.00	0.00	Do Not Accrue	0.0000	None

Unlimited Sick Plan Available? No

Hourly Rate \$21.60

Cancel

Andrea Vanaman Accumulated Leave

① Vacations: 28 hours \times \$21.60^② = \$604.80

③ Employees of Holly City Family Center are not compensated for sick leave accumulated upon termination. Therefore, sick leave is not accrued.

N-6 B

Schedule of Shared Service Agreements

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

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 Svcs		12/12/2018	12/12/2019	\$ 87,540
Millville Housing Authority	Wildwood Housing Authority	Executive Mgmt Svcs		12/12/2018	12/12/2019	\$ 84,048

If No Shared Services X this Box

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

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

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
REVENUES								
Total Operating Revenues	\$ 4,637,535	\$ -	\$ 1,625,500	\$ 470,600	\$ 6,733,635	\$ 6,496,489	\$ 237,146	3.7%
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	4,637,535	-	1,625,500	470,600	6,733,635	6,496,489	237,146	3.7%
APPROPRIATIONS								
Total Administration	2,019,101	-	149,969	285,300	2,454,370	2,317,803	136,567	5.9%
Total Cost of Providing Services	2,465,808	-	1,464,360	184,000	4,114,168	4,012,997	101,171	2.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	4,484,909	-	1,614,329	469,300	6,568,538	6,330,800	237,738	3.8%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	(0)	0	-100.0%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	(0)	0	-100.0%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,484,909	-	1,614,329	469,300	6,568,538	6,330,800	237,738	3.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,484,909	-	1,614,329	469,300	6,568,538	6,330,800	237,738	3.8%
ANTICIPATED SURPLUS (DEFICIT)	\$ 152,626	\$ -	\$ 11,171	\$ 1,300	\$ 165,097	\$ 165,689	\$ (592)	-0.4%

Revenue Schedule

Millville Housing Authority

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

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	1694400			1,694,400	1,643,400	51,000	3.1%	
Excess Utilities				-	-	-	#DIV/0!	
Non-Dwelling Rental				-	-	-	#DIV/0!	
HUD Operating Subsidy	1697501			1,697,501	1,687,274	10,227	0.6%	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher			1602000	1,602,000	1,515,000	87,000	5.7%	
Total Rental Fees	3,391,901	-	1,602,000	-	4,993,901	4,845,674	148,227	3.1%
<i>Other Operating Revenues (List)</i>								
Investment Income	12000			12,000	6,000	6,000	100.0%	
Management & Other Fees	1164854		23500	470600	1,576,035	82,919	5.3%	
Antenna Rental	48780			48,780	48,780	-	0.0%	
Laundry & Miscellaneous Income	20000			20,000	20,000	-	0.0%	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Total Other Revenue	1,245,634	-	23,500	470,600	1,739,734	1,650,815	88,919	5.4%
Total Operating Revenues	4,637,535	-	1,625,500	470,600	6,733,635	6,496,489	237,146	3.7%
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	\$ 4,637,535	\$ -	\$ 1,625,500	\$ 470,600	\$ 6,733,635	\$ 6,496,489	\$ 237,146	3.7%

Prior Year Adopted Revenue Schedule

Millville Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -		\$ -
Dwelling Rental	1,643,400	-	-		1,643,400
Excess Utilities	-	-	-		-
Non-Dwelling Rental	-	-	-		-
HUD Operating Subsidy	1,687,274	-	-		1,687,274
New Construction - Acc Section 8	-	-	-		-
Voucher - Acc Housing Voucher	-	-	1,515,000		1,515,000
Total Rental Fees	3,330,674	-	1,515,000	-	4,845,674
<i>Other Revenue (List)</i>					
Investments	\$ 6,000				6,000
Management & Other Fees	1,097,335		21,500	457,200	1,576,035
Antenna Rental	48,780				48,780
Laundry & Misc.	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	1,172,115	-	21,500	457,200	1,650,815
Total Operating Revenues	4,502,789	-	1,536,500	457,200	6,496,489
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned					-
Penalties					-
Other					-
Total Interest	-	-	-	-	-
Total Non-Operating Revenues	-	-	-	-	-
TOTAL ANTICIPATED REVENUES	\$ 4,502,789	\$ -	\$ 1,536,500	\$ 457,200	\$ 6,496,489

Appropriations Schedule

Millville Housing Authority

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

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
	OPERATING APPROPRIATIONS							
<i>Administration</i>								
Salary & Wages	603,870		75,027	227,000	\$ 905,897	\$ 947,662	\$ (41,765)	-4.4%
Fringe Benefits	333,656		33,402	28,000	395,058	335,950	59,108	17.6%
Legal	67,000		1,000	1,500	69,500	68,100	1,400	2.1%
Staff Training	20,000		1,800		21,800	41,500	(19,700)	-47.5%
Travel	30,400		1,200		31,600	19,000	12,600	66.3%
Accounting Fees	70,000				70,000	78,200	(8,200)	-10.5%
Auditing Fees	13,350		1,500	5,200	20,050	18,350	1,700	9.3%
Miscellaneous Administration*	880,825		36,040	23,600	940,465	809,041	131,424	16.2%
Total Administration	2,019,101	-	149,969	285,300	2,454,370	2,317,803	136,567	5.9%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	193,106			46,000	239,106	284,921	(45,815)	-16.1%
Salary & Wages - Protective Services					-	22,333	(22,333)	-100.0%
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	135,452			4,400	139,852	130,943	8,909	6.8%
Tenant Services	20,400				20,400	20,400	-	0.0%
Utilities	934,400			47,800	982,200	891,500	90,700	10.2%
Maintenance & Operation	784,150		1,860	61,380	847,390	882,310	(34,920)	-4.0%
Protective Services	17,200				17,200	-	-	#DIV/0!
Insurance	241,700		12,500	24,000	278,200	261,000	17,200	6.6%
Payment in Lieu of Taxes (PILOT)	76,000			420	76,420	80,790	(4,370)	-5.4%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	16,420				16,420	16,200	220	1.4%
Other General Expense	46,980				46,980	47,600	(620)	-1.3%
Rents			1,450,000		1,450,000	1,375,000	75,000	5.5%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	2,465,808	-	1,464,360	184,000	4,114,168	4,012,997	101,171	2.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	4,484,909	-	1,614,329	469,300	6,568,538	6,330,800	237,738	3.8%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	(0)	0	-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	-	-	-	-	-	(0)	0	-100.0%
TOTAL APPROPRIATIONS	4,484,909	-	1,614,329	469,300	6,568,538	6,330,800	237,738	3.8%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,484,909	-	1,614,329	469,300	6,568,538	6,330,800	237,738	3.8%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 4,484,909	\$ -	\$ 1,614,329	\$ 469,300	\$ 6,568,538	\$ 6,330,800	\$ 237,738	3.8%

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

5% of Total Operating Appropriations \$ 224,245.45 \$ - \$ 80,716.45 \$ 23,465.00 \$ 328,426.90

Prior Year Adopted Appropriations Schedule

Millville Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 653,664		\$ 78,998	\$ 215,000	\$ 947,662
Fringe Benefits	292,047		43,903		335,950
Legal	64,100		3,400	600	68,100
Staff Training	38,500		2,200	800	41,500
Travel	18,400		600		19,000
Accounting Fees	78,200				78,200
Auditing Fees	12,100		1,250	5,000	18,350
Miscellaneous Administration*	770,961		25,100	12,980	809,041
Total Administration	1,927,972	-	155,451	234,380	2,317,803
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	212,921			72,000	284,921
Salary & Wages - Protective Services	22,333				22,333
Salary & Wages - Utility Labor					-
Fringe Benefits	101,343			29,600	130,943
Tenant Services	20,400				20,400
Utilities	835,500			56,000	891,500
Maintenance & Operation	845,550		1,860	34,900	882,310
Protective Services					-
Insurance	235,000		2,000	24,000	261,000
Payment in Lieu of Taxes (PILOT)	80,790				80,790
Terminal Leave Payments					-
Collection Losses	16,200				16,200
Other General Expense	47,600				47,600
Rents			1,375,000		1,375,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,417,637	-	1,378,860	216,500	4,012,997
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	4,345,609	-	1,534,311	450,880	6,330,800
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	(0)
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	(0)
TOTAL APPROPRIATIONS	4,345,609	-	1,534,311	450,880	6,330,800
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,345,609	-	1,534,311	450,880	6,330,800
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,345,609	\$ -	\$ 1,534,311	\$ 450,880	\$ 6,330,800

* 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 \$ 217,280.45 \$ - \$ 76,715.55 \$ 22,544.00 \$ 316,540.00

Millville Housing Authority
Miscellaneous Administrative Expenses
FYE September 30, 2020 Budget

	9/30/20 Proposed Budget	
	LRPH	Other Program
Credit/Criminal Checks	\$ -	\$ -
Licenses/Fees/Permits	12,800	600
Office Rent	10,800	-
Professional Fees/Services	12,200	1,200
Publications / Subscriptions	2,650	-
Membership Dues & Fees	4,550	600
Telephone	23,800	2,600
Office Supplies	27,700	2,900
Copier and Supplies	12,600	500
Cell Phones/Pagers	33,800	840
Payroll Service	7,300	7,500
Postage/Express	11,560	-
Legal Ads	6,550	-
Internet	23,000	1,660
Answering Service/Voicemail	5,200	-
Other Misc Admin Exp	10,400	-
Employee Services	2,400	-
Commissioner Training	-	-
Commissioner Travel	-	-
Marketing / Promotion / Advertising	-	2,400
Bank /Credit Card Fees	1,800	2,800
Meet/Seminars	-	-
Fuel - Administrative	1,200	-
Computer Hardware	-	-
Computer Software	-	-
Computer Supplies	9,600	-
Computer Support	-	-
Computer System Support	19,000	-
Property Mgnt Fee Expense	436,723	-
Asset Mgnt Fee Expense	59,040	-
BookKeeping Fee Expense	43,110	-
Program Mgnt Fee- JCP Antenna Rental 10%	4,878	-
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%	8,928	-
Temporary Administrative Labor	4,350	-
HCPM - Janitorial - Fee for service	-	-
	<u>\$ 797,325</u>	<u>\$ 23,600</u>

Debt Service Schedule - Principal

Millville Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget		Proposed Budget Year		Fiscal Year Ending in					Total Principal	
	Year 2019	Year 2020	2020	2021	2022	2023	2024	2025	Thereafter	Outstanding	
Capital Fund Financing	\$ 135,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 150,000	\$ 160,000	\$ 170,000	\$ 180,000	\$ 95,000	\$ 1,035,000	
EPC Loan	68,456	71,872	71,872	75,459	79,224					226,555	
Equipment Loan	14,614	7,551	7,551							7,551	
Type in Issue Name											
TOTAL PRINCIPAL	218,070	219,423	219,423	215,459	229,224	160,000	170,000	180,000	95,000	1,269,106	
LESS: HUD SUBSIDY	218,070	219,423	219,423	215,459	229,224	160,000	170,000	-	-	994,106	
NET PRINCIPAL	-	-	-	-	-	-	-	180,000	95,000	275,000	

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

	Moody's	Fitch	Standard & Poors
Bond Rating	n/a	n/a	n/a
Year of Last Rating	n/a	n/a	n/a

If no Rating type in Not Applicable

Debt Service Schedule - Interest

Millville Housing Authority

if Authority has no debt X this box

	Adopted Budget Year 2019	Proposed Budget Year 2020	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2021	2022	2023	2024	2025		
Capital Fund Financing	52,902	46,887	40,421	33,723	26,556	18,918	10,810	2,233	179,548
EPC Loan	14,721	11,305	7,719	3,951					22,975
Equipment Loan	1,703	96							96
Type in Issue Name									-
TOTAL INTEREST	69,326	58,288	48,140	37,674	26,556	18,918	10,810	2,233	202,619
LESS: HUD SUBSIDY	69,326	58,288	48,140	37,674	26,556	18,918	10,810		200,386
NET INTEREST	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,233	\$ 2,233

Net Position Reconciliation

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

FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 7,817,589	\$ -	\$ (162,036)	\$ 355,880	\$ 8,011,433
Less: Restricted for Debt Service Reserve (1)	8,709,644		-	383,154	9,092,798
Less: Other Restricted Net Position (1)	4,340		9,346		4,340
Total Unrestricted Net Position (1)	(896,395)	-	(171,382)	(27,274)	(1,095,051)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	2,493,504		129,792		2,623,296
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	174,114		7,098		181,212
Plus: Estimated Income (Loss) on Current Year Operations (2)					-
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,771,223	-	(34,492)	(27,274)	1,709,457
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR					
(4)	\$ 1,771,223	\$ -	\$ (34,492)	\$ (27,274)	\$ 1,709,457

(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 \$ 224,245 \$ - \$ 80,716 \$ 23,465 \$ 328,427
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2019
MILLVILLE

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

MILLVILLE HOUSING AUTHORITY

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

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 23rd day of July, 2019

OR

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

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 x 1011	Fax Number:	856-935-5283
E-mail address	Pdice@millvillehousing.org		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Millville Housing Authority

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

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

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

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

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. All planned capital projects are funded by HUD's capital fund program and will not be affected by fluctuations in rental income. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.

6. Have the projects been reviewed and approved by HUD? Yes all capital fund budgets have been approved by HUD.

Add additional sheets if necessary.

Proposed Capital Budget

Millville Housing Authority

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

	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>						
Fire Panel Replacement	\$ 92,309				\$ 92,309	
Vacant Unit Rehab.	90,000				90,000	
Plumbing/Mechanical Upgrades	40,000				40,000	
Repair Comm. Room Roof	15,000				15,000	
Total	237,309	-	-	-	237,309	
<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	\$ 237,309	\$ -	\$ -	\$ -	\$ 237,309	\$ -

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, 2019 to September 30, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					2024	2025
		Year 2020	2021	2022	2023	2024		
<i>Public Housing Management</i>								
Fire Panel Replacement	\$ 92,309	\$ 92,309						
Vacant Unit Rehab.	90,000	90,000						
Plumbing/Mechanical Upgrades	80,000	40,000	40,000					
Repair Comm. Room Roof	30,000	15,000	15,000					
Total	292,309	237,309	55,000	-	-	-	-	-
<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	\$ 292,309	\$ 237,309	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -

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, 2019 to September 30, 2020

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Fire Panel Replacement	\$ 92,309				\$ 92,309	
Vacant Unit Rehab.	90,000				90,000	
Plumbing/Mechanical Upgrade:	40,000				40,000	
Repair Comm. Room Roof	15,000				15,000	
Total	237,309	-	-	-	237,309	-
<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	\$ 237,309	\$ -	\$ -	\$ -	\$ 237,309	\$ -
Total 5 Year Plan per CB-4	\$ 292,309					
Balance check		(55,000) <i>If amount is other than zero, verify that projects listed above match projects listed on CB-4.</i>				

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.