

2015 Millville Housing Authority

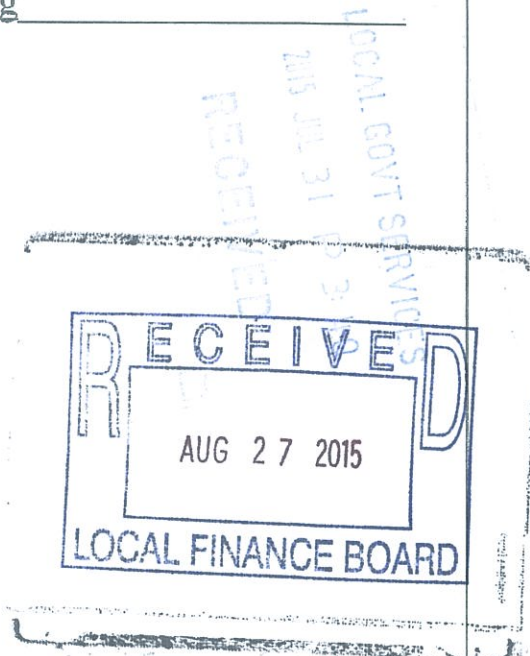
Budget

www.Millvillehousing.org

Department Of



Community
Affairs

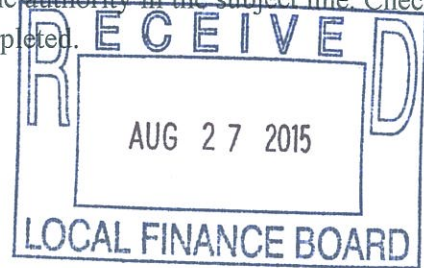


Division of Local Government Services

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

**2015 AUTHORITY 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*. Also submit a pdf copy of the budget package to authoritiesunit@dca.state.nj.us with the name of the authority in the subject line. Check the box of each item to indicate that it is included in budget or has been completed.



2015 Authority Budget Document

- 2 copies of the budget document
- Authority Name and Fiscal Year are filled in
- Signature blocks on Pages C-2, C-3, C-4 and C-6 are filled in along with title, address, e-mail address, phone number and fax number
- Resolution of the Authority Commissioners approving the introduced budget is enclosed with properly recorded vote
- Proposed hearing date for adoption of Budget reflected in Authority Budget Resolution
- Authority Budget Resolution is signed with original hand written signature
- Budget Narrative and Information Section is complete

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
- Capital Budget message is complete

Official'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 ext 1011	Fax Number:	856-825-5283
E-mail address:	pdice@millvillehousing.org		

2015 HOUSING AUTHORITY BUDGET

Certification Section

2015

MILLVILLE HOUSING AUTHORITY

BUDGET

FISCAL YEAR: FROM Oct 1, 2015 TO Sep 30, 2016

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: *C. M. Zyzanski* Date: *8/11/15*

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: *Christi M. Zyzanski* Date: *9/2/15*

2015 PREPARER'S CERTIFICATION

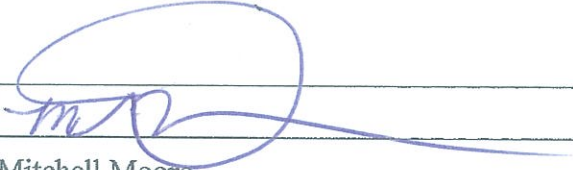
Millville Housing Authority

BUDGET

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

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:	Mitchell Moore		
Title:	CFO		
Address:	PO Box 803 / 1 East Vine Street Millville, NJ 08332		
Phone Number:	856-825-8860 x 1008	Fax Number:	856-825-5283
E-mail address	mmoore@millvillehousing.org		

2015 APPROVAL CERTIFICATION


Millville Housing Authority

BUDGET

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

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 28th day of July, 2015.

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 x 1011	Fax Number:	856-825-5283
E-mail address	pdice@millvillehousing.org		

INTERNET WEBSITE CERTIFICATION

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

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

Name of Officer Certifying compliance

_____ Paul F. Dice _____

Title of Officer Certifying compliance

_____ Executive Director _____

Signature



2015 HOUSING AUTHORITY BUDGET RESOLUTION

Millville Housing Authority

Resolution 2015-31

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

WHEREAS, the Annual Budget and Capital Budget for the Millville Housing Authority for the fiscal year beginning, October 1, 2015 and ending, September 30, 2016 has been presented before the governing body of the Millville Housing Authority at its open public meeting of July 28, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,686,641, Total Appropriations, including any Accumulated Deficit if any, of \$6,601,642 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$154,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

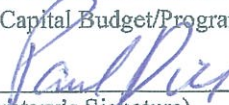
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 July 28, 2015 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, 2015 and ending, September 30, 2016 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Millville Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on August 25, 2015.



 (Secretary's Signature)

July 28, 2015
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Brian Tomlin				X
Paula Ring	X			
Larry Miller	X			
James Parent	X			
Kim Ayres	X			
Dale Finch				X

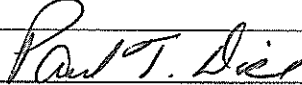
2015 ADOPTION CERTIFICATION

Millville Housing Authority

BUDGET

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

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 25th day of, August, 2015.

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 1008	Fax Number:	856-825-5283
E-mail address	pdice@millvillehousing.org		

2015 ADOPTED BUDGET RESOLUTION

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

WHEREAS, the Annual Budget and Capital Budget/Program for the Millville Housing Authority for the fiscal year beginning January 1, 2015 and ending December 31, 2015 has been presented for adoption before the governing body of the Millville Housing Authority at its open public meeting of August 25, 2015; 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 \$6,686,641, Total Appropriations, including any Accumulated Deficit, if any, of \$6,601,642 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$154,000 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 August 25, 2015 that the Annual Budget and Capital Budget/Program of the Millville Housing Authority for the fiscal year beginning October 1, 2015 and, ending September 30, 2016 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)

8/25/15
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Brian Tomlin	X			
Paula Ring	X			
Larry Miller				X
James Parent	X			
Kim Ayres	X			
Dale Finch	X			

2015 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2015 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Millville Housing Authority

BUDGET

FISCAL YEAR: FROM: 10/1/15 TO:9/30/16

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

1. Complete a brief statement on the 2015 proposed Annual Budget and make comparison to the 2014 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority.

Budgeted revenues are anticipated to be adequate to cover projected expenses and cover debt service for calendar year 2015, resulting in a budgeted surplus of \$84,999 from operations. Anticipated revenues total \$6,686,641, an increase of \$5,450 (0.1%) when compared to the prior year budget. Total net appropriations of \$6,601,642 are \$49,372 (0.8%) higher than the prior year budget.

The following explanations are for the +/- 10% variances for each line item.

Expenses

Staff Training – Budgeted staff training expenses are \$33,323, a decrease of \$19,566 (37.7%) from the prior year budget. This decrease is the result of the Authority cutting back on anticipated training and travel.

Travel – Budgeted travel expenses are \$27,717, a decrease of \$19,536 (41.3%) from the prior year budget. This decrease is the result of the Authority cutting back on anticipated training and travel.

Accounting Fees – Budgeted accounting fees are \$17,170, an increase of \$4,084 (31.2%) from the prior year budget. This increase is because the Authority intends to hire an accountant to assist them with the year end closing process.

Utilities – Budgeted utilities expenses are \$996,350, an increase of \$92,251 (10.2%) from the prior year budget. This increase is due to higher rates and increased usage.

Collection Losses – Budgeted collection losses are \$8,842, a decrease of \$8,160 (48.0%) from the prior year budget. The Authority does not plan on writing off as many tenant accounts receivables during the upcoming fiscal year due to an improved rent collection process.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges, and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.

The proposed annual budget will have no significant impact on rents or service fees charged. Rental income is based on 30% of adjusted tenant income by federal regulation. Other increases or decreases in budgeted revenue are primarily the result of changes in HUD subsidies. Total revenues have not changed significantly from the prior year (0.1% increase). Increases in expenses are primarily due higher utility costs.

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 fairly stable and 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 – a small increase in unrestricted net position is budgeted.

5. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget?

No. Due to its size, the Authority is not required to implement project-based budgeting and asset management.

6. The proposed budget must not reflect an anticipated deficit from 2015 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

N/A – The does not have an accumulated deficit and does not anticipate a deficit in the proposed budget.

7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

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. Thus, changes in rental rates will have no significant impact on this budget.

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information.

N/A – the only debt outstanding relates to loans payable to the US Dept. of Agriculture (Rural Development) and capital fund leveraging bonds issued in conjunction with the State of New Jersey HIMFA.

HOUSING AUTHORITY CONTACT INFORMATION 2015

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

Name of Authority:	Millville Housing Authority		
Address:	PO Box 803 / 1 East Vine Street		
City, State, Zip:	Millville	NJ	08332
Phone: (ext.)	856-825-8860	Fax:	856-825-5283

Preparer's Name:	Mitchell Moore		
Preparer's Address:	PO Box 803 / 1 East Vine Street		
City, State, Zip:	Millville	NJ	08332
Phone: (ext.)	856-825-8860 x 1008	Fax:	856-825-5283
E-mail:	mmoore@millvillehousing.org		

Chief Executive Officer:	Paul F. Dice		
Phone: (ext.)	856-825-8860 x 1011	Fax:	856-825-5283
E-mail:	pdice@millvillehousing.org		

Chief Financial Officer:	Mitchell Moore		
Phone: (ext.)	856-825-8860 x 1008	Fax:	856-825-5283
E-mail:	mmoore@millvillehousing.org		

Name of Auditor:	Tony Polcari		
Name of Firm:	Polcari & Company, CPAs		
Address:	2035 Hamburg Turnpike -- Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-969	Fax:	973-831-6972
E-mail:	tony@polcarico.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 30
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,662,232
- 3) Provide the number of regular voting members of the governing body: 7 – However at this time only 6 are serving at the Authority is waiting for the City Council to appoint its 7th member.
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? 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. *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? Yes, however only for meals that were consumed during the travel detailed in item # 12 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.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

- 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.*
- 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.*

Millville Housing Authority
 Detail of Travel Expense
 For the Fiscal Year Ended September 30, 2014

Information in support of Question 12 of Page N-3(1 of 2)

<u>Name</u>	<u>Description</u>	<u>Expense</u>
Rutgers University	Required Training for 1 Commissioner	1,725
Renaissance Hotel	NAHRO Conference/Hotel 4 Commissioners	5,550
NAHRO	NAHRO Conference 4 Commissioners	4,153
Brian Tomlin	NAHRO Conference mileage/meals reimbursement	274
Dale Finch	NAHRO Conference mileage/meals reimbursement	247
Paula Ring	NAHRO Conference mileage/meals reimbursement	111
Larry Miller	NAHRO Conference hotel/mileage/meals reimbursement	1,242
Paul Dice	NAHRO Conference mileage/meals reimbursement	600
Nan McKay	Project Based Accounting Seminar - 2 Employees	1,990
Mitchell Moore	Project Based hotel/mileage/meals reimbursement – 2 Employees	2,695
YARDI	YARDI systems on-site training – 10 Employees	6,619
Nan McKay	Property Management on-site training – 8 Employees	2,033
AtlanticCounty Ins	Maintenance training – 6 Employees	3,727
Southwest Air	Multi-Family training Flight – 3 Employees	1,580
Hilton	Multi-Family training Hotel – 3 Employees	2,037
United Airlines	EIV training Flight – 3 Employees	1,016
Renaissance Hotel	EIV training Hotel – 3 Employees	1,226
Betsy Loyle	EIV Multi-Family training mileage/meals reimbursement	562
Various Employees	Misc Mileage Reimbursement per Shared Services Agreements	6,278
Paul Dice	Misc Mileage Reimbursement per Shared Services Agreements	2,555
Mitchell Moore	Misc Mileage Reimbursement per Shared Services Agreements	1,344
Kevin Timm	Misc Mileage Reimbursement per Shared Services Agreements	4,396
Betsy Loyle	Misc Mileage Reimbursement per Shared Services Agreements	3,753
Heather Santoro	Misc Mileage Reimbursement per Shared Services Agreements	1,167
Allison Corson	Misc Mileage Reimbursement per Shared Services Agreements	<u>1,074</u>
		<u>57,954</u>

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

Millville Housing Authority

FISCAL YEAR: FROM: Jan 1, 2015 TO: Dec 31, 2015

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, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 being the most recent calendar year ended).

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

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

For the Period October 1, 2015 to September 30, 2016 Millville Housing Authority

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
				Commissioner	Key Employee Officer	Highest Compensated Employee	Former								
1 Paul Dice	Executive Director	35	x	x				\$ 118,700	\$ 4,155	\$ 1,200		\$ 14,067	\$ 138,122		
2 Mitchell Moore	Chief Financial Officer	35	x					92,612	5,094			12,672	110,378		
3 Kevin Timm	Systems Administrator	35		x				61,805				9,899	71,704		
4 Betsy Loyle	Director of Operations	35		x				55,000				17,527	72,527		
5 Brian Tomlin	Commissioner														
6 Paula Ring	Commissioner														
7 Larry Miller	Commissioner														
8 James Parent	Commissioner														
9 Kim Ayres	Commissioner														
10 Dale Finch	Commissioner														
11															
12															
13															
14															
15															
Total:								\$ 328,117	\$ 9,249	\$ 1,200	\$ 54,165	\$ 392,731	\$ -	\$ -	\$ 392,731

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

Schedule of Health Benefits - Detailed Cost Analysis

Millville Housing Authority
 For the Period October 1, 2015 to September 30, 2016

	Annual Cost		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate Proposed Budget						
Active Employees - Health Benefits - Annual Cost								
Single Coverage	11	\$ 38,223	\$ 420,453	11	\$ 37,185	\$ 409,035	\$ 11,418	2.8%
Parent & Child	2	12,343	24,686	2	11,699	23,398	1,288	5.5%
Employee & Spouse (or Partner)	2	22,582	45,164	2	21,841	43,682	1,482	3.4%
Family	15		490,303	15		476,115	14,188	3.0%
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal								
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								#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)	1	12,441	12,441	1	11,550	11,550	891	7.7%
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	1		12,441	1		11,550	891	7.7%
GRAND TOTAL	16		\$ 502,744	16		\$ 487,665	\$ 15,079	3.1%

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

Schedule of Accumulated Liability for Compensated Absences

For the Period **Millville Housing Authority** to September 30, 2016
 October 1, 2015

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	<i>Legal Basis for Benefit (check applicable items)</i>		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
See Attached Schedule	See Attached Schedule	See Attached Schedule	X		
Total liability for accumulated compensated absences at beginning of current year		\$ -			

**MILLVILLE HOUSING AUTHORITY
2014 FY Vacation Accrual**

CENTRAL OFFICE	3/30/2014 Hours Avail	TOTAL VACATIONS	FRONT LINE ACTIVITY													TOTAL	Variance	
			Central Office	CVC-003	FER-01A	HSC-01B	JCP-007	MVP-009	FVE-003	R/W-001	ECT-008	Capital	Grants	HCDC				
Dica, Paul	336.00	22,852.05	22,852.05															
Santoro, Heather	70.00	1,923.11	1,923.11															
Conson, Allison	122.50	3,555.56	3,555.56															
Elmer, Kari	434.00	10,222.87	309.69	1,528.97	1,022.29	1,840.12	511.14	1,840.12	1,840.12	1,840.12	1,840.12	1,840.12	1,840.12	204.46				
Moore, Mitch	364.00	18,893.05	18,893.05															
Moore, Mitch - LOCKED	450.00	21,799.65	21,799.65															
Smith, Denise	217.00	7,004.98	7,004.98															
Dowd, Nick	P/T	P/T																
Thorn, Kevin	87.50	3,059.52	3,059.52															
Jose Sanchez	80.00	1,541.44	1,541.44															
Mondobles, Yolanda	77.00	1,480.79	1,480.79															
Total	2,209.00	91,784.77	81,869.59	1,329.97	1,022.29	1,840.12	511.14	1,840.12	1,840.12	1,840.12	1,840.12	1,840.12	204.46					
HOUSING PROPERTIES - CVC / FER / HBC / JCP / MVP / RVE / RW / SCI																		
Loyla, Elizabeth	105.00	3,461.53	2,769.22	69.23	69.23	139.46	139.46	139.46	139.46	139.46	139.46	139.46	69.23					
Smith, Polly	59.50	1,717.77	171.78	171.78	1,030.68							343.55						
Chart, Bobbi-Joy	59.50	1,202.08	120.21	120.21								210.42						
Hickman, Tiffany	38.50	577.60	57.76	57.76								115.50						
Hartno, Jessica	84.00	1,295.20	128.52	128.52	257.04	25.70	255.60	205.60	205.60	205.60	25.70							
Miranda, Wilma	P/T	P/T																
Figs, Antonio																		
Roman, Luis																		
Torres, Ismael																		
Bordales, Efrain	60.00	840.00	84.40	84.40	25.20	25.20	25.20	25.20	25.20	25.20	25.20	25.20	25.20					
Harris, Chera	500.00	8,531.50	1,023.78	423.58	1,876.93	170.63	1,876.93	1,876.93	1,876.93	1,876.93	1,876.93	255.85						
Seco, Iliam	360.00	4,400.76	1,760.80	880.40								1,760.80						
Total	1,682.50	22,016.34	2,769.22	1,915.67	649.63	5,099.60	1,101.69	3,403.94	3,403.94	3,403.94	2,193.93	1,760.80						

FF

MILLVILLE HOUSING AUTHORITY
2014 FY Vacation Accrual

FF

FRONT LINE ACTIVITY

SECTION 3	SIC/2014 Hours Avail	TOTAL VACATION \$	Central Office																	TOTAL	Variance			
			CVC-003 50	FEB-01A 50	HBC-01B 43	JCS-007 39	MIF-003 30	RVE-003 110	RVA-001 100	507-003 17	Capital	Section 0	Grants	ISDC										
Gonzalez, Jessica	231.00	5,146.76	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	5,146.76	-	
Martinez, Yolanda	20.00	357.00	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	357.00	-	
Total	259.00	5,502.76	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	5,502.76	-	
SECURITY																								
Jimenez, Sofia	45.50	590.13																					590.13	-
Total	45.50	590.13																					590.13	-
HOLLY CITY FAMILY CENTER																								
Reeves, Janet	301.00	8,800.04																					8,800.04	-
Bishop, Debra	37.00	490.10																					490.10	-
Vanzaman, Andrea	49.00	978.09																					978.09	-
Mazzoni, John	35.00	1,427.06																					1,427.06	-
Total	422.00	11,695.29																					11,695.29	-
Grand Total	4,101.00	131,579.29	85,217.94	3,251.78	1,679.95	6,946.65	1,619.97	5,261.50	4,693.62	2,947.98	0.00	5,413.51	0.00	11,695.29	131,579.29	0.00								

Comments: Reservations \$ 15,538
Aug - Term Reservations 116,043
Total per 10/05 \$ 131,581

Schedule of Shared Service Agreements

For the Period October 1, 2015 to Millville Housing Authority to September 30, 2016

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	Wildwood Housing Authority	Executive Management Services		12/11/2014	12/10/2016	81,600
Millville Housing Authority	Salem Housing Authority	Executive Management Services		12/11/2014	12/10/2016	85,000

2015 HOUSING AUTHORITY BUDGET

Financial Schedules Section

2015 Budget Summary

For the Period Millville Housing Authority to September 30, 2016
October 1, 2015

	Proposed Budget				Total All Operations	Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
REVENUES								
Total Operating Revenues	\$ 4,524,630	\$ -	\$ 1,575,348	\$ 586,663	\$ 6,686,641	\$ 6,681,191	\$ 5,450	0.1%
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	4,524,630	-	1,575,348	586,663	6,686,641	6,681,191	5,450	0.1%
APPROPRIATIONS								
Total Administration	2,191,486	-	152,380	405,993	2,749,859	2,808,056	(58,197)	-2.1%
Total Cost of Providing Services	2,222,566	-	1,454,724	174,493	3,851,783	3,744,214	107,569	2.9%
Net Principal Payments on Debt Service in Lieu of Depreciation	4,414,052	-	1,607,104	580,486	6,601,642	6,552,270	49,372	0.8%
Total Operating Appropriations	4,414,052	-	1,607,104	580,486	6,601,642	6,552,270	49,372	0.8%
Net Interest Payments on Debt	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,414,052	-	1,607,104	580,486	6,601,642	6,552,270	49,372	0.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,414,052	-	1,607,104	580,486	6,601,642	6,552,270	49,372	0.8%
ANTICIPATED SURPLUS (DEFICIT)	\$ 110,578	\$ -	\$ (31,756)	\$ 6,177	\$ 84,999	\$ 128,921	\$ (43,922)	-34.1%

2015 Revenue Schedule

Millville Housing Authority
For the Period October 1, 2015 to September 30, 2016

	<i>Proposed Budget</i>				<i>Current Year Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Current Year</i>	<i>% Increase (Decrease) Proposed vs. Current Year</i>	
	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	\$ 1,658,250				\$ 1,658,250	\$ 1,672,660	\$ (14,410)	-0.9%
Dwelling Rental				-	-	-	-	#DIV/0!
Excess Utilities				-	-	-	-	#DIV/0!
Non-Dwelling Rental				-	-	-	-	#DIV/0!
HUD Operating Subsidy	1,539,052				1,539,052	1,472,326	66,726	4.5%
New Construction - Acc Section 8				-	-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			1,554,948		1,554,948	1,584,000	(29,052)	-1.8%
Total Rental Fees	3,197,302	-	1,554,948	-	4,752,250	4,728,986	23,264	0.5%
<i>Other Operating Revenues (List)</i>								
Investments				84	84	84	-	0.0%
Management and Other Fees	1,267,528		20,400	586,579	1,874,507	1,888,593	(14,086)	-0.7%
Antennae Rental	47,400				47,400	52,000	(4,600)	-8.8%
Laundry & Misc	12,400				12,400	11,528	872	7.6%
Total Other Revenue	1,327,328	-	20,400	586,663	1,934,391	1,952,205	(17,814)	-0.9%
Total Operating Revenues	4,524,630	-	1,575,348	586,663	6,686,641	6,681,191	5,450	0.1%
NON-OPERATING REVENUES								
<i>Grants & Entitlements (List)</i>								
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
Total Grants & Entitlements					-	-	-	#DIV/0!
<i>Local Subsidies & Donations (List)</i>								
Local Subsidy #1					-	-	-	#DIV/0!
Local Subsidy #2					-	-	-	#DIV/0!
Local Subsidy #3					-	-	-	#DIV/0!
Local Subsidy #4					-	-	-	#DIV/0!
Total Local Subsidies & Donations					-	-	-	#DIV/0!
<i>Interest on Investments & Deposits</i>								
Investments					-	-	-	#DIV/0!
Security Deposits					-	-	-	#DIV/0!
Penalties					-	-	-	#DIV/0!
Other Investments					-	-	-	#DIV/0!
Total Interest					-	-	-	#DIV/0!
<i>Other Non-Operating Revenues (List)</i>								
Other Non-Operating #1					-	-	-	#DIV/0!
Other Non-Operating #2					-	-	-	#DIV/0!
Other Non-Operating #3					-	-	-	#DIV/0!
Other Non-Operating #4					-	-	-	#DIV/0!
Other Non-Operating Revenues					-	-	-	#DIV/0!
Total Non-Operating Revenues					-	-	-	#DIV/0!
TOTAL ANTICIPATED REVENUES	\$ 4,524,630	\$ -	\$ 1,575,348	\$ 586,663	\$ 6,686,641	\$ 6,681,191	\$ 5,450	0.1%

2014 Revenue Schedule

Millville Housing Authority

For the Period October 1, 2015 to September 30, 2016

Current Year Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments	\$ 1,672,660				\$ 1,672,660
Dwelling Rental					-
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	1,472,326				1,472,326
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			1,584,000		1,584,000
Total Rental Fees	3,144,986	-	1,584,000	-	4,728,986
<i>Other Operating Revenues (List)</i>					
Investments				84	84
Management Fees	1,281,614		20,400	586,579	1,888,593
Antennae Rental	52,000				52,000
Laundry	11,528				11,528
Total Other Revenue	1,345,142	-	20,400	586,663	1,952,205
Total Operating Revenues	4,490,128	-	1,604,400	586,663	6,681,191
NON-OPERATING REVENUES					
<i>Grants & Entitlements (List)</i>					
Grant #4					-
Total Grants & Entitlements	-	-	-	-	-
<i>Local Subsidies & Donations (List)</i>					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
Total Local Subsidies & Donations	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Investments					-
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	-	-	-	-	-
<i>Other Non-Operating Revenues (List)</i>					
Other Non-Operating #1					-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Other Non-Operating Revenues	-	-	-	-	-
Total Non-Operating Revenues	-	-	-	-	-
TOTAL ANTICIPATED REVENUES	\$ 4,490,128	\$ -	\$ 1,604,400	\$ 586,663	\$ 6,681,191

2015 Appropriations Schedule

Millville Housing Authority
For the Period October 1, 2015 to September 30, 2016

	Proposed Budget				Current Year			\$ Increase	% Increase
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Adopted Budget	Proposed vs.	Proposed vs.	Proposed vs.
						Total All Operations	Current Year	Current Year	Current Year
OPERATING APPROPRIATIONS									
<i>Administration</i>									
Salary & Wages	\$ 845,866		\$ 70,584	\$ 298,800	\$ 1,215,250	\$ 1,194,154	\$ 21,096	1.8%	
Fringe Benefits	284,902		28,460	45,149	358,511	345,008	13,503	3.9%	
Legal	74,250		300	1,200	75,750	81,826	(6,076)	-7.4%	
Staff Training	29,123		2,000	1,200	32,323	51,889	(19,566)	-37.7%	
Travel	26,217		1,200	300	27,717	47,253	(19,536)	-41.3%	
Accounting Fees	16,500		200	470	17,170	13,086	4,084	31.2%	
Auditing Fees	23,400		2,500		25,900	25,900	-		
Miscellaneous Administration*	891,228		47,136	58,874	997,238	1,048,940	(51,702)	-4.9%	
Total Administration	2,191,486	-	152,380	405,993	2,749,859	2,808,056	(58,197)	-2.1%	
<i>Cost of Providing Services</i>									
Salary & Wages - Tenant Services	10,380				10,380	10,380	-	0.0%	
Salary & Wages - Maintenance & Operation	383,438			4,836	388,274	375,465	12,809	3.4%	
Salary & Wages - Protective Services	45,070		1,392		46,462	49,980	(3,518)	-7.0%	
Salary & Wages - Utility Labor					-	-	-	#DIV/0!	
Fringe Benefits	143,502			731	144,233	142,657	1,576	1.1%	
Tenant Services	1,719				1,719	1,719	-	0.0%	
Utilities	928,150			68,200	996,350	904,099	92,251	10.2%	
Maintenance & Operation	366,434		900	40,850	408,184	385,763	22,421	5.8%	
Protective Services	3,800				3,800	3,800	-	0.0%	
Insurance	219,180		12,432	40,500	272,112	253,200	18,912	7.5%	
Payment in Lieu of Taxes (PILOT)	85,080				85,080	87,600	(2,520)	-2.9%	
Terminal Leave Payments					-	-	-	#DIV/0!	
Collection Losses	8,842				8,842	17,002	(8,160)	-48.0%	
Other General Expense	26,971			19,376	46,347	48,549	(2,202)	-4.5%	
Rents			1,440,000		1,440,000	1,464,000	(24,000)	-1.6%	
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	2,222,566	-	1,454,724	174,493	3,851,783	3,744,214	107,569	2.9%	
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	-	#DIV/0!	
Total Operating Appropriations	4,414,052	-	1,607,104	580,486	6,601,642	6,552,270	49,372	0.8%	
NON-OPERATING APPROPRIATIONS									
Net Interest Payments on Debt					-	-	-	#DIV/0!	
Operations & Maintenance Reserve					-	-	-	#DIV/0!	
Renewal & Replacement Reserve					-	-	-	#DIV/0!	
Municipality/County Appropriation					-	-	-	#DIV/0!	
Other Reserves					-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!	
TOTAL APPROPRIATIONS	4,414,052	-	1,607,104	580,486	6,601,642	6,552,270	49,372	0.8%	
ACCUMULATED DEFICIT					-	-	-	#DIV/0!	
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,414,052	-	1,607,104	580,486	6,601,642	6,552,270	49,372	0.8%	
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation	-	-	-		-	-	-	#DIV/0!	
Other					-	-	-	#DIV/0!	
Total Unrestricted Net Position Utilized	-	-	-		-	-	-	#DIV/0!	
TOTAL NET APPROPRIATIONS	\$ 4,414,052	\$ -	\$ 1,607,104	\$ 580,486	\$ 6,601,642	\$ 6,552,270	\$ 49,372	0.8%	

* 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 \$ 220,702.60 \$ - \$ 80,355.20 \$ 29,024.30 \$ 330,082.10

2014 Appropriations Schedule

Millville Housing Authority
For the Period October 1, 2015 to September 30, 2016

	<i>Current Year Adopted Budget</i>				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 824,128		\$ 71,226	\$ 298,800	\$ 1,194,154
Fringe Benefits	271,205		28,654	45,149	345,008
Legal	81,526		300	-	81,826
Staff Training	48,689		2,000	1,200	51,889
Travel	45,753		1,200	300	47,253
Accounting Fees	12,416		200	470	13,086
Auditing Fees	23,400		2,500		25,900
Miscellaneous Administration*	940,185		48,681	60,074	1,048,940
Total Administration	2,247,302	-	154,761	405,993	2,808,056
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	10,380				10,380
Salary & Wages - Maintenance & Operation	370,629			4,836	375,465
Salary & Wages - Protective Services	48,672		1,308		49,980
Salary & Wages - Utility Labor					-
Fringe Benefits	141,400		526	731	142,657
Tenant Services	1,719				1,719
Utilities	835,899			68,200	904,099
Maintenance & Operation	343,813		1,100	40,850	385,763
Protective Services	3,800				3,800
Insurance	201,720		10,980	40,500	253,200
Payment in Lieu of Taxes (PILOT)	87,600				87,600
Terminal Leave Payments					-
Collection Losses	17,002				17,002
Other General Expense	29,173			19,376	48,549
Rents			1,464,000		1,464,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,091,807	-	1,477,914	174,493	3,744,214
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	4,339,109	-	1,632,675	580,486	6,552,270
NON-OPERATING APPROPRIATIONS					
Net Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	4,339,109	-	1,632,675	580,486	6,552,270
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,339,109	-	1,632,675	580,486	6,552,270
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,339,109	\$ -	\$ 1,632,675	\$ 580,486	\$ 6,552,270

* 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 \$ 216,955.45 \$ - \$ 81,633.75 \$ 29,024.30 \$ 327,613.50

Millville Housing Authority
Miscellaneous Administrative Expenses
FYE September 30, 2016 Budget

	LRPH	Other Program
Credit/Criminal Checks	\$ 2,451	\$ -
Licenses/Fees/Permits	8,110	550
Office Rent	21,600	-
Professional Fees/Services	13,065	-
Publications / Subscriptions	1,136	-
Membership Dues & Fees	2,409	325
Telephone	19,928	2,700
Office Supplies	24,754	2,640
Copier and Supplies	12,982	1,200
Cell Phones/Pagers	21,203	936
Payroll Service	5,730	7,506
Postage/Express	11,994	696
Legal Ads	3,751	-
Internet	15,606	660
Answering Service/Voicemail	4,902	-
Other Misc Admin Exp	1,200	-
Employee Services	2,400	250
Employee Services- health	600	-
Marketing / Promotion / Advertising	2,122	19,375
Bank /Credit Card Fees	1,020	7,800
Meet/Seminars	1,200	-
Cable TV	1,485	1,416
Summer Camp	-	500
Computer Hardware	3,000	600
Computer Software	1,200	600
Computer Supplies	600	600
Computer Support	31,200	4,620
Computer System Support	27,360	3,900
HCPM - Mgmt Fee Expense (carl. R)	24,040	-
Contract-Fee for Service Expense	123,552	-
Property Mgmt Fee Expense	386,892	-
Asset Mgmt Fee Expense	59,520	-
BookKeeping Fee Expense	43,104	-
Program Mgmt Fee Expense- HCFC	-	2,000
Program Mgmt Fee Expense- JCP Antenna Rental 10%	3,600	-
Program Mgmt Fee Expense- JCP Office Space Rental 10%	1,152	-
Program Mgmt Fee Expense- RVW Office Space Rental 10%	288	-
Program Mgmt Fee Expense - MVP Office Space Rental 10%	6,072	-
	<u>\$ 891,228</u>	<u>\$ 58,874</u>

5 Year Debt Service Schedule - Principal

Millville Housing Authority

	Current Year (2014)	Fiscal Year Beginning in							Total Principal Outstanding
		2015	2016	2017	2018	2019	2020	Thereafter	
Capital Bond Financing	\$ 130,000	\$ 140,000	\$ 150,000	\$ 155,000	\$ 160,000	\$ 170,000	\$ 1,020,000	\$ 1,930,000	
EPC Loan	56,341	62,104	65,203	68,456	71,872	75,459	79,224	481,470	
TOTAL PRINCIPAL	186,341	202,104	215,203	223,456	231,872	245,459	1,099,224	2,411,470	
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

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

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

5 Year Debt Service Schedule - Interest

Millville Housing Authority

Fiscal Year Beginning in

	2015	2016	2017	2018	2019	2020	Thereafter	Total Interest Payments Outstanding
Current Year (2014)								
Capital Bond Financing	\$ 91,476	\$ 81,034	\$ 75,017	\$ 68,783	\$ 62,221	\$ 55,330	\$ 155,924	\$ 584,875
EPC Loan	26,837	21,074	17,975	14,721	11,305	7,719	3,953	100,772
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
TOTAL INTEREST	118,313	102,108	92,992	83,504	73,526	63,049	159,877	685,647
LESS: HUD SUBSIDY	118,313	102,108	92,992	83,504	73,526	63,049	159,877	685,647
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2015 Net Position Reconciliation

Millville Housing Authority

For the Period October 1, 2015 to September 30, 2016

	<i>Proposed Budget</i>
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	Total All Operations
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 13,124,922
Less: Restricted for Debt Service Reserve (1)	11,284,236
Less: Other Restricted Net Position (1)	233,725
Total Unrestricted Net Position (1)	1,606,961
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	1,606,961
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)	\$ 1,606,961

(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 \$ 220,703

(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.

2015

Millville Housing Authority

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2015 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

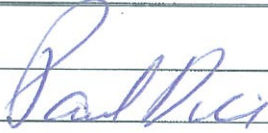
Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

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 25th day of August 2015.

OR

It is hereby certified that the governing body of the Millville 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		

2015 CAPITAL BUDGET/PROGRAM MESSAGE

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2015 TO: Sep 30, 2016

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.

2015 Proposed Capital Budget

Millville Housing Authority
 For the Period October 1, 2015 to September 30, 2016

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Elevator replacement	\$ 154,000				\$ 154,000	
	-					
	-					
	-					
	-					
	-					
TOTAL PROPOSED CAPITAL BUDGET	\$ 154,000	- \$	- \$	- \$	154,000 \$	-

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

5 Year Capital Improvement Plan

For the Period Millville Housing Authority
 October 1, 2015 to September 30, 2016

		<i>Fiscal Year Beginning in</i>					
	Estimated Total Cost	Current Year Proposed Budget	2016	2017	2018	2019	2020
Elevator replacement	\$ 204,000	\$ 154,000	\$ 50,000				
	-	-					
	-	-					
	-	-					
	-	-					
	-	-					
TOTAL	\$ 204,000	\$ 154,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -

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

Milville Housing Authority
 For the Period October 1, 2015 to September 30, 2016

	Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
Elevator replacement	\$ 204,000				\$ 204,000
	-				
	-				
	-				
	-				
	-				
TOTAL	\$ 204,000	\$ -	\$ -	\$ -	\$ 204,000
Total 5 Year Plan per CB-4	<u>\$ 204,000</u>				
Balance check	-				

- If amount is other than zero, verify that projects listed above match projects listed on CB-4.

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