

2016 Millville Housing Authority

Budget

www.Millvillehousing.org

Department Of



Community
Affairs

Division of Local Government Services

2016 HOUSING AUTHORITY BUDGET

Certification Section

2016

MILLVILLE HOUSING AUTHORITY

BUDGET

FISCAL YEAR: FROM Oct 1, 2016 TO Sep 30, 2017

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: _____

2016 PREPARER'S CERTIFICATION

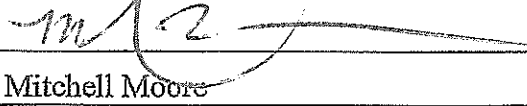
Millville Housing Authority

BUDGET

FISCAL YEAR: FROM: Oct 1, 2016 TO: Sep 30, 2017

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		

2016 APPROVAL CERTIFICATION

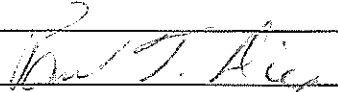
Millville Housing Authority

BUDGET

FISCAL YEAR: FROM: Oct 1, 2016 TO: Sep 30, 2017

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 June, 2016.

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: www.Millvillehousing.org

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

- A description of the Authority's mission and responsibilities
- 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.

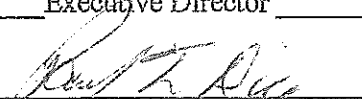
Name of Officer Certifying compliance

Paul F. Dice

Title of Officer Certifying compliance

Executive Director

Signature



2016 HOUSING AUTHORITY BUDGET RESOLUTION

Millville Housing Authority

Resolution 2016-31

FISCAL YEAR: FROM: Oct 1, 2016 TO: Sep 30, 2017

WHEREAS, the Annual Budget and Capital Budget for the Millville Housing Authority for the fiscal year beginning, October 1, 2016 and ending, September 30, 2017 has been presented before the governing body of the Millville Housing Authority at its open public meeting of June 28, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,733,688, Total Appropriations, including any Accumulated Deficit if any, of \$6,636,550 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$142,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

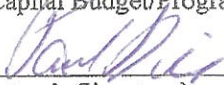
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 June 28, 2016 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, 2016 and ending, September 30, 2017 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 July 26, 2016.



(Secretary's Signature)

June 28, 2016
(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			

2016 ADOPTION CERTIFICATION

Millville Housing Authority

BUDGET

FISCAL YEAR: FROM: Oct 1, 2016 TO: Sep 30, 2017

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 26th day of, July, 2016.

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		

2016 ADOPTED BUDGET RESOLUTION

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2016 TO: Sep 30, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Millville Housing Authority for the fiscal year beginning October 1, 2016 and ending September 30, 2017 has been presented for adoption before the governing body of the Millville Housing Authority at its open public meeting of July 26, 2016; 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 \$6,733,688, Total Appropriations, including any Accumulated Deficit, if any, of \$6,636,550 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$142,000 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 July 26, 2016 that the Annual Budget and Capital Budget/Program of the Millville Housing Authority for the fiscal year beginning October 1, 2016 and, ending September 30, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

(Secretary's Signature)

(Date)

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

2016 HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2016 HOUSING AUTHORITY BUDGET MESSAGE &
ANALYSIS
Millville Housing Authority**

BUDGET

FISCAL YEAR: FROM: 10/1/16 TO:9/30/17

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 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 fiscal year ending 2017, resulting in a budgeted surplus of \$97,137 from operations. Anticipated revenues total \$6,733,688, an increase of \$47,047 (0.7%) when compared to the prior year budget. Total net appropriations of \$6,636,550 are \$34,908 (0.5%) higher than the prior year budget.

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

Revenues

There are no revenue variances +/- 10%.

Expenses

Salaries and wages for protective services decreased \$46,462, or 100%. This decrease is because the Authority no longer employs security employees. They now contract this service with the local police department. As a result, protective service contracts increased \$46,200, or 1,215%.

PILOT expense decreased \$13,660, or 16.1%. The PILOT expense in the prior year budget was too high. The current year budgeted PILOT expense is an accurate calculation in more in line with actual results.

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 (0.7% increase). Total expenses also have not changed significantly from the prior year (0.5% increase).

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 2016 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

HOUSING AUTHORITY CONTACT INFORMATION 2016

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, 2016 TO: Sep 30, 2017

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

- 1) Provide the number of individuals employed in calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 33
- 2) Provide the amount of total salaries and wages for calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,222,038
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *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, 2016 TO: Sep 30, 2017

- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes No *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 No *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 Yes *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 Yes *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 No *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 Yes *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 Yes *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 Yes *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, 2015

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

Name	Description	Expense
Renaissance Hotel	DC - NAHRO Conference/Hotel 4 Commissioners	5,581.90
NAHRO	DC - NAHRO Conference 4 Commissioners	4,133.66
Quadel	DC - Training	840.00
AmTrac	DC - NAHRO Travel	301.50
Brian Tomlin	DC - NAHRO Conference mileage/meals reimbursement	457.10
Dale Finch	DC - NAHRO Conference mileage/meals reimbursement	503.92
Paula Ring	DC - NAHRO Conference mileage/meals reimbursement	252.48
Lary Miller	DC - NAHRO Conference hote/mileage/meals reimbursement	1,242.04
Paul Dice	DC - NAHRO Conference mileage/meals reimbursement	255.30
Marriott	TX - NAHRO Hotel 3 Employees	3,376.56
United Airlines	TX - NAHRO Air 3 Employees	234.00
Atlantic County Institute	Maintenance training -3 Employees	1,893.00
Nan McKay	Property Management training -8 Employees	1,289.97
American Red Cross	Staff Training	1,227.82
NAHMA	CPO Certified Professional Occupancy renewal	90.00
AAISM	AAISM Training - 5 Employees	2,190.00
Heather Santoro	AAISM Training mileage/meals reimbursement	106.00
Shannon StClare	AAISM Training mileage/meals reimbursement	50.00
Quadel	Tax Credit Training - 2 Employees	1,680.00
Mitchell Moore	Tax Credit Training hote/mileage/meals - 2 Employees reimbursemer	2,928.08
Nan McKay	PHM Training -1 Employee	2,175.01
Heather Santoro	PHM Training mileage/meals reimbursement	1,370.13
Various Employees	Misc Mileage Reimbursement per Shared Services Agreements	11,118.58
Paul Dice	Misc Mileage Reimbursement per Shared Services Agreements	2,391.68
Mitchell Moore	Misc Mileage Reimbursement per Shared Services Agreements	1,327.95
Kevin Timm	Misc Mileage Reimbursement per Shared Services Agreements	4,572.96
Betsy Loyle	Misc Mileage Reimbursement per Shared Services Agreements	2,609.85
Heather Santoro	Misc Mileage Reimbursement per Shared Services Agreements	1,159.67
Allison Corson	Misc Mileage Reimbursement per Shared Services Agreements	1,522.16
Steve DeSario	Misc Mileage Reimbursement per Shared Services Agreements	2,391.68
		59,273.00

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

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2016 TO: Sep 30, 2017

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.

Schedule of Accumulated Liability for Compensated Absences

Milville Housing Authority

For the Period October 1, 2016 to September 30, 2017

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

	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)			
			Approved Labor Agreement	Resolution	Individual Employment	Agreement
Individuals Eligible for Benefit		\$112,077				
See Attached Schedule						
Total liability for accumulated compensated absences at beginning of current year		\$ 112,077				

MILLVILLE HOUSING AUTHORITY
2015 FY Vacation Accrual

FRONT LINE ACTIVITY

CENTRAL OFFICE	9/30/2015 Hours Avail	TOTAL VACATION \$	CENTRAL OFFICE										TOTAL	HDC	Variance				
			CVC-006	FER-01A	HBC-01B	JCP-007	MVP-008	RVE-002	RVM-001	SCT-008	Section 8	HDC							
Dice, Paul	192.50	13,519.08														13,519.08			
Santoro, Heather	98.00	2,746.16														2,746.16			
St. Clair, Shannon	25.00	480.77														480.77			
Corson, Allison	63.00	1,854.85														1,854.85			
Elmer, Kari	395.00	9,249.63	3%	18%	13%	18%	10%	5%	18%	10%	18%	277.49	1,202.45	924.96	1,664.93	462.48	1,664.93	1,664.93	184.99
Moore, Mitch	325.00	17,232.62										17,232.62							
Moore, Mitch - LOCKED	420.00	22,235.64										22,235.64							
Smith, Denise	283.50	9,334.81										9,334.81							
Dowd, Nick	P/T	P/T																	
Timn, Kevin	80.50	2,844.15										2,844.15							
Jesse Sanchez	48.00	943.34										943.34							
DeSario, Stephen	96.00	2,448.00										2,448.00							
Mentibless, Yolanda	119.00	2,334.30										2,334.30							
Total	2,136.00	85,223.35	76,251.21	1,202.45	924.96	1,664.93	462.48	1,664.93	1,664.93	1,664.93	184.99								
HOUSING PROPERTIES - CVC / FER / HBC / JCP / MVP / RVE / RWV / SCT																			
Loyte, Elizabeth	98.00	3,294.76	2%	2%	2%	4%	4%	4%	4%	4%	4%	2,635.81	65.90	65.90	131.79	131.79	131.79	65.90	
Swink, Polly	52.50	1,545.97	10%	10%	10%	10%	10%	10%	10%	10%	10%	154.60	154.60	927.58	309.19				
Chard, Bobbi Joy	59.50	1,226.12	10%	10%	10%	10%	10%	10%	10%	10%	10%	122.61	122.61	735.67	245.22				
Miller, Margaret	42.00	630.00	10%	10%	10%	10%	10%	10%	10%	10%	10%	63.00	63.00	378.00	126.00				
Tomes, Ivelisse	42.00	567.00	10%	10%	10%	10%	10%	10%	10%	10%	10%	56.70	56.70	113.40	130.41	130.41	113.40		
Miranda, Wilhelma	35.00	357.00	10%	10%	10%	10%	10%	10%	10%	10%	10%	35.70	35.70	71.40	82.11	82.11	71.40		
Roman, Luis	136.00	2,368.24	33%	33%	33%	67%	67%	67%	67%	67%	67%	778.22	778.22	1,580.02					
Mason, John	-	-	45%	45%	45%	45%	45%	45%	45%	45%	45%								
Berdois, Eriberto	76.00	1,140.00	41%	41%	41%	3%	3%	3%	3%	3%	3%	467.40	467.40	34.20	34.20	34.20	34.20		
Roslator, Andre	-	-	12%	12%	12%	22%	22%	22%	22%	22%	22%								
Soto, Hiram	388.00	7,890.82	40%	40%	40%	20%	20%	20%	20%	20%	20%	3,166.33	3,166.33	1,578.16	3,156.33	3,156.33			
Total	929.00	19,098.91	955.90	970.71	4,494.70	1,630.84	1,492.18	2,638.95	3,274.90										
SECTION 8																			
Gonzalez, Jessica	252.00	5,725.94	1%	1%	1%	1%	1%	1%	1%	1%	1%	572.59	572.59	5,725.94					
Marinez, Yolanda	38.50	548.62	1%	1%	1%	1%	1%	1%	1%	1%	1%	54.86	54.86	549	549	549	549		
Total	290.50	6,274.56	549	549	549	549	549	549	549	549	549								
SECURITY																			
Jimenez, Susie	38.50	500.69										500.69							
Total	38.50	500.69										500.69							
HOLLY CITY FAMILY CENTER																			
Vanaman, Andrea	52.50	1,088.90										1,088.90							
Total	52.50	1,088.90										1,088.90							
Grand Total	3,446.50	112,077.41	2,173.84	2,173.84	1,901.16	6,105.12	2,095.81	3,168.09	4,314.95	3,465.58	184.99								

ST = 411,795
LT = 100,882
Gull 077

Schedule of Shared Service Agreements

For the Period **October 1, 2016** to **September 30, 2017**
Millville Housing Authority to

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

2016 Budget Summary

For the Period Millville Housing Authority to September 30, 2017
 October 1, 2016

	Proposed Budget			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
REVENUES								
Total Operating Revenues	\$ 4,556,687	\$ -	\$ 1,578,600	\$ 598,401	\$ 6,733,688	\$ 6,686,641	\$ 47,047	0.7%
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	4,556,687	-	1,578,600	598,401	6,733,688	6,686,641	47,047	0.7%
APPROPRIATIONS								
Total Administration	2,220,177	-	159,000	399,361	2,778,538	2,749,859	28,679	1.0%
Total Cost of Providing Services	2,216,420	-	1,444,660	196,933	3,858,013	3,851,783	6,230	0.2%
Net Principal Payments on Debt Service In Lieu of Depreciation	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	4,436,597	-	1,603,660	596,293	6,636,550	6,601,642	34,908	0.5%
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	4,436,597	-	1,603,660	596,293	6,636,550	6,601,642	34,908	0.5%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,436,597	-	1,603,660	596,293	6,636,550	6,601,642	34,908	0.5%
ANTICIPATED SURPLUS (DEFICIT)	\$ 120,090	\$ -	\$ (25,060)	\$ 2,107	\$ 97,137	\$ 84,999	\$ 12,138	14.3%

2016 Revenue Schedule

Millville Housing Authority

For the Period October 1, 2016 to September 30, 2017

	<i>Proposed Budget</i>				<i>Adopted Budget</i>			<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	All Operations
OPERATING REVENUES									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments	\$ -				\$ -	\$ -	\$ -		#DIV/0!
Dwelling Rental	1,640,600				1,640,600	1,658,250	(17,650)		-1.1%
Excess Utilities					-	-	-		#DIV/0!
Non-Dwelling Rental					-	-	-		#DIV/0!
HUD Operating Subsidy	1,471,734				1,471,734	1,539,052	(67,318)		-4.4%
New Construction - Acc Section 8					-	-	-		#DIV/0!
Voucher - Acc Housing Voucher			1,556,600		1,556,600	1,554,948	1,652		0.1%
Total Rental Fees	3,112,334	-	1,556,600	-	4,668,934	4,752,250	(83,316)		-1.8%
<i>Other Operating Revenues (List)</i>									
Investments				90	90	84	6		7.1%
Management and Other Fees	1,386,953		22,000	598,311	2,007,264	1,874,507	132,757		7.1%
Antennae Rental	45,000				45,000	47,400	(2,400)		-5.1%
Laundry & Misc	12,400				12,400	12,400	-		0.0%
Total Other Revenue	1,444,353	-	22,000	598,401	2,064,754	1,934,391	130,363		6.7%
Total Operating Revenues	4,556,687	-	1,578,600	598,401	6,733,688	6,686,641	47,047		0.7%
NON-OPERATING REVENUES									
<i>Grants & Entitlements (List)</i>									
Grant #1					-	-	-		#DIV/0!
Grant #2					-	-	-		#DIV/0!
Grant #3					-	-	-		#DIV/0!
Grant #4					-	-	-		#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	\$ 4,556,687	\$ -	\$ 1,578,600	\$ 598,401	\$ 6,733,688	\$ 6,686,641	\$ 47,047		0.7%

2015 Adopted Revenue Schedule

Millville Housing Authority

	<i>Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments	\$ -				\$ -
Dwelling Rental	1,658,250				1,658,250
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	1,539,052				1,539,052
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			1,554,948		1,554,948
Total Rental Fees	3,197,302	-	1,554,948	-	4,752,250
<i>Other Operating Revenues (List)</i>					
Investments				84	84
Management and Other Fees	1,267,528		20,400	586,579	1,874,507
Antennae Rental	47,400				47,400
Laundry & Misc	12,400				12,400
Total Other Revenue	1,327,328	-	20,400	586,663	1,934,391
Total Operating Revenues	4,524,630	-	1,575,348	586,663	6,686,641
NON-OPERATING REVENUES					
<i>Grants & Entitlements (List)</i>					
Grant #1					-
Grant #2					-
Grant #3					-
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>					
a					-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Other Non-Operating Revenues	-	-	-	-	-
Total Non-Operating Revenues	-	-	-	-	-
TOTAL ANTICIPATED REVENUES	\$ 4,524,630	\$ -	\$ 1,575,348	\$ 586,663	\$ 6,686,641

2016 Appropriations Schedule

Millville Housing Authority

For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				Adopted Budget		\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted
							All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	\$ 889,397		\$ 73,900	\$ 298,460	\$ 1,261,757	\$ 1,215,250	\$ 46,507	3.8%
Fringe Benefits	312,700		29,000	28,659	370,359	358,511	11,848	3.3%
Legal	47,040		10,000	12,057	69,107	75,750	(6,643)	-8.8%
Staff Training	29,200		1,600		30,800	32,323	(1,523)	-4.7%
Travel	25,000		1,500	1,200	27,700	27,717	(17)	-0.1%
Accounting Fees	16,500		-	1,000	17,500	17,170	330	1.9%
Auditing Fees	23,700		2,500	2,000	28,200	25,900	2,300	
Miscellaneous Administration*	876,640		40,500	55,975	973,115	997,238	(24,123)	-2.4%
Total Administration	2,220,177	-	159,000	399,361	2,778,538	2,749,859	28,679	1.0%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	10,000				10,000	10,380	(380)	-3.7%
Salary & Wages - Maintenance & Operation	387,100			4,933	392,033	388,274	3,759	1.0%
Salary & Wages - Protective Services	-				-	46,462	(46,462)	-100.0%
Salary & Wages - Utility Labor					-	-		#DIV/0!
Fringe Benefits	136,700				136,700	144,233	(7,533)	-5.2%
Tenant Services	1,600				1,600	1,719	(119)	-6.9%
Utilities	926,400			77,000	1,003,400	996,350	7,050	0.7%
Maintenance & Operation	381,000			60,000	441,000	408,184	32,816	8.0%
Protective Services	50,000				50,000	3,800	46,200	1215.8%
Insurance	219,200		14,000	35,000	268,200	272,112	(3,912)	-1.4%
Payment in Lieu of Taxes (PILOT)	71,420				71,420	85,080	(13,660)	-16.1%
Terminal Leave Payments					-	-		#DIV/0!
Collection Losses	8,000				8,000	8,842	(842)	-9.5%
Other General Expense	25,000		660	20,000	45,660	46,347	(687)	-1.5%
Rents			1,430,000		1,430,000	1,440,000	(10,000)	-0.7%
Extraordinary Maintenance					-	-		#DIV/0!
Replacement of Non-Expendible Equipment					-	-		#DIV/0!
Property Betterment/Additions					-	-		#DIV/0!
Miscellaneous COPS*					-	-		#DIV/0!
Total Cost of Providing Services	2,216,420	-	1,444,660	196,933	3,858,013	3,851,783	6,230	0.2%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-		#DIV/0!
Total Operating Appropriations	4,436,597	-	1,603,660	596,293	6,636,550	6,601,642	34,908	0.5%
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	4,436,597	-	1,603,660	596,293	6,636,550	6,601,642	34,908	0.5%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,436,597	-	1,603,660	596,293	6,636,550	6,601,642	34,908	0.5%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-		#DIV/0!
Other					-	-		#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 4,436,597	\$ -	\$ 1,603,660	\$ 596,293	\$ 6,636,550	\$ 6,601,642	\$ 34,908	0.5%

* 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 \$ 221,829.85 \$ - \$ 80,183.00 \$ 29,814.67 \$ 331,827.52

2015 Adopted Appropriations Schedule

Millville Housing Authority

	<i>Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 845,866		\$ 70,584	\$ 298,800	\$ 1,215,250
Fringe Benefits	284,902		28,460	45,149	358,511
Legal	74,250		300	1,200	75,750
Staff Training	29,123		2,000	1,200	32,323
Travel	26,217		1,200	300	27,717
Accounting Fees	16,500		200	470	17,170
Auditing Fees	23,400		2,500		25,900
Miscellaneous Administration*	891,228		47,136	58,874	997,238
Total Administration	2,191,486	-	152,380	405,993	2,749,859
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	10,380				10,380
Salary & Wages - Maintenance & Operation	383,438			4,836	388,274
Salary & Wages - Protective Services	45,070		1,392		46,462
Salary & Wages - Utility Labor					-
Fringe Benefits	143,502			731	144,233
Tenant Services	1,719				1,719
Utilities	928,150			68,200	996,350
Maintenance & Operation	366,434		900	40,850	408,184
Protective Services	3,800				3,800
Insurance	219,180		12,432	40,500	272,112
Payment in Lieu of Taxes (PILOT)	85,080				85,080
Terminal Leave Payments					-
Collection Losses	8,842				8,842
Other General Expense	26,971			19,376	46,347
Rents			1,440,000		1,440,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,222,566	-	1,454,724	174,493	3,851,783
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	4,414,052	-	1,607,104	580,486	6,601,642
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	4,414,052	-	1,607,104	580,486	6,601,642
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,414,052	-	1,607,104	580,486	6,601,642
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,414,052	\$ -	\$ 1,607,104	\$ 580,486	\$ 6,601,642

* 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
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Millville Housing Authority
 Miscellaneous Administrative Expenses
 FYE September 30, 2017 Budget

	LRPH	Other Program
Credit/Criminal Checks	\$ 2,300	\$ -
Licenses/Fees/Permits	13,500	550
Office Rent	21,600	-
Professional Fees/Services	13,900	-
Publications / Subscriptions	930	-
Membership Dues & Fees	1,290	325
Telephone	18,400	2,700
Office Supplies	24,600	2,640
Copier and Supplies	13,200	1,200
Cell Phones/Pagers	21,600	940
Payroll Service	6,420	7,500
Postage/Express	13,800	700
Internet	16,800	-
Answering Service/Voicemail	4,440	660
Other Misc Admin Exp	1,200	-
Employee Services	2,400	250
Employee Services- health	600	-
Marketing / Promotion / Advertising	4,600	16,475
Bank /Credit Card Fees	1,020	7,800
Meet/Seminars	1,200	-
Cable TV	1,560	1,415
Summer Camp	-	500
Computer Hardware	3,000	600
Computer Software	1,200	600
Computer Supplies	600	600
Computer Support	44,800	4,620
Computer System Support	28,320	3,900
HCPM - Mgmt Fee Expense (carl. R)	24,040	-
Contract-Fee for Service Expense	89,600	-
Property Mgmt Fee Expense	388,600	-
Asset Mgmt Fee Expense	59,080	-
BookKeeping Fee Expense	43,000	-
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%	6,000	-
	<u>\$ 876,640</u>	<u>\$ 55,975</u>

5 Year Debt Service Schedule - Principal

Millville Housing Authority

	<i>Fiscal Year Beginning in</i>							Total Principal	
	Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Outstanding
Capital Bond Financing	\$ 135,000	\$ 140,000	\$ 150,000	\$ 155,000	\$ 160,000	\$ 170,000	\$ 180,000	\$ 845,000	\$ 1,800,000
EPC Loan	59,152	62,104	65,203	68,456	71,872	75,459	79,224	-	422,318
TOTAL PRINCIPAL	194,152	202,104	215,203	223,456	231,872	245,459	259,224	845,000	2,222,318
LESS: HUD SUBSIDY	194,152	202,104	215,203	223,456	231,872	245,459	259,224	845,000	2,222,318
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Bond Rating	Standard & Poors
Year of Last Rating	-

5 Year Debt Service Schedule - Interest

Millville Housing Authority

Fiscal Year Beginning in

	2016	2017	2018	2019	2020	2021	Thereafter	Total Interest Payments Outstanding
Capital Bond Financing	\$ 81,034	\$ 75,017	\$ 68,783	\$ 62,221	\$ 55,330	\$ 47,823	\$ 108,101	\$ 498,309
EPC Loan	21,074	17,975	14,721	11,305	7,719	3,953	-	76,747
TOTAL INTEREST	102,108	92,992	83,504	73,526	63,049	51,776	108,101	575,056
LESS: HUD SUBSIDY	102,108	92,992	83,504	73,526	63,049	51,776	108,101	575,056
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2016 Net Position Reconciliation

Millville Housing Authority
 For the Period October 1, 2016 to September 30, 2017

	<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)	\$ 9,394,679
Less: Restricted for Debt Service Reserve (1)	10,548,698
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	215,775
Less: Designated for Non-Operating Improvements & Repairs	(1,369,794)
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	(1,369,794)
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)	\$ (1,369,794)

(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 \$ 221,830

(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.

2016

Millville Housing Authority

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2016 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

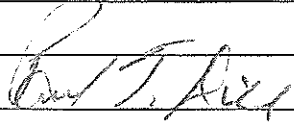
Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2016 TO: Sep 30, 2017

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 26th day of July 2016.

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		

2016 CAPITAL BUDGET/PROGRAM MESSAGE

Millville Housing Authority

FISCAL YEAR: FROM: Oct 1, 2016 TO: Sep 30, 2017

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.

2016 Proposed Capital Budget

Millville Housing Authority

For the Period October 1, 2016 to September 30, 2017

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Plumbing/Electrical Upgrades	\$ 142,000				\$ 142,000	
	-					
	-					
	-					
	-					
	-					
TOTAL PROPOSED CAPITAL BUDGET	\$ 142,000	- \$	- \$	- \$	\$ 142,000	\$ -

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

Millville Housing Authority

October 1, 2016 to September 30, 2017

For the Period

	Estimated Total Cost	Fiscal Year Beginning in					
		Current Year Proposed Budget	2017	2018	2019	2020	2021
Plumbing/Electrical Upgrades	\$ 192,000	\$ 142,000	\$ 50,000				
	-	-					
	-	-					
	-	-					
	-	-					
	-	-					
TOTAL	\$ 192,000	\$ 142,000	\$ 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

Millville Housing Authority
 For the Period October 1, 2016 to September 30, 2017

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Sources
Plumbing/Electrical Upgrades	\$ 192,000				\$ 192,000
	-				
	-				
	-				
	-				
	-				
TOTAL	\$ 192,000	\$ -	\$ -	\$ -	\$ 192,000
Total 5 Year Plan per CB-4	\$ 192,000				
Balance check	-				

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

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

LOCAL AUTHORITIES -ACCOUNTING AND AUDITING

RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended **September 30, 2015** has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

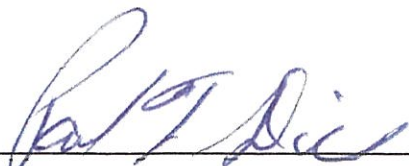
WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Millville Housing Authority** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **September 30, 2015**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON **January 26, 2016**



Secretary

January 26, 2016
Date

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the **Millville Housing Authority**, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the **Millville Housing Authority**
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended **September 30, 2015**, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)

(SIGNATURE)

Brian Tomlin

Brian Tomlin

Paula Ring

Paula Ring

Larry Miller

Larry Miller

James Parent

James Parent

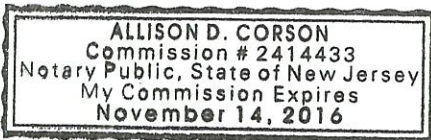
Kim Ayres

Kim Ayres

Dale Finch

Dale Finch

Sworn to and subscribed before me this 26th day of January, 2016



Notary Public of New Jersey

Allison D. Corson



HOUSING AUTHORITY OF THE CITY OF MILLVILLE

P.O. Box 803 - 1 East Vine Street

Millville, New Jersey 08332

Telephone: (856) 825-8860

Fax: (856) 825-5283

TDD: (856) 825-7939

Web Site: millvillehousing.org

info@millvillehousing.org

July 29, 2016

Division of Local Government Services
Bureau of Authority Regulation
Department of Community Affairs
101 South Broad Street
P.O. Box 803
Trenton, NJ 08625-0803

Subject: Millville Housing Authority 2016 APPROVED Budget

Enclosed please find two copies of the 2016 APPROVED Budget for the Millville Housing Authority (2017 Fiscal Year).

If you should have any questions, or need more information, please contact this office.

Sincerely,

Mitchell Moore
Chief Financial Officer