

Fiscal Year Start Year End Year
 2023 – 2024

Housing Authority Budget of:
Millville Housing Authority

State Filing Year 2023

For the Period: *October 1, 2023* to *September 30, 2024*

www.millvillehousing.org
Housing Authority Web Address



Division of Local Government Services

**2023 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION**

2023

Millville Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

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: _____

2023 PREPARER'S CERTIFICATION

Millville Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

It is hereby certified that the Housing Authority Budget, including the Annual Budget and the Capital 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 form, and content, the budget will permit the exercise of the comptroller function within the Authority.

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

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

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

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

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

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

2023 APPROVAL CERTIFICATION

Millville Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Millville Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on July 26, 2023.

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

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

2023 HOUSING AUTHORITY BUDGET RESOLUTION

Millville Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

WHEREAS, the Annual Budget for Millville Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024 has been presented before the governing body of the Millville Housing Authority at its open public meeting of July 26, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$7,752,222.00, Total Appropriations including any Accumulated Deficit, if any, of \$7,607,776.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$370,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Millville Housing Authority, at an open public meeting held on July 26, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Millville Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024, 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 22, 2023.

(Secretary's Signature)

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Heather Santoro				
Charles Flickinger				
Winfield Pettit				
Kim Ayres				

2023 ADOPTION CERTIFICATION

Millville Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Millville Housing Authority, pursuant to N.J.A.C 5:31-2.3, on January 00, 1900.

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

**2023 HOUSING AUTHORITY BUDGET
NARRATIVE AND INFORMATION SECTION**

2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Millville Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

1. Complete a brief statement on the Fiscal Year 2023 proposed Annual Budget and make comparison to the Fiscal Year 2022 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

Budgeted revenues are sufficient to cover projected expenses and cover debt service for the FYE September 30, 2024, resulting in an operating surplus of \$134,446. Budgeted revenues total \$7,752,222, an increase of \$437,269 (6.0%) when compared to the prior year budget. Total net appropriations budgeted for FYE September 30, 2023 of \$7,607,776 are \$474,495 (6.7%) higher than the prior budget.

REVENUE AND EXPENSE VARIANCES +/- 10%

Budgeted investment Inc. has increased \$22,500 (1,500%) due to increased interest rates. Antenna Revenue is down \$9,000 (16.8%) due to the loss one of our three lessor in the current year. Laundry & Miscellaneous Income is down \$8,790 (34.8%) due to reduced utilization of laundry facilities. Travel has decreased by \$10,100 (52.9%) because the Housing Authority terminated its management contract with the Housing Authority of the City of Salem. Therefore, cost of travel to that agency have been eliminated. Staff training decreased \$11,400 (37.5%) because the prior year's budgeted amounts included unusually high amounts for new Executive Director and new Commissioners. Accounting Fees have increased by \$24,000(33.3%) because the agency's outside accounts assumed the responsibilities of an accounting clerk that resigned in 2022 and was not replaced. The cost of salaries and benefits for the former employee totaled approximately \$78,000. Auditing Fees increased by \$4,000 (19.5%) due to additional services being performed due to informational technology standards. Tenant Services increased \$33,968 (105.5%) due to additional programming provided to tenants, which is offset by additions to revenue and will not have a negative impact on operations.

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

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

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

N/A

2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Millville Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

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

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

5. The proposed budget must not reflect an anticipated deficit from 2023 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

The Authority's audited total net position at September 30, 2022 = \$7,904,556. Unrestricted net position per the audited 9/30/22 financial statements is a deficit of \$763,771 due to the Authority's pension and OPEB liabilities, which total \$1,392,953 and \$186,405, respectively. To eliminate this deficit the Authority would need either additional HUD funding, a new revenue stream or a change to the state's Public Employees Retirement System (PERS). The Authority does not anticipate any additional deficit in this proposed budget. Legal fees increased \$24,000 (33.33%) as the Authority is continuing its pre-Covid level of activity related to evictions. That process slowed during COVID and the PHA is therefore experiencing an increasing amount of legal proceedings related to late payments and evictions.

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

HOUSING AUTHORITY CONTACT INFORMATION

2023

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

Name of Authority:	Millville Housing Authority		
<i>Federal ID Number:</i>	22-1764311		
<i>Address:</i>	122 East Main Street		
	PO Box 803		
<i>City, State, Zip:</i>	Millville	NJ	08332
<i>Phone: (ext.)</i>	(856) 825-8860	<i>Fax:</i>	(856) 935-5290

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

Chief Executive Officer*	Samantha Silvers		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	(856) 825-8860	<i>Fax:</i>	(856) 935-5290
<i>E-mail:</i>	ssilvers@millvillehousing.org		

Chief Financial Officer*	Anthony G. Polcari (by Contract)		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	(973) 831-6969	<i>Fax:</i>	(973) 831-6972
<i>E-mail:</i>	tony@polcarico.com		

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Millville Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

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

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

(5 or 7 per State statute)

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

(Maximum is 2)

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

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

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

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

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

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?

If the answer to any of the above is "yes", provide a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.

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

**A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor.*

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

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Millville Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

9. Did the Authority pay for meals or catering during the current fiscal year? No

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

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? No

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

11. Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?

- | | |
|---|----|
| a. First class or charter travel | 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", provide a description of the transaction including the name and position of the individual and the amount expended.

12. Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes

If "no", attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements, indicate that in answer).

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination? No

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

14. Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No

If "yes", provide explanation including amount paid.

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No

If "yes", provide explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Millville Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)? No
If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

17. Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No
If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Millville Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

Item 8 - Compensation

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

Continued from N-1 - Maintenance & Operations increased \$141,778 (15.7%) due to the increase in expanded services within Holly City Family Center, the other program. This expense is offset by additional fee revenues, which we previously discussed.

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

Millville Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

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

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

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

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

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

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

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

Reportable Compensation (Use the most recent W-2 available): The aggregate compensation that is reported (or required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year.

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

Millville Housing Authority

For the Period: October 01, 2023 to September 30, 2024

	Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority		
				Commissioner	Officer	Key Employee	Highest Compensated	Former	Base Salary/ Stipend			Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)
1	Samantha Silvers	Executive Director	40	X					\$ 100,940.00	\$ -	\$ -	\$ 100,940.00	
2	Yolanda Mendibles	Dir. Of Operations	40		X				\$ 74,252.00	\$ -	\$ -	\$ 74,252.00	
3	Denise Smith	Financial Analyst	40		X				\$ 84,714.00	\$ -	\$ -	\$ 84,714.00	
4	Heather Santoro	Chairperson	1	X					\$ -	\$ -	\$ -	\$ -	
5	Winfield Pettit	Commissioner	1	X					\$ -	\$ -	\$ -	\$ -	
6	Charles Flickinger	Commissioner	1	X					\$ -	\$ -	\$ -	\$ -	
7	Kim Ayres	Commissioner	1	X					\$ -	\$ -	\$ -	\$ -	
8	Jaclyn Haas-Benner	Commissioner	1	X					\$ -	\$ -	\$ -	\$ -	
9									\$ -	\$ -	\$ -	\$ -	
10									\$ -	\$ -	\$ -	\$ -	
11									\$ -	\$ -	\$ -	\$ -	
12									\$ -	\$ -	\$ -	\$ -	
13									\$ -	\$ -	\$ -	\$ -	
14									\$ -	\$ -	\$ -	\$ -	
15									\$ -	\$ -	\$ -	\$ -	
16									\$ -	\$ -	\$ -	\$ -	
17									\$ -	\$ -	\$ -	\$ -	
18									\$ -	\$ -	\$ -	\$ -	
19									\$ -	\$ -	\$ -	\$ -	
20									\$ -	\$ -	\$ -	\$ -	
21									\$ -	\$ -	\$ -	\$ -	
22									\$ -	\$ -	\$ -	\$ -	
23									\$ -	\$ -	\$ -	\$ -	
24									\$ -	\$ -	\$ -	\$ -	
25									\$ -	\$ -	\$ -	\$ -	
26									\$ -	\$ -	\$ -	\$ -	
27									\$ -	\$ -	\$ -	\$ -	
28									\$ -	\$ -	\$ -	\$ -	
29									\$ -	\$ -	\$ -	\$ -	
30									\$ -	\$ -	\$ -	\$ -	
31									\$ -	\$ -	\$ -	\$ -	
32									\$ -	\$ -	\$ -	\$ -	
33									\$ -	\$ -	\$ -	\$ -	
34									\$ -	\$ -	\$ -	\$ -	
35									\$ -	\$ -	\$ -	\$ -	
Total:										\$ 259,906.00	\$ -	\$ -	\$ 259,906.00

Schedule of Health Benefits - Detailed Cost Analysis

Millville Housing Authority

For the Period: October 01, 2023 to September 30, 2024

If no health benefits, check this box:

	# of Covered Members		Annual Cost		Total Cost		# of Covered Members		Annual Cost per Employee		Total Current Year Cost		% Increase (Decrease)	
	Proposed Budget	(Medical & Rx)	Proposed Budget	Employee Estimate	Proposed Budget	Employee Estimate	Current Year	(Medical & Rx)	Current Year	Employee	Year Cost	(Decrease)	(Decrease)	(Increase)
Active Employees - Health Benefits - Annual Cost														
Single Coverage	10		9,380.00		93,800.00		10		8,625.00	86,250.00		7,550.00		8.8%
Parent & Child							1		18,362.00	18,362.00		(18,362.00)		-100.0%
Employee & Spouse (or Partner)														0.0%
Family	3		28,026.00		84,078.00		4		25,956.00	103,824.00		(19,746.00)		-19.0%
Employee Cost Sharing Contribution (enter as negative -)					(36,125.00)					(32,208.00)		(3,917.00)		12.2%
Subtotal	13				141,753.00		15			176,228.00		(34,475.00)		-19.6%
Commissioners - Health Benefits - Annual Cost														
Single Coverage														0.0%
Parent & Child														0.0%
Employee & Spouse (or Partner)														0.0%
Family														0.0%
Employee Cost Sharing Contribution (enter as negative -)														0.0%
Subtotal	0						0							0.0%
Retirees - Health Benefits - Annual Cost														
Single Coverage														0.0%
Parent & Child														0.0%
Employee & Spouse (or Partner)														0.0%
Family														0.0%
Employee Cost Sharing Contribution (enter as negative -)														0.0%
Subtotal	0						0							0.0%
GRAND TOTAL	13				141,753.00		15			176,228.00		(34,475.00)		-19.6%

No	No
No	No

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

MILLVILLE HOUSING AUTHORITY
 ACCRUED COMPENSATED ABSENCES
 SEPTEMBER 30, 2022

ASSET MANAGEMENT PROPERTIES	PERSONAL DAYS		hours per adp run	4q hrs not earned	adjusted 9/30/2021	pay rate	SICK PAY		VACATION PAY (2)		Hours per ADP Run	4Q Hrs. Not Earned	Adjusted Hrs. at 9/30/21	Adjusted to 6 Day Max.	Vacation Pay Accrued	TOTAL COMP. ABS. ACCRUED
	Hours per ADP Run	4Q Hrs. Not Earned					Adjusted Hrs. at 9/30/21	Employee Hourly Rate	Sick Pay Ltd. To \$15,000	Hours per ADP Run						
A. Vanaman	1,116.50	26.25	17.5	0	10.5	\$ 25.21	\$ 25.21	\$ 1,090.25	\$ 25.21	\$ 13,740.97	77.00	32.38	44.63	44.63	\$ 1,010.00	\$ 14,750.97
Other - P/T Employees	678.33	118.70	0	0	0	\$ -	\$ 13.00	\$ 559.63	\$ 13.00	\$ 3,637.60	-	-	-	-	\$ -	\$ 3,637.60
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,378.56	\$ 17,378.56	\$ 17,378.56	\$ 17,378.56	\$ 1,010.00	\$ 1,010.00	\$ 1,010.00	\$ 1,010.00	\$ 1,010.00	\$ 18,388.56

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

(2) An employee is allowed to carry over 6 vacation days at the end of a calendar year. Days not taken in excess of six are lost. Vacation is added at the beginning of the calendar per the ADP run. Thus, 1/4 of the vacation has not been earned as of 9/30 and the balance of unused vacation pay must be decreased by 25% of the annual amount added on January 1.

(3) Employees are entitled to four personal days per year. These days expire at the end of each calendar year and employees are not paid for any unused personal days. Thus, no accrued compensated absences are recorded for personal time.

Current Portion:	
State-mandated Employee time-off	\$ 3,637.60
10% A. Vanaman	1,475.10
TOTAL CURRENT	\$ 5,112.69
TOTAL LONG-TERM LIABILITY	\$ 13,275.87
	\$ 18,388.56

**2023 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Millville Housing Authority
For the Period: October 01, 2023 to September 30, 2024

	FY 2023 Proposed Budget				FY 2022 Adopted Budget		<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		
REVENUES								
Total Operating Revenues	\$ 5,092,737	\$ -	\$ 1,933,989	\$ 725,496	\$ 7,752,222	\$ 7,314,953	\$ 437,269	6.0%
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	5,092,737	-	1,933,989	725,496	7,752,222	7,314,953	437,269	6.0%
APPROPRIATIONS								
Total Administration	1,880,562	-	205,003	148,506	2,234,071	2,179,690	54,381	2.5%
Total Cost of Providing Services	3,075,790	-	1,726,740	571,175	5,373,705	4,953,591	420,114	8.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	4,956,352	-	1,931,743	719,681	7,607,776	7,133,281	474,495	6.7%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,956,352	-	1,931,743	719,681	7,607,776	7,133,281	474,495	6.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,956,352	-	1,931,743	719,681	7,607,776	7,133,281	474,495	6.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ 136,385	\$ -	\$ 2,246	\$ 5,815	\$ 144,446	\$ 181,672	\$ (37,226)	-20.5%

Appropriations Schedule

Millville Housing Authority
For the Period: October 01, 2023 to September 30, 2024

	FY 2023 Proposed Budget					FY 2022 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
						Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	526,539		108,931	55,318	\$ 690,788	\$ 729,608	\$ (38,820)	-5.3%
Fringe Benefits	262,097		50,822	5,532	318,451	353,457	(35,006)	-9.9%
Legal	80,000		2,000	1,000	83,000	51,000	32,000	62.7%
Staff Training	15,000		2,500	1,500	19,000	30,400	(11,400)	-37.5%
Travel	8,500		500		9,000	19,100	(10,100)	-52.9%
Accounting Fees	96,000				96,000	72,000	24,000	33.3%
Auditing Fees	17,500		1,500	5,500	24,500	20,500	4,000	19.5%
Miscellaneous Administration*	874,926		38,750	79,656	993,332	903,625	89,707	9.9%
Total Administration	1,880,562	-	205,003	148,506	2,234,071	2,179,690	54,381	2.5%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	319,809			357,338	677,147	639,494	37,653	5.9%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	138,495			24,446	162,941	150,625	12,316	8.2%
Tenant Services	32,200			33,968	66,168	32,200	33,968	105.5%
Utilities	1,206,794			58,968	1,265,762	1,194,900	70,862	5.9%
Maintenance & Operation	963,635		1,500	80,455	1,045,590	903,812	141,778	15.7%
Protective Services					-	-	-	#DIV/0!
Insurance	295,150		3,200	16,000	314,350	306,420	7,930	2.6%
Payment in Lieu of Taxes (PILOT)	72,436				72,436	69,238	3,198	4.6%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	47,271				47,271	44,802	2,469	5.5%
Other General Expense					-	-	-	#DIV/0!
Rents			1,722,040		1,722,040	1,612,100	109,940	6.8%
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	3,075,790	-	1,726,740	571,175	5,373,705	4,953,591	420,114	8.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	4,956,352	-	1,931,743	719,681	7,607,776	7,133,281	474,495	6.7%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#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	4,956,352	-	1,931,743	719,681	7,607,776	7,133,281	474,495	6.7%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,956,352	-	1,931,743	719,681	7,607,776	7,133,281	474,495	6.7%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 4,956,352	\$ -	\$ 1,931,743	\$ 719,681	\$ 7,607,776	\$ 7,133,281	\$ 474,495	6.7%

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

5% of Total Operating Appropriations \$ 247,817.60 \$ - \$ 96,587.15 \$ 35,984.05 \$ 380,388.80

HOUSING AUTHORITY PROPOSED APPROPRIATIONS

APPROPRIATION DETAIL PAGE

Millville Housing Authority

For the Period: October 01, 2023 to September 30, 2024

Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"

<i>Line Item:</i>	<i>Public Housing Mgt.</i>	<i>Section 8</i>	<i>Housing Voucher</i>	<i>Other Programs</i>	<i>Total</i>
MISCELLANEOUS ADMINISTRATION					-
Licenses, Fees & Permits	4,200.00				4,200.00
COCC Office Rent	10,800.00				10,800.00
Professional services (Other)	5,200.00				5,200.00
Temporarty Admin. Labor	5,000.00				5,000.00
Publications/Subscriptions	5,300.00		200.00	3,000.00	8,500.00
Membership Dues & Fees	4,550.00			800.00	5,350.00
Telephone	47,500.00		2,800.00	3,487.00	53,787.00
Office Supplies	21,400.00		2,500.00	1,650.00	25,550.00
Copier Rent & Supplies	11,100.00		500.00		11,600.00
Payroll Services	6,500.00			16,289.00	22,789.00
Postage / Express Mail	23,900.00		1,500.00		25,400.00
Legal Ads	6,550.00				6,550.00
Internet & Cable Access	28,360.00		100.00	1,920.00	30,380.00
Answering Service / Voicemail	5,200.00		300.00		5,500.00
Other Services	10,400.00		1,400.00		11,800.00
Computer Software & Supplies	29,750.00		5,000.00		34,750.00
Computer System Support	19,500.00		4,000.00	8,060.00	31,560.00
Property Mgt. Fee Expense	466,469.00				466,469.00
Asset Management Fees	53,880.00				53,880.00
Bookkeeping Fee Expense	42,165.00		16,650.00		58,815.00
Program Mgt. Fee - Antenna Rental	4,452.00				4,452.00
Program Mgt. Fee - Office Space	11,786.00				11,786.00
Administrative Services Outside Contr	36,364.00				36,364.00
Credit/Criminal Checks	2,000.00		1,000.00		3,000.00
Tenant Screening	12,600.00		2,800.00		15,400.00
Crredit Card Fees	-		-	8,505.00	8,505.00
Worker's Compensation				1,695.00	1,695.00
Summer Camp Supplies/Materials				34,250.00	34,250.00
TOTAL MISC. ADMINISTRATION	874,926.00		38,750.00	79,656.00	993,332.00
					-
					-
					-
					-
					-
					-
					-
					-
					-

Prior Year Adopted Appropriations Schedule

Millville Housing Authority

FY 2022 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	583,017		100,750	45,841	\$ 729,608
Fringe Benefits	306,384		47,073		353,457
Legal	48,000		2,000	1,000	51,000
Staff Training	29,400		1,000		30,400
Travel	18,600		500		19,100
Accounting Fees	72,000				72,000
Auditing Fees	14,000		1,000	5,500	20,500
Miscellaneous Administration*	812,978		54,500	36,147	903,625
Total Administration	1,884,379	-	206,823	88,488	2,179,690
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	315,554			323,940	639,494
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	122,329			28,296	150,625
Tenant Services	32,200				32,200
Utilities	1,138,100			56,800	1,194,900
Maintenance & Operation	857,812		1,500	44,500	903,812
Protective Services					-
Insurance	279,000		3,000	24,420	306,420
Payment in Lieu of Taxes (PILOT)	69,238				69,238
Terminal Leave Payments					-
Collection Losses	44,802				44,802
Other General Expense					-
Rents			1,612,100		1,612,100
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,859,035	-	1,616,600	477,956	4,953,591
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	4,743,414	-	1,823,423	566,444	7,133,281
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	4,743,414	-	1,823,423	566,444	7,133,281
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,743,414	-	1,823,423	566,444	7,133,281
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,743,414	\$ -	\$ 1,823,423	\$ 566,444	\$ 7,133,281

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

5% of Total Operating Appropriations \$ 237,170.70 \$ - \$ 91,171.15 \$ 28,322.20 \$ 356,664.05

Debt Service Schedule - Principal

Millville Housing Authority

If authority has no debt check this box:

	<i>Fiscal Year Ending in</i>										Total Principal Outstanding
	Date of Local Finance Board Approval	2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	-	
Capital Fund Financing		\$ 160,000	\$ 170,000	\$ 180,000	\$ 95,000						\$ 445,000.00
TOTAL PRINCIPAL		160,000	170,000	180,000	95,000						445,000
LESS: HUD SUBSIDY		160,000	170,000	180,000	95,000						445,000
NET PRINCIPAL		\$ -	\$ -	\$ -	\$ -						\$ -

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

<i>Moody's</i>		<i>Standard & Poors</i>	
Bond Rating	N/A		N/A
Year of Last Rating			

If no rating, type "Not Applicable".

Net Position Reconciliation

Millville Housing Authority

For the Period: October 01, 2023 to September 30, 2024

FY 2023 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 7,776,072.00	\$ -	(73,392)	\$ 201,876	\$ 7,904,556
Less: Invested in Capital Assets, Net of Related Debt (1)	8,332,058		4,542	325,452	8,662,052
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	2,027		4,248		6,275
Total Unrestricted Net Position (1)	(558,013)	-	(82,182)	(123,576)	(763,771)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	2,774,879		153,677		2,928,556
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	240,616		9,804		250,420
Plus: Estimated Income (Loss) on Current Year Operations (2)					-
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	2,457,482	-	81,299	(123,576)	2,415,205
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	\$ 2,457,482	\$ -	\$ 81,299	\$ (123,576)	\$ 2,415,205

(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

\$ 247,818 \$ - \$ 96,587 \$ 35,984 \$ 380,389

(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.

2023

Millville Housing Authority

(Housing Authority Name)

**2023 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM**

2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Millville Housing Authority

(Housing Authority Name)

Fiscal Year: October 01, 2023 to September 30, 2024

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

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true and correct copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, governing body of the Millville Housing Authority, on July 26, 2023.

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

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

2023 CAPITAL BUDGET/PROGRAM MESSAGE

Millville Housing Authority

Fiscal Year: October 01, 2023 to September 30, 2024

Answer all questions below using the space provided.

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

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

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

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

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

n/a

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

Provide additional documentation as necessary.

Proposed Capital Budget

Millville Housing Authority

For the Period: October 01, 2023 to September 30, 2024

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Vacant Unit Renovations	\$ 30,000				\$ 30,000	
Exterior Windows	-				-	
HVAC System Upgrades	40,000				40,000	
Roof Replacement	300,000				300,000	
Total	370,000	-	-	-	370,000	-
<i>Section 8</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 370,000	\$ -	\$ -	\$ -	\$ 370,000	\$ -

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

5 Year Capital Improvement Plan

Millville Housing Authority

For the Period: October 01, 2023 to September 30, 2024

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2023	2024	2025	2026	2027	
<i>Public Housing Management</i>							
Vacant Unit Renovations	\$ 88,000	\$ 30,000	\$ 30,000	\$ 28,000			
Exterior Windows	370,000	-	100,000	100,000	100,000	70,000	
HVAC System Upgrades	40,000	40,000					
Roof Replacement	300,000	300,000	-				
Total	798,000	370,000	130,000	128,000	100,000	70,000	-
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 798,000	\$ 370,000	\$ 130,000	\$ 128,000	\$ 100,000	\$ 70,000	\$ -

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 01, 2023 to September 30, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Vacant Unit Renovations	\$ 88,000				\$ 88,000	
Exterior Windows	370,000				370,000	
HVAC System Upgrades	40,000				40,000	
Roof Replacement	300,000				300,000	
Total	798,000	-	-	-	798,000	-
<i>Section 8</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL	\$ 798,000	\$ -	\$ -	\$ -	\$ 798,000	\$ -
Total 5 Year Plan per CB-4	\$ 798,000					
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.

Annual List of Change Orders Approved
Pursuant to N.J.A.C. 5:30-11

Contracting Unit: Millville Housing Authority Year Ending: September 30, 2022

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

NONE

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here and certify below.

7/26/2023
Date

ssilvers@millvillehousing.org
Clerk/Secretary to the Governing Body

Appendix to Budget Document