

2016 Wildwood Housing Authority

Housing Authority Budget

www.wildwoodhousing.org

Department Of



Community
Affairs

Division of Local Government Services

2016 HOUSING AUTHORITY BUDGET

Certification Section

2016

Wildwood Housing Authority
HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM April 1, 2016 TO March 31, 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


Wildwood Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 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:	RALPH A. POLCARI, CPA		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike, Unit H Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	ralph@polcarico.com		

2016 APPROVAL CERTIFICATION

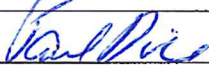
Wildwood Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** April 1, 2016 **TO:** March 31, 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 Wildwood Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 24th day of February , 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 Dice		
Title:	Executive Director		
Address:	3700 New Jersey Avenue Wildwood, NJ 08260		
Phone Number:	609-729-0220	Fax Number:	609-729-4168
E-mail address	pdice@wildwoodhousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.wildwoodhousing.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 Dice

Title of Officer Certifying compliance

Executive Director

Signature



Housing Authority of the City of Wildwood
County of Cape May
State of New Jersey

Resolution 2016-16

2016 WILDWOOD HOUSING AUTHORITY BUDGET APPROVAL BUDGET RESOLUTION
FISCAL YEAR: FROM: APRIL 1, 2016 TO: MARCH 31, 2017

WHEREAS, the Annual Budget and Capital Budget for the Wildwood Housing Authority for the fiscal year beginning April, 2016, and ending March 31, 2017 has been presented before the Members of the Wildwood Housing Authority at its open public meeting of February 24, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,483,614, Total Appropriations, including any Accumulated Deficit if any, of \$1,443,364 and Fund Balance utilized of \$-0-; and

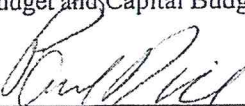
WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$129,000 and Total Fund Balance to be utilized of \$-0-; and

WHEREAS, the schedule of rents, fees and other user 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;

NOW THEREFORE BE IT RESOLVED, by the Members of the Wildwood Housing Authority, at an open public meeting held on February 24, 2016 that the Annual Budget, including appended Supplemental Schedules and the and Capital Budget/Program of the Wildwood Housing Authority for the fiscal year beginning April 1, 2016 and, ending March 31, 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 Wildwood 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 Wildwood Housing Authority will consider the Annual Budget and Capital Budget/Program for approval on March 23, 2016.


(Secretary Signature)

2/28/16
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Ronald Harwood				✓
Patricia Campbell	✓			
Juanita Jones	✓			
Sandi Harris	✓			
Sue Maxwell	✓			

2016 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2016 ADOPTION CERTIFICATION

Wildwood Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** April 1, 2016 **TO:** March 31, 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 Wildwood Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 23rd day of March 2016.

Officer's Signature:			
Name:	Paul Dice		
Title:	Executive Director		
Address:	3700 New Jersey Avenue Wildwood, New Jersey 08260		
Phone Number:	609-729-0220	Fax Number:	609-729-4168
E-mail address	pdice@wildwoodhousing.org		

2016 ADOPTED BUDGET RESOLUTION

Wildwood Housing Authority

Fiscal Year From April 1, 2016 to March 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Wildwood Housing Authority for the fiscal year beginning April 1, 2016 and ending March 31, 2017 has been presented for adoption before the governing body of the Wildwood Housing Authority at its open public meeting of March 23, 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 \$1,483,614, Total Appropriations, including any Accumulated Deficit, if any, of \$1,443,364 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$129,000 and Total Unrestricted Net Position planned to be utilized of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Wildwood Housing Authority, at an open public meeting held on March 23, 2016 that the Annual Budget and Capital Budget/Program of the Wildwood Housing Authority for the fiscal year beginning April 1, 2016 and, ending March 31, 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

Ronald Harwood

Patricia Campbell

Juanita Jones

Sandra Harris

Sue Maxwell

2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Wildwood Housing Authority

AUTHORITY BUDGET

Fiscal Year From April 1, 2016 to March 31, 2017

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 for the budget year ended March 31, 2017, resulting in a moderate budget surplus from operations of \$40,250. Anticipated revenues total \$1,483,614; a decrease of 14,709 (1.0%) as compared to the prior year. Total appropriations budgeted for the fiscal year ended March 31, 2017 are \$1,443,364; a decrease of \$23,337 (1.6%) versus the prior year.

The most significant swings in operating income budget categories are as follows:

Other Operating Revenues (attributable to antenna revenue and laundry income) decreased from \$89,000 in 2015 to \$64,750 in 2016, a decrease of \$24,250, or 27.2%. This decrease is due primarily to the housing authority losing one of its cell tower antennae contracts on the roof of Sandman Towers. In addition, actual laundry income is lower than budgeted in the current fiscal year. The 2016 budget for other operating revenue is more in line with the current year's actual revenues than the 2015 budget.

Though the variances are less than 10%, the authority's two major categories of revenue (HUD operating subsidies and dwelling rents) increase by \$957 and \$5,360, respectively.

Significant changes in budgeted expenses (variances of +/- 10%) are as follows:

Administrative salaries and wages decreased \$17,745, or 14.0%, because one employee who was an administrative employee in the prior year budget is a maintenance employee in the current year budget.

Maintenance salaries and wages increased \$15,408, or 14.8%, because one employee who was an administrative employee in the prior year budget is a maintenance employee in the current year budget.

Cost of Providing Services Fringe Benefits decreased from \$71,214 in 2015 to \$52,213 in 2016, a decrease of \$19,001, or 26.7%. One of the Authority's maintenance employees declined medical coverage for the fiscal year ending March 31, 2017. In addition, an employee who had family coverage in the prior year budget retired and was replaced by an employee with only single coverage.

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 set by federal regulations at 30% of adjusted tenant income. As previously discussed, other increased or decreases in budget revenue are primarily a result in changes in HUD's level of subsidy funding. As a result, the proposed budget will not significantly impact the housing authority's financial statements.

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

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

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

N/A – an increase in unrestricted net position of approximately \$40,000 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. The housing authority is not required to implement project-based budgeting and accounting, but the authority has adopted asset management and a project-based budget in order to provide management with information necessary to successfully control the operations of each of its developments.

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 Authority does not have an accumulated deficit and does not anticipate a deficit in the proposed budget.*

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

As previously noted rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. Thus, changes in rental rates will have no significant impact on this budget.

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information. *N/A – The Authority does not have any debt outstanding.*

HOUSING AUTHORITY CONTACT INFORMATION

2016

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

Name of Authority:	Wildwood Housing Authority		
Address:	3700 New Jersey Avenue		
City, State, Zip:	Wildwood	NJ	08260
Phone: (ext.)	609-729-0220	Fax:	609-729-4168

Preparer's Name:	Ralph A. Polcari, CPA Fee Accountant		
Preparer's Address:	Polcari & Co., CPAs 2035 Hamburg Turnpike – Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6969	Fax:	973-831-6972
E-mail:	polcarico@optonline.net		

Chief Executive Officer:	Paul Dice		
Phone: (ext.)	609-729-0220 x 3115	Fax:	609-729-4168
E-mail:	pdice@wildwoodhousing.org		

Chief Financial Officer:	Mitch Moore		
Phone: (ext.)	609-720-0220 x 3113	Fax:	609-729-4168
E-mail:	mmoore@wildwoodhousing.org		

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Wildwood Housing Authority

Fiscal Year From April 1, 2016 to March 31, 2017

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 10
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$298,200
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: None
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increased granted during the fiscal 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 – only for meals that were consumed during the travel detailed in item #12 below. *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes – see detailed schedule attached. *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Wildwood Housing Authority

Fiscal Year From April 1, 2016 to March 31, 2017

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. Under the housing authority's travel policy, staff and commissioners are given a standard per diem rate to cover meals and incidental expenses. That rate is consistent with rates paid to federal employees for daily subsistence. Airline and hotel costs are reimbursed to the employee after travel or paid directly by the housing authority prior to the date of travel if required. If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.*

15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? NO *If "yes," attach explanation including amount paid.*

16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? NO *If "yes," attach explanation including amount paid.*

17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A, no debt outstanding *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*

18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*

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

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

Wildwood Housing Authority
Detail of Travel Expense
For the Fiscal Year Ended March 31, 2015

Information in support of Question 12 of Page N-3

NAME	DESCRIPTION	EXPENSE	
R. Harwood	NJH NAHRO Training - per diem	200	**
R. Johnson	NJH NAHRO Training - per diem	200	**
J. Jones	NJH NAHRO Training - per diem	200	**
S. Harris	NJH NAHRO Training - per diem	200	**
P. Campbell	NJH NAHRO Training - per diem	200	**
J. Vinson	NJH NAHRO Training - per diem	200	**
Rapid Transport., LLC	Van svce. to Atlantic City for NJ NAHRO conference	456	**
Beach Van Service	Tvl. To and from Atlantic City airport for 6 commissioners	262	**
All Attendees	PHADA Conference Registration for 6 commissioners	3,850	**
R. Harwood	PHADA Commissioners Conference - per diem, Tampa, FL	500	**
R. Johnson	PHADA Commissioners Conference - per diem, Tampa, FL	500	**
J. Jones	PHADA Commissioners Conference - per diem, Tampa, FL	500	**
S. Harris	PHADA Commissioners Conference - per diem, Tampa, FL	500	**
P. Campbell	PHADA Commissioners Conference - per diem, Tampa, FL	500	**
J. Vinson	PHADA Commissioners Conference - per diem, Tampa, FL	500	**
Tradewinds Hotel	Hotel - 6 commissioners for PHADA conference	4,257	**
All Attendees	Airfare - 6 Commissioners to Tampa/St. Pete	2,999	**
Various Employees	Mileage Reimbursements for Training Courses	850	*
Y. Dorta	Tuition/Books for College Courses	960	*
TOTAL TRAVEL EXPENSE FOR FYE 3/31/15		\$ 17,834	

* Denotes employee included on Schedule N-4 of budget for FYE 6/30/16.

** Denotes Board Member

Wildwood Housing Authority

Detail of Travel Expense as of December 31, 2015 (9 months of Fiscal Year)

Information in support of Question 12 of Page N-3

NAME	DESCRIPTION	EXPENSE
J. Vinson	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	\$ 2,043
J. Jones	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	2,043 **
P. Campbell	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	2,043 **
R. Johnson	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	2,043
S. Harris	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	2,043 **
Beach Vans Service	Transport to and from Philadelphia airport	734
P. Dice	Florida - NAHRO Training - Lodging, Flight, Per Diem	995 *
Y. and S. Dorta	RAD Training - Course Fees, Mileage, Lodging, Per Diem	855 *
F. Daniels, J. Rivera, T. Young	Maintenance Training - Basic Home Repair Course - Mays Landing, NJ	1,170 *
Y. Dorta	Mileage - To/From Salem/Millville Housing Authorities - Various Dates	579 *
	NJMVC - Multiple Vehicle Registrations	310
		<u>\$ 14,860</u>

* Denotes employee included on Schedule N-4 of budget for FYE 6/30/17.

** Denotes Board Member.

NOTE - J. Vinson and R. Johnson are no longer Board members as of 1/31/16.

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

Wildwood Housing Authority

Fiscal Year From April 1, 2016 to March 31, 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.

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

Wildwood Housing Authority

For the Period

April 1, 2016

to

March 31, 2017

Reportable Compensation from
Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former									
1 Ynelda Dorta	Asst. Exec. Director	35								\$ 59,840	City of Wildwood	Fire Official	42	\$ 89,000	\$ -	\$ 59,840
2 Ronald Harwood	Commissioner		X		X				\$ 11,150	\$ -				\$ -	\$ 22,250	\$ 111,250
3 Patricia Campbell	Commissioner		X		X									\$ -		
4 Juanita Jones	Commissioner		X		X									\$ -		
5 Sandra Harris	Commissioner		X		X									\$ -		
6 Sue Maxwell	Commissioner		X		X									\$ -		
7														\$ -		
8														\$ -		
9														\$ -		
10														\$ -		
11														\$ -		
12														\$ -		
13														\$ -		
14														\$ -		
15														\$ -		
Total:										\$ 48,690	\$ -	\$ -	\$ -	\$ 89,000	\$ 22,250	\$ 171,090

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

0

Schedule of Health Benefits - Detailed Cost Analysis

Wildwood Housing Authority

For the Period

April 1, 2016

to

March 31, 2017

	# of Covered Members (Medical & Rx) Proposed		Annual Cost Estimate per Employee Proposed		Total Cost Estimate Proposed		# of Covered Members (Medical & Rx) Current Year		Annual Cost per Employee Current Year		Total Current Year Cost		\$ Increase (Decrease)		% Increase (Decrease)	
	Budget	Budget	Budget	Budget	Budget	Budget	Current Year	Current Year	Current Year	Current Year	Year Cost	Year Cost	(Decrease)	(Decrease)	(Decrease)	(Decrease)
Active Employees - Health Benefits - Annual Cost																
Single Coverage	5	\$	12,356	\$	61,680		3	\$	10,905	\$	32,715	\$	28,965		88.5%	
Parent & Child	0		-	-	-		0		-	-	-	-	-		#DIV/0!	
Employee & Spouse (or Partner)	0		-	-	-		0		-	-	-	-	-		#DIV/0!	
Family	0		-	-	-		1		26,909		26,909		(26,909)		-100.0%	
Employee Cost Sharing Contribution (enter as negative -)															#DIV/0!	
Subtotal	5				61,680		4				59,624		2,056		3.4%	
Commissioners - Health Benefits - Annual Cost																
Single Coverage															#DIV/0!	
Parent & Child															#DIV/0!	
Employee & Spouse (or Partner)															#DIV/0!	
Family															#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)															#DIV/0!	
Subtotal	0						0								#DIV/0!	
Retirees - Health Benefits - Annual Cost																
Single Coverage	2		6,648		13,296		0		-		-		13,296		#DIV/0!	
Parent & Child	0		-	-	-		0		-	-	-	-	-		#DIV/0!	
Employee & Spouse (or Partner)	0		-	-	-		1		20,779		20,779		(20,779)		-100.0%	
Family	0		-	-	-		0		-	-	-	-	-		#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)															#DIV/0!	
Subtotal	2				13,296		1				20,779		(7,483)		-36.0%	
GRAND TOTAL	7				\$ 74,976		5				\$ 80,403		\$ (5,427)		-6.7%	

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

Yes
 Yes

Schedule of Accumulated Liability for Compensated Absences

Wildwood Housing Authority

For the Period

April 1, 2016

to

March 31, 2017

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)			
			Approved Labor Agreement	Resolution	Individual Employment Agreement	
See Attached Schedule	361	\$ 36,410				
Total liability for accumulated compensated absences at beginning of current year		\$ 36,410				

WILDWOOD HOUSING AUTHORITY
MARCH 31, 2015
ACCRUED COMPENSATED ABSENCES

<u>Employee Name</u>	<u>Date</u> <u>Empl. Started</u>	<u>Vacation</u> <u>Days</u>	<u>Sick</u> <u>Days</u>	<u>Comp</u> <u>Days</u>	<u>Daily</u> <u>Rate</u>	<u>Accrual</u>			<u>TOTAL</u>
						<u>Vacation</u>	<u>Sick</u>	<u>Comp</u>	
BRIAN EVANS	Aug-84	2.50	31.25	8.00	208.13	520.32	3,251.97	1,665.01	5,437.29
TRACEY YOUNG	10/17/02	9.50	37.75	54.00	99.53	945.49	1,878.53	5,374.35	8,198.37
MELISSA WHEELER	Sep-11	7.00	24.75	9.00	94.36	660.52	1,167.71	849.24	2,677.47
YINELDA DORTA	12/10/01	8.50	47.75	23.50	180.04	1,530.34	4,298.46	4,230.94	10,059.74
SUHEIL DORTA	12/03/01	8.50	79.75	9.50	128.73	1,094.21	5,133.11	1,222.94	7,450.25
SUBTOTAL						4,750.87	15,729.77	13,342.47	33,823.11
FICA EXPENSE						363.44	1,203.33	1,020.70	2,587.47
TOTAL ACCRUAL						\$ 5,114.31	\$ 16,933.10	\$ 14,363.17	\$ 36,410.58
Current Portion						\$ 511.43	\$ 1,693.31	\$ 1,436.32	\$ 3,641.06
Non-Current Portion						4,602.88	15,239.79	12,926.85	32,769.52
						\$ 5,114.31	\$ 16,933.10	\$ 14,363.17	\$ 36,410.58
						<u>CURRENT</u>	<u>NON-CURR.</u>		
COCC						1,884.95	16,964.55		18,849.50
AMP 1						436.78	3,930.99		4,367.77
AMP 2						1,319.33	11,873.98		13,193.32
						\$ 3,641.06	\$ 32,769.52		\$ 36,410.58

NOTE LIABILITY FOR SICK DAY'S ARE 1/2 OF TOTAL DAY'S DUE.

COMPARISON			
Current			
	<u>2015</u>	<u>2014</u>	<u>Var</u>
COCC	1,884.95	1,782.95	102.00
AMP 1	436.78	775.13	(338.35)
AMP 2	1,319.33	1,589.41	(270.08)
	3,641.06	4,147.49	(506.43)
NonCurrent			
	<u>2015</u>	<u>2014</u>	<u>Var</u>
COCC	16,964.55	16,046.58	917.97
AMP 1	3,930.99	6,976.19	(3,045.20)
AMP 2	11,873.98	14,304.68	(2,430.70)
	32,769.52	37,327.45	(4,557.93)
Total			
	<u>2015</u>	<u>2014</u>	<u>Var</u>
COCC	18,849.50	17,829.53	1,019.97
AMP 1	4,367.77	7,751.32	(3,383.55)
AMP 2	13,193.32	15,894.09	(2,700.77)
	36,410.58	41,474.94	(5,064.36)

Schedule of Shared Service Agreements

For the Period
April 1, 2016
to
Wildwood Housing Authority

March 31, 2017

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

[illegible]

2016 HOUSING AUTHORITY BUDGET

Financial Schedules Section

2015 Budget Summary

For the Period Wildwood Housing Authority April 1, 2016 to March 31, 2017

	Proposed Budget				Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	All Operations	All Operations
REVENUES							
Total Operating Revenues	\$ 1,363,389	\$ -	\$ -	\$ 116,000	\$ 1,479,389	\$ 1,494,198	\$ (14,809) -1.0%
Total Non-Operating Revenues	4,100	-	-	125	4,225	100	2.4%
Total Anticipated Revenues	1,367,489	-	-	116,125	1,483,614	1,498,323	(14,709) -1.0%
APPROPRIATIONS							
Total Administration	493,861	-	-	-	493,861	533,051	(39,190) -7.4%
Total Cost of Providing Services	833,378	-	-	116,125	949,503	933,650	15,853 1.7%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	#DIV/0!
Total Operating Appropriations	1,327,239	-	-	116,125	1,443,364	1,466,701	(23,337) -1.6%
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	1,327,239	-	-	116,125	1,443,364	1,466,701	(23,337) -1.6%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,327,239	-	-	116,125	1,443,364	1,466,701	(23,337) -1.6%
ANTICIPATED SURPLUS (DEFICIT)	\$ 40,250	\$ -	\$ -	\$ -	\$ 40,250	\$ 31,622	\$ 8,628 27.3%

2016 Revenue Schedule

Wildwood Housing Authority
For the Period April 1, 2016 to March 31, 2017

	Proposed Budget				Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	All Operations	All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	568,360	-	-	-	568,360	563,000	1.0%
Excess Utilities	-	-	-	-	-	-	#DIV/0!
Non-Dwelling Rental	72,624	-	-	-	72,624	69,500	4.5%
HUD Operating Subsidy	657,655	-	-	-	657,655	656,698	0.1%
New Construction - Acc Section 8	-	-	-	-	-	-	#DIV/0!
Voucher - Acc Housing Voucher	-	-	-	-	-	-	#DIV/0!
Total Rental Fees	1,298,639	-	-	-	1,298,639	1,289,198	0.7%
<i>Other Operating Revenues (List)</i>							
Antenna Revenue and Laundry	64,750	-	-	-	64,750	89,000	-27.2%
Congregate Services Program (St. of NJ)	-	-	-	116,000	116,000	116,000	0.0%
	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	#DIV/0!
Total Other Revenue	64,750	-	-	116,000	180,750	205,000	-11.8%
Total Operating Revenues	1,363,389	-	-	116,000	1,479,389	1,494,198	-1.0%
NON-OPERATING REVENUES							
<i>Grants & Entitlements (List)</i>							
	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	#DIV/0!
Total Grants & Entitlements	-	-	-	-	-	-	#DIV/0!
<i>Local Subsidies & Donations (List)</i>							
Local Subsidy #1	-	-	-	-	-	-	#DIV/0!
Local Subsidy #2	-	-	-	-	-	-	#DIV/0!
Local Subsidy #3	-	-	-	-	-	-	#DIV/0!
Local Subsidy #4	-	-	-	-	-	-	#DIV/0!
Total Local Subsidies & Donations	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits</i>							
Investments	4,100	-	-	125	4,225	4,125	2.4%
Security Deposits	-	-	-	-	-	-	#DIV/0!
Penalties	-	-	-	-	-	-	#DIV/0!
Other Investments	-	-	-	-	-	-	#DIV/0!
Total Interest	4,100	-	-	125	4,225	4,125	2.4%
<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	4,100	-	-	125	4,225	4,125	2.4%
TOTAL ANTICIPATED REVENUES	\$ 1,367,489	\$ -	\$ -	\$ 116,125	\$ 1,483,614	\$ 1,498,323	\$ (14,709) -1.0%

2015 Revenue Schedule

Wildwood Housing Authority

For the Period April 1, 2016 to March 31, 2017

	Current Year Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Dwelling Rental	563,000	-	-	-	563,000
Excess Utilities	-	-	-	-	-
Non-Dwelling Rental	69,500	-	-	-	69,500
HUD Operating Subsidy	656,698	-	-	-	656,698
New Construction - Acc Section 8	-	-	-	-	-
Voucher - Acc Housing Voucher	-	-	-	-	-
Total Rental Fees	1,289,198	-	-	-	1,289,198
<i>Other Operating Revenues (List)</i>					
Antenna Revenue and Laundry	89,000	-	-	-	89,000
Congregate Services Program (St. of NJ)	-	-	-	116,000	116,000
	-	-	-	-	-
	-	-	-	-	-
Total Other Revenue	89,000	-	-	116,000	205,000
Total Operating Revenues	1,378,198	-	-	116,000	1,494,198
NON-OPERATING REVENUES					
<i>Grants & Entitlements (List)</i>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
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	4,000	-	-	125	4,125
Security Deposits	-	-	-	-	-
Penalties	-	-	-	-	-
Other Investments	-	-	-	-	-
Total Interest	4,000	-	-	125	4,125
<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	4,000	-	-	125	4,125
TOTAL ANTICIPATED REVENUES	\$ 1,382,198	\$ -	\$ -	\$ 116,125	\$ 1,498,323

2016 Appropriations Schedule

Wildwood Housing Authority
For the Period April 1, 2016 to March 31, 2017

	Proposed Budget				Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
Administration								
Salary & Wages	\$ 109,045				\$ 109,045	\$ 126,790	\$ (17,745)	-14.0%
Fringe Benefits	86,736				86,736	86,211	525	0.6%
Legal	63,000				63,000	68,000	(5,000)	-7.4%
Staff Training	17,300				17,300	19,000	(1,700)	-8.9%
Travel	8,000				8,000	8,000	-	0.0%
Accounting Fees	36,000				36,000	36,000	-	0.0%
Auditing Fees	10,000				10,000	10,000	-	
Miscellaneous Administration*	163,780				163,780	179,050	(15,270)	-8.5%
Total Administration	493,861	-	-	-	493,861	533,051	(39,190)	-7.4%
Cost of Providing Services								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	119,658				119,658	104,250	15,408	14.8%
Salary & Wages - Protective Services	32,920				32,920	34,552	(1,632)	-4.7%
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	52,213				52,213	71,214	(19,001)	-26.7%
Tenant Services	7,000			116,125	123,125	123,125	-	0.0%
Utilities	309,750				309,750	299,703	10,047	3.4%
Maintenance & Operation	185,601				185,601	174,019	11,582	6.7%
Protective Services	5,000				5,000	5,000	-	0.0%
Insurance	92,300				92,300	92,300	-	0.0%
Payment in Lieu of Taxes (PILOT)	25,936				25,936	26,487	(551)	-2.1%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	3,000				3,000	3,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents					-	-	-	#DIV/0!
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	833,378	-	-	116,125	949,503	933,650	15,853	1.7%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	-	#DIV/0!
Total Operating Appropriations	1,327,239	-	-	116,125	1,443,364	1,466,701	(23,337)	-1.6%
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	1,327,239	-	-	116,125	1,443,364	1,466,701	(23,337)	-1.6%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,327,239	-	-	116,125	1,443,364	1,466,701	(23,337)	-1.6%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 1,327,239	\$ -	\$ -	\$ 116,125	\$ 1,443,364	\$ 1,466,701	\$ (23,337)	-1.6%

* 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 \$ 66,361.95 \$ - \$ - \$ 5,806.25 \$ 72,168.20

**WILDWOOD HOUSING AUTHORITY
MISCELLANEOUS ADMINISTRATIVE EXPENSES
FOR THE FISCAL YEAR ENDED MARCH 31, 2017**

	<u>COCC</u>	<u>AMP 1</u>	<u>AMP 2</u>	<u>Total</u>
Management Contract - Millville HA (1)	\$ 34,187	\$ 23,424	\$ 23,989	\$ 81,600
Tenant Background Checks	-	2,000	1,000	3,000
Equipment Leasing & Service	2,000	3,000	3,000	8,000
Office Supplies	1,000	2,000	2,000	5,000
Postage	2,000	-	-	2,000
Memberships / Dues	1,000	1,000	1,000	3,000
Payroll Processing Fees	3,380	3,900	3,900	11,180
Internet Service	1,000	1,000	1,000	3,000
Additional Services from Millville HA	1,000	10,000	10,000	21,000
Sundry Administrative Expense	500	1,000	1,000	2,500
Telephone	4,500	5,500	5,500	15,500
Computer Operations	6,000	1,000	1,000	8,000
Total	<u>\$ 56,567</u>	<u>\$ 53,824</u>	<u>\$ 53,389</u>	<u>\$ 163,780</u>

2015 Appropriations Schedule

Wildwood Housing Authority
For the Period April 1, 2016 to March 31, 2017

	Current Year Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 126,790	\$ -	\$ -	\$ -	\$ 126,790
Fringe Benefits	86,211	-	-	-	86,211
Legal	68,000	-	-	-	68,000
Staff Training	19,000	-	-	-	19,000
Travel	8,000	-	-	-	8,000
Accounting Fees	36,000	-	-	-	36,000
Auditing Fees	10,000	-	-	-	10,000
Miscellaneous Administration*	179,050	-	-	-	179,050
Total Administration	533,051	-	-	-	533,051
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	-	-	-	-	-
Salary & Wages - Maintenance & Operation	104,250	-	-	-	104,250
Salary & Wages - Protective Services	34,552	-	-	-	34,552
Salary & Wages - Utility Labor	-	-	-	-	-
Fringe Benefits	71,214	-	-	-	71,214
Tenant Services	7,000	-	-	116,125	123,125
Utilities	299,703	-	-	-	299,703
Maintenance & Operation	174,019	-	-	-	174,019
Protective Services	5,000	-	-	-	5,000
Insurance	92,300	-	-	-	92,300
Payment in Lieu of Taxes (PILOT)	26,487	-	-	-	26,487
Terminal Leave Payments	-	-	-	-	-
Collection Losses	3,000	-	-	-	3,000
Other General Expense	-	-	-	-	-
Rents	-	-	-	-	-
Extraordinary Maintenance	-	-	-	-	-
Replacement of Non-Expendible Equipment	-	-	-	-	-
Property Betterment/Additions	-	-	-	-	-
Miscellaneous COPS*	-	-	-	-	-
Total Cost of Providing Services	817,525	-	-	116,125	933,650
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	1,350,576	-	-	116,125	1,466,701
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	1,350,576	-	-	116,125	1,466,701
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,350,576	-	-	116,125	1,466,701
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other	-	-	-	-	-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,350,576	\$ -	\$ -	\$ 116,125	\$ 1,466,701

* 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 \$ 67,528.80 \$ - \$ - \$ 5,806.25 \$ 73,335.05

5 Year Debt Service Schedule - Principal

Wildwood Housing Authority

	Current Year (2014)	Fiscal Year Beginning in							Total Principal Outstanding
		2015	2016	2017	2018	2019	2020	Thereafter	
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

5 Year Debt Service Schedule - Interest

Wildwood Housing Authority

Fiscal Year Beginning in

	Current Year (2014)	2015	2016	2017	2018	2019	2020	Thereafter	Total Interest Payments Outstanding
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
TOTAL INTEREST	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2015 Net Position Reconciliation

Wildwood Housing Authority

For the Period April 1, 2016

to March 31, 2017

	<i>Proposed Budget</i>
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 2,666,331
Less: Restricted for Debt Service Reserve (1)	1,573,107
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	-
Less: Designated for Non-Operating Improvements & Repairs	1,093,224
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)	40,250
Plus: Other Adjustments (attach schedule)	-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,133,474
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)	\$ 1,133,474

(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 \$ 66,362

(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
WILDWOOD
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2016 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM


Wildwood Housing Authority

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 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 Wildwood Housing Authority, on the 24th day of February, 2016.

OR

☐ It is hereby certified that the governing body of the Wildwood 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 Dice		
Title:	Executive Director		
Address:	3700 New Jersey Avenue Wildwood, NJ 08260		
Phone Number:	609-729-0220 x 3115	Fax Number:	609-729-4168
E-mail address	pdice@wildwoodhousing.org		

2016 CAPITAL BUDGET/PROGRAM MESSAGE

Wildwood Housing Authority

Fiscal Year From April 1, 2016 to March 31, 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. The capital projects have been developed in conjunction with the Authority's Capital Fund Program, a comprehensive program considering the capital needs of all its projects.*
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?
In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.
4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives. *N/A*
5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.
As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. All planned capital projects are funded by HUD's capital fund program and will not be affected by fluctuations in rental income. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.
6. Have the projects been reviewed and approved by HUD? *Yes, all capital fund budgets have been approved by HUD.*

Add additional sheets if necessary.

2015 Proposed Capital Budget

Wildwood Housing Authority
For the Period April 1, 2016 to March 31, 2017

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Elevator Upgrades	\$ 100,000				\$ 100,000	
Windows	29,000				\$ 29,000	
	-					
	-					
	-					
	-					
	-					
TOTAL PROPOSED CAPITAL BUDGET	\$ 129,000	\$ -	\$ -	\$ -	\$ 129,000	\$ -

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

Wildwood Housing Authority
 April 1, 2016 to March 31, 2017

For the Period

		Fiscal Year Beginning in				
	Estimated Total Cost	Current Year		2017	2018	2019
		Proposed Budget	2016			
Elevator Upgrades	\$ 100,000	\$ 100,000	-			
Windows	29,000	29,000	-			
	-	-				
	-	-				
	-	-				
	-	-				
	-	-				
TOTAL	\$ 129,000	\$ 129,000	\$ -	\$ -	\$ -	\$ -

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.