

**TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE
WILDWOOD HOUSING AUTHORITY BUDGET FOR THE FISCAL YEAR ENDED
APRIL 1, 2019 TO MARCH 31, 2020
(FEBRUARY 27, 2019)**

WHEREAS, the regulatory deadline for introduction of the Authority's Budget (February 1, 2019) is two months prior to the beginning of the Authority's fiscal year (April 1, 2019), and

WHEREAS, the Authority's budget projections are substantially affected by HUD's operating subsidy calculations and formulas and capital fund appropriations, and

WHEREAS, changes in the HUD annual appropriations and the government shutdown slowed the analysis of revenue, and thereby delaying introduction of the Housing Authority's budget until its February 27, 2019 Board Meeting, and

WHEREAS, said housing authority budgets are now ready for introduction,

NOW THEREFORE, BE IT RESOLVED, BY THE Commissioners of the Wildwood Housing Authority as follows:

1. The above recitals are incorporated herein.
2. The Board authorizes the late introduction and submission of the Budget of the Wildwood Housing Authority for the Fiscal Year April 1, 2019 to March 31, 2020.

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
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Ronald Harwood

Juanita Jones

Patricia Campbell

Sandi Harris

Sue Maxwell

Authority Budget of:

Wildwood Housing Authority

State Filing Year

2019

For the Period:

April 1, 2019

to

March 31, 2020

www.wildwoodhousing.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019

Wildwood Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM April 1, 2019 TO March 31, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

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

By: _____ Date: _____

2019 PREPARER'S CERTIFICATION


Wildwood Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 **TO:** March 31, 2020

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

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

Preparer's Signature:			
Name:	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		

2019 APPROVAL CERTIFICATION

Wildwood Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Wildwood Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 27th day of February, 2019.

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

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

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

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

Name of Officer Certifying compliance

Paul Dice

Title of Officer Certifying compliance

Executive Director

Signature

2019 HOUSING AUTHORITY BUDGET RESOLUTION

Wildwood Housing Authority

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

WHEREAS, the Annual Budget and Capital Budget for the Wildwood Housing Authority for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 has been presented before the governing body of the Wildwood Housing Authority at its open public meeting of February 27, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,481,759, Total Appropriations, including any Accumulated Deficit if any, of \$1,424,811 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$150,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Wildwood Housing Authority, at an open public meeting held on February 27, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Wildwood Housing Authority for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 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 Wildwood Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 27, 2019.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Ronald Harwood				
Juanita Jones				
Patricia Campbell				
Sandi Harris				
Sue Maxwell				

2019 ADOPTION CERTIFICATION

Wildwood Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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 27th day of, March, 2019.

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		

2019 ADOPTED BUDGET RESOLUTION

Wildwood Housing Authority HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2019 **TO:** March 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Wildwood Housing Authority for the fiscal year beginning April 1, 2019 and ending, March 31, 2020 has been presented for adoption before the governing body of the Wildwood Housing Authority at its open public meeting of March 27, 2019; 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 \$1,481,759, Total Appropriations, including any Accumulated Deficit, if any, of \$1,424,811 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$150,000 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 27, 2019 that the Annual Budget and Capital Budget/Program of the Wildwood Housing Authority for the fiscal year beginning, April 1, 2019 and, ending, March 31, 2020 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				
Juanita Jones				
Patricia Campbell				
Sandi Harris				
Sue Maxwell				

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Wildwood Housing Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

Budgeted revenues are anticipated to be adequate to cover projected expenses for the budget year ended March 31, 2020, resulting in a moderate budget surplus from operations of \$56,948. Anticipated revenues total \$1,481,759; a decrease of \$2,872 (0.2%) when compared to the prior year. Total appropriations budgeted for the fiscal year ended March 31, 2020 are \$1,424,811; a decrease of \$34,063 (2.3%) versus the prior year.

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

Nondwelling rental revenue increased \$25,000, or 33.3%, as the budgeted Caring Inc revenue including participant revenue is more in-line with actual results.

Congregate service program revenue increased \$18,000, or 25.7%. The budget more accurately reflects actual monthly revenue of approximately \$7,300.

Total other revenue increased \$20,883, or \$15.6%, due to the aforementioned congregate service program revenue increase.

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

Legal expenses increased \$10,000, or 40.0%, to reflect a more accurate depiction of attorney fees incurred at the housing authority.

Miscellaneous administration expenses decreased \$18,985, or 11.6%, to be more in line with actual results of the Authority.

Maintenance benefits decreased \$22,821, or 26.5%. Maintenance benefits are more in-line with actual employee benefit expenses.

Tenant services expenses increased \$17,500, or 22.4%. The budget more accurately reflects congregate program actual monthly expenses of approximately \$7,350.

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

The proposed annual budget will have 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

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

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

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

This authority does not have an accumulated deficit per the most recent audited financial statements and does not anticipate a deficit in the proposed budget. The \$747,624 deficit in unrestricted net position (after removing net investment in capital assets and restricted net position from total net position) on page F-8 is the direct result of GASB 45 OPEB and GASB 68 pension liabilities. The Authority would require additional funding from HUD or a new revenue stream to eliminate this deficit.

HOUSING AUTHORITY CONTACT INFORMATION 2019

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

Name of Authority:	Wildwood Housing Authority		
Federal ID Number:	22-1922770		
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.)	856-825-8860 x 1011	Fax:	609-729-4168
E-mail:	pdice@millvillehousing.org		

Chief Financial Officer:	None		
Phone: (ext.)		Fax:	
E-mail:			

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Wildwood Housing Authority

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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

- 1) Provide the number of individuals employed in (**Use Most Recent W-3 Available 2017 or 2018**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 10
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (**Use Most Recent W-3 Available 2017 or 2018**) Transmittal of Wage and Tax Statements: \$ 271,339
- 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 (**Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes **If "no,"** provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? 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. **Attach a narrative of your Authorities procedures for all employees.**

The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any 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 *If “yes,” attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
 - a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No*If the answer to any of the above is “yes,” attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? *Yes. 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. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If “yes,” attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No *If “yes,” attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board’s Electronic Municipal Marketplace Access (EMMA) as required? N/A *If “no,” attach a description of the Authority’s plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority’s facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If “yes,” attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority’s plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? No *If “yes,” attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Has the Authority been deemed “troubled” by the Department of Housing and Urban Development? No *If “yes,” attach an explanation of the reason the Authority was deemed “troubled” and describe the Authority’s plan to address the conditions identified.*

Wildwood Housing Authority

Detail of Travel Expense

FYE March 31, 2018

Information in support of Question 12 of Page N-3

NAME	DESCRIPTION	EXPENSE
S. Harris	PHADA Conference - San Diego, California - Jan 2018 - Airfare, Hotel, Meals	\$2,115.96 **
J. Jones	PHADA Conference - San Diego, California - Jan 2018 - Airfare, Hotel, Meals	2,115.96 **
P. Campbell	PHADA Conference - San Diego, California - Jan 2018 - Airfare, Hotel, Meals	2,115.96 **
S. Maxwell	PHADA Conference - San Diego, California - Jan 2018 - Airfare, Hotel, Meals	2,115.96 **
R. Harwood	PHADA Conference - San Diego, California - Jan 2018 - Airfare, Hotel, Meals	2,115.96 **
S. Maxwell	LHARA Training	714.00 **
S. Maxwell	Travel to Rutgers for LHARA Training	465.38 **
Y. Dorta, S. Dorta, and T. Oslar	Mileage - To/From Salem/Millville Housing Authorities - Various Dates	290.67 *
Y. Dorta	Mileage-To/From Quakerbridge for CSP Quartely Meeting	130.93 *
T. Oslar	Home Visits/ Court Attendance	57.26 *
	NJMVC - Multiple Vehicle Registrations	110.00
		<u>\$ 12,348.04</u>

** Denotes Board Member.

* Denotes employee

Wildwood Housing Authority
 Detail of Travel Expenses
 For 9 Month April 1, 2018 - December 31, 2018

Information in Support of Question 12 Page N-3

5/18/2018	T. Oslar Home visits for prospective tenants	\$ 28.06	*
6/20/2018	T. Oslar Home visits for prospective tenants	11.20	*
7/20/2018	T. Oslar Home visits for prospective tenants	18.87	*
8/1/2018	Yinelda, Melissa, Justin, Julio and Fred REAC Classes in Newark	1,375.00	*
8/15/2018	Y. Dorta travel for M&M Meeting in Millville	114.94	*
8/15/2018	T. Oslar Home visits for prospective tenants	10.13	*
8/15/2018	S. Dorta Millville PIC Training	64.17	*
9/10/2018	Y. Dorta Travel for M&M Hearing and meal money for REAC training Newark	290.93	*
9/10/2018	Sue Maxwell-PHAS Training Atlantic City	234.00	**
9/10/2018	Sue Maxwell-Finance Training Atlantic City	248.00	**
9/10/2018	Sue Maxwell-Asset Manager training Atlantic City	233.00	**
9/20/2018	T. Oslar Home visit for Prospective tenants	31.08	*
9/20/2018	M. Wheeler Tolls and meal money for Newark REAC training	40.81	*
9/20/2018	Y. Doarta and T. Toung travel & meal money for managers meeting Vineland	84.70	*
10/16/2018	Rapid Rover-Van for transportation to and from AC Airport	355.00	**
10/18/2018	S. Harris- Stipened for Atlanta PHADA Conference	580.00	**
10/18/2018	J. Jones- Stipened for Atlanta PHADA Conference	580.00	**
10/18/2018	P. Campbell- Stipened for Atlanta PHADA Conference	580.00	**
10/26/2018	T. Oslar Home Visit Sommers Point	48.70	*
10/26/2018	J. Rivera Toll reimbursment for classes in Mayslanding	34.50	*
10/26/2018	J. Hudgins travel money for class in Mayslanding	14.58	*
10/29/2018	Hotel charges 10/24-10/28-2018- J. Jones	986.76	**
10/29/2018	Hotel charges 10/24-10/28-2018-P. Campbell	986.76	**
10/29/2018	Hotel charges 10/24-10/28-2018-S. Harris	986.76	**
11/15/2018	Julio and Justin Classes at Atlantic County Community Collage	1,135.00	*
11/29/2018	Y. Dorta travel money PIC training Millville	26.32	*
12/7/2018	Y. Dorta PIC training Millville	81.90	*
		<u>\$ 9,181.17</u>	

** Denotes Board Member

* Denotes employee.

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

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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

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

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

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

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

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

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

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

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

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

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

Wildwood Housing Authority
For the Period April 1, 2019 to March 31, 2020

		Reportable Compensation from Authority (W-2/ 1099)										Average Hours per Week		Estimated amount of other compensation from Other Public Entities		Total Compensation		
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 See note below	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 Paul Dice	Executive Director	12	X									Millville Housing Authl	Executive Direct	20	\$ 130,000	\$ 10,000	\$ 140,000	
2 Yanela Dorta	Asst. Exec. Director	35		X	X		55,650	0	0	10,000	65,650	None		0	0	0	65,650	
3 Ronald Harwood	Commissioner		X				0	0	0	0	0	City of Wildwood	Fire Official	42	90,000	22,500	112,500	
4 Juanita Jones	Commissioner		X				0	0	0	0	0	None		0	0	0	0	
5 Patrica Campbell	Commissioner		X				0	0	0	0	0	None		0	0	0	0	
6 Sandi Harris	Commissioner		X				0	0	0	0	0	None		0	0	0	0	
7 Sue Maxwell	Commissioner		X				0	0	0	0	0	None		0	0	0	0	
8																	0	
9																	0	
10																	0	
11																	0	
12																	0	
13																	0	
14																	0	
15																	0	
Total:							<u>\$ 55,650</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 65,650</u>				<u>\$ 220,000</u>	<u>\$ 32,500</u>	<u>\$ 318,150</u>	

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Wildwood Housing Authority
For the Period April 1, 2019 to March 31, 2020

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	3	\$ 12,449	\$ 37,346	3	\$ 12,086	\$ 36,258	\$ 1,088	3.0%
Parent & Child	1	22,283	22,283	1	21,634	21,634	649	3.0%
Employee & Spouse (or Partner)	1	24,897	24,897	1	24,172	24,172	725	3.0%
Family	0	-	-	0	-	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(6,188)			(6,008)	(180)	3.0%
Subtotal	5		78,338	5		76,056	2,282	3.0%
Commissioners - Health Benefits - Annual Cost								
Single Coverage	0	-	-			-	-	#DIV/0!
Parent & Child	0	-	-			-	-	#DIV/0!
Employee & Spouse (or Partner)	0	-	-			-	-	#DIV/0!
Family	0	-	-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	2	7,388	14,777	2	7,173	14,346	430	3.0%
Parent & Child	0	-	-			-	-	#DIV/0!
Employee & Spouse (or Partner)	0	-	-			-	-	#DIV/0!
Family	0	-	-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!
Subtotal	2		14,777	2		14,346	430	3.0%
GRAND TOTAL	7		\$ 93,114	7		\$ 90,402	\$ 2,712	3.0%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Yes

Yes or No

Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Yes

Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

Wildwood Housing Authority
 For the Period April 1, 2019 to March 31, 2020

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
See attached Schedule	387	\$ 31,777			
Total liability for accumulated compensated absences at beginning of current year		\$ <u>31,777</u>			

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

WILDWOOD HOUSING AUTHORITY
MARCH 31, 2018
ACCRUED COMPENSATED ABSENCES

<u>Employee Name</u>	<u>Vacation</u>	<u>Sick</u>	<u>Comp</u>	<u>Daily</u>	<u>Accrual</u>			<u>TOTAL</u>
	<u>Days</u>	<u>Days</u>	<u>Days</u>	<u>Rate</u>	<u>Vacation</u>	<u>Sick</u>	<u>Comp</u>	
JULIO RIVERA	8.00	32.50	3.00	\$ 92.70	\$ 741.60	\$ 1,506.38	\$ 278.10	\$ 2,526.08
TRACEY YOUNG	10.00	67.50	4.00	112.13	1,121.26	3,784.25	448.50	5,354.02
MELISSA WHEELER	17.50	69.50	3.00	109.62	1,918.35	3,809.30	328.86	6,056.51
YINELDA DORTA	10.00	19.00	3.00	189.14	1,891.40	1,796.83	567.42	4,255.65
SUHEIL DORTA	25.00	111.50	3.00	135.24	3,381.00	7,539.63	405.72	11,326.35
SUBTOTAL					9,053.61	18,436.38	2,028.60	29,518.60
FICA EXPENSE					692.60	1,410.38	155.19	2,258.17
TOTAL ACCRUAL					\$ 9,746.21	\$ 19,846.77	\$ 2,183.79	\$ 31,776.77
Current Portion					\$ 974.62	\$ 1,984.68	\$ 218.38	\$ 3,177.68
Non-Current Portion					8,771.59	17,862.09	1,965.41	28,599.09
					\$ 9,746.21	\$ 19,846.77	\$ 2,183.79	\$ 31,776.77
					CURRENT	NON-CURR.		
COCC					1,677.40	15,096.62		16,774.02
AMP 1					461.96	4,157.62		4,619.57
AMP 2					1,038.32	9,344.86		10,383.17
					\$ 3,177.68	\$ 28,599.09		\$ 31,776.77

7387 DAYS

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

COMPARISON			
Current			
	<u>2018</u>	<u>2017</u>	<u>Var</u>
COCC	1,677.40	1,533.72	143.69
AMP 1	461.96	499.17	(37.21)
AMP 2	1,038.32	945.77	92.55
	<u>3,177.68</u>	<u>2,978.66</u>	<u>199.02</u>
NonCurrent			
	<u>2018</u>	<u>2017</u>	<u>Var</u>
COCC	15,096.62	13,803.44	1,293.18
AMP 1	4,157.62	4,492.54	(334.92)
AMP 2	9,344.86	8,511.93	832.92
	<u>28,599.09</u>	<u>26,807.91</u>	<u>1,791.18</u>
Total			
	<u>2018</u>	<u>2017</u>	<u>Var</u>
COCC	16,774.02	15,337.15	1,436.87
AMP 1	4,619.57	4,991.71	(372.14)
AMP 2	10,383.17	9,457.70	925.47
	<u>31,776.77</u>	<u>29,786.57</u>	<u>1,990.20</u>

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Wildwood Housing Authority
For the Period April 1, 2019 to March 31, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
REVENUES							
Total Operating Revenues	\$ 1,389,709	\$ -	\$ -	\$ 88,000	\$ 1,477,709	\$ 1,480,681	\$ (2,972) -0.2%
Total Non-Operating Revenues	3,750	-	-	300	4,050	3,950	100 2.5%
Total Anticipated Revenues	1,393,459	-	-	88,300	1,481,759	1,484,631	(2,872) -0.2%
APPROPRIATIONS							
Total Administration	446,259	-	-	-	446,259	445,477	782 0.2%
Total Cost of Providing Services	890,252	-	-	88,300	978,552	1,013,397	(34,845) -3.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	1,336,511	-	-	88,300	1,424,811	1,458,874	(34,063) -2.3%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
Accumulated Deficit	-	-	-	-	-	-	- #DIV/0!
Total Appropriations and Accumulated Deficit	1,336,511	-	-	88,300	1,424,811	1,458,874	(34,063) -2.3%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
Net Total Appropriations	1,336,511	-	-	88,300	1,424,811	1,458,874	(34,063) -2.3%
ANTICIPATED SURPLUS (DEFICIT)	\$ 56,948	\$ -	\$ -	\$ -	\$ 56,948	\$ 25,757	\$ 31,191 121.1%

Revenue Schedule

Wildwood Housing Authority

For the Period April 1, 2019 to March 31, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	578180				578,180	564,590	13,590 2.4%
Excess Utilities					-	-	#DIV/0!
Non-Dwelling Rental	100000				100,000	75,000	25,000 33.3%
HUD Operating Subsidy	644646				644,646	707,091	(62,445) -8.8%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	#DIV/0!
Total Rental Fees	1,322,826	-	-	-	1,322,826	1,346,681	(23,855) -1.8%
<i>Other Operating Revenues (List)</i>							
Antenna and Laundry	66883				66,883	64,000	2,883 4.5%
Congregate Services Program			88000		88,000	70,000	18,000 25.7%
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Total Other Revenue	66,883	-	-	88,000	154,883	134,000	20,883 15.6%
Total Operating Revenues	1,389,709	-	-	88,000	1,477,709	1,480,681	(2,972) -0.2%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Investments	3,750			300	4,050	3,950	100 2.5%
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Total Other Non-Operating Revenue	3,750	-	-	300	4,050	3,950	100 2.5%
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned					-	-	#DIV/0!
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	-	-	-	-	-	-	- #DIV/0!
Total Non-Operating Revenues	3,750	-	-	300	4,050	3,950	100 2.5%
TOTAL ANTICIPATED REVENUES	\$ 1,393,459	\$ -	\$ -	\$ 88,300	\$ 1,481,759	\$ 1,484,631	\$ (2,872) -0.2%

Prior Year Adopted Revenue Schedule

Wildwood Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	564,590				564,590
Excess Utilities					-
Non-Dwelling Rental	75,000				75,000
HUD Operating Subsidy	707,091				707,091
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	1,346,681	-	-	-	1,346,681
<i>Other Revenue (List)</i>					
Antennae and Laundry	64000				64,000
Congregate Services Program				70,000	70,000
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	64,000	-	-	70,000	134,000
Total Operating Revenues	1,410,681	-	-	70,000	1,480,681
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Investments	3,750			200	3,950
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	3,750	-	-	200	3,950
<i>Interest on Investments & Deposits</i>					
Interest Earned					-
Penalties					-
Other					-
Total Interest	-	-	-	-	-
Total Non-Operating Revenues	3,750	-	-	200	3,950
TOTAL ANTICIPATED REVENUES	\$ 1,414,431	\$ -	\$ -	\$ 70,200	\$ 1,484,631

Appropriations Schedule

Wildwood Housing Authority

For the Period April 1, 2019 to March 31, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
					All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages	124,867				\$ 124,867	\$ 115,097	\$ 9,770 8.5%
Fringe Benefits	85,179				85,179	84,582	597 0.7%
Legal	35,000				35,000	25,000	10,000 40.0%
Staff Training	7,750				7,750	8,500	(750) -8.8%
Travel	2,500				2,500	2,750	(250) -9.1%
Accounting Fees	35,400				35,400	35,000	400 1.1%
Auditing Fees	10,500				10,500	10,500	- 0.0%
Miscellaneous Administration*	145,063				145,063	164,048	(18,985) -11.6%
Total Administration	446,259	-	-	-	446,259	445,477	782 0.2%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation	97,642				97,642	106,991	(9,349) -8.7%
Salary & Wages - Protective Services	40,896				40,896	39,780	1,116 2.8%
Salary & Wages - Utility Labor					-	-	- #DIV/0!
Fringe Benefits	63,196				63,196	86,017	(22,821) -26.5%
Tenant Services	7,400		88,300		95,700	78,200	17,500 22.4%
Utilities	297,000				297,000	294,600	2,400 0.8%
Maintenance & Operation	261,300				261,300	287,800	(26,500) -9.2%
Protective Services					-	-	- #DIV/0!
Insurance	93,000				93,000	91,000	2,000 2.2%
Payment in Lieu of Taxes (PILOT)	28,118				28,118	27,159	959 3.5%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	1,700				1,700	1,850	(150) -8.1%
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	890,252	-	88,300		978,552	1,013,397	(34,845) -3.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	1,336,511	-	88,300		1,424,811	1,458,874	(34,063) -2.3%
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	1,336,511	-	88,300		1,424,811	1,458,874	(34,063) -2.3%
ACCUMULATED DEFICIT	-	-	-	-	-	-	- #DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,336,511	-	88,300		1,424,811	1,458,874	(34,063) -2.3%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation					-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
TOTAL NET APPROPRIATIONS	\$ 1,336,511	\$ -	\$ 88,300		\$ 1,424,811	\$ 1,458,874	\$ (34,063) -2.3%

* 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 \$ 66,825.55 \$ - \$ - \$ 4,415.00 \$ 71,240.55

**WILDWOOD HOUSING AUTHORITY
MISCELLANEOUS ADMINISTRATIVE EXPENSES
FOR THE FISCAL YEAR ENDED MARCH 31, 2020**

	<u>COCC</u>	<u>AMP 1</u>	<u>AMP 2</u>	<u>Total</u>
Management Contract - Millville HA (1)	\$ 25,486	\$ 30,178	\$ 30,905	\$ 86,569
Tenant Background Checks	-	2,217	3,000	5,217
Equipment Leasing & Service - Kyocera	696	816	1,000	2,512
Office Supplies	2,000	2,000	2,000	6,000
Postage	3,200	253	253	3,705
Memberships / Dues	350	500	500	1,350
Payroll Processing Fees - ADP	1,297	1,069	1,069	3,436
Internet and Answering Services	1,270	1,503	1,500	4,274
Sundry Administrative Expense	2,000	3,500	3,500	9,000
Total Sundry Administrative Expenses	\$ 36,299	\$ 42,037	\$ 43,727	\$ 122,063
Telephone	4,000	5,000	5,000	14,000
Computer Operations	3,000	3,000	3,000	9,000
Total	\$ 43,299	\$ 50,037	\$ 51,727	\$ 145,063

Prior Year Adopted Appropriations Schedule

Wildwood Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 115,097				\$ 115,097
Fringe Benefits	84,582				84,582
Legal	25,000				25,000
Staff Training	8,500				8,500
Travel	2,750				2,750
Accounting Fees	35,000				35,000
Auditing Fees	10,500				10,500
Miscellaneous Administration*	164,048				164,048
Total Administration	445,477	-	-	-	445,477
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	106,991				106,991
Salary & Wages - Protective Services	39,780				39,780
Salary & Wages - Utility Labor					-
Fringe Benefits	86,017				86,017
Tenant Services	8,000			70,200	78,200
Utilities	294,600				294,600
Maintenance & Operation	287,800				287,800
Protective Services					-
Insurance	91,000				91,000
Payment in Lieu of Taxes (PILOT)	27,159				27,159
Terminal Leave Payments					-
Collection Losses	1,850				1,850
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	943,197	-	-	70,200	1,013,397
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	1,388,674	-	-	70,200	1,458,874
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	1,388,674	-	-	70,200	1,458,874
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,388,674	-	-	70,200	1,458,874
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,388,674	\$ -	\$ -	\$ 70,200	\$ 1,458,874

* 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 \$ 69,433.70 \$ - \$ - \$ 3,510.00 \$ 72,943.70

Debt Service Schedule - Principal

Wildwood Housing Authority

If Authority has no debt X this box

X

Fiscal Year Ending in

	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter	Total Principal Outstanding
Type in Issue Name									\$ -
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>			
	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A
If no Rating type in Not Applicable			

Debt Service Schedule - Interest

Wildwood Housing Authority

If Authority has no debt X this box

X

Fiscal Year Ending in

	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter	Total Interest Payments Outstanding
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL INTEREST	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Wildwood Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 1,606,601	\$ -	\$ -	\$ (64,768)	\$ 1,541,833
Less: Invested in Capital Assets, Net of Related Debt (1)	2,283,554			5,903	2,289,457
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(676,953)	-	-	(70,671)	(747,624)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	526,507				526,507
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	452,234				452,234
Plus: Estimated Income (Loss) on Current Year Operations (2)	56,948				56,948
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	358,736	-	-	(70,671)	288,065
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)	\$ 358,736	\$ -	\$ -	\$ (70,671)	\$ 288,065

(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	\$ 66,826	\$ -	\$ -	\$ 4,415	\$ 71,241
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(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2019
WILDWOOD

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

Wildwood Housing Authority

FISCAL YEAR: FROM: April 1, 2019 **TO:** March 31, 2020

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Wildwood Housing Authority, on the 27th day of February, 2019.

OR

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

Officer's Signature:			
Name:	Paul Dice		
Title:	Executive Director		
Address:	3700 New Jersey Avenue Wildwood, NJ 08260		
Phone Number:	856-825-8860 x 1011	Fax Number:	609-729-4168
E-mail address	pdice@millvillehousing.org		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Wildwood Housing Authority

(Name)

FISCAL YEAR: **FROM:** April 1, 2019 **TO:** March 31, 2020

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority? *Yes – reviewed and approved by municipal government and residents of the developments affected.*
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated? *Yes. 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.

Proposed Capital Budget

Wildwood Housing Authority

For the Period April 1, 2019 to March 31, 2020

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Walk In Showers	\$ 50,000				\$ 50,000	
Playground	20,000				20,000	
Windows	20,000				20,000	
Exterior Building	60,000				60,000	
Total	150,000	-	-	-	150,000	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -

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

Wildwood Housing Authority
 For the Period April 1, 2019 to March 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2020	2021	2022	2023	2024	2025
<i>Public Housing Management</i>							
Walk In Showers	\$ 50,000	\$ 50,000					
Playground	20,000	20,000					
Windows	20,000	20,000					
Exterior Building	60,000	60,000					
Total	150,000	150,000	-	-	-	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

Wildwood Housing Authority

For the Period April 1, 2019 to March 31, 2020

Funding Sources

Estimated Total Cost	Renewal &					
	Unrestricted Net Position Utilized	Replacement Reserve	Debt Authorization	Capital Grants Other Sources		
<i>Public Housing Management</i>						
Walk In Showers	\$ 50,000			\$ 50,000		
Playground	20,000			20,000		
Windows	20,000			20,000		
Exterior Building	60,000			60,000		
Total	150,000	-	-	-	150,000	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Total 5 Year Plan per CB-4	\$ 150,000					
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.