

Authority Budget of:

Authority

OFFICE COPY

Housing Authority of Gloucester County

State Filing Year

2018

APPROVED COPY

For the Period:

January 1, 2018

to

December 31, 2018

www.hagc.org

Authority Web Address

Department Of



**Community
Affairs**



Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

Housing Authority of the Borough of Glassboro

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2018 TO December 31, 2018

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: Paul D. Ewert CPA, RMA Date: 1/10/2018

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: Paul D. Ewert CPA, RMA Date: 1/22/2018

2018

Housing Authority of Gloucester County

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2018 TO December 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: Paul D. Gwart Date: 12/6/2017

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: Paul D. Gwart CPA, RMA Date: 1/16/2018

2018 PREPARER'S CERTIFICATION

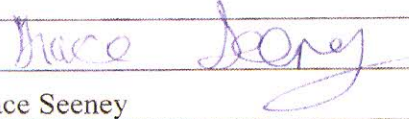
Housing Authority of Gloucester County

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 **TO:** December 31, 2018

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:	Grace Seeney		
Title:	Finance Director		
Address:	100 Pop Moylan Blvd., Deptford, NJ 08096		
Phone Number:	856-845-4959 x 214	Fax Number:	856-384-9044
E-mail address	gseeney@hagc.org		

2018 APPROVAL CERTIFICATION

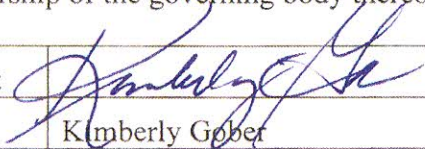
Housing Authority of Gloucester County

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

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 Housing Authority of Gloucester County, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 25th day of October, 2017.

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:	Kimberly Gober		
Title:	Executive Director		
Address:	100 Pop Moylan Blvd. Deptford, NJ, 08096		
Phone Number:	856-845-4959 x 215	Fax Number:	856-384-9044
E-mail address	kgober@hagc.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.hagc.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

Kimberly Gober

Title of Officer Certifying compliance

Executive Director

Signature



2018 HOUSING AUTHORITY BUDGET RESOLUTION

Housing Authority of Gloucester County

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Gloucester County for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 has been presented before the governing body of the Housing Authority of Gloucester County at its open public meeting of October 25, 2017; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$20,323,690, Total Appropriations, including any Accumulated Deficit, if any, of \$22,188,998 and Total Unrestricted Net Position utilized of \$1,865,308; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$339,720 and Total Unrestricted Net Position planned to be utilized of \$0; and

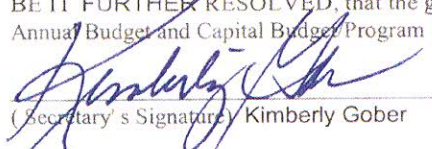
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Housing Authority of Gloucester County, at an open public meeting held on October 25, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 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 Housing Authority of Gloucester County will consider the Annual Budget and Capital Budget/Program for adoption on December 27, 2017


(Secretary's Signature) Kimberly Gober

October 25, 2017
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
William W. Bain, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Betty Jane Purnell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Giovannitti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brenden Garozzo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Kintzing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel Reed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION # 17-78
RESOLUTION APPROVING

HOUSING AUTHORITY OF GLOUCESTER COUNTY BUDGET

FISCAL YEAR: FROM JANUARY 1, 2018 TO DECEMBER 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2018 and ending December 31, 2018 has been presented before the Members of the Housing Authority of Gloucester County at its open public meeting of October 25th, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$20,323,690.00 . Total Appropriations, including any Accumulated Deficit, if any, of \$22,188,998.00 and Total Unrestricted Net Position utilized \$1,865,308.00 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$339,720.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

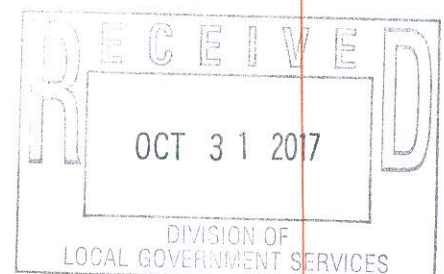
WHEREAS, the schedules of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide 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 Board of Commissioners of the Housing Authority of Gloucester County at a meeting held on October 25th, 2017 that the Annual Budget, including all related Schedules, and the Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2018 and ending December 31, 2018, 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

IT IS FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County will consider the Annual Budget and Capital Budget for adoption on December 27th, 2017.



ADOPTED at a regular Meeting of the Housing Authority
of Gloucester County, held on the 25th day of October, 2017

BY: 

WILLIAM W BAIN JR, CHAIRMAN

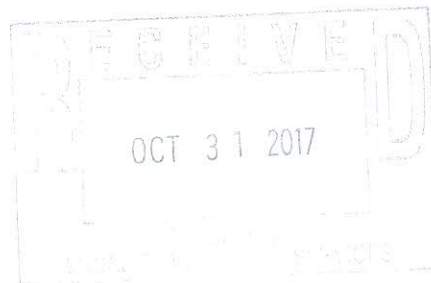
ATTEST: 

KIMBERLY GOBER, SECRETARY

DATED: OCTOBER 25, 2017

GOVERNING BODY RECORDED VOTE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM W. BAIN, JR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DANIEL B. REED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCOTT H. KINTZING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRENDEN GAROZZO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BETTY JANE PURNELL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRANK SMITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOHN GIOVANNITTI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



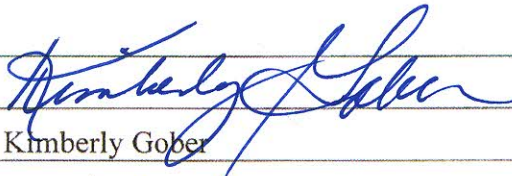
2018 ADOPTION CERTIFICATION

Housing Authority of Gloucester County

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

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 Housing Authority of Gloucester County, pursuant to N.J.A.C. 5:31-2.3, on the 27 day of, DECEMBER, 2017.

Officer's Signature:			
Name:	Kimberly Gober		
Title:	Executive Director		
Address:	100 Pop Moylan Blvd., Deptford, NJ 08096		
Phone Number:	856-845-4959 x 215	Fax Number:	856-384-9044
E-mail address	kgober@hagc.org		

RESOLUTION #17-96
RESOLUTION ADOPTING
HOUSING AUTHORITY OF GLOUCESTER COUNTY BUDGET
FISCAL YEAR: FROM JANUARY 1, 2018 TO DECEMBER 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2018 and ending December 31, 2018 has been presented before the Members of the Housing Authority of Gloucester County at its open public meeting of October 25, 2017 and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$20,698,208.00 Total Appropriations, including any Accumulated Deficit if any, of \$22,833,100.00 Total Fund Balance utilized of \$960,900.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 388,290.00, and Total Fund Balance planned to be utilized as funding thereof, of \$ -0- ; and

WHEREAS, the schedules of rates, 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 Board of Commissioners of the Housing Authority of Gloucester County at a meeting held on October 25th, 2017 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2018 and ending December 31, 2018, is hereby approved; and

IT IS 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 as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

ADOPTED at a regular Meeting of the Housing Authority of Gloucester County, held on the 27th of December, 2017.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W BAIN JR, CHAIRMAN


KIMBERLY GOBER, SECRETARY

GOVERNING BODY RECORDED VOTE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM W. BAIN, JR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DANIEL B. REED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCOTT H. KINTZING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BRENDEN GAROZZO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BETTY JANE PURNELL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRANK SMITH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JOHN GIOVANNITTI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Housing Authority of Gloucester County

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

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

- 1) Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 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).

See attached.

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.

See attached.

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 state of the local/regional economy will not negatively affect 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.

To balance the budget.

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.).

N/A

HOUSING AUTHORITY CONTACT INFORMATION

2018

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

Name of Authority:	Housing Authority of Gloucester County		
Federal ID Number:	22-2120143		
Address:	100 Pop Moylan Blvd.		
City, State, Zip:	Deptford	NJ	08096
Phone: (ext.)	856-845-4959	Fax:	856-384-9044

Preparer's Name:	Grace Seeney		
Preparer's Address:	100 Pop Moylan Blvd.		
City, State, Zip:	Deptford	NJ	08096
Phone: (ext.)	856-845-4959 x 214	Fax:	856-384-9044
E-mail:	gseeney@hagc.org		

Chief Executive Officer:	Kimberly Gober		
Phone: (ext.)	856-845-4959 x 215	Fax:	856-384-9044
E-mail:	kgober@hagc.org		

Chief Financial Officer:	Grace Seeney		
Phone: (ext.)	856-845-4959 x 214	Fax:	856-384-9044
E-mail:	gseeney@hagc.org		

Name of Auditor:	Nina S. Sorelle		
Name of Firm:	Bowman & Company, LLP		
Address:	6 North Broad Street		
City, State, Zip:	Woodbury	NJ	08096
Phone: (ext.)	856-821-6866	Fax:	856-821-1279
E-mail:	nsorelle@bowmanllp.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Housing Authority of Gloucester County

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

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 2016 or 2017)** as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 76
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, **(Use Most Recent W-3 Available 2016 or 2017)** Transmittal of Wage and Tax Statements: \$2,629,249
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **No** *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year **(Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018)** 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. **N/A Attach a narrative of your Authorities procedures for all employees.**
- 11) Did the Authority pay for meals or catering during the current fiscal year? **Yes** Approximately \$75 is spend on sandwiches or pizza at the monthly board meetings. *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 **Yes, see attached list**
 - h. Health or social club dues or initiation fees **No**
 - i. Personal services (i.e.: maid, chauffeur, chef) **No**
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business **and** does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **Yes** *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (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.*

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

Housing Authority of Gloucester County

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

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, 2018 Most recent available W-2 and 1099 should be used (2016 or 2017 Forms)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 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.

Housing Authority of Gloucester County

Attachment to Page N-3 (Page 1 of 2)

12) Travel for YE 2017

Travel Dates	Employee	Position	Description	Date	Check #	Amount
1/7/2017 - 1/11/17	W. Bain	Chairman	American Airlines	1/25/2017	CC	\$401.04
			Meals for PHADA	1/4/2017	202886	\$425.00
			Lodging for PHADA in Orlando, FL	1/4/2017	202886	\$1,273.50
			Common Carrier/Taxi			\$263.00
			Registration for PHADA	11/21/2016	202790	\$440.00
						\$2,802.54
1/7/2017 - 1/10/17	K. Gober	Executive Director	American Airlines	2/10/2017	CC	\$367.39
			Meals for PHADA	1/4/2017	202879	\$350.00
			Lodging for PHADA in Orlando, FL	1/4/2017	202879	\$955.14
			Common Carrier/Taxi	1/4/2017	202879	\$107.80
			Registration for PHADA	11/21/2016	202790	\$440.00
			Travel Reimbursement	1/4/2017	202879	\$53.12
						\$2,220.33
3/26/17 - 3/28/17	K. Gober	Executive Director	Meals for NAHRO in Washington, DC	3/8/2017	203009	\$275.00
			Common Carrier, Train, Parking & Tolls	4/5/2017	203073	\$98.86
			Amtrak--National Railroad Passenger Corporation	3/29/2017	CC	\$91.00
			Registration for NAHRO	1/11/2017	202887	\$475.00
						\$939.86
3/25/17 - 3/29/17	W. Bain	Chairman	Lodging and Meals for NAHRO in Washington, DC	3/8/2017	203019	\$450.00
			Amtrak--National Railroad Passenger Corporation	3/29/2017	CC	\$78.00
			Common Carrier	4/24/2017	Petty Cash	\$19.10
			Registration for NAHRO	1/11/2017	202893	\$475.00
						\$1,022.10
4/5/17 - 4/7/17	A. Asllanaj	MIS Director	Common Carrier, Train, Parking & Tolls	4/19/2017	203097	\$200.00
			Lodging and Meals for HUD training in Jacksonville, FL	3/8/2017	202999	\$250.00
			Expedia - Flight and Hotel	4/27/2017	CC	\$1,040.02
						\$1,490.02
			Total Travel for 2017			\$8,474.85

13g) The following employees have use of a vehicle that they take home nightly due to the on call nature of their job.

Employee	Position	Yearly Auto Allowance
S. Bennis	Congregate Corrdinator	\$379.00
E. McGowan	Occupancy Specialist	\$928.00
K. Gober	Executive Director	\$3,287.00
P. Letiza	AHO Director	\$2,340.00

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

Housing Authority of Gloucester County																
For the Period January 1, 2018 to December 31, 2018																
Reportable Compensation from Authority (W-2/ 1099)																
Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) 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	Former Highest Compensated Employee	Base Salary/ Stipend	Bonus								Other (auto allowance, expense account, payment in lieu of health benefits, etc.)
1 W. Bain	Chairman	1 X	1 X				NONE				Gloucester County	Asst. Director	40	\$ 99,999	\$	\$ 99,999
2 D. Reed	Vice-Chairman	1 X	1 X				NONE				0 NONE					0
3 S. Kintzing	Treasurer	1 X	1 X				NONE				0 NONE					0
4 B. Garozzo	Commissioner	1 X	1 X				NONE				0 NONE					0
5 B. Purnell	Commissioner	1 X	1 X				NONE				0 NONE					0
6 F. Smith	Commissioner	1 X	1 X				NONE				0 NONE					0
7 J. Giovannetti	Commissioner	1 X	1 X				NONE				0 Paulsboro Board of Education	Athletic Director	40	100,144		100,144
8 G. Seeney	Director of Finance	40	X	X			\$ 76,960	5,000	5,400	87,360	NONE					87,360
9 K. Gober	Executive Director	40 X	X	X	X		\$ 125,000	3,287	44,860	172,947	NONE					172,947
10 C. Grupico	Finance Director	40	X	X			\$ 98,696	0	27,095	125,791	NONE					125,791
11										0						0
12										0						0
13										0						0
14										0						0
15										0						0
Total:							\$ 300,656	\$ -	\$ 8,287	\$ 77,155	\$ 386,098		\$ 200,143	\$ -	\$ 586,241	0

(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

Housing Authority of Gloucester County
For the Period January 1, 2018 to December 31, 2018

	# of Covered Members (Medical & Rx)		Annual Cost		Total Cost		# of Covered Members (Medical & Rx)		Annual Cost		% Increase (Decrease)	
	Proposed Budget	Employee Proposed Budget	Estimate per Employee Proposed Budget	Budget	Estimate	Budget	Current Year	per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)	
Active Employees - Health Benefits - Annual Cost												
Single Coverage	15	\$ 13,151	\$	197,269	15	\$ 12,525	\$	187,875	\$	9,394	5.0%	
Parent & Child	12	18,304		219,643	12	17,432		209,184		10,459	5.0%	
Employee & Spouse (or Partner)	8	18,304		146,429	8	17,432		139,456		6,973	5.0%	
Family	17	42,075		715,267	17	40,071		681,207		34,060	5.0%	
Employee Cost Sharing Contribution (enter as negative -)				(103,068)				(98,160)		(4,908)	5.0%	
Subtotal	52			1,175,540	52			1,119,562		55,978	5.0%	
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	6	12,180		73,080	6	11,600		69,600		3,480	5.0%	
Parent & Child				-				-		-	#DIV/0!	
Employee & Spouse (or Partner)	8	12,180		97,440	8	11,600		92,800		4,640	5.0%	
Family				-				-		-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)				-				-		-	#DIV/0!	
Subtotal	14			170,520	14			162,400		8,120	5.0%	
GRAND TOTAL												
	66		\$	1,346,060	66		\$	1,281,962	\$	64,098	5.0%	

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

No	Yes or No
No	Yes or No

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

December 31, 2018

Legal Basis for Benefit
(check applicable items)

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

HOUSING AUTHORITY OF GLOUCESTER COUNTY COMPENSATED ABSENCES

FOR THE PERIOD ENDING: DECEMBER 31, 2016

NAME	EMP NO.	TOTAL ACCRUED
ASLLANAJ, A.	558	7,478.40
BARNES, S.	519	540.39
BARTHELD, W.	592	0.00
BENNIS, S.	359	8,119.58
BERNARDINI, R.	554	5,734.06
BLAIR, E.	283	5,053.20
BUNDY, J.	566	322.58
BURNS, B.	543	253.96
BUTLER, L.	551	4,653.49
CAMA, J.	550	1,440.35
CLEMENT, I.	593	543.12
CORLISS, D.	513	5,245.76
CORLISS, D.	606	338.60
COX, M.	512	2,913.02
DAVILA, S.	596	703.97
DELEANDRO, R.	598	612.66
DI VIETRO, K.	431	4,703.93
DIEHLMAN, L.	603	120.20
DORIA, D.	574	0.00
EVERLY, L.	446	3,295.17
FAULKNER, H.	423	5,016.61
FEWKES, F.	556	2,132.46
FISHER, H.	600	0.00
FISHER, W.	015	0.00
FLINN, W.	434	5,482.22
FREER, J.	425	1,394.89
FREIJOMIL, F.	604	751.90
FREKOT, J.	577	2,293.28
GALLAGHER, D.	517	1,563.62
GIBBS, G.	542	0.00
GOBER, K.	357	20,020.39
GRUPICO, C.	318	35,050.32
HAMPTON, B.	362	1,810.33
HARGROVE, M.	594	370.49
HARTMANN, R.	452	1,812.92
HILES, B.	503	2,893.80
HOLMAN, A.	601	0.00
HUDMAN, S.	351	0.00

NAME	EMP NO.	TOTAL ACCRUED
JONES, R.	572	554.69
KAMINSKI, J.	589	1,514.14
KELLEY, H.	176	6,644.77
LAINE, J.	597	1,357.62
LANDRUM, S.	607	177.82
LAW, T.	538	1,902.00
LETIZIA, P.	583	5,513.53
LITTLE, S.	498	600.63
MALINAK, E.	488	3,099.37
MASON, E.	400	7,852.24
MCCOMB, S.	599	592.38
McGOWAN, E.	486	1,684.83
MCINTYRE, J.	605	310.48
MILLER, M.	484	66.08
MILLS, B.	602	69.47
MORELLI, J.	482	774.95
MORTIMER, E.	480	0.00
NEBEL, J.	433	324.84
NICHOLSON, B.	579	1,125.80
OFFENBACKER, P.	581	1,941.63
OLSEN, A.	389	2,787.70
ORTIZ, E.	561	5,049.01
ORTIZ, J.	573	68.85
PETROSKI, C.	382	644.35
RASMUS, J.	591	817.59
ROBERTS, P.	448	898.46
ROJAS, N.	568	1,115.43
ROSARIO, K.	552	1,322.14
RUMAKER, D.	576	0.00
RUMAKER, M.	337	0.00
SCAFIDE, R.	553	2,681.04
SEENEY, G.	571	579.93
THOMAS, N.	588	0.00
TRAVIS, C.	578	418.41
VAZQUEZ, M.	549	1,838.61
ZIEGER, J.	332	6,115.54
		193,110.00

For the Period	Housing Authority of Gloucester County January 1, 2018 to December 31, 2018
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Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority

[illegible]

X

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period Housing Authority of Gloucester County
January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget					FY 2017 Adopted Budget	Total All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations					
REVENUES										
Total Operating Revenues	\$ 2,210,075	\$ -	\$ 17,250,666	\$ 852,816	\$ 20,313,557	\$ 21,870,300		\$ (1,556,743)		-7.1%
Total Non-Operating Revenues	7,240	-	1,234	1,659	10,133	1,900		8,233		433.3%
Total Anticipated Revenues	2,217,315	-	17,251,900	854,475	20,323,690	21,872,200		(1,548,510)		-7.1%
APPROPRIATIONS										
Total Administration	1,756,032	-	1,737,748	834,440	4,328,220	3,544,900		783,320		22.1%
Total Cost of Providing Services	1,339,696	-	16,028,402	492,680	17,860,778	19,288,200		(1,427,422)		-7.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-		-		#DIV/0!
Total Operating Appropriations	3,095,728	-	17,766,150	1,327,120	22,188,998	22,833,100		(644,102)		-2.8%
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	3,095,728	-	17,766,150	1,327,120	22,188,998	22,833,100		(644,102)		-2.8%
Less: Total Unrestricted Net Position Utilized	878,413	-	514,250	472,645	1,865,308	960,900		904,408		94.1%
Net Total Appropriations	2,217,315	-	17,251,900	854,475	20,323,690	21,872,200		(1,548,510)		-7.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		#DIV/0!

Revenue Schedule

Housing Authority of Gloucester County

For the Period

January 1, 2018

to

December 31, 2018

					FY 2017 Adopted Budget	\$ Increase (Decrease)	% Increase (Decrease)	
FY 2018 Proposed Budget						Proposed vs. Adopted	Proposed vs. Adopted	
Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	
OPERATING REVENUES								
Rental Fees								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	842391		129780	972,171	1,008,400	(36,229)	-3.6%	
Excess Utilities				-	-	-	#DIV/0!	
Non-Dwelling Rental	59785		725	60,510	55,100	5,410	9.8%	
HUD Operating Subsidy	767000			767,000	918,000	(151,000)	-16.4%	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher		17239968		17,239,968	18,702,900	(1,462,932)	-7.8%	
Total Rental Fees	1,669,176	-	17,239,968	130,505	20,684,400	(1,644,751)	-8.0%	
Other Operating Revenues (List)								
Management Fees	494808		203956	698,764	645,000	53,764	8.3%	
Congregate Services			84410	84,410	82,700	1,710	2.1%	
Congregate Grant			183500	183,500	195,000	(11,500)	-5.9%	
Capital Grant Management Fees	33972			33,972	36,000	(2,028)	-5.6%	
TBRA, County HOME Funds			120000	120,000	100,000	20,000	20.0%	
ROSS & FSS Grants			130445	130,445	125,000	5,445	4.4%	
Other Fees & Income	12119	10698		22,817	2,200	20,617	937.1%	
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	540,899	-	10,698	722,311	1,185,900	88,008	7.4%	
Total Operating Revenues	2,210,075	-	17,250,666	852,816	20,313,557	21,870,300	(1,556,743)	-7.1%
NON-OPERATING REVENUES								
Other Non-Operating Revenues (List)								
Type in				-	-	-	#DIV/0!	
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	-	-	-	-	-	-	#DIV/0!	
Interest on Investments & Deposits (List)								
Interest Earned	7,240	1,234	1,659	10,133	1,900	8,233	433.3%	
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
Total Interest	7,240	-	1,234	1,659	1,900	8,233	433.3%	
Total Non-Operating Revenues	7,240	-	1,234	1,659	1,900	8,233	433.3%	
TOTAL ANTICIPATED REVENUES	\$ 2,217,315	\$ -	\$ 17,251,900	\$ 854,475	\$ 20,323,690	\$ 21,872,200	\$ (1,548,510)	-7.1%

Prior Year Adopted Revenue Schedule

Housing Authority of Gloucester County

FY 2017 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	882,600		125,800	1,008,400
Excess Utilities				-
Non-Dwelling Rental	55,100			55,100
HUD Operating Subsidy	918,000			918,000
New Construction - Acc Section 8				-
Voucher - Acc Housing Voucher		18,568,000	134,900	18,702,900
Total Rental Fees	1,855,700	-	260,700	20,684,400
<i>Other Revenue (List)</i>				
Management Fees	356,900		288,100	645,000
Congregate Services			82,700	82,700
Congregate Grant			195,000	195,000
Capital Grant Management Fees	36,000			36,000
TBRA, County HOME Funds			100,000	100,000
ROSS & FSS Grants			125,000	125,000
Other Fees & Income	2,200			2,200
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	395,100	-	790,800	1,185,900
Total Operating Revenues	2,250,800	-	1,051,500	21,870,300
NON-OPERATING REVENUES				
<i>Other Non-Operating Revenues (List)</i>				
Type in				-
Type in				-
Type in				-
Type in				-
Type in				-
Type in				-
Other Non-Operating Revenues	-	-	-	-
<i>Interest on Investments & Deposits</i>				
Interest Earned	600	200	1,100	1,900
Penalties				-
Other				-
Total Interest	600	200	1,100	1,900
Total Non-Operating Revenues	600	200	1,100	1,900
TOTAL ANTICIPATED REVENUES	\$ 2,251,400	\$ -	\$ 18,568,200	\$ 21,872,200

Appropriations Schedule

Housing Authority of Gloucester County

For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget				FY 2017 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 APPROPRIATIONS								
Administration								
Salary & Wages	525,147		777,054	215,916	\$ 1,518,117	\$ 1,471,500	\$ 46,617	3.2%
Fringe Benefits	795,100		738,200	375,000	1,908,300	1,324,300	584,000	44.1%
Legal	28,657		6,864	44,481	80,002	78,900	1,102	1.4%
Staff Training	4,605		2,856	16,688	24,149	6,300	17,849	283.3%
Travel	10,369		3,741	17,638	31,748	19,400	12,348	63.6%
Accounting Fees	4,320		6,560	1,120	12,000	-	12,000	#DIV/0!
Auditing Fees	14,400		21,800	3,700	39,900	39,900	-	0.0%
Miscellaneous Administration*	373,434		180,673	159,897	714,004	604,600	109,404	18.1%
Total Administration	1,756,032	-	1,737,748	834,440	4,328,220	3,544,900	783,320	22.1%
Cost of Providing Services								
Salary & Wages - Tenant Services	46,817			162,863	209,680	211,100	(1,420)	-0.7%
Salary & Wages - Maintenance & Operation	264,987			16,001	280,988	323,800	(42,812)	-13.2%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits					-	481,700	(481,700)	-100.0%
Tenant Services	7,701			72,880	80,581	68,700	11,881	17.3%
Utilities	365,461			14,852	380,313	343,200	37,113	10.8%
Maintenance & Operation	230,103			32,835	262,938	187,300	75,638	40.4%
Protective Services	161,334				161,334	154,000	7,334	4.8%
Insurance	168,148		99,642	50,218	318,008	265,500	52,508	19.8%
Payment in Lieu of Taxes (PILOT)	47,693			11,493	59,186	66,600	(7,414)	-11.1%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	21,803			1,913	23,716	-	23,716	#DIV/0!
Other General Expense					500	500	-	0.0%
Rents			15,926,352	92,703	16,019,055	17,185,800	(1,166,745)	-6.8%
Extraordinary Maintenance	18,462				18,462	-	18,462	#DIV/0!
Replacement of Non-Expendible Equipment	7,187		2,408	29,855	39,450	-	39,450	#DIV/0!
Property Betterment/Additions				6,567	6,567	-	6,567	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	1,339,696	-	16,028,402	492,680	17,860,778	19,288,200	(1,427,422)	-7.4%
Total Principal Payments on Debt Service in Lieu of Depreciation								
	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,095,728	-	17,766,150	1,327,120	22,188,998	22,833,100	(644,102)	-2.8%
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	3,095,728	-	17,766,150	1,327,120	22,188,998	22,833,100	(644,102)	-2.8%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT					-	-	-	#DIV/0!
	3,095,728	-	17,766,150	1,327,120	22,188,998	22,833,100	(644,102)	-2.8%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other	878,413		514,250	472,645	1,865,308	960,900	904,408	94.1%
Total Unrestricted Net Position Utilized	878,413	-	514,250	472,645	1,865,308	960,900	904,408	94.1%
TOTAL NET APPROPRIATIONS	\$ 2,217,315	\$ -	\$ 17,251,900	\$ 854,475	\$ 20,323,690	\$ 21,872,200	\$ (1,548,510)	-7.1%

* 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	\$ 154,786.40	\$ -	\$ 888,307.50	\$ 66,356.00	\$ 1,109,449.90
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Prior Year Adopted Appropriations Schedule

Housing Authority of Gloucester County

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 483,300		\$ 720,000	\$ 268,200	\$ 1,471,500
Fringe Benefits	434,900		648,000	241,400	1,324,300
Legal	23,100		8,300	47,500	78,900
Staff Training	1,500		2,300	2,500	6,300
Travel	7,500		1,400	10,500	19,400
Accounting Fees					-
Auditing Fees	14,400		20,000	5,500	39,900
Miscellaneous Administration*	346,900		128,600	129,100	604,600
Total Administration	1,311,600	-	1,528,600	704,700	3,544,900
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	48,000			163,100	211,100
Salary & Wages - Maintenance & Operation	307,100			16,700	323,800
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	319,800			161,900	481,700
Tenant Services	6,600			62,100	68,700
Utilities	327,200			16,000	343,200
Maintenance & Operation	175,400			11,900	187,300
Protective Services	154,000				154,000
Insurance	146,300		80,000	39,200	265,500
Payment in Lieu of Taxes (PILOT)	55,600			11,000	66,600
Terminal Leave Payments					-
Collection Losses					-
Other General Expense				500	500
Rents			16,977,000	208,800	17,185,800
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,540,000	-	17,057,000	691,200	19,288,200
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,851,600	-	18,585,600	1,395,900	22,833,100
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	2,851,600	-	18,585,600	1,395,900	22,833,100
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,851,600	-	18,585,600	1,395,900	22,833,100
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other	600,200		17,400	343,300	960,900
Total Unrestricted Net Position Utilized	600,200	-	17,400	343,300	960,900
TOTAL NET APPROPRIATIONS	\$ 2,251,400	\$ -	\$ 18,568,200	\$ 1,052,600	\$ 21,872,200

* 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 \$ 142,580.00 \$ - \$ 929,280.00 \$ 69,795.00 \$ 1,141,655.00

Debt Service Schedule - Principal

Housing Authority of Gloucester County

If Authority has no debt X this box

X

	Adopted Budget Year 2017	Proposed Budget Year 2018	Fiscal Year Ending in					Thereafter	Total Principal Outstanding
			2019	2020	2021	2022	2023		
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL									
LESS: HUD SUBSIDY									
NET PRINCIPAL									

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

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

Debt Service Schedule - Interest

Housing Authority of Gloucester County

If Authority has no debt X this box

☒

	Adopted Budget Year 2017	Proposed Budget Year 2018	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2019	2020	2021	2022	2023		
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

Housing Authority of Gloucester County

For the Period January 1, 2018

to December 31, 2018

FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 5,218,146		\$ (4,786,311)	\$ 1,389,202	\$ 1,821,037
Less: Invested in Capital Assets, Net of Related Debt (1)					
Less: Restricted for Debt Service Reserve (1)					
Less: Other Restricted Net Position (1)	8,269,393			732,440	9,001,833
Total Unrestricted Net Position (1)	(3,051,247)	-	(4,831,266)	656,762	(7,225,751)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	2,597,792		2,745,802	1,086,896	6,430,489
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,597,792		2,745,802		5,343,593
Plus: Estimated Income (Loss) on Current Year Operations (2)	(888,711)		(524,637)	(474,253)	(1,887,601)
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,255,625	-	135,700	1,269,405	2,660,730
Unrestricted Net Position Utilized to Balance Proposed Budget	878,413	-	514,250	472,645	1,865,308
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	878,413	-	514,250	472,645	1,865,308
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR					
(4)	\$ 377,212	\$ -	\$ (378,550)	\$ 796,760	\$ 795,422

(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

(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.

2018

Housing Authority of Gloucester County

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

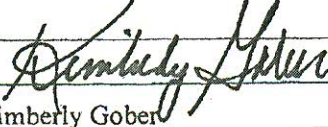
Housing Authority of Gloucester County

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

☒ 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 Housing Authority of Gloucester County, on the 25th day of October, 2017.

OR

☐ It is hereby certified that the governing body of the Housing Authority of Gloucester County 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:	Kimberly Gober		
Title:	Executive Director		
Address:	100 Pop Moylan Blvd., Deptford, NJ 08096		
Phone Number:	856-845-4959 x 215	Fax Number:	856-384-9044
E-mail address	kogber@hagc.org		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Housing Authority of Gloucester County

FISCAL YEAR: **FROM:** January 1, 2018 **TO:** December 31, 2018

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

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?

No

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

No

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.

No

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.

N/A

6. Have the projects been reviewed and approved by HUD?

Yes

Add additional sheets if necessary.

Proposed Capital Budget

Housing Authority of Gloucester County
For the Period January 1, 2018 to December 31, 2018

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
204-1, Scattered-Site	\$ 147,748				\$ 147,748	
Carino Park	85,000				85,000	
Deptford Park	56,000				56,000	
PHA-WIDE	50,972				50,972	
Total	339,720	-	-	-	339,720	-
<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	\$ 339,720	\$ -	\$ -	\$ -	\$ 339,720	\$ -

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

Housing Authority of Gloucester County

For the Period January 1, 2018 to December 31, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2018	2019	2020	2021	2022	2023
<i>Public Housing Management</i>							
204-1, Scattered-Site	\$ 730,240	\$ 147,748	\$ 152,748	\$ 152,248	\$ 152,748	\$ 124,748	
Carino Park	429,000	85,000	105,000	90,000	80,000	69,000	
Deptford Park	289,000	56,000	31,000	46,000	56,000	100,000	
PHA-WIDE	250,360	50,972	50,972	51,472	50,972	45,972	
Total	1,698,600	339,720	339,720	339,720	339,720	339,720	-
<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	\$ 1,698,600	\$ 339,720	\$ 339,720	\$ 339,720	\$ 339,720	\$ 339,720	\$ -

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

Housing Authority of Gloucester County

For the Period January 1, 2018 to December 31, 2018

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
204-1, Scattered-Site	\$ 730,240				\$ 730,240	
Carino Park	429,000				429,000	
Deptford Park	289,000				289,000	
PHA-WIDE	250,360				250,360	
Total	1,698,600	-	-	-	1,698,600	-
<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	\$ 1,698,600	\$ -	\$ -	\$ -	\$ 1,698,600	\$ -
Total 5 Year Plan per CB-4	<u>\$ 1,698,600</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

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