

Authority Budget of:

Salem Housing Authority

State Filing Year **2018**

For the Period:

October 1, 2018 to September 30, 2019

www.salemhousingauthority.org

Authority Web Address



Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

SALEM

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM Oct 1, 2018 TO Sep 30, 2019

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: _____

2018 PREPARER'S CERTIFICATION

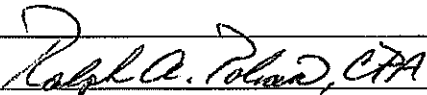
SALEM

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2018 **TO:** Sep 30, 2019

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		

2018 APPROVAL CERTIFICATION

SALEM

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2108 TO: Sep 30, 2019

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 Salem Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 26th day of July, 2018.

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

Officer's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	205 Seventh Street Salem, NJ 08079		
Phone Number:	856-935-5022	Fax Number:	856-935-5290
E-mail address	pdice@millvillehousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.salemhousingauthority.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
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying compliance

Paul F. Dice

Title of Officer Certifying compliance

Executive Director

Signature



2018 HOUSING AUTHORITY BUDGET RESOLUTION SALEM HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Salem Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 has been presented before the governing body of the Salem Housing Authority at its open public meeting of July 26, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,969,671, Total Appropriations, including any Accumulated Deficit if any, of \$1,949,026 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$410,274 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

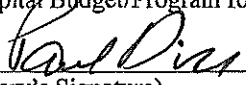
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

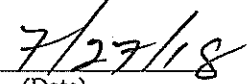
NOW, THEREFORE BE IT RESOLVED, by the governing body of the Salem Housing Authority, at an open public meeting held on July 26, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Salem Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 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 Salem Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on August 23, 2018.



(Secretary's Signature)



(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Rebecca Gower-Ferguson	<input checked="" type="checkbox"/>			
Cathy Lanard	<input checked="" type="checkbox"/>			
Matthew Hassler	<input checked="" type="checkbox"/>			
Gail Walker	—————→ <input checked="" type="checkbox"/>			
Jim Smith	<input checked="" type="checkbox"/>			

2018 ADOPTION CERTIFICATION

SALEM

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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 Salem Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 23rd day of, August, 2018.

Officer's Signature:			
Name:	Paul F. Dice		
Title:	Executive Director		
Address:	205 Seventh Street Salem, NJ 08079		
Phone Number:	856-935-5022	Fax Number:	856-935-5290
E-mail address	pdice@millvillehousing.org		

2018 ADOPTED BUDGET RESOLUTION

SALEM HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Salem Housing Authority for the fiscal year beginning October 1, 2018 and ending, September 30, 2019 has been presented for adoption before the governing body of the Salem Housing Authority at its open public meeting of August 23, 2018; 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 \$1,969,671, Total Appropriations, including any Accumulated Deficit, if any, of \$1,949,026 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$410,274 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Salem Housing Authority, at an open public meeting held on August 23, 2018 that the Annual Budget and Capital Budget/Program of the Salem Housing Authority for the fiscal year beginning, October 1, 2018 and, ending, September 30, 2019 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

Rebecca Gower-Ferguson
Cathy Lanard
Matthew Hassler
Gail Walker
Jim Smith

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS SALEM HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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).

Budgeted revenues are anticipated to be adequate to cover projected expenses and cover debt service for fiscal year ending 2019, resulting in a budgeted surplus of \$20,645 from operations. Anticipated revenues total \$1,969,671, an increase of \$190,467 (10.7%) when compared to the prior year budget. Total net appropriations of \$1,949,026 are \$207,522 (11.9%) higher than the prior year budget.

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.

Revenues

HUD operating subsidy is \$1,149,642, or \$140,022 higher than the previous fiscal year budget. This increase is due to HUD's low rent public housing operating subsidy allocation methodology. The projected funding for 2019 is significantly higher than the prior year budget.

Expenses

Administrative salaries and wages are \$71,447, or \$37,800 higher than the prior budget. This increase is due to the Authority hiring a full time property manager.

Administrative fringe benefits are \$60,583, or \$33,460 higher than the prior budget. This increase is due to the Authority hiring a full time property manager. In addition, the projected expense is more in line with current year actual results.

Administrative miscellaneous expenses are \$188,840, or \$34,208 lower than the prior year budget. As previously mentioned the Authority hired a full time property manager and will no longer incur property manager charges from Millville Housing Authority.

Maintenance salaries and wages are \$64,844, or \$17,088 higher than the prior year budget, due to the hiring of a new maintenance employee.

Maintenance fringe benefits are \$60,418 or \$9,824, higher than the prior budget. This increase is due to the Authority hiring a new maintenance employee. In addition, the projected expense is more in line with current year actual results.

Maintenance expenses are \$410,000, or \$70,000 higher than the prior year budget, to be more in line with actual results and expected costs.

Insurance expense is \$150,000, or \$45,000 higher than the previous budget, to be more in line with actual costs. The Authority's JIF insurance premiums increased significantly from the prior year budget. In addition, the Authority is on a repayment plan for the deductible and coinsurance portion of a former employee lawsuit.

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 not stable but unfortunately depressed which has a negative impact on the residents. It is simply not feasible for the vast majority of residents to earn a living wage in Salem.

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.).

N/A

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 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**)

The authority's 9/30/17 audited total equity is \$2,272,180. Unrestricted net position has a \$248,672 deficit primarily because of GASB 68 pension liability. The Authority would need additional HUD funding or a new revenue stream to eliminate this deficit. The Authority does not anticipate additional deficit in the proposed budget.

HOUSING AUTHORITY CONTACT INFORMATION 2018

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

Name of Authority:	Salem Housing Authority		
Federal ID Number:	210742445		
Address:	205 Seventh Street		
City, State, Zip:	Salem	NJ	08079
Phone: (ext.)	856-935-5022	Fax:	856-935-5290

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

Chief Executive Officer:	Paul F. Dice		
Phone: (ext.)	856-935-5022	Fax:	856-935-5290
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:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Salem Housing Authority

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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: 4
- 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: \$97,758
- 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: 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. **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 increases granted during the year require Board approval, at which time an additional comparability analysis is performed. All employees are evaluated annually by their immediate supervisor and those evaluations are considered when determining compensation for the next fiscal year.

- 11) Did the Authority pay for meals or catering during the current fiscal year? No *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? No *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
 - a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No*If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *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
SALEM HOUSING AUTHORITY**

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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.

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

For the Period **October 1, 2018** to **September 30, 2019**
 Salem Housing Authority

Reportable Compensation from
 Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Former Highest Compensated Employee	Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from Authority (health benefits, pension, etc.)	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 C	Average Hours per Week Dedicated to Other Public Entities Listed in Column D	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
							Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Total Compensation from Authority							
1 Krista Seran	Property Manager	40						36,400	1,500	0	15,000	None	0	0	0	0	52,900
2 Laurie Frisby	Asst Prop Mgr	40	x				33,646	1,500	0	15,000	None	0	0	0	0	0	50,146
3 Rebecca Gower-Ferguso	Commissioner	1 x					0	0	0	0	None	None	0	0	0	0	0
4 Cathy Larnard	Commissioner	1 x					0	0	0	0	None	None	0	0	0	0	0
5 Matthew Hasler	Commissioner	1 x					0	0	0	0	None	None	0	0	0	0	0
6 Gail Walker	Commissioner	1 x					0	0	0	0	None	Commissioner	38	38,990	29,880	68,870	
7 Jim Smith	Commissioner	1 x					0	0	0	0	None	None	0	0	0	0	0
8																	0
9																	0
10																	0
11																	0
12																	0
13																	0
14																	0
15																	0
Total:							\$70,046	\$ 3,000	\$ -	\$ 30,000	\$ 103,046			\$ 38,990	\$ 29,880	\$ 171,916	

(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

Salem Housing Authority
 For the Period October 1, 2018 to September 30, 2019

	# of Covered Members (Medical & Rx)		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)
	Proposed Budget	Employee Proposed Budget	Employee Proposed Budget	Employee Proposed Budget						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	3	\$ 12,335	\$ 37,006	2	\$ 12,335	\$ 24,671	\$ 12,335	50.0%	#DIV/0!	
Parent & Child										
Employee & Spouse (or Partner)	2	24,547	49,093	1	24,547	24,547	24,547	100.0%	#DIV/0!	
Family										
Employee Cost Sharing Contribution (enter as negative -)			(3,750)			(1,850)	(1,900)	102.7%	#DIV/0!	
Subtotal	5		82,349	3		47,367	34,982	73.9%		
Commissioners - Health Benefits - Annual Cost										
Single Coverage										
Parent & Child										
Employee & Spouse (or Partner)										
Family										
Employee Cost Sharing Contribution (enter as negative -)										
Subtotal	0			0						
Retirees - Health Benefits - Annual Cost										
Single Coverage	2	6,250	12,500	2	6,250	12,500		0.0%	#DIV/0!	
Parent & Child										
Employee & Spouse (or Partner)										
Family										
Employee Cost Sharing Contribution (enter as negative -)										
Subtotal	2		12,500	2		12,500		0.0%	#DIV/0!	
GRAND TOTAL	7		\$ 94,850	5		\$ 59,868	\$ 34,982	58.4%		

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

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

Schedule of Accumulated Liability for Compensated Absences

Salem Housing Authority

For the Period October 1, 2018 to September 30, 2019

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	Approved Labor Agreement	Resolution	Individual Employment Agreement		
See Attached Schedule	\$	\$					
		23,397	x				
Total liability for accumulated compensated absences at beginning of current year	\$	23,397					

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

TIME OFF ACCRUAL SUMMARY
HOUSING AUTHORITY OF THE CITY OF - A738

CHECK DATES 01/13/2017 TO 11/03/2017
PERIOD BEGIN 12/25/2016 PERIOD END 10/28/2017

11/13/2017
PAGE 1

EMP ID	EMPLOYEE NAME	CHECK DATE	TYPE	ACCRUAL RATE	HOURS WORKED	EARNED HOURS	USED HOURS	ADJUST HOURS	BALANCE HOURS	BALANCE DOLLARS		
43	FRISBY, LAURIE A	01/13/2017	PER7	0.000	0.00	0.000	0.000	14.000	14.000	258.82		
		04/07/2017	PER7	0.000	0.00	0.000	-7.000	0.000	7.000	129.41		
		06/02/2017	PER7	0.000	0.00	0.000	-7.000	0.000	0.000	0.00		
		01/13/2017	SIC7	0.000	0.00	0.000	0.000	102.000	741.000	13698.87		
		10/20/2017	SIC7	0.000	0.00	0.000	-14.000	0.000	727.000	13440.05		
		01/13/2017	VAC7	0.000	0.00	0.000	-21.000	112.000	378.000	6988.09		
		05/19/2017	VAC7	0.000	0.00	0.000	-7.000	0.000	371.000	6858.68		
		06/30/2017	VAC7	0.000	0.00	0.000	-7.000	0.000	364.000	6729.27		
		07/20/2017	VAC7	0.000	0.00	0.000	-7.000	0.000	357.000	6599.86		
		08/11/2017	VAC7	0.000	0.00	0.000	-14.000	0.000	343.000	6311.04		
		08/25/2017	VAC7	0.000	0.00	0.000	-14.000	0.000	329.000	6082.22		
		09/08/2017	VAC7	0.000	0.00	0.000	-7.000	0.000	322.000	5952.81		
		09/22/2017	VAC7	0.000	0.00	0.000	-7.000	0.000	315.000	5823.40		
				TOTALS :	PER7		0.00	0.000	-14.000	14.000	0.000	0.00
				TOTALS :	SIC7		0.00	0.000	-14.000	102.000	727.000	13440.05
		TOTALS :	VAC7		0.00	0.000	-84.000	112.000	315.000	5823.40		
100	ADMINISTRATION		PER7		0.00	0.000	-14.000	14.000	0.000	0.00		
			SIC7		0.00	0.000	-14.000	102.000	727.000	13440.05		
			VAC7		0.00	0.000	-84.000	112.000	315.000	5823.40		
DEPT TOTAL												
58	HESS, JEREMY	01/13/2017	PER8	0.000	0.00	0.000	0.000	16.000	16.000	176.00		
		03/10/2017	PER8	0.000	0.00	0.000	-4.000	0.000	12.000	132.00		
		06/16/2017	PER8	0.000	0.00	0.000	-4.000	0.000	8.000	80.00		
		09/08/2017	PER8	0.000	0.00	0.000	-4.000	0.000	4.000	44.00		
		01/13/2017	SIC8	0.000	0.00	0.000	0.000	114.000	273.500	3008.50		
		11/03/2017	SIC8	0.000	0.00	0.000	-16.000	0.000	257.500	2832.50		
		01/13/2017	VAC8	0.000	0.00	0.000	-8.000	112.000	256.000	2816.00		
		03/24/2017	VAC8	0.000	0.00	0.000	-8.000	0.000	248.000	2728.00		
				TOTALS :	PER8		0.00	0.000	-12.000	16.000	4.000	44.00
				TOTALS :	SIC8		0.00	0.000	-16.000	114.000	257.500	2832.50
		TOTALS :	VAC8		0.00	0.000	-16.000	112.000	248.000	2728.00		
46	JACKSON, WILLIAM H	01/13/2017	PER8	0.000	0.00	0.000	0.000	12.000	16.000	184.16		
		11/03/2017	PER8	0.000	0.00	0.000	-8.000	0.000	8.000	92.08		
		01/13/2017	SIC8	0.000	0.00	0.000	0.000	114.000	437.000	5029.87		
		03/10/2017	SIC8	0.000	0.00	0.000	-8.000	0.000	429.000	4937.79		
		01/13/2017	VAC8	0.000	0.00	0.000	0.000	128.000	272.000	3130.72		
		06/02/2017	VAC8	0.000	0.00	0.000	-8.000	0.000	264.000	3038.64		
		07/28/2017	VAC8	0.000	0.00	0.000	-40.000	0.000	224.000	2578.24		
		TOTALS :	SIC8		0.00	0.000	-8.000	114.000	429.000	4937.79		
		TOTALS :	VAC8		0.00	0.000	-48.000	128.000	224.000	2578.24		
		TOTALS :	PER8		0.00	0.000	-8.000	12.000	8.000	92.08		

TIME OFF ACCRUAL SUMMARY
HOUSING AUTHORITY OF THE CITY OF - A738

CHECK DATES 01/13/2017 TO 11/03/2017
 PERIOD BEGIN 12/25/2016 PERIOD END 10/28/2017

11/13/2017
 PAGE 2

EMP ID	EMPLOYEE NAME	CHECK DATE	TYPE	ACCRUAL RATE	HOURS (WKS)	EARNED HOURS	USED HOURS	ADJUST HOURS	BALANCE HOURS	BALANCE DOLLARS
	200 MAINTENANCE		PER8	0.00	0.000	0.000	-20.000	20.000	12.000	136.08
	DEPT TOTAL		SIC8	0.00	0.000	0.000	-20.000	20.000	686.500	7770.29
			VAC8	0.00	0.000	0.000	-64.000	240.000	472.000	5306.24
	100 SALBN		PER7	0.00	0.000	0.000	-14.000	14.000	0.000	0.00
	BRCH TOTAL		PER8	0.00	0.000	0.000	-20.000	20.000	12.000	136.08
			SIC7	0.00	0.000	0.000	-14.000	102.000	727.000	13440.05
			SIC8	0.00	0.000	0.000	-24.000	228.000	606.500	7770.29
			VAC7	0.00	0.000	0.000	-84.000	112.000	315.000	5823.40
			VAC8	0.00	0.000	0.000	-64.000	240.000	472.000	5306.24
	HOUSING AUTHORITY OF THE CITY OF		PER7	0.00	0.000	0.000	-14.000	14.000	0.000	0.00
	COMPANY TOTALS		PER8	0.00	0.000	0.000	-20.000	20.000	12.000	136.08
			SIC7	0.00	0.000	0.000	-14.000	102.000	727.000	13440.05
			SIC8	0.00	0.000	0.000	-24.000	228.000	686.500	7770.29
			VAC7	0.00	0.000	0.000	-84.000	112.000	315.000	5823.40
			VAC8	0.00	0.000	0.000	-64.000	240.000	472.000	5306.24

NUMBER OF EMPLOYEES 3

730,339.98
 Less 50%
 SUC : 110,603.17
 21,734.81
 1,660.77
 23,397.52
 23,397.52
 10% : 2,339.35
 70% : 16,058.17
 23,397.52

Schedule of Shared Service Agreements

For the Period October 1, 2018 to September 30, 2019
Salem Housing Authority to Salem Housing Authority

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Millville Housing Authority	Salem Housing Authority	Executive Mgmt Scvs		12/12/2017	12/12/2018	\$ 87,550
Millville Housing Authority	Salem Housing Authority	HCV Admin Services		12/12/2017	12/12/2018	\$ 21,840

If No Shared Services X this Box

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **October 1, 2018** to **September 30, 2019**
 Salem Housing Authority

	FY 2019 Proposed Budget				FY 2018 Adopted Budget Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs			
REVENUES							
Total Operating Revenues	\$ 1,741,467	\$ -	\$ 228,204	\$ -	\$ 1,969,671	\$ 190,467	10.7%
Total Non-Operating Revenues	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	1,741,467	-	228,204	-	1,969,671	190,467	10.7%
APPROPRIATIONS							
Total Administration	398,647	-	21,840	-	420,487	35,169	9.1%
Total Cost of Providing Services	1,322,175	-	206,364	-	1,528,539	172,353	12.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	1,720,822	-	228,204	-	1,949,026	207,522	11.9%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,720,822	-	228,204	-	1,949,026	207,522	11.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,720,822	-	228,204	-	1,949,026	207,522	11.9%
ANTICIPATED SURPLUS (DEFICIT)	\$ 20,645	\$ -	\$ -	\$ -	\$ 20,645	\$ (17,055)	-45.2%

Revenue Schedule

Salem Housing Authority
For the Period October 1, 2018 to September 30, 2019

	FY 2019 Proposed Budget				FY 2018 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	572439				572,439	535,000	37,439	7.0%
Excess Utilities	5000				5,000	5,500	(500)	-9.1%
Non-Dwelling Rental	14000				14,000	15,000	(1,000)	-6.7%
HUD Operating Subsidy	1149642				1,149,642	1,009,620	140,022	13.9%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			228204		228,204	213,684	14,520	6.8%
Total Rental Fees	1,741,081	-	228,204	-	1,969,285	1,778,804	190,481	10.7%
<i>Other Operating Revenues (List)</i>								
Investments	386				386	400	(14)	-3.5%
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!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Total Other Revenue	386	-	-	-	386	400	(14)	-3.5%
Total Operating Revenues	1,741,467	-	228,204	-	1,969,671	1,779,204	190,467	10.7%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
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!
<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	-	-	-	-	-	-	-	#DIV/0!
TOTAL ANTICIPATED REVENUES	\$ 1,741,467	\$ -	\$ 228,204	\$ -	\$ 1,969,671	\$ 1,779,204	\$ 190,467	10.7%

Prior Year Adopted Revenue Schedule

Salem Housing Authority

FY 2018 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	535,000				535,000
Excess Utilities	5,500				5,500
Non-Dwelling Rental	15,000				15,000
HUD Operating Subsidy	1,009,620				1,009,620
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			213,684		213,684
Total Rental Fees	1,565,120	-	213,684	-	1,778,804
<i>Other Revenue (List)</i>					
Investments	400				400
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	400	-	-	-	400
Total Operating Revenues	1,565,520	-	213,684	-	1,779,204
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned					-
Penalties					-
Other					-
Total Interest	-	-	-	-	-
Total Non-Operating Revenues	-	-	-	-	-
TOTAL ANTICIPATED REVENUES	\$ 1,565,520	\$ -	\$ 213,684	\$ -	\$ 1,779,204

Appropriations Schedule

Salem Housing Authority
For the Period October 1, 2018 to September 30, 2019

FY 2019 Proposed Budget

					FY 2018 Adopted Budget		\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	71,447				\$ 71,447	\$ 33,647	\$ 37,800	112.3%
Fringe Benefits	60,583				60,583	27,123	33,460	123.4%
Legal	58,000				58,000	55,000	3,000	5.5%
Staff Training	4,525				4,525	5,000	(475)	-9.5%
Travel	905				905	1,000	(95)	-9.5%
Accounting Fees	30,000				30,000	31,000	(1,000)	-3.2%
Auditing Fees	9,900				9,900	9,500	400	4.2%
Miscellaneous Administration*	167,000		21,840		188,840	223,048	(34,208)	-15.3%
Total Administration	402,360	-	21,840	-	424,200	385,318	38,882	10.1%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	64,844				64,844	47,756	17,088	35.8%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	60,418				60,418	50,594	9,824	19.4%
Tenant Services	1,200				1,200	1,200	-	0.0%
Utilities	625,000				625,000	612,000	13,000	2.1%
Maintenance & Operation	410,000				410,000	340,000	70,000	20.6%
Protective Services					-	-	-	#DIV/0!
Insurance	150,000				150,000	105,000	45,000	42.9%
Payment in Lieu of Taxes (PILOT)	-				-	-	-	#DIV/0!
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	7,000				7,000	7,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents			206,364		206,364	192,636	13,728	7.1%
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	1,318,462	-	206,364	-	1,524,826	1,356,186	168,640	12.4%
Total Principal Payments on Debt Service In Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	1,720,822	-	228,204	-	1,949,026	1,741,504	207,522	11.9%
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	1,720,822	-	228,204	-	1,949,026	1,741,504	207,522	11.9%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,720,822	-	228,204	-	1,949,026	1,741,504	207,522	11.9%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 1,720,822	\$ -	\$ 228,204	\$ -	\$ 1,949,026	\$ 1,741,504	\$ 207,522	11.9%

* 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 \$ 86,041.10 \$ - \$ 11,410.20 \$ - \$ 97,451.30

Salem Housing Authority
Miscellaneous Administrative Expenses
FYE September 30, 2019 Budget

Executive Director Fees from Millville HA	\$ 87,550
Telephone/Internet	10,000
Payroll Fees	5,200
Computer/IT Supplies and Maintenance	14,000
Office Expenses	50,250
Total - Public Housing	<u>\$ 167,000</u>

HGV Admin Fees Provided by Millville HA	<u>\$ 21,840</u>
---	------------------

Prior Year Adopted Appropriations Schedule

Salem Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 33,647				\$ 33,647
Fringe Benefits	27,123				27,123
Legal	55,000				55,000
Staff Training	5,000				5,000
Travel	1,000				1,000
Accounting Fees	31,000				31,000
Auditing Fees	9,500				9,500
Miscellaneous Administration*	202,000		21,048		223,048
Total Administration	364,270	-	21,048	-	385,318
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	47,756				47,756
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	50,594				50,594
Tenant Services	1,200				1,200
Utilities	612,000				612,000
Maintenance & Operation	340,000				340,000
Protective Services					-
Insurance	105,000				105,000
Payment in Lieu of Taxes (PILOT)					-
Terminal Leave Payments					-
Collection Losses	7,000				7,000
Other General Expense					-
Rents			192,636		192,636
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,163,550	-	192,636	-	1,356,186
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	1,527,820	-	213,684	-	1,741,504
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	1,527,820	-	213,684	-	1,741,504
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,527,820	-	213,684	-	1,741,504
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,527,820	\$ -	\$ 213,684	\$ -	\$ 1,741,504

* 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 \$ 76,391.00 \$ - \$ 10,684.20 \$ - \$ 87,075.20

Debt Service Schedule - Principal

Salem Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in							Total Principal Outstanding	
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024		Thereafter
Capital Bond Financing	\$ 100,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 100,000	\$ 110,000	\$ 165,000	\$ 745,000
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	100,000	85,000	90,000	95,000	100,000	100,000	110,000	165,000	745,000
LESS: HUD SUBSIDY	100,000	85,000	90,000	95,000	100,000	100,000	110,000	165,000	745,000
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

Debt Service Schedule - Interest

Salem Housing Authority

If Authority has no debt X this box

Capital Fund Financing Type in Issue Name	Adopted Budget Year 2018	Fiscal Year Ending In						Total Interest Payments Outstanding	
		Proposed Budget Year 2019	2020	2021	2022	2023	2024		Thereafter
Type in Issue Name	46,002	33,717	29,890	25,733	21,150	16,451	11,633	7,753	146,327
Type in Issue Name	46,002	33,717	29,890	25,733	21,150	16,451	11,633	7,753	146,327
TOTAL INTEREST	46,002	33,717	29,890	25,733	21,150	16,451	11,633	7,753	146,327
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	-
NET INTEREST	-	-	-	-	-	-	-	-	-

Net Position Reconciliation

Salem Housing Authority
 For the Period October 1, 2018 to September 30, 2019

FY 2019 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 2,262,814	\$ -	\$ 9,366	\$ -	\$ 2,272,180
2,337,785	-	-	-	2,337,785
183,067	-	-	-	183,067
(258,038)	-	9,366	-	(248,672)
253,114	-	-	-	253,114
38,914	-	-	-	38,914
20,645	-	-	-	20,645
54,635	-	9,366	-	64,001
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 54,635	\$ -	\$ 9,366	\$ -	\$ 64,001

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)
 Less: Invested in Capital Assets, Net of Related Debt (1)
 Less: Restricted for Debt Service Reserve (1)
 Less: Other Restricted Net Position (1)
 Total Unrestricted Net Position (1)
 Less: Designated for Non-Operating Improvements & Repairs
 Less: Designated for Rate Stabilization
 Less: Other Designated by Resolution
 Plus: Accrued Unfunded Pension Liability (1)
 Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)
 Plus: Estimated Income (Loss) on Current Year Operations (2)
 Plus: Other Adjustments (attach schedule)

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET
 Unrestricted Net Position Utilized to Balance Proposed Budget
 Unrestricted Net Position Utilized in Proposed Capital Budget
 Appropriation to Municipality/County (3)
 Total Unrestricted Net Position Utilized in Proposed Budget
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR
 (4)

- (1) 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 \$ 86,041 \$ - \$ 11,410 \$ - \$ 97,451
- (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
SALEM
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

**2018 CERTIFICATION OF HOUSING AUTHORITY
CAPITAL BUDGET/PROGRAM**

SALEM HOUSING AUTHORITY

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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 Salem Housing Authority, on the 23 day of August, 2018.

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 F. Dice		
Title:	Executive Director		
Address:	205 Seventh Street Salem, NJ 08079		
Phone Number:	856-935-5022	Fax Number:	856-935-5290
E-mail address	pdice@millvillehousing.org		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Salem Housing Authority

FISCAL YEAR: FROM: Oct 1, 2018 TO: Sep 30, 2019

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

Yes – reviewed and approved by municipal government and residents of the developments affected.

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

Yes.

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

In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Although the local economy is not 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

Salem Housing Authority
For the Period October 1, 2018 to September 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Electric Repairs	\$ 205,137				\$ 205,137	
Wet Wells	100,000				100,000	
Rooves	105,137				105,137	
Type in Description	-				-	
Total	410,274	-	-	-	410,274	-
<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	\$ 410,274	\$ -	\$ -	\$ -	\$ 410,274	\$ -

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

Salem Housing Authority
 For the Period October 1, 2018 to September 30, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
Electric Repairs	\$ 205,137	\$ 205,137					
Wet Wells	100,000	100,000					
Rooves	105,137	105,137					
Type In Description	-	-					
Total	<u>410,274</u>	<u>410,274</u>	-	-	-	-	-
<i>Section 8</i>							
Type In Description	-	-					
Type In Description	-	-					
Type In Description	-	-					
Type In Description	-	-					
Total	<u>-</u>	<u>-</u>	-	-	-	-	-
<i>Housing Voucher</i>							
Type In Description	-	-					
Type In Description	-	-					
Type In Description	-	-					
Type In Description	-	-					
Total	<u>-</u>	<u>-</u>	-	-	-	-	-
<i>Other Programs</i>							
Type In Description	-	-					
Type In Description	-	-					
Type In Description	-	-					
Type In Description	-	-					
Total	<u>-</u>	<u>-</u>	-	-	-	-	-
TOTAL	<u>\$ 410,274</u>	<u>\$ 410,274</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

Salem Housing Authority
For the Period October 1, 2018 to September 30, 2019

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Electric Repairs	\$ 205,137				\$ 205,137
Wet Wells	100,000				100,000
Rooves	105,137				105,137
Type in Description	-				
Total	410,274	-	-	-	410,274
<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	\$ 410,274	\$ -	\$ -	\$ -	\$ 410,274
Total 5 Year Plan per CB-4	<u>\$ 410,274</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.