

**ADOPTED COPY**

**ADOPTED COPY  
APPROVED COPY**

**State Filing Year**

**2017**

Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017

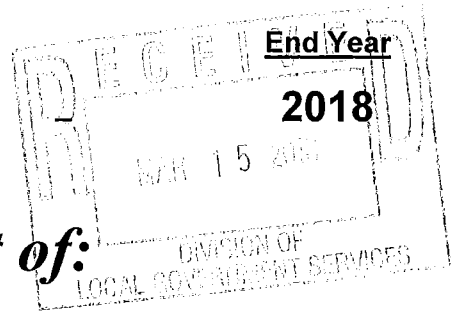
Start Year

**2017**

**Fiscal Year**

End Year

**2018**



*Authority Budget of:*

# *Ocean City Housing Authority*

*For the Period:*

*October 1, 2017*

*to*

*September 30, 2018*

[www.Oceancityha.org](http://www.Oceancityha.org)  
Authority Web Address

**COPY**

**Department Of**



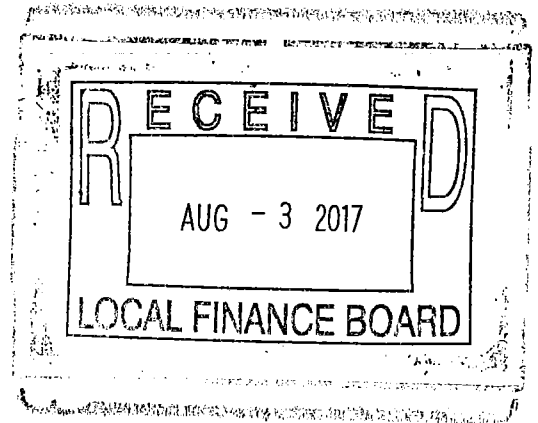
**Community  
Affairs**



*Division of Local Government Services*

# 2017 HOUSING AUTHORITY BUDGET

## Certification Section



2017

Ocean City Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM October 1, 2017 TO September 30, 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. Cwert CPA, RMA Date: 2/12/2018

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. Cwert CPA, RMA Date: 3/19/2018



# 2017 PREPARER'S CERTIFICATION

## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018

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:	<i>Linda M Cavallo</i>		
Name:	Linda M. Cavallo		
Title:	Fee Accountant		
Address:	2581 E. Chestnut Avenue, Suite B Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	<a href="mailto:linda@avenacpa.com">linda@avenacpa.com</a>		

# 2017 APPROVAL CERTIFICATION

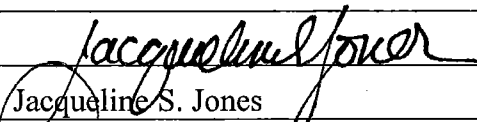
## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018

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 Ocean City Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 15<sup>th</sup> day of November, 2016.

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

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 <sup>th</sup> Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7509
E-mail address	jjones@vha.org		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

[www.Oceancityha.org](http://www.Oceancityha.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.

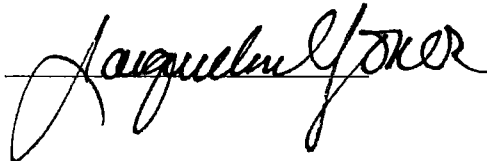
Name of Officer Certifying compliance

JACQUELINE S. JONES

Title of Officer Certifying compliance

EXECUTIVE DIRECTOR

Signature



# 2017 HOUSING AUTHORITY BUDGET RESOLUTION FOR THE OCEAN CITY HOUSING AUTHORITY

## RESOLUTION: 2017- 45

**FISCAL YEAR: FROM: OCT. 1, 2017 TO: SEPT. 30, 2018**

WHEREAS, the Annual Budget and Capital Budget for the Ocean City Housing Authority for the fiscal year beginning, October 1, 2017 and ending, September 30, 2018 has been presented before the governing body of the Ocean City Housing Authority at its open public meeting of July 18, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$808,040, Total Appropriations, including any Accumulated Deficit if any, of \$807,570 and Total Unrestricted Net Position utilized of 0; and

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

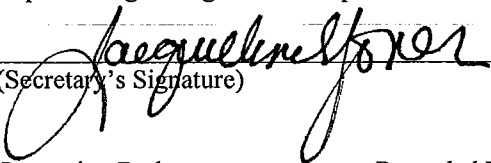
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Ocean City Housing Authority, at an open public meeting held on July 19, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2017 and ending, September 30, 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 Ocean City Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on October 17, 2017.

  
(Secretary's Signature)

7/18/17  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Robert Barr	x			
Patricia Miles-Jackson				x
Portia Thompson	x			
Paula McFarland				x
Edmond Speitel	x			
Robert Scott Halliday	x			

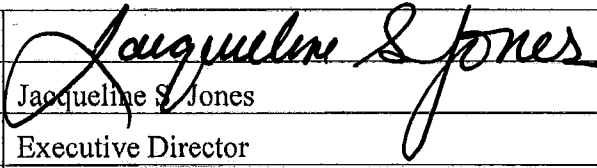
# 2017 ADOPTION CERTIFICATION

## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018

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 Ocean City Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 17<sup>th</sup> day of, October, 2017.

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 <sup>th</sup> Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7509
E-mail address	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		



# 2017 ADOPTED BUDGET RESOLUTION FOR THE OCEAN CITY HOUSING AUTHORITY

## RESOLUTION:

FISCAL YEAR: FROM: OCT. 1, 2017 TO: SEPT. 30, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean Housing Authority for the fiscal year beginning October 1, 2017 and ending, September 30, 2018 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of October 17, 2017; and

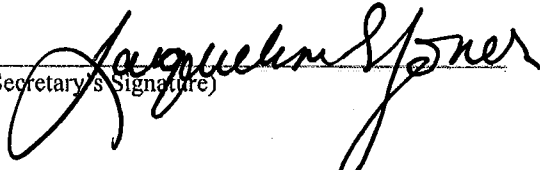
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and


WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$808,040, Total Appropriations, including any Accumulated Deficit, if any, of \$807,570 and Total Unrestricted Net Position utilized of \$0; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on January 17, 2017, that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2017 and, ending, September 30, 2018 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		Abstain	Absent
	Aye	Nay		
Robert Barr	✓			
Patricia Miles-Jackson	✓			✓
<del>Portia Thompson</del> Mike Dattilo	✓			
Paula McFarland	✓			
<del>Edmond Speiter</del> Beverly McCall	✓			
Robert Scott Halliday	✓			
Sean Scarborough	✓			

**2017 HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

# 2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Ocean City Housing Authority

### AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority.
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges, and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
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.
5. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget?
6. The proposed budget must not reflect an anticipated deficit from 2017 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.
7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.
8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information.

# **HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS**

## **Ocean City Housing Authority**

### **AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018**

1. The 2017 proposed Annual Budget is primarily based on the projected September 2017 year end data and proposed changes by new management. Operating Subsidy is based on the anticipated funding from HUD. Insurance Recovery increased \$7,000 due to estimate for fraud recovery. Dwelling Rent decreased \$45,600, Excess Utilities decreased \$8,900, Non-Dwelling Rent Decreased \$2,000 and Laundry & Miscellaneous decreased \$1,500 due to less revenue actually received by the Authority for September 2017 year end. Since this is a small Authority and it has been unable to balance its budget in recent years; the Authority has opted to use Capital Funding for Operations since this is allowed by HUD regulations (see 2017 CFP Form HUD-52840-A attached). Capital Funds Grant increased \$3820. Interest Income Earned increased \$130 due to an increase in interest rate paid by bank.

Due to new management the Authority plans major cut backs on both personnel and hours resulting in Administration Salary & Wages decreasing \$28,750, Administration Fringe Benefits decreasing \$37,980, Providing Services Fringe Benefits decreasing \$5,260, Staff Training decreasing \$4,310 and Other General Expense decreased \$5,500. Miscellaneous Administration decreased \$14,950 due to decreased Management Fees, Computer Services and Other Miscellaneous Expenditures. Payment in Lieu of Taxes decreased \$7,970 primarily due to less Rental Fees. Auditing Fees increased \$1,500 due to increase in current contract. Salary & Wages-Maintenance & Operations increased \$10,430 and Tenant Services increased \$1,030 due to increased expenditures actually paid by the Authority for September 2017 year end. Maintenance & Operations increased \$34,800 due to anticipated expenditures needed for repairs on rental units. Collection Losses increased \$1,500 due to anticipated increases.

2. The proposed Annual Budget will have a significant impact on Anticipated Revenues and Appropriations. The Authority is under new management and has had to decrease expenditures to balance decreased revenue. Currently management is reviewing all avenues of increasing revenue.
3. The local/regional economy is in a recession. The majority of our tenants have trouble finding and keeping a job. Their income is greatly impacted by the local job market/economy which is subject to seasonal changes. The Capital Budget will be used for operations so the local economy will have little effect on it.

**HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
Ocean City Housing Authority**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018**

4. N/A
5. No
6. The Authority is actively pursuing ways of earning additional income while reducing costs where allowable. The Authority has opted to use Capital Funding for Operations since this is allowed per HUD regulations. It is also looking into converting to RAD. The Authority is under a new management contract and is planning major cut-backs in both personnel and hours to reduce salary and wages, as well as, fringe benefits. Management is pursuing all avenues of increasing revenue and decreasing expenditures.
7. N/A
8. N/A

**2017 Capital Fund**

**Capital Fund Program  
(CFP) Amendment  
To The Consolidated Annual Contributions  
Contract (form HUD-53012)**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Ocean City Housing Authority NJ053 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) NY410 dated 01/17/61

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 117,521.00 for Fiscal Year 2017 to be referred to under Capital Fund Grant Number NJ39P05350117  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number \_\_\_\_\_

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

- assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.
8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.
  9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one) :  Yes  No
  10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.
  11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.
  12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 8/16/2017. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By _____ Date: _____	PHA (Executive Director or authorized agent) By _____ Date: _____
Title _____	Title _____

# HOUSING AUTHORITY CONTACT INFORMATION 2017

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

<b>Name of Authority:</b> <b>Federal ID Number:</b>	Ocean City Housing Authority		
Address:	204 4 <sup>th</sup> Street		
City, State, Zip:	Ocean City	NJ	08226
Phone: (ext.)	609-399-1062	Fax:	609-399-7509

<b>Preparer's Name:</b>	Linda M. Avena, CPA,		
Preparer's Address:	2581 E. Chestnut Avenue Suite B		
City, State, Zip:	Vineland	NJ	08361
Phone: (ext.)	856-696-8000	Fax:	856-794-1295
E-mail:	linda@avenacpa.com		

<b>Chief Executive Officer:</b>	Jacqueline S. Jones		
Phone: (ext.)	609-399-1062	Fax:	609-399-7509
E-mail:	jjones@vha.org		

<b>Chief Financial Officer:</b>	Jacqueline S. Jones		
Phone: (ext.)	609-399-1062	Fax:	609-399-7509
E-mail:	jjones@vha.org		

<b>Name of Auditor:</b>	Michael S. Garcia		
Name of Firm:	Ford, Scott & Associates		
Address:	1535 Haven Avenue		
City, State, Zip:	Ocean City	NJ	08226
Phone: (ext.)	609-399-6333	Fax:	609-399-3710
E-mail:	Mgarcia@ford-scott.com		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2017 TO: 09/30/2018

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 10.
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$225,100.91.
- 3) Provide the number of regular voting members of the governing body: 6.
- 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 because of their relationship with the Authority file the form as required? Yes. If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No. If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No

If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No. If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach narrative. See Attached*
- 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? Yes. If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.



**HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE**  
**(CONTINUED)**  
**Ocean City Housing Authority**

**FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018**

- 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.*
- 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.*

# **HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE**

## **Ocean City Housing Authority**

**FISCAL YEAR: FROM: 10/1/2017 TO: 09/30/2018**

#10. The process for determining employees compensation listed on Form N-4 includes annual performance evaluations which are recommended to Ocean City Housing Authority's Personnel Committee and approved by Board of Commissioner's resolution.

#12. Travel Expenses were paid in the amount of \$450.00. Estimate of mileage reimbursement for use of personal vehicle for Commissioners to attend Commissioners Training.

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

**FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018**

*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, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2016, with 2015 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, 2017 to October 30, 2018  
 Ocean City Housing Authority  
 September 30, 2018

Reportable Compensation from Authority (W-2/1099)

Name	Title	Position				Reportable Compensation from Authority (W-2/1099)		Average Hours per Week Dedicated to Position	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
		Commissioner	Officer	Key Employee	Highest Compensated Employee	Base Salary/Stipend	Bonus						
1 William Barr	Chairman	X						- None				\$ -	0
2 Patricia Miles-Jackson	Vice-Chairman	X						0				\$ 0	0
3 Patricia Miles-Jackson	Commissioner	X						0				\$ 0	0
4 Portia Thompson	Commissioner	X						0				\$ 0	0
5 Paula McFarland	Commissioner	X						0				\$ 0	0
6 Edmond Spittel	Commissioner	X						0				\$ 0	0
7 Robert Scott	Commissioner	X						0				\$ 0	0
8 Haliday	Commissioner	X						0				\$ 0	0
9 Alesia Watson	Former Ex Director		X		X		76,442	1,800	Brick Twp HA	Former ED	0	\$ 0	96,918
10 Jacqueline Jones	Executive Director		X				0	0	HA City of Vineland	Executive Director	40	\$ 1,821	122,167
11 Mary Ragland	Bookkeeper			X			47,115	0	None			\$ 0	65,791
12 Steven Rundall	Maintenance			X			35,887	0	None			\$ 0	54,563
13												\$ 0	0
14												\$ 0	0
15												\$ 0	0
<b>Total:</b>							\$ 159,444	\$ -	\$ 1,800	\$ -	\$ 120,346	\$ 1,821	\$ 339,439

(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

Ocean City Housing Authority  
 For the Period October 1, 2017 to September 30, 2018

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)		Annual Cost per Employee Current Year		Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget		Current Year	Current Year	Current Year	Current Year			
<b>Active Employees - Health Benefits - Annual Cost</b>												
Single Coverage	0	\$ -	-	\$ -	-	2	\$ 6,857	2	\$ 13,714	\$ (13,714)	-100.0%	
Parent & Child	2	22,079	-	44,158	44,158	2	21,603	2	43,206	952	2.2%	
Employee & Spouse (or Partner)	0	-	-	-	-	0	-	-	-	-	#DIV/0!	
Family											#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )				(1,012)	(1,012)				(2,251)	1,239	-55.0%	
Subtotal	2			43,146	43,146	4			54,669	(11,523)	-21.1%	
<b>Commissioners - Health Benefits - Annual Cost</b>												
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!	
<b>Retirees - Health Benefits - Annual Cost</b>												
Single Coverage	1	5,433	-	5,433	5,433					5,433	#DIV/0!	
Parent & Child											#DIV/0!	
Employee & Spouse (or Partner)	1	8,072	-	8,072	8,072	0	-	-	-	8,072	#DIV/0!	
Family											#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )											#DIV/0!	
Subtotal	2			13,505	13,505	0				13,505	#DIV/0!	
<b>GRAND TOTAL</b>	<b>4</b>			<b>\$ 55,651</b>	<b>\$ 55,651</b>	<b>4</b>			<b>\$ 54,669</b>	<b>\$ 1,982</b>	<b>3.6%</b>	

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**

# Schedule of Accumulated Liability for Compensated Absences

Ocean City Housing Authority

For the Period

October 1, 2017

to

September 30, 2018

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

*Legal Basis for Benefit  
(check applicable items)*

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
Matthew Cruz	120 Hours	\$ 1,525		X	
Divinia Davis	154 Hours	2,305		X	
Mary M. Ragland	63 Hours	2,305		X	
Steven Rundell	145 Hours	2,577		X	
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 8,712</b>			

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

## Schedule of Shared Service Agreements

For the Period      **Ocean City Housing Authority**      September 30, 2018  
 October 1, 2017      to

*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
Housing Authority of the City of Vineland	Ocean City Housing Authority	Management Service		5/16/2017	9/30/2018	\$ 58,500

If No Shared Services X this Box

**2017 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**



# SUMMARY

For the Period **October 1, 2017** to **September 30, 2018**  
**Ocean City Housing Authority**

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>	<b>All Operations</b>	<b>All Operations</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>				
<b>REVENUES</b>								
Total Operating Revenues	\$ 671,590	\$ -	\$ -	\$ 117,520	\$ 789,110	\$ 855,650	\$ (66,540)	-7.8%
Total Non-Operating Revenues	18,930	-	-	18,930	18,930	13,300	5,630	42.3%
Total Anticipated Revenues	690,520	-	-	117,520	808,040	868,950	(60,910)	-7.0%
<b>APPROPRIATIONS</b>								
Total Administration	147,200	-	-	58,500	205,700	289,610	(83,910)	-29.0%
Total Cost of Providing Services	542,850	-	-	59,020	601,870	551,340	50,530	9.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	690,050	-	-	117,520	807,570	840,950	(33,380)	-4.0%
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	690,050	-	-	117,520	807,570	840,950	(33,380)	-4.0%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	690,050	-	-	117,520	807,570	840,950	(33,380)	-4.0%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 470	\$ -	\$ -	\$ -	\$ 470	\$ 28,000	\$ (27,530)	-98.3%

## Revenue Schedule

### Ocean City Housing Authority

For the Period      October 1, 2017      to      September 30, 2018

### FY 2018 Proposed Budget

	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
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	434400				434,400	480,000	(45,600)	-9.5%
Excess Utilities	4200				4,200	13,100	(8,900)	-67.9%
Non-Dwelling Rental	13200				13,200	15,200	(2,000)	-13.2%
HUD Operating Subsidy	219790				219,790	233,650	(13,860)	-5.9%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
<b>Total Rental Fees</b>	<b>671,590</b>	-	-	-	<b>671,590</b>	<b>741,950</b>	<b>(70,360)</b>	<b>-9.5%</b>
<i>Other Operating Revenues (List)</i>								
Capital Funds				117520	117,520	113,700	3,820	3.4%
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!
<b>Total Other Revenue</b>	-	-	-	<b>117,520</b>	<b>117,520</b>	<b>113,700</b>	<b>3,820</b>	<b>3.4%</b>
<b>Total Operating Revenues</b>	<b>671,590</b>	-	-	<b>117,520</b>	<b>789,110</b>	<b>855,650</b>	<b>(66,540)</b>	<b>-7.8%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
Laundry & Miscellaneous	11,500				11,500	13,000	(1,500)	-11.5%
Insurance Recovery	7,000				7,000	-	7,000	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>18,500</b>	-	-	-	<b>18,500</b>	<b>13,000</b>	<b>5,500</b>	<b>42.3%</b>
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	430				430	300	130	43.3%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Interest</b>	<b>430</b>	-	-	-	<b>430</b>	<b>300</b>	<b>130</b>	<b>43.3%</b>
<b>Total Non-Operating Revenues</b>	<b>18,930</b>	-	-	-	<b>18,930</b>	<b>13,300</b>	<b>5,630</b>	<b>42.3%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 690,520</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 117,520</b>	<b>\$ 808,040</b>	<b>\$ 868,950</b>	<b>\$ (60,910)</b>	<b>-7.0%</b>

# Prior Year Adopted Revenue Schedule

## Ocean City Housing Authority

### FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	480,000				480,000
Excess Utilities	13,100				13,100
Non-Dwelling Rental	15,200				15,200
HUD Operating Subsidy	233,650				233,650
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	741,950	-	-	-	741,950
<i>Other Revenue (List)</i>					
Capital Funds				113,700	113,700
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)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	-	-	-	113,700	113,700
Total Operating Revenues	741,950	-	-	113,700	855,650
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Laundry & Miscellaneous	13,000				13,000
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	13,000	-	-	-	13,000
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	300				300
Penalties					-
Other					-
Total Interest	300	-	-	-	300
Total Non-Operating Revenues	13,300	-	-	-	13,300
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 755,250	\$ -	\$ -	\$ 113,700	\$ 868,950

# Appropriations Schedule

Ocean City Housing Authority  
For the Period October 1, 2017 to September 30, 2018

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	30,000				\$ 30,000	\$ 58,750	\$ (28,750) -48.9%
Fringe Benefits	43,560				43,560	81,540	(37,980) -46.6%
Legal	15,000				15,000	15,000	- 0.0%
Staff Training	2,500				2,500	6,810	(4,310) -63.3%
Travel	450				450	-	450 #DIV/0!
Accounting Fees	15,000				15,000	14,870	130 0.9%
Auditing Fees	9,000				9,000	7,500	1,500 20.0%
Miscellaneous Administration*	31,690			58,500	90,190	105,140	(14,950) -14.2%
<b>Total Administration</b>	<b>147,200</b>	-	-	<b>58,500</b>	<b>205,700</b>	<b>289,610</b>	<b>(83,910) -29.0%</b>
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	-
Salary & Wages - Maintenance & Operation	52,530				52,530	42,100	10,430 24.8%
Salary & Wages - Protective Services					-	-	-
Salary & Wages - Utility Labor					-	-	-
Fringe Benefits	52,470				52,470	57,730	(5,260) -9.1%
Tenant Services	3,030				3,030	2,000	1,030 51.5%
Utilities	166,980			59,020	226,000	205,000	21,000 10.2%
Maintenance & Operation	129,000				129,000	94,200	34,800 36.9%
Protective Services					-	-	-
Insurance	110,000				110,000	109,500	500 0.5%
Payment in Lieu of Taxes (PILOT)	20,840				20,840	28,810	(7,970) -27.7%
Terminal Leave Payments					-	-	-
Collection Losses	2,500				2,500	1,000	1,500 150.0%
Other General Expense	5,500				5,500	11,000	(5,500) -50.0%
Rents					-	-	-
Extraordinary Maintenance					-	-	-
Replacement of Non-Expendible Equipment					-	-	-
Property Betterment/Additions					-	-	-
Miscellaneous COPS*					-	-	-
<b>Total Cost of Providing Services</b>	<b>542,850</b>	-	-	<b>59,020</b>	<b>601,870</b>	<b>551,340</b>	<b>50,530 9.2%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-
<b>Total Operating Appropriations</b>	<b>690,050</b>	-	-	<b>117,520</b>	<b>807,570</b>	<b>840,950</b>	<b>(33,380) -4.0%</b>
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-
Operations & Maintenance Reserve					-	-	-
Renewal & Replacement Reserve					-	-	-
Municipality/County Appropriation					-	-	-
Other Reserves					-	-	-
<b>Total Non-Operating Appropriations</b>	-	-	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>690,050</b>	-	-	<b>117,520</b>	<b>807,570</b>	<b>840,950</b>	<b>(33,380) -4.0%</b>
<b>ACCUMULATED DEFICIT</b>	-	-	-	-	-	-	-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>690,050</b>	-	-	<b>117,520</b>	<b>807,570</b>	<b>840,950</b>	<b>(33,380) -4.0%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation					-	-	-
Other					-	-	-
<b>Total Unrestricted Net Position Utilized</b>	-	-	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 690,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 117,520</b>	<b>\$ 807,570</b>	<b>\$ 840,950</b>	<b>\$ (33,380) -4.0%</b>

\* 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      \$ 34,502.50      \$ -      \$ -      \$ 5,876.00      \$ 40,378.50

**2016 Appropriations Schedule-Miscellaneous Administration**

**Ocean City Housing Authority  
For the Period October 1, 2017 to September 30, 2018**

*Proposed Budget*

**Miscellaneous Administration**

	<u>Public Housing Management</u>	<u>Section 8</u>	<u>Housing Voucher</u>	<u>Other Programs</u>	<u>Total All Operations</u>
Advertising	\$400				\$400
Computer Services	4,890				4,890
Copier Machine	3,180				3,180
Dues, Fees, Publications	4,130				4,130
Management Fees	0			\$58,500	58,500
Office Supplies	1,200				1,200
Phone & Internet	10,170				10,170
Postage	500				500
Miscellaneous	7,220				7,220
<b>Total Miscellaneous</b>	<b>\$31,690</b>	<b>\$0</b>	<b>\$0</b>	<b>\$58,500</b>	<b>\$90,190</b>

# Prior Year Adopted Appropriations Schedule

## Ocean City Housing Authority

### FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 58,750				\$ 58,750
Fringe Benefits	81,540				81,540
Legal	15,000				15,000
Staff Training	6,810				6,810
Travel	-				-
Accounting Fees	14,870				14,870
Auditing Fees	7,500				7,500
Miscellaneous Administration*	43,530			61,610	105,140
Total Administration	228,000	-	-	61,610	289,610
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	42,100				42,100
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	57,730				57,730
Tenant Services	2,000				2,000
Utilities	152,910			52,090	205,000
Maintenance & Operation	94,200				94,200
Protective Services					-
Insurance	109,500				109,500
Payment in Lieu of Taxes (PILOT)	28,810				28,810
Terminal Leave Payments	-				-
Collection Losses	1,000				1,000
Other General Expense	11,000				11,000
Rents	-				-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	499,250	-	-	52,090	551,340
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	727,250	-	-	113,700	840,950
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	727,250	-	-	113,700	840,950
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	727,250	-	-	113,700	840,950
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 727,250	\$ -	\$ -	\$ 113,700	\$ 840,950

\* 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	\$ 36,362.50	\$ -	\$ -	\$ 5,685.00	\$ 42,047.50
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2016 Appropriations Schedule-Miscellaneous Administration

Ocean City Housing Authority  
For the Period October 1, 2016 to September 30, 2017

*Proposed Budget*

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<b>Miscellaneous Administration</b>	<u>Public Housing</u> <u>Management</u>	<u>Section 8</u>	<u>Housing</u> <u>Voucher</u>	<u>Other</u> <u>Programs</u>	<u>Total All</u> <u>Operations</u>
Advertising	\$410				\$410
Computer Services	10,000				10,000
Copier Machine	2,100				2,100
Dues, Fees, Publications	3,620				3,620
Management Fees	0			\$61,610	61,610
Office Supplies	4,500				4,500
Phone & Internet	7,800				7,800
Postage	100				100
Miscellaneous	15,000				15,000
Total Miscellaneous	<u>\$43,530</u>	<u>\$0</u>	<u>\$0</u>	<u>\$61,610</u>	<u>\$105,140</u>

# Debt Service Schedule - Principal

Ocean City Housing Authority

If Authority has no debt X this box

X

*Fiscal Year Ending in*

Type in Issue Name	Proposed		2019	2020	2021	2022	2023	Thereafter	Total Principal Outstanding
	Adopted Budget Year 2017	Budget Year 2018							
Type in Issue Name									\$
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
<b>TOTAL PRINCIPAL</b>									-
<b>LESS: HUD SUBSIDY</b>									-
<b>NET PRINCIPAL</b>									-
	\$	\$	\$	\$	\$	\$	\$	\$	\$

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

Ocean City Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2018	2019	2020	2021	2022	2023		
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-
<b>NET INTEREST</b>	-	-	-	-	-	-	-	-
	\$	\$	\$	\$	\$	\$	\$	\$

# Net Position Reconciliation

Ocean City Housing Authority  
 For the Period October 1, 2017 to September 30, 2018

## FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 1,944,558	\$ -	\$ -	\$ -	\$ 1,944,558
Less: Invested in Capital Assets, Net of Related Debt (1)	2,844,718				2,844,718
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(900,160)				(900,160)
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)	470				470
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	(899,690)	-	-	-	(899,690)
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	-	-	-	-	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	\$ (899,690)	\$ -	\$ -	\$ -	\$ (899,690)
(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 \$ 34,503 \$ - \$ 5,876 \$ 40,379  
 (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.

2017  
Ocean City Housing  
Authority

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM


## Ocean City Housing Authority

**FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018**

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, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**OR**

It is hereby certified that the governing body of the Ocean City 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 reasons: No Capital Projects are anticipated

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 <sup>th</sup> Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7509
E-mail address	jjones@vha.org		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2017 TO: 9/30/2018

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?  
HUD Capital Funding is not included in the Capital Budget because the Authority elected to use this funding for operating expenditures as is allowed by HUD regulations
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?  
N/A – No capital funding financing
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.  
None
6. Have the projects been reviewed and approved by HUD?  
Yes

*Add additional sheets if necessary.*

# Proposed Capital Budget

Ocean City Housing Authority

For the Period    October 1, 2017                                  to                                  September 30, 2018

		<i>Funding Sources</i>					
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>							
<input type="text" value="Type in Description"/>		\$ -					
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<b>Total</b>		-					
<i>Section 8</i>							
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<b>Total</b>		-	-	-	-	-	
<i>Housing Voucher</i>							
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<b>Total</b>		-	-	-	-	-	
<i>Other Programs</i>							
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<input type="text" value="Type in Description"/>		-					
<b>Total</b>		-	-	-	-	-	
<b>TOTAL PROPOSED CAPITAL BUDGET</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*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

## Ocean City Housing Authority

For the Period    October 1, 2017                      to                      September 30, 2018

*Fiscal Year Beginning in*

---

	Estimated Total Cost	Current Budget Year 2018	2019	2020	2021	2022	2023
<i>Public Housing Management</i>							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<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	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*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

## Ocean City Housing Authority

For the Period    October 1, 2017                      to                      September 30, 2018

### Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<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	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ -					
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.*