

*Authority Budget of:*

**ADOPTED COPY**  
AUG 12 2019

***Ocean City Housing Authority***

**State Filing Year**

**2019**

SEP 26 2019

***For the Period:***

***October 1, 2019***

***to***

***September 30, 2020***

**www.Oceancityha.org**  
Authority Web Address

**APPROVED COPY**  
**ADOPTED COPY**

**Department Of**



**Community  
Affairs**

**Initial: \_\_\_\_\_**

OCT 15 2019

**RECEIVED**

***Division of Local Government Services***

1900 0177014

1900 0177014

1900 0177014

**2019 HOUSING AUTHORITY BUDGET**

**Certification Section**



2019

**Ocean City Housing Authority**

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM October 1, 2019 TO September 30, 2020**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Paul D. Cwert CPA, RMA Date: 8/28/2019

**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: 9/26/2019



# 2019 PREPARER'S CERTIFICATION

## Ocean City Housing Authority

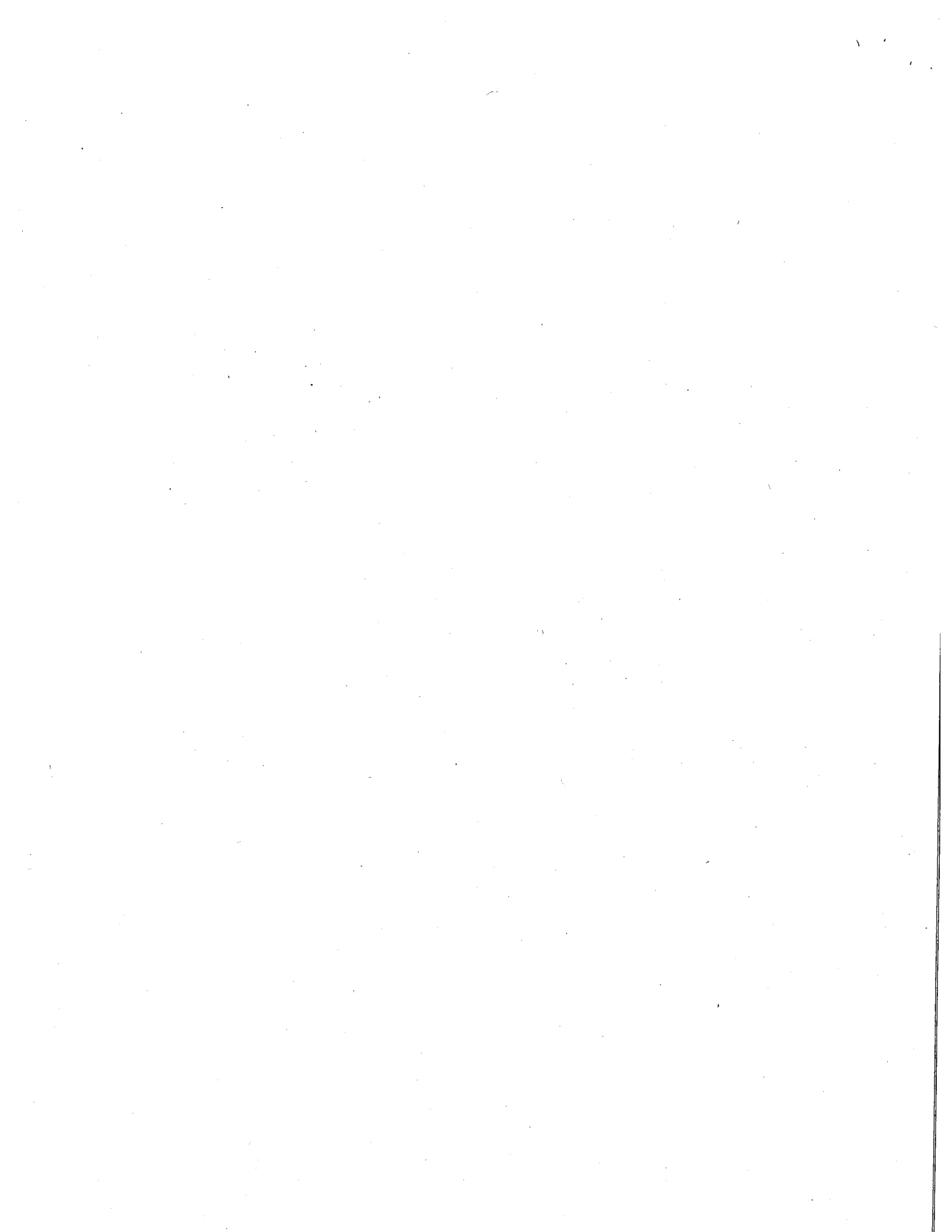
### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

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

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

Preparer's Signature:	<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>		





# 2019 APPROVAL CERTIFICATION

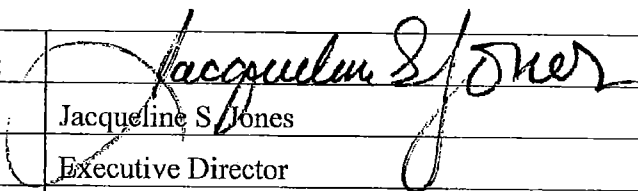
## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Ocean City Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 16th day of July, 2019.

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

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 <sup>th</sup> Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7590
E-mail address	jjones@vha.org		



# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

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

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

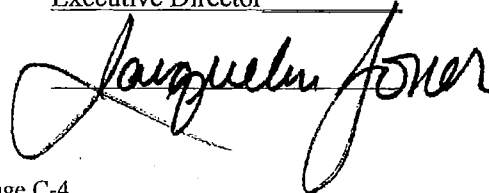
Name of Officer Certifying compliance

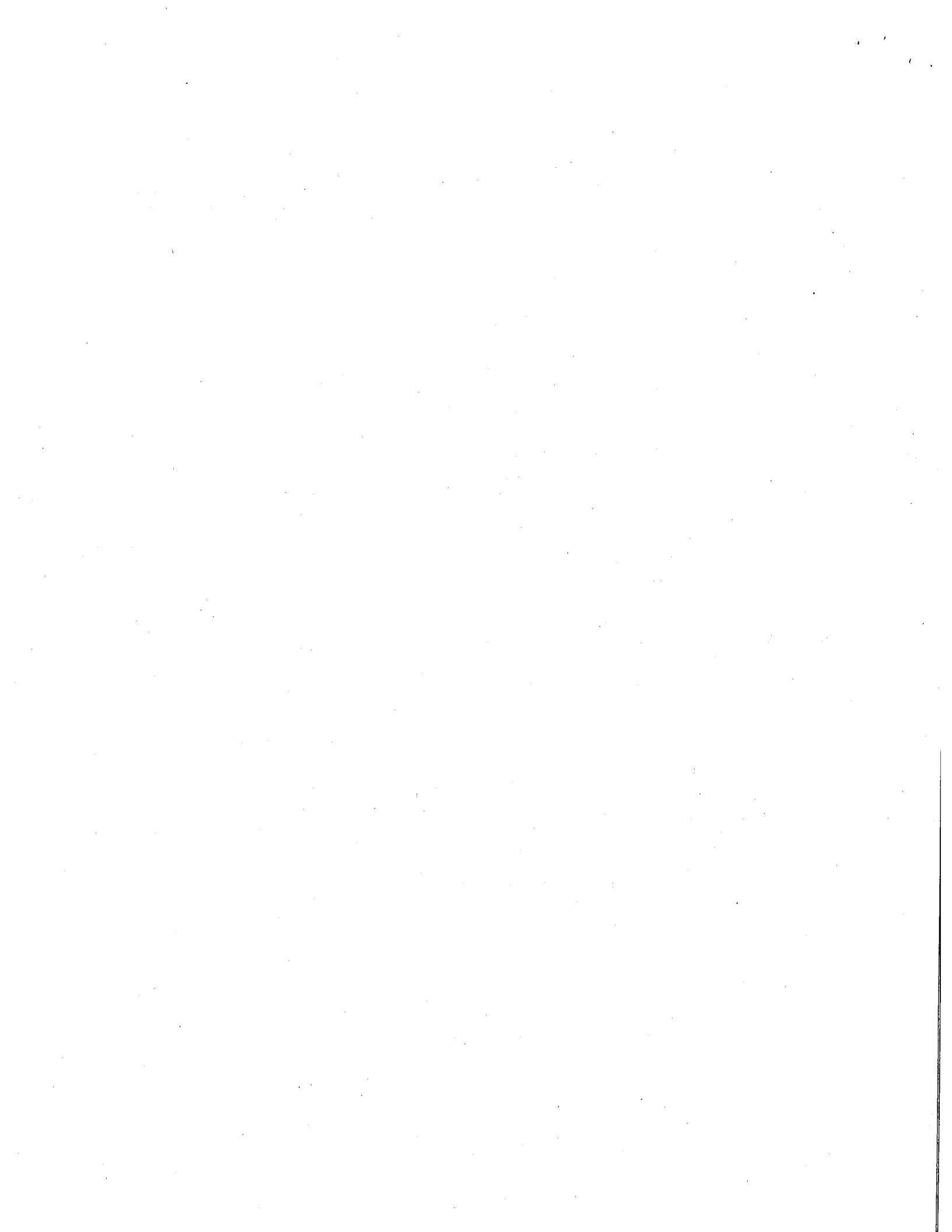
Jacqueline Jones

Title of Officer Certifying compliance

Executive Director

Signature





**2019 HOUSING AUTHORITY BUDGET RESOLUTION  
OCEAN CITY HOUSING AUTHORITY  
RESOLUTION: #2019-30**

**FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020**

WHEREAS, the Annual Budget and Capital Budget for the Ocean City Housing Authority for the fiscal year beginning, October 1, 2019 and ending, September 30, 2020 has been presented before the governing body of the Ocean City Housing Authority at its open public meeting of July 16, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,132,840, Total Appropriations, including any Accumulated Deficit if any, of \$1,117,090 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

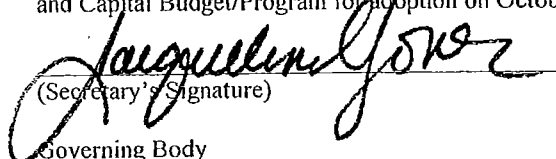
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 16, 2019 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, 2019 and ending, September 30, 2020 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on October 15, 2019.

  
(Secretary's Signature)

7/16/19  
(Date)

Governing Body Member:	Recorded Vote			
	Yes	No	Abstain	Absent
Vice Chairman Halliday	✓			
Commissioner McCall	✓			
Commissioner Jackson				✓
Commissioner Henry	✓			
Commissioner Mumman	✓			
Commissioner Broadley	✓			
Chairman Barr	✓			

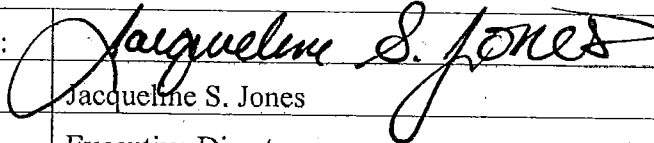
# 2019 ADOPTION CERTIFICATION

## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Ocean City Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 17th day of, September, 2019.

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		

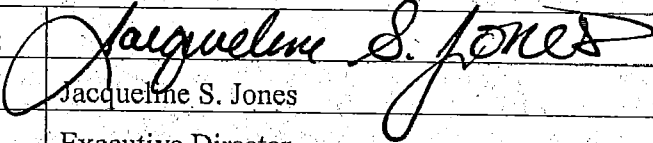
# 2019 ADOPTION CERTIFICATION

## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Ocean City Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 17th day of, September, 2019.

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		





# 2019 ADOPTED BUDGET RESOLUTION FOR THE OCEAN CITY HOUSING AUTHORITY

RESOLUTION: 2019-39

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean Housing Authority for the fiscal year beginning October 1, 2019 and ending, September 30, 2020 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 17, 2019; and

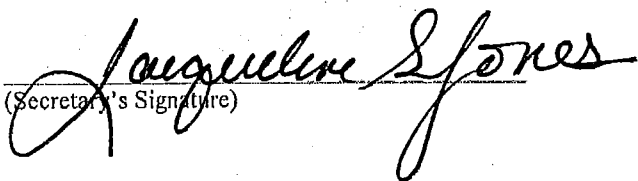
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects \$1132,840, Total Revenues of Total Appropriations, including any Accumulated Deficit, if any, of \$1,117,090 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 September 17, 2019, that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2019 and, ending, September 30, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

  
(Secretary's Signature)

9/17/19  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Vice Chairman Halliday	X			
Commissioner McCall	X			
Commissioner Jackson				X
Commissioner Henry	X			
Commissioner Mumman	X			
Commissioner Broadley	X			
Chairman Barr	X			



---

**2019 HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**



# 2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Ocean City Housing Authority

### AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).
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.
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. 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.).
6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68, 45**)



# HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Ocean City Housing Authority

### AUTHORITY BUDGET

**FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020**

1. The 2019 proposed Annual Budget is primarily based on the projected September 2019 year end data and proposed changes by management. Operating Subsidy is based on current year funding from HUD and is anticipated to increase \$26,050. Excess Utilities is also based on current year revenue and is anticipated to increase \$970. Laundry & Miscellaneous is anticipated to increase \$9,070 based on current year's increased revenue from tenant late charges paid, tenant legal fee reimbursement and miscellaneous other tenant fees paid. Fraud Recovery is anticipated to decrease \$700 due to yearly tenant recertification. Interest Income Earned is anticipated to decrease \$30 due to a decrease in the interest rate paid by the bank. 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. Capital Funds Grant is anticipated to increase \$9,040.

The Authority anticipates Administration Salary & Wages to decrease \$32,500 due to employee resigning and the Board opting to save money by including these services in Vineland Housing Authority's contract. Administration Fringe Benefits are anticipated to decrease \$41,730 due to employee termination, Staff Training is anticipated to increase \$2,200, Travel is anticipated to increase \$50, Accounting Fee is anticipated to increase \$2,500 and Miscellaneous Administration is anticipated to increase \$60,930 due to increased Postage Fees, increased Annual Computer Fees, increased Office Supplies, and increased Management Fees for Annual Tenant Recertifications, Maintenance and other administrative services provided.

Salary & Wages-Maintenance & Operations is anticipated to increase \$3,530 due to new part-time employee, Fringe Benefits-Maintenance & Operations is anticipated to increase \$14,500 due to higher healthcare costs and higher pension costs, Tenant Services is anticipated to increase \$6,670 due to monthly stipend increase, Maintenance & Operations is anticipated to increase \$84,500 due to expenditures needed for repairs on rental units. Utilities decreased \$12,530 due to a decrease in water usage and Payment in Lieu of Taxes is anticipated to increase \$1,470 primarily due to decreased utilities. Insurance decreased \$14,100 due to lower premiums by researching policy costs to maintain the same coverage at lower costs.

Debt Service-Principal decreased \$60,000 as the Authority anticipates repayment of debt owed to City of Ocean City before the end of this fiscal year.

2. The 2019 proposed Annual Budget is primarily based on the projected September 2019 year end data and proposed changes by management. Operating Subsidy is based on current year funding from HUD and is anticipated to increase \$25,050. Laundry & Miscellaneous is anticipated to increase \$9,070 due to an increase in Late Charges, Legal Fees-Tenant, Cleaning Reimbursement and Fees for providing extra keys and changing locks and Fraud Recovery is anticipated to decrease \$700. Interest Income Earned is anticipated to decrease \$30 due to a decrease in the interest rate paid by the bank. Capital Funds Grant is anticipated to increase \$9,040.





# HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Ocean City Housing Authority

### AUTHORITY BUDGET

**FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2020**

3. The local/regional economy is recovering slowly. 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.
4. N/A
5. None
6. The authority plans to recover the deficit of (\$942,532) by cost cutting measures and converting to RAD. The authority is actively pursuing all avenues of increasing revenue and decreasing expenditures. The authority has applied for the RAD-Rental Assistance Demonstration Program, which would also help eliminate the deficit.



## HOUSING AUTHORITY CONTACT INFORMATION 2019

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

<b>Name of Authority:</b>	Ocean City Housing Authority		
<b>Federal ID Number:</b>	21-0726363		
Address:	204 4 <sup>th</sup> Street		
City, State, Zip:	Ocean City	NJ	08226
Phone: (ext.)	609-399-1062	Fax:	609-399-7590

<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:	<a href="mailto:linda@avenacpa.com">linda@avenacpa.com</a>		

<b>Chief Executive Officer:</b>	Jacqueline S. Jones		
Phone: (ext.)	609-399-1062	Fax:	609-399-7590
E-mail:	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		

<b>Chief Financial Officer:</b>	Jacqueline S. Jones		
Phone: (ext.)	609-399-1062	Fax:	609-399-7590
E-mail:	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		

<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:	<a href="mailto:Mgarcia@ford-scott.com">Mgarcia@ford-scott.com</a>		



# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2019 TO: 09/30/2020

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 2
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018 )Transmittal of Wage and Tax Statements: \$66,673
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf 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 Authority's procedures for all employees.**
- 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.
- 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: 10/1/2019 TO: 09/30/2020**

#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.



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

**FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020**

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

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

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

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

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

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

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

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

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

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



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

Ocean City Housing Authority  
 For the Period October 1, 2019 to September 30, 2020

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Reportable Compensation from Authority (W-2/1099)

Name	Title	Position			Reportable Compensation from Authority (W-2/1099)		Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
		Commissioner	Officer	Key Employee	Highest Compensated Employee	Former									
1 Robert Barr	Chairman	X							None	None	N/A				
2 Robert Halliday	Commissioner	X							None	None	N/A				
3 Patrick Mumman	Commissioner	X							None	None	N/A				
4 Michael Dattilo	Commissioner	X							None	None	N/A				
5 Beverly McCall	Commissioner	X							None	None	N/A				
6 Robert Henry	Commissioner	X							None	None	N/A				
7 Patricia Jackson	Commissioner	X							None	None	N/A				
8 Jacqueline Jones	Executive Director		X				0	0	0	Ex Director	40	135,041	824	135,865	
9 Mary Ragland	Bookkeeper	32.5		X			29,421	28,322	0	None	N/A			58,743	
10 Steven Rundall	Maintenance	37.5		X			35,252	32,521	0	None	N/A			68,773	
11								0	0	None				0	
12								0	0	None				0	
13								0	0	None				0	
14								0	0	None				0	
15								0	0	None				0	
<b>Total:</b>							\$64,673	\$2,000	\$60,843	\$127,516		\$135,041	\$824	\$263,381	

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



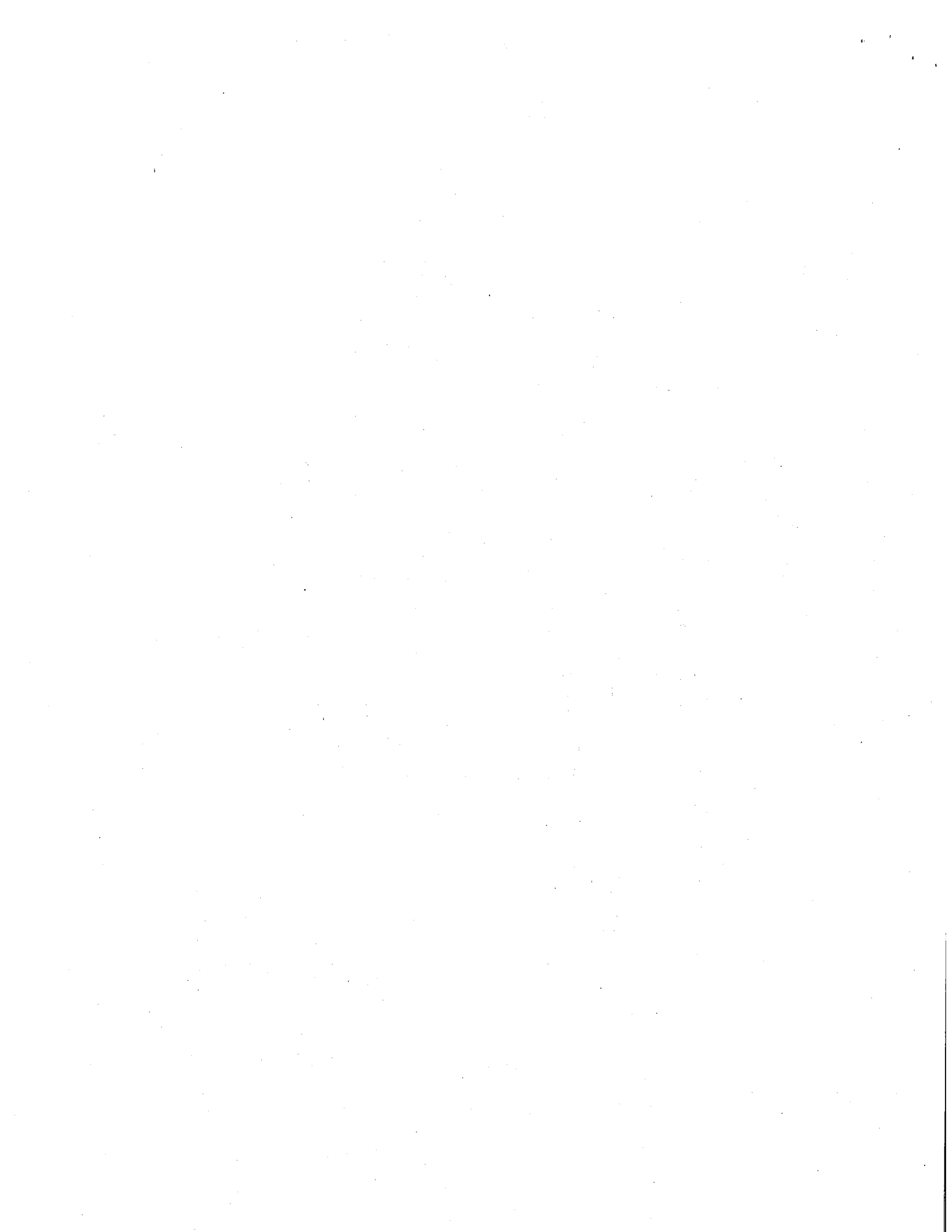
# Schedule of Health Benefits - Detailed Cost Analysis

Ocean City Housing Authority  
 For the Period October 1, 2019 to September 30, 2020

	# 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	Actual	Proposed Budget	Actual		Current Year	Current Year	Current Year	Current Year			
<b>Active Employees - Health Benefits - Annual Cost</b>												
Single Coverage					\$ -					\$ -		#DIV/0!
Parent & Child					31,921	2	27,427			54,854	(22,933)	-41.8%
Employee & Spouse (or Partner)					-					-		#DIV/0!
Family					-					-		#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )					(1,685)					(2,640)	955	-36.2%
Subtotal	1		31,921		30,236	2	27,427			52,214	(21,978)	-42.1%
<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					12,106	1	12,375			12,375	(269)	-2.2%
Parent & Child					-					-		#DIV/0!
Employee & Spouse (or Partner)					13,669	1	12,819			12,819	850	6.6%
Family					-					-		#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )					-					-		#DIV/0!
Subtotal	2		12,106		25,775	2	25,194			25,194	581	2.3%
<b>GRAND TOTAL</b>	<b>3</b>		<b>\$ 56,011</b>		<b>\$ 56,011</b>	<b>4</b>				<b>\$ 77,408</b>	<b>\$ (21,397)</b>	<b>-27.6%</b>

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

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







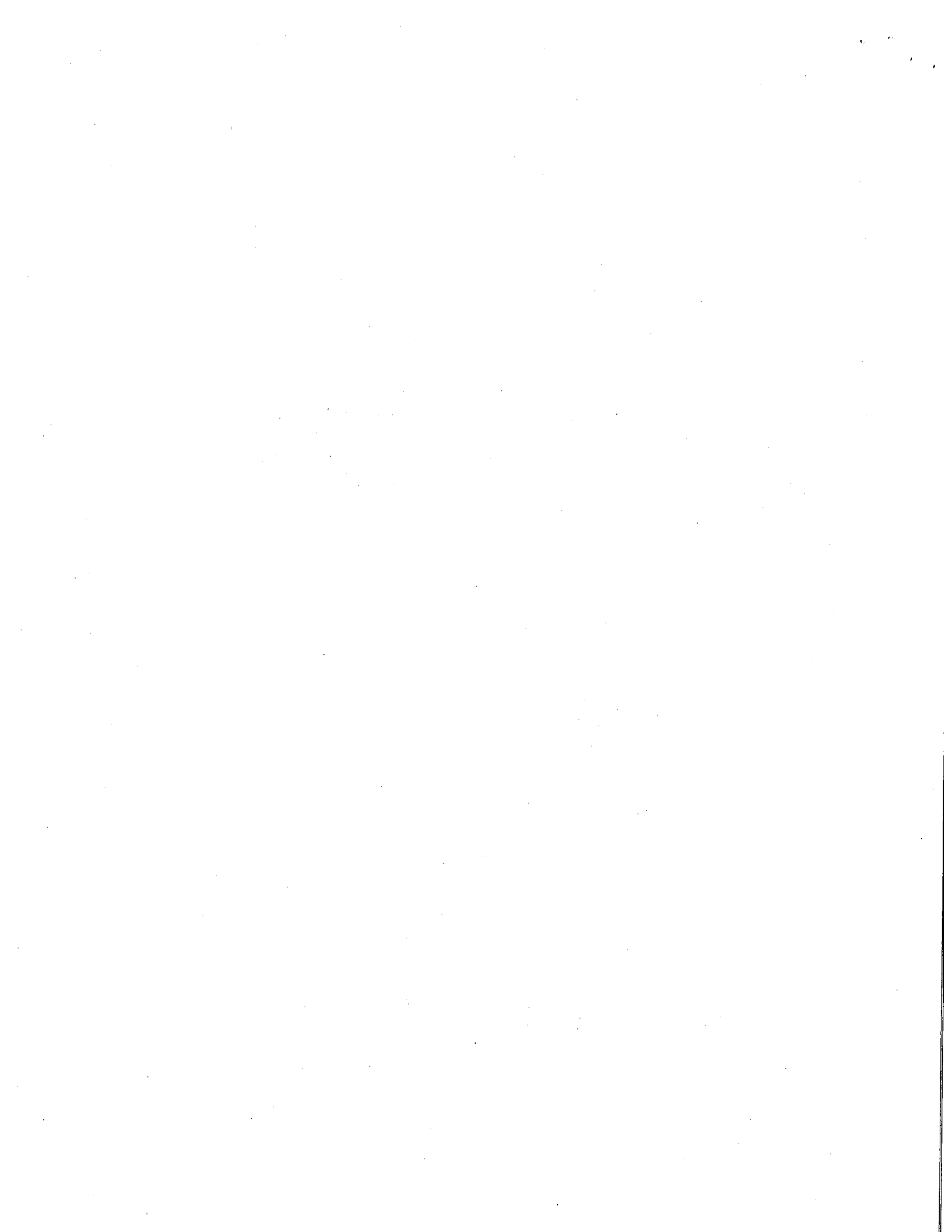






**2019 HOUSING AUTHORITY BUDGET**

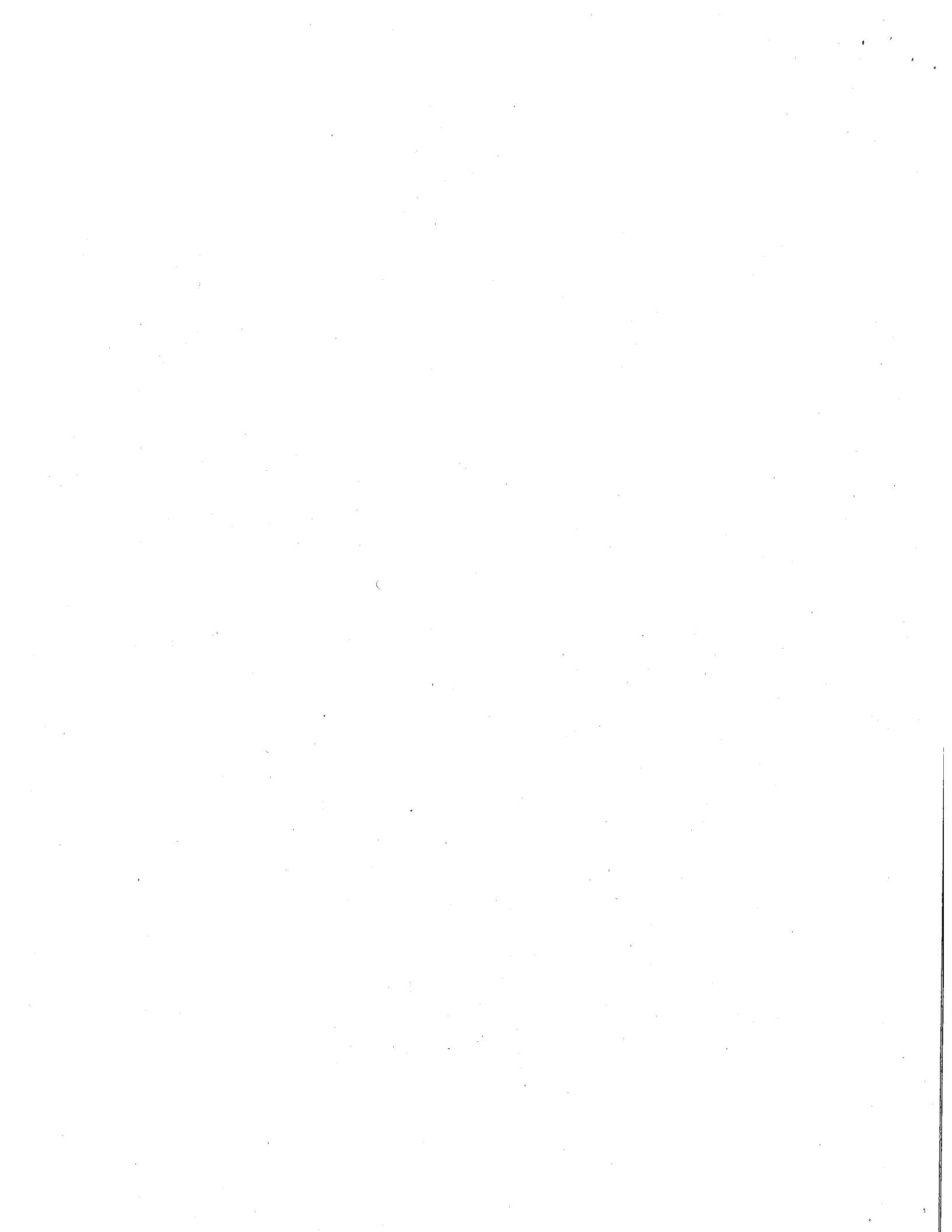
**Financial Schedules Section**



**SUMMARY**

For the Period **October 1, 2019** to **September 30, 2020**  
 Ocean City Housing Authority

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 Adopted Budget Total All Operations</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</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	\$ 924,530	\$ -	\$ -	\$ 181,840	\$ 1,070,310	\$ 36,060	3.4%
Total Non-Operating Revenues	26,470	-	-	26,470	18,130	8,340	46.0%
Total Anticipated Revenues	951,000	-	-	1,132,840	1,088,440	44,400	4.1%
<b>APPROPRIATIONS</b>							
Total Administration	202,880	-	-	309,720	302,670	7,050	2.3%
Total Cost of Providing Services	732,370	-	-	807,370	723,330	84,040	11.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	935,250	-	-	1,117,090	1,026,000	91,090	8.9%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	60,000	(60,000)	-100.0%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	60,000	(60,000)	-100.0%
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	935,250	-	-	1,117,090	1,086,000	31,090	2.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	935,250	-	-	1,117,090	1,086,000	31,090	2.9%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 15,750	\$ -	\$ -	\$ 15,750	\$ 2,440	\$ 13,310	545.5%



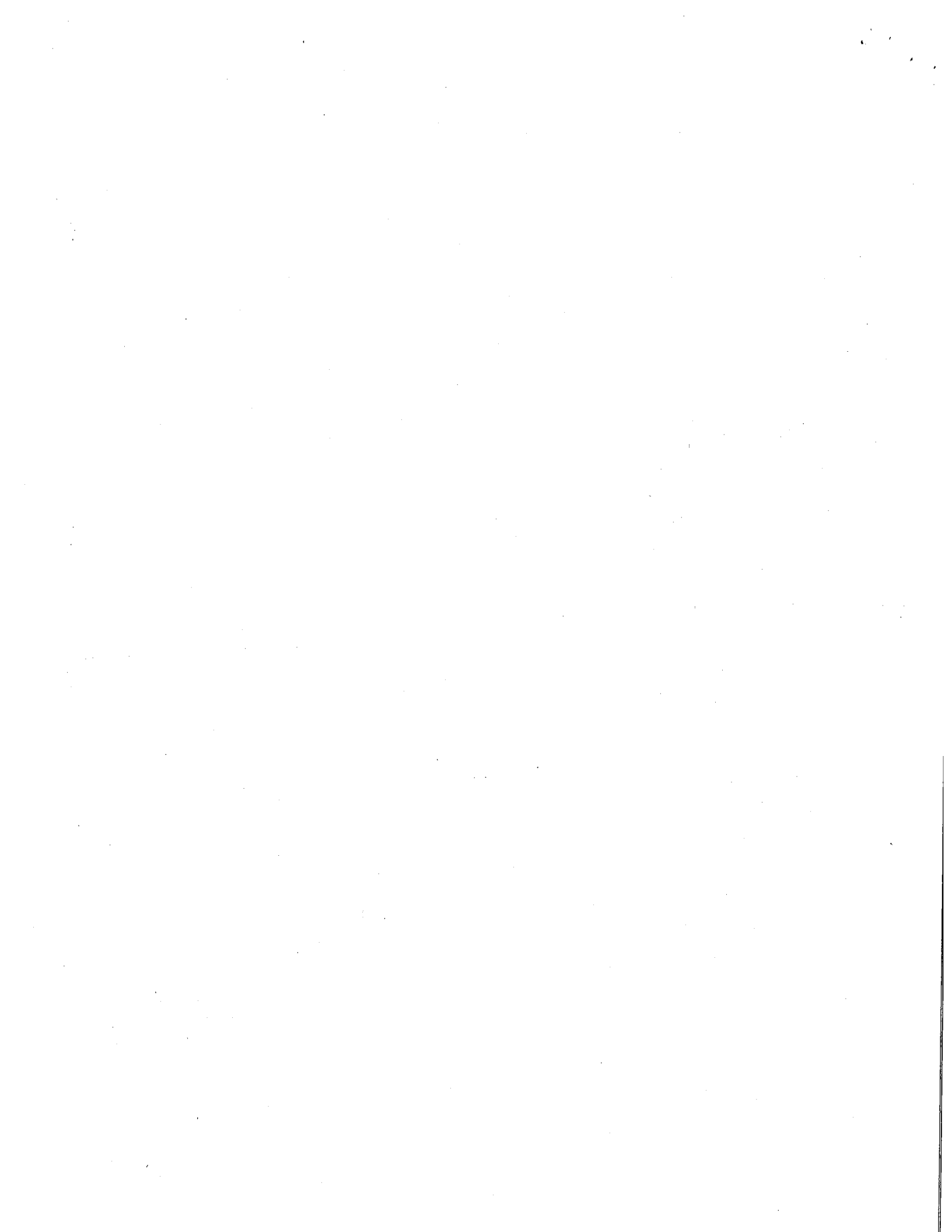


## Revenue Schedule

### Ocean City Housing Authority

For the Period October 1, 2019 to September 30, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 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	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	573,780				573,780	573,780	-	0.0%
Excess Utilities	5170				5,170	4,200	970	23.1%
Non-Dwelling Rental	13,200				13,200	13,200	-	0.0%
HUD Operating Subsidy	332,380				332,380	306,330	26,050	8.5%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
<b>Total Rental Fees</b>	<b>924,530</b>				<b>924,530</b>	<b>897,510</b>	<b>27,020</b>	<b>3.0%</b>
<i>Other Operating Revenues (List)</i>								
Capital Funds				181,840	181,840	172,800	9,040	5.2%
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>181,840</b>	<b>181,840</b>	<b>172,800</b>	<b>9,040</b>	<b>5.2%</b>
<b>Total Operating Revenues</b>	<b>924,530</b>			<b>181,840</b>	<b>1,106,370</b>	<b>1,070,310</b>	<b>36,060</b>	<b>3.4%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
Laundry & Miscellaneous	22,050				22,050	12,980	9,070	69.9%
Fraud Recovery	4,300				4,300	5,000	(700)	-14.0%
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>26,350</b>				<b>26,350</b>	<b>17,980</b>	<b>8,370</b>	<b>46.6%</b>
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	120				120	150	(30)	-20.0%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Interest</b>	<b>120</b>				<b>120</b>	<b>150</b>	<b>(30)</b>	<b>-20.0%</b>
<b>Total Non-Operating Revenues</b>	<b>26,470</b>				<b>26,470</b>	<b>18,130</b>	<b>8,340</b>	<b>46.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 951,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 181,840</b>	<b>\$ 1,132,840</b>	<b>\$ 1,088,440</b>	<b>\$ 44,400</b>	<b>4.1%</b>



## Prior Year Adopted Revenue Schedule

Ocean City Housing Authority

*FY 2019 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	573,780				573,780
Excess Utilities	4,200				4,200
Non-Dwelling Rental	13,200				13,200
HUD Operating Subsidy	306,330				306,330
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	897,510	-	-	-	897,510
<i>Other Revenue (List)</i>					
Capital Funds				172,800	172,800
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	-	-	-	172,800	172,800
Total Operating Revenues	897,510	-	-	172,800	1,070,310
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Laundry & Miscellaneous	12,980				12,980
Fraud Recovery	5,000				5,000
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	17,980	-	-	-	17,980
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	150				150
Penalties					-
Other					-
Total Interest	150	-	-	-	150
Total Non-Operating Revenues	18,130	-	-	-	18,130
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 915,640	\$ -	\$ -	\$ 172,800	\$ 1,088,440



## Appropriations Schedule

Ocean City Housing Authority  
For the Period October 1, 2019 to September 30, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 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	All Operations
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	-				\$ -	\$ 32,500	\$ (32,500)	-100.0%
Fringe Benefits	10,090				10,090	51,820	(41,730)	-80.5%
Legal	15,000		20,000		35,000	15,000	20,000	133.3%
Staff Training	2,000				2,000	4,200	(2,200)	-52.4%
Travel	500				500	450	50	11.1%
Accounting Fees	17,500				17,500	15,000	2,500	16.7%
Auditing Fees	9,000				9,000	9,000	-	0.0%
Miscellaneous Administration*	148,790		86,840		235,630	174,700	60,930	34.9%
<b>Total Administration</b>	<b>202,880</b>		<b>106,840</b>		<b>309,720</b>	<b>302,670</b>	<b>7,050</b>	<b>2.3%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	63,390				63,390	59,860	3,530	5.9%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	73,160				73,160	58,660	14,500	24.7%
Tenant Services	9,700				9,700	3,030	6,670	220.1%
Utilities	258,470				258,470	271,000	(12,530)	-4.6%
Maintenance & Operation	189,500		75,000		264,500	180,000	84,500	46.9%
Protective Services					-	-	-	#DIV/0!
Insurance	95,900				95,900	110,000	(14,100)	-12.8%
Payment in Lieu of Taxes (PILOT)	31,750				31,750	30,280	1,470	4.9%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	5,500				5,500	5,500	-	0.0%
Other General Expense	5,000				5,000	5,000	-	0.0%
Rents					-	-	-	#DIV/0!
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
<b>Total Cost of Providing Services</b>	<b>732,370</b>		<b>75,000</b>		<b>807,370</b>	<b>723,330</b>	<b>84,040</b>	<b>11.6%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>935,250</b>		<b>181,840</b>		<b>1,117,090</b>	<b>1,026,000</b>	<b>91,090</b>	<b>8.9%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	60,000	(60,000)	-100.0%
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
<b>Total Non-Operating Appropriations</b>					<b>-</b>	<b>60,000</b>	<b>(60,000)</b>	<b>-100.0%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>935,250</b>		<b>181,840</b>		<b>1,117,090</b>	<b>1,086,000</b>	<b>31,090</b>	<b>2.9%</b>
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>935,250</b>		<b>181,840</b>		<b>1,117,090</b>	<b>1,086,000</b>	<b>31,090</b>	<b>2.9%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 935,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 181,840</b>	<b>\$ 1,117,090</b>	<b>\$ 1,086,000</b>	<b>\$ 31,090</b>	<b>2.9%</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      \$ 46,762.50      \$ -      \$ -      \$ 9,092.00      \$ 55,854.50



**2020 Appropriations Schedule-Miscellaneous Administration**

**Ocean City Housing Authority  
For the Period October 1, 2019 to September 30, 2020**

*Proposed Budget*

**Miscellaneous Administration**

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs Operations</u>
Advertising	\$1,000			\$1,000
Computer Services	7,000			7,000
Consultant-RAD	0		\$35,000	35,000
Copier Machine	3,500			3,500
Dues, Fees, Publications	1,000			1,000
Management Fees	110,290		51,840	162,130
Office Supplies	2,000			2,000
Phone & Internet	10,000			10,000
Postage	1,000			1,000
Miscellaneous	13,000			13,000
<b>Total Miscellaneous</b>	<b>\$148,790</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,840</b>
				<b>\$235,630</b>





## Prior Year Adopted Appropriations Schedule

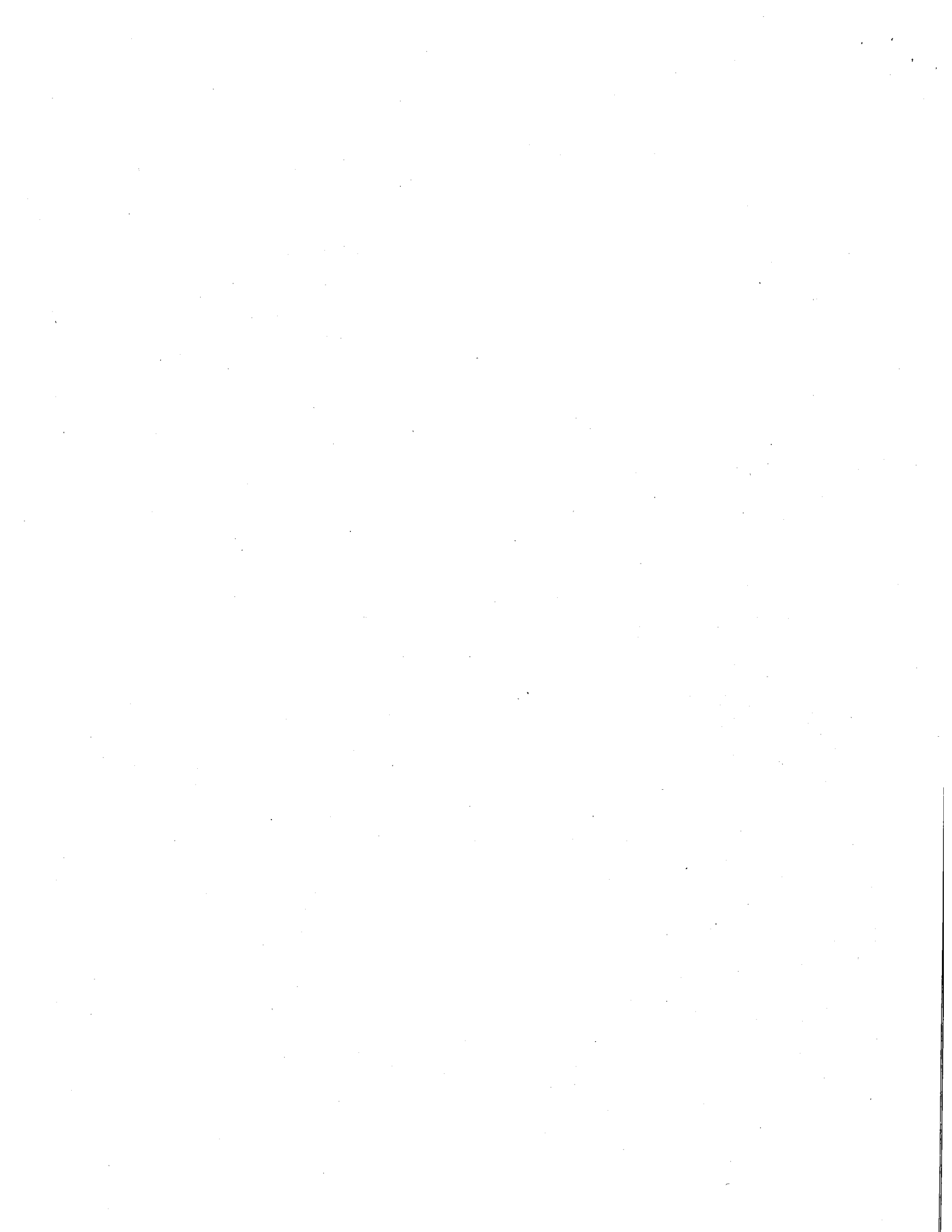
Ocean City Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 32,500				\$ 32,500
Fringe Benefits	51,820				51,820
Legal	15,000				15,000
Staff Training	4,200				4,200
Travel	450				450
Accounting Fees	15,000				15,000
Auditing Fees	9,000				9,000
Miscellaneous Administration*	44,700			130,000	174,700
Total Administration	172,670			130,000	302,670
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	59,860				59,860
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	58,660				58,660
Tenant Services	3,030				3,030
Utilities	228,200			42,800	271,000
Maintenance & Operation	180,000				180,000
Protective Services					-
Insurance	110,000				110,000
Payment in Lieu of Taxes (PILOT)	30,280				30,280
Terminal Leave Payments					-
Collection Losses	5,500				5,500
Other General Expense	5,000				5,000
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	680,530			42,800	723,330
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	853,200			172,800	1,026,000
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	60,000
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					60,000
<b>TOTAL APPROPRIATIONS</b>	853,200			172,800	1,086,000
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	853,200			172,800	1,086,000
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized					-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 853,200	\$ -	\$ -	\$ 172,800	\$ 1,086,000

\* 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	\$ 42,660.00	\$ -	\$ -	\$ 8,640.00	\$ 51,300.00
--------------------------------------	--------------	------	------	-------------	--------------



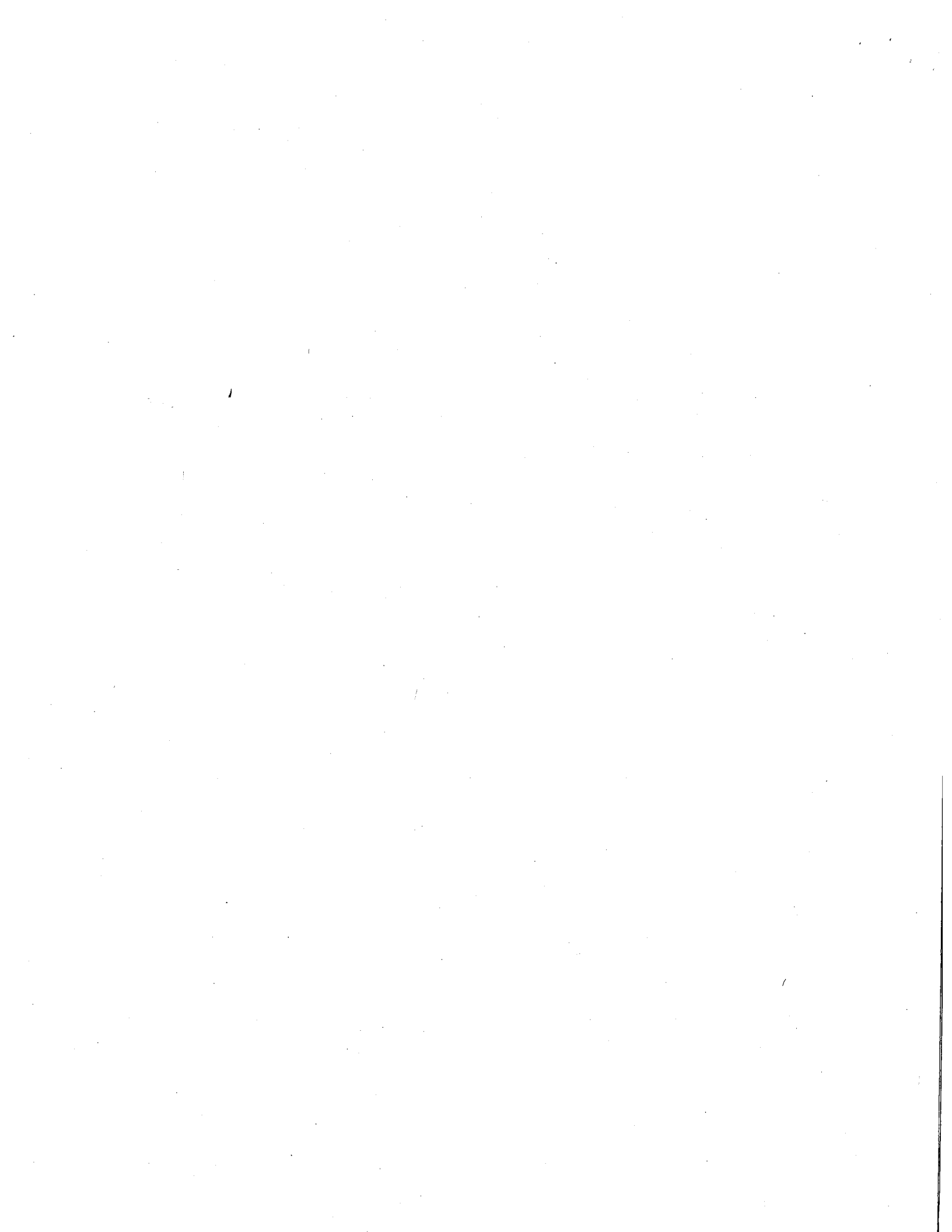
**2019 Appropriations Schedule-Miscellaneous Administration**

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

*Proposed Budget*

**Miscellaneous Administration**

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>
				<u>Operations</u>
Advertising	\$3,200			\$3,200
Computer Services	9,000			9,000
Copier Machine	3,500			3,500
Dues, Fees, Publications	1,500			1,500
Management Fees	0		\$130,000	130,000
Office Supplies	2,500			2,500
Phone & Internet	11,000			11,000
Postage	2,000			2,000
Miscellaneous	12,000			12,000
<b>Total Miscellaneous</b>	<b>\$44,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$174,700</b>



## Debt Service Schedule - Principal

Ocean City Housing Authority

If Authority has no debt X this box

X

*Fiscal Year Ending in*

	Proposed							Total Principal Outstanding
	Adopted Budget Year 2019	Budget Year 2020	2021	2022	2023	2024	2025	
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.*

<b>Moody's</b>		<b>Standard &amp; Poors</b>
<b>Fitch</b>		
Bond Rating		
Year of Last Rating		

If no Rating type in Not Applicable



## Debt Service Schedule - Interest

Ocean City Housing Authority

If Authority has no debt X this box

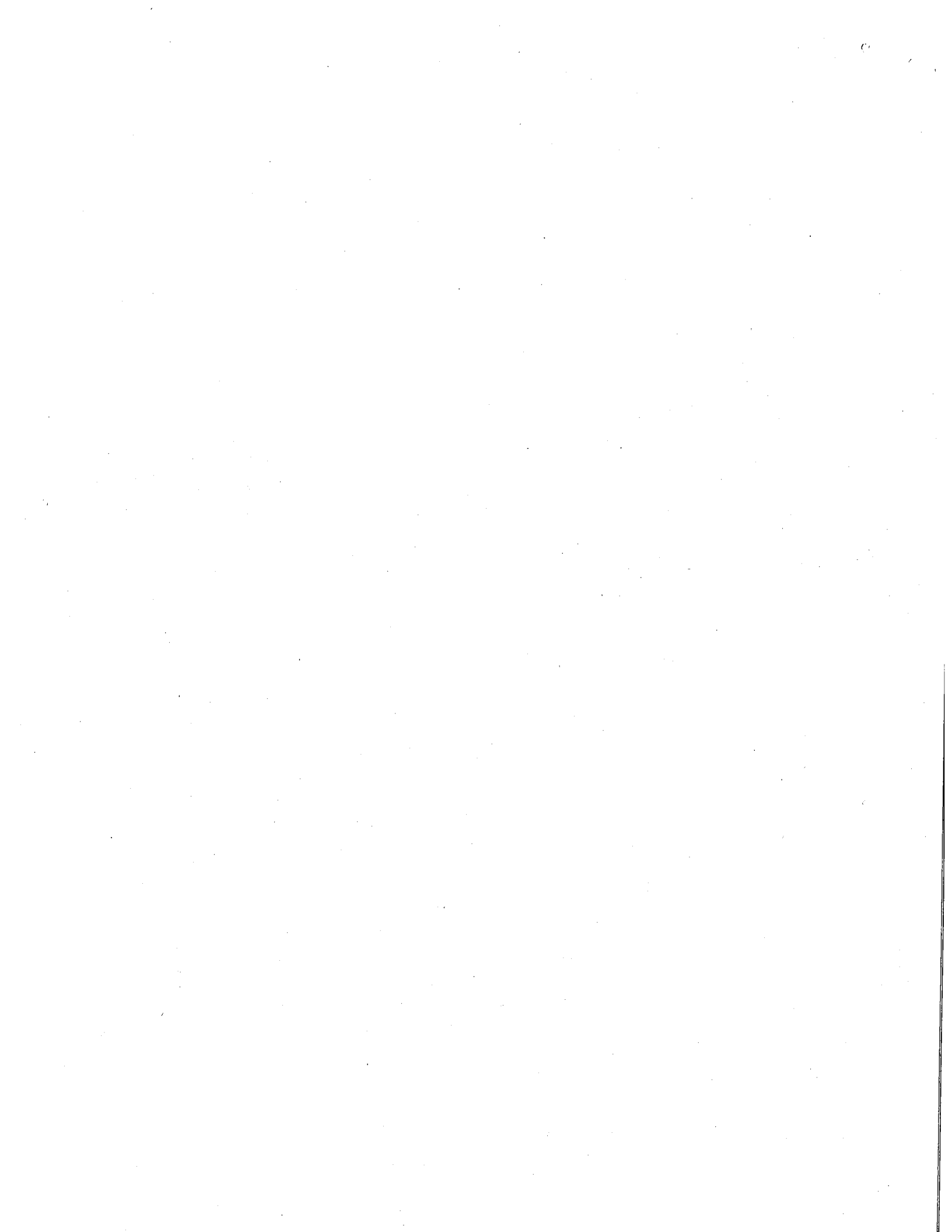
X

	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding
	Proposed Budget Year 2020	2021	2022	2023	2024	2025	
Adopted Budget Year 2019	60,000						
City of Ocean City							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
<b>TOTAL INTEREST</b>	\$ 60,000						
<b>LESS: HUD SUBSIDY</b>							
<b>NET INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



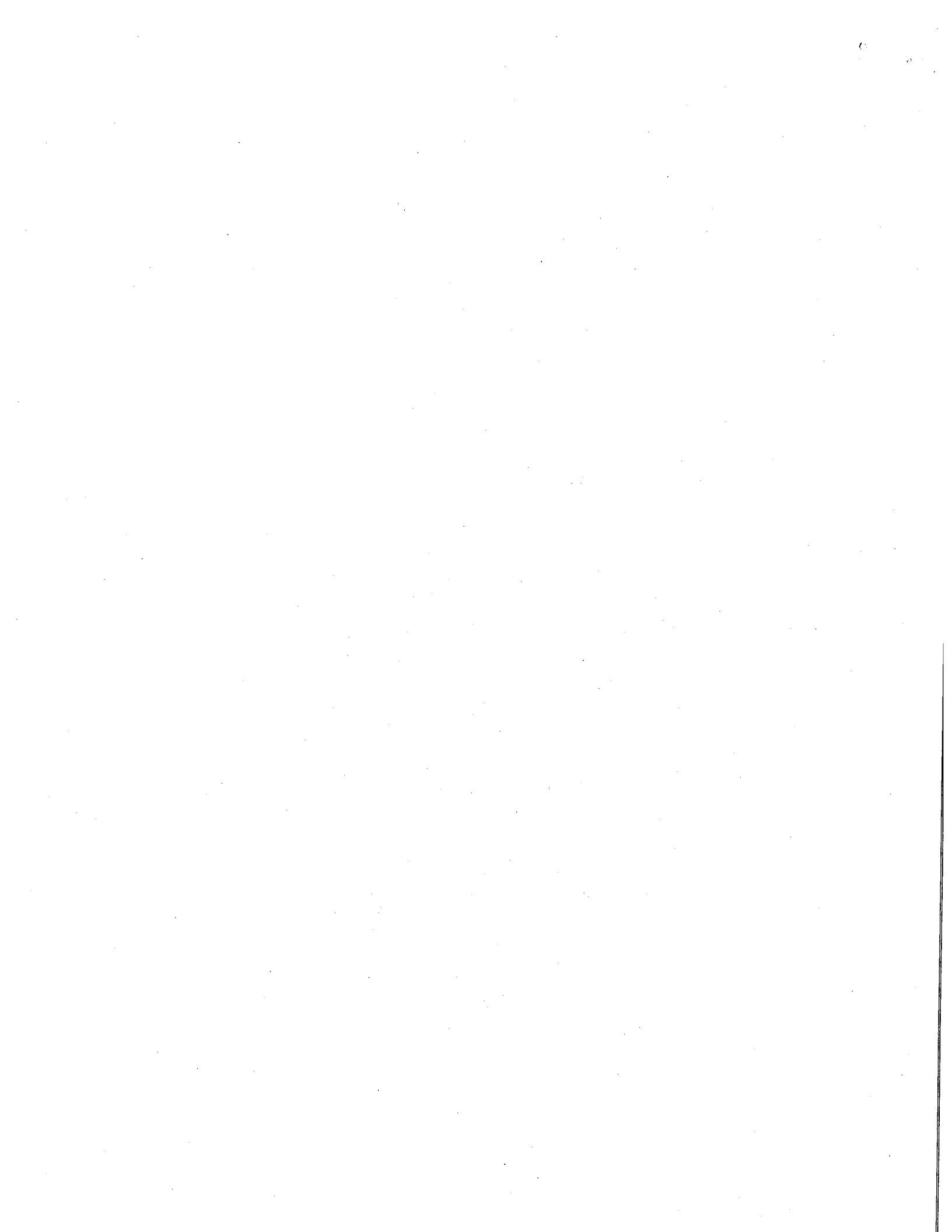






2019  
Ocean City Housing  
Authority

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM



# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

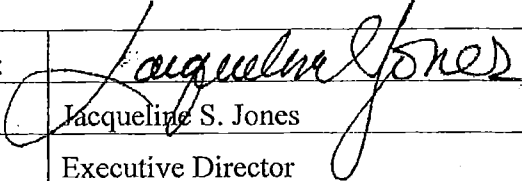
## Ocean City Housing Authority

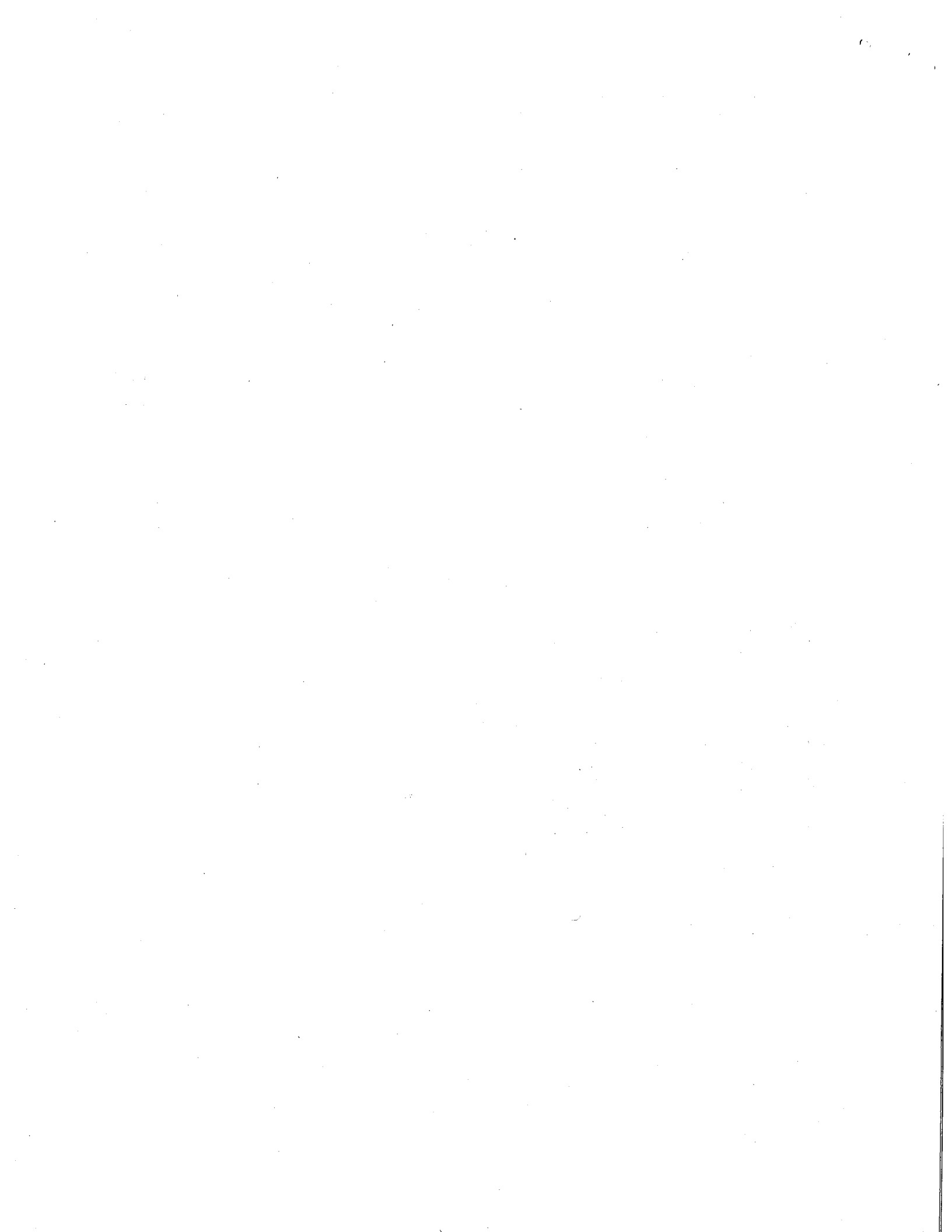
FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the \_\_\_\_\_ 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:	609-399-7590
E-mail address	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		



# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

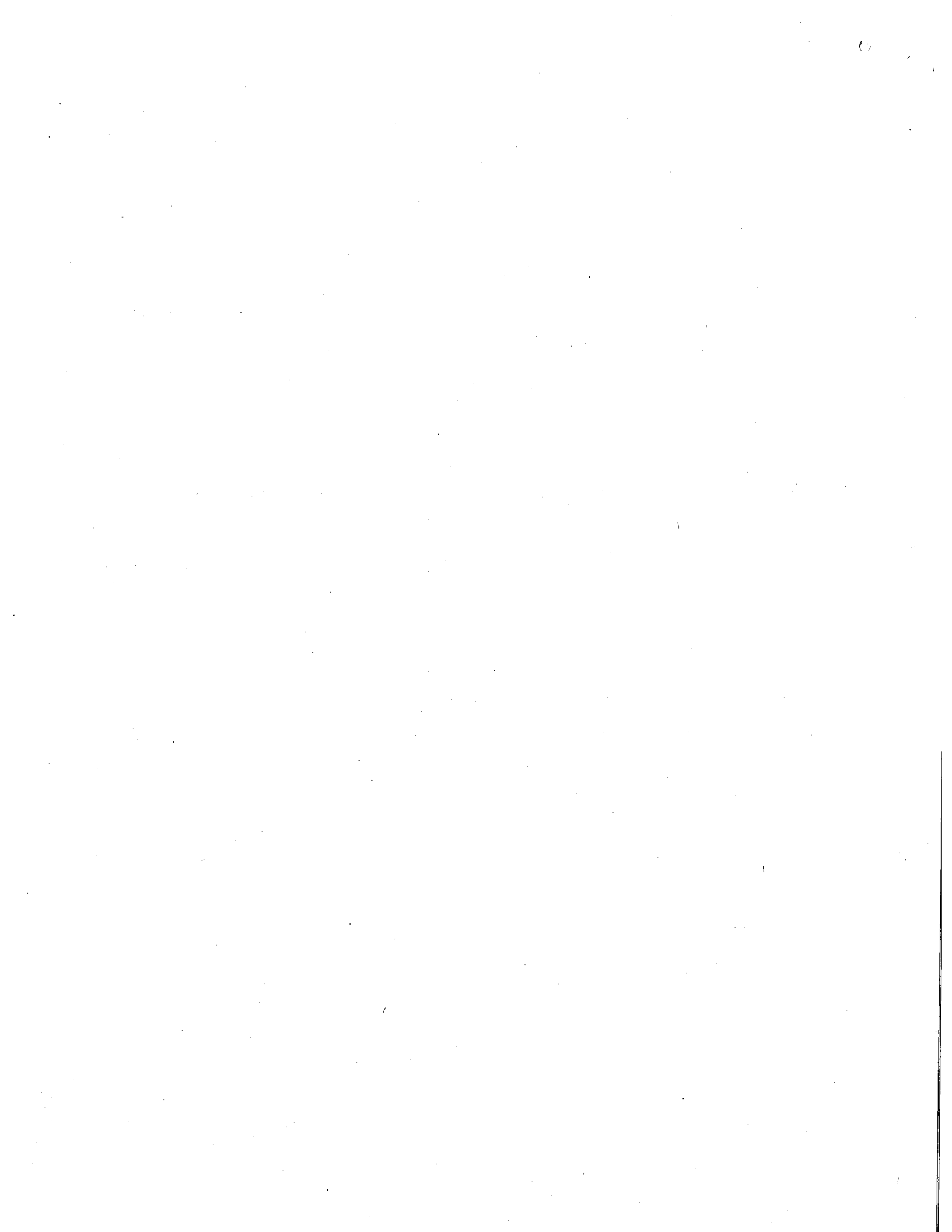
## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?
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?
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure 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.
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.
6. Have the projects been reviewed and approved by HUD?

*Add additional sheets if necessary.*





# Proposed Capital Budget

Ocean City Housing Authority

For the Period October 1, 2019 to September 30, 2020

	Estimated Total Cost	Funding Sources				
		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 PROPOSED CAPITAL BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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

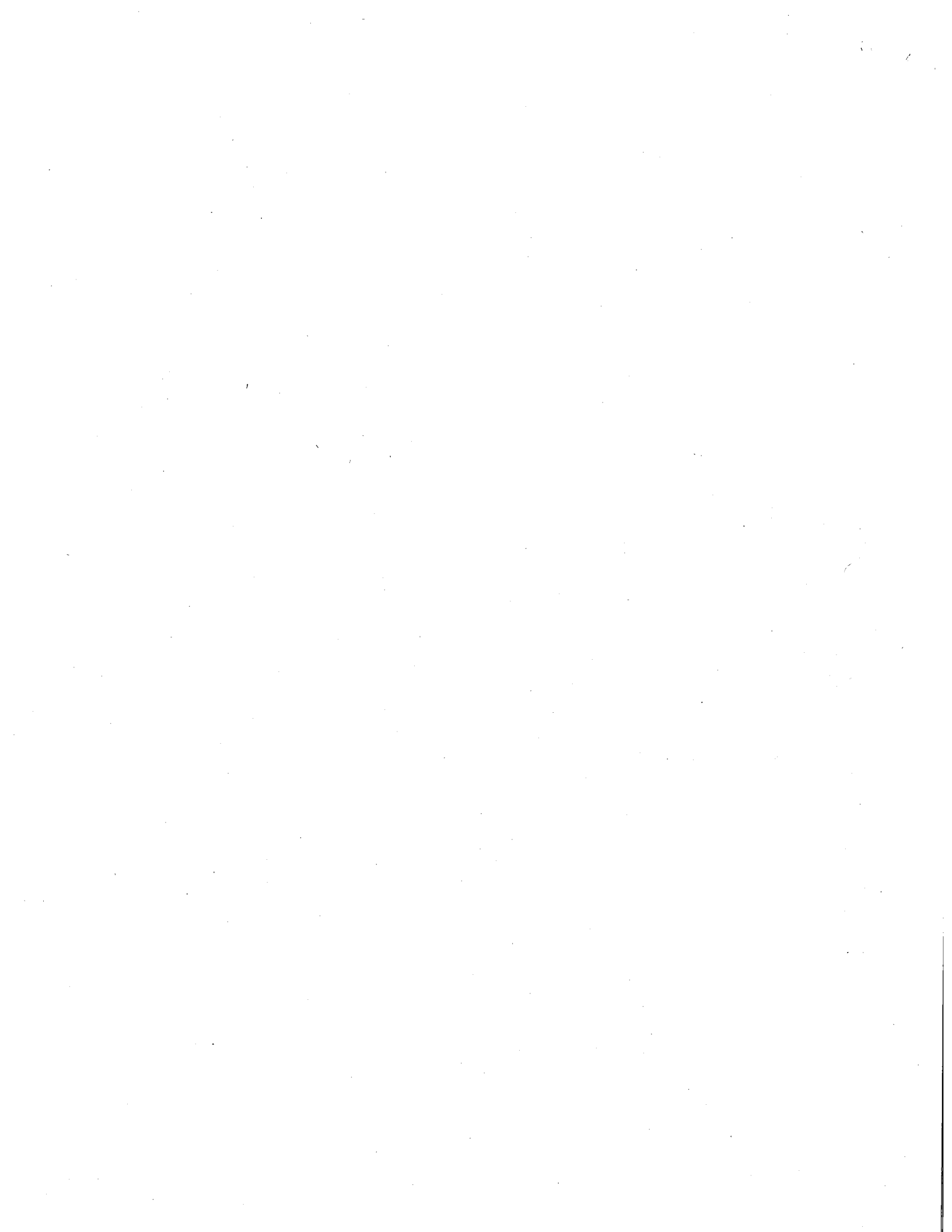
## Ocean City Housing Authority

For the Period October 1, 2019 to September 30, 2020

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2020	2021	2022	2023	2024	2025
<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, 2019                      to                      September 30, 2020

#### 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>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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.



# 2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Ocean City Housing Authority

### AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).
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.
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. 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.).
6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68, 45**)

# HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Ocean City Housing Authority

### AUTHORITY BUDGET

**FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020**

1. The 2019 proposed Annual Budget is primarily based on the projected September 2019 year end data and proposed changes by management. Operating Subsidy is based on current year funding from HUD and is anticipated to increase \$26,050. Excess Utilities is also based on current year revenue and is anticipated to increase \$970. Laundry & Miscellaneous is anticipated to increase \$9,070 based on current year's increased revenue from tenant late charges paid, tenant legal fee reimbursement and miscellaneous other tenant fees paid. Fraud Recovery is anticipated to decrease \$700 due to yearly tenant recertification. Interest Income Earned is anticipated to decrease \$30 due to a decrease in the interest rate paid by the bank. 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. Capital Funds Grant is anticipated to increase \$9,040.

The Authority anticipates Administration Salary & Wages to decrease \$32,500 due to employee resigning and the Board opting to save money by including these services in Vineland Housing Authority's contract. Administration Fringe Benefits are anticipated to decrease \$41,730 due to employee termination, Staff Training is anticipated to increase \$2,200, Travel is anticipated to increase \$50, Accounting Fee is anticipated to increase \$2,500 and Miscellaneous Administration is anticipated to increase \$60,930 due to increased Postage Fees, increased Annual Computer Fees, increased Office Supplies, and increased Management Fees for Annual Tenant Recertifications, Maintenance and other administrative services provided.

Salary & Wages-Maintenance & Operations is anticipated to increase \$3,530 due to new part-time employee, Fringe Benefits-Maintenance & Operations is anticipated to increase \$14,500 due to higher healthcare costs and higher pension costs, Tenant Services is anticipated to increase \$6,670 due to monthly stipend increase, Maintenance & Operations is anticipated to increase \$84,500 due to expenditures needed for repairs on rental units. Utilities decreased \$12,530 due to a decrease in water usage and Payment in Lieu of Taxes is anticipated to increase \$1,470 primarily due to decreased utilities. Insurance decreased \$14,100 due to lower premiums by researching policy costs to maintain the same coverage at lower costs.

Debt Service-Principal decreased \$60,000 as the Authority anticipates repayment of debt owed to City of Ocean City before the end of this fiscal year.

2. The 2019 proposed Annual Budget is primarily based on the projected September 2019 year end data and proposed changes by management. Operating Subsidy is based on current year funding from HUD and is anticipated to increase \$25,050. Laundry & Miscellaneous is anticipated to increase \$9,070 due to an increase in Late Charges, Legal Fees-Tenant, Cleaning Reimbursement and Fees for providing extra keys and changing locks and Fraud Recovery is anticipated to decrease \$700. Interest Income Earned is anticipated to decrease \$30 due to a decrease in the interest rate paid by the bank. Capital Funds Grant is anticipated to increase \$9,040.



# **HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS**

## **Ocean City Housing Authority**

### **AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2020**

3. The local/regional economy is recovering slowly. 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.
4. N/A
5. None
6. The authority plans to recover the deficit of (\$942,532) by cost cutting measures and converting to RAD. The authority is actively pursuing all avenues of increasing revenue and decreasing expenditures. The authority has applied for the RAD-Rental Assistance Demonstration Program, which would also help eliminate the deficit.

## HOUSING AUTHORITY CONTACT INFORMATION 2019

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

<b>Name of Authority:</b>	Ocean City Housing Authority		
<b>Federal ID Number:</b>	21-0726363		
<b>Address:</b>	204 4 <sup>th</sup> Street		
<b>City, State, Zip:</b>	Ocean City	NJ	08226
<b>Phone: (ext.)</b>	609-399-1062	<b>Fax:</b>	609-399-7590

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

<b>Chief Executive Officer:</b>	Jacqueline S. Jones		
<b>Phone: (ext.)</b>	609-399-1062	<b>Fax:</b>	609-399-7590
<b>E-mail:</b>	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		

<b>Chief Financial Officer:</b>	Jacqueline S. Jones		
<b>Phone: (ext.)</b>	609-399-1062	<b>Fax:</b>	609-399-7590
<b>E-mail:</b>	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2019 TO: 09/30/2020

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 2
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018) Transmittal of Wage and Tax Statements: \$66,673
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf 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.**
- 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.

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: 10/1/2019 TO: 09/30/2020

#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.

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

**FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020**

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

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

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

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

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

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

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

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

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

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

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

Ocean City Housing Authority  
 For the Period October 1, 2019 to September 30, 2020  
 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	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Total Compensation from Authority	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities			
		Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend										Bonus		
1 Robert Barr	Chairman	X						None	N/A							0			
2 Robert Halliday	Commissioner	X						0 None	N/A							0			
3 Patrick Mummman	Commissioner	X						0 None	N/A							0			
4 Michael Dattilo	Commissioner	X						0 None	N/A							0			
5 Beverly McCall	Commissioner	X						0 None	N/A							0			
6 Robert Henry	Commissioner	X						0 None	N/A							0			
7 Patricia Jackson	Commissioner	X						0 None	N/A							0			
8 Jacqueline Jones	Executive Director		X					0 Vineland, Buena	Ex Director	40	135,041	0	0	824	135,865				
9 Mary Ragland	Bookkeeper	32.5		X				0 None	None	N/A		28,322	58,743		58,743				
10 Steven Rundall	Maintenance	37.5		X				0 None	None	N/A		32,521	68,773		68,773				
11								0								0			
12								0								0			
13								0								0			
14								0								0			
15								0								0			
Total:													\$ 64,673	\$ 2,000	\$ -	\$ 60,843	\$ 127,516	\$ 824	\$ 263,381

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









**2019 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

**SUMMARY**

For the Period **October 1, 2019** to **September 30, 2020**  
 Ocean City Housing Authority

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 Adopted Budget Total All Operations</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</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	\$ 924,530	\$ -	\$ -	\$ 181,840	\$ 1,070,310	\$ 36,060	3.4%
Total Non-Operating Revenues	26,470	-	-	26,470	18,130	8,340	45.0%
Total Anticipated Revenues	951,000	-	-	1,132,840	1,088,440	44,400	4.1%
<b>APPROPRIATIONS</b>							
Total Administration	202,880	-	-	106,840	302,670	7,050	2.3%
Total Cost of Providing Services	732,370	-	-	75,000	723,330	84,040	11.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	935,250	-	-	181,840	1,026,000	91,090	8.9%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	60,000	(60,000)	-100.0%
Total Other Non-Operating Appropriations	-	-	-	-	60,000	(60,000)	-100.0%
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	935,250	-	-	181,840	1,086,000	31,090	2.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	935,250	-	-	181,840	1,086,000	31,090	2.9%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 15,750	\$ -	\$ -	\$ -	\$ 2,440	\$ 13,310	545.5%

## Revenue Schedule

Ocean City Housing Authority  
For the Period October 1, 2019 to September 30, 2020

	<b>FY 2020 Proposed Budget</b>				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	573,780				573,780	573,780	-	0.0%
Excess Utilities	5170				5,170	4,200	970	23.1%
Non-Dwelling Rental	13,200				13,200	13,200	-	0.0%
HUD Operating Subsidy	332,380				332,380	306,330	26,050	8.5%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
<b>Total Rental Fees</b>	<b>924,530</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>924,530</b>	<b>897,510</b>	<b>27,020</b>	<b>3.0%</b>
<i>Other Operating Revenues (List)</i>								
Capital Funds			181,840		181,840	172,800	9,040	5.2%
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>-</b>	<b>-</b>	<b>-</b>	<b>181,840</b>	<b>181,840</b>	<b>172,800</b>	<b>9,040</b>	<b>5.2%</b>
<b>Total Operating Revenues</b>	<b>924,530</b>	<b>-</b>	<b>-</b>	<b>181,840</b>	<b>1,106,370</b>	<b>1,070,310</b>	<b>36,060</b>	<b>3.4%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
Laundry & Miscellaneous	22,050				22,050	12,980	9,070	69.9%
Fraud Recovery	4,300				4,300	5,000	(700)	-14.0%
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>26,350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,350</b>	<b>17,980</b>	<b>8,370</b>	<b>46.6%</b>
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	120				120	150	(30)	-20.0%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Interest</b>	<b>120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120</b>	<b>150</b>	<b>(30)</b>	<b>-20.0%</b>
<b>Total Non-Operating Revenues</b>	<b>26,470</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,470</b>	<b>18,130</b>	<b>8,340</b>	<b>46.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 951,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 181,840</b>	<b>\$ 1,132,840</b>	<b>\$ 1,088,440</b>	<b>\$ 44,400</b>	<b>4.1%</b>

# Prior Year Adopted Revenue Schedule

Ocean City Housing Authority

*FY 2019 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	573,780				573,780
Excess Utilities	4,200				4,200
Non-Dwelling Rental	13,200				13,200
HUD Operating Subsidy	306,330				306,330
New Construction - Acc Section 8 Voucher - Acc Housing Voucher					-
<b>Total Rental Fees</b>	<b>897,510</b>	-	-	-	<b>897,510</b>
<i>Other Revenue (List)</i>					
Capital Funds				172,800	172,800
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)					-
<b>Total Other Revenue</b>				<b>172,800</b>	<b>172,800</b>
<b>Total Operating Revenues</b>	<b>897,510</b>	<b>-</b>	<b>-</b>	<b>172,800</b>	<b>1,070,310</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Laundry & Miscellaneous	12,980				12,980
Fraud Recovery	5,000				5,000
Type in					-
Type in					-
Type in					-
Type in					-
<b>Total Other Non-Operating Revenues</b>	<b>17,980</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,980</b>
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	150				150
Penalties					-
Other					-
<b>Total Interest</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150</b>
<b>Total Non-Operating Revenues</b>	<b>18,130</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,130</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 915,640</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 172,800</b>	<b>\$ 1,088,440</b>

## Appropriations Schedule

Ocean City Housing Authority  
For the Period October 1, 2019 to September 30, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 Adopted Budget</b>	<b>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	-				\$ 32,500	\$ (32,500)	-100.0%
Fringe Benefits	10,090			10,090	51,820	(41,730)	-80.5%
Legal	15,000		20,000	35,000	15,000	20,000	133.3%
Staff Training	2,000			2,000	4,200	(2,200)	-52.4%
Travel	500			500	450	50	11.1%
Accounting Fees	17,500			17,500	15,000	2,500	16.7%
Auditing Fees	9,000			9,000	9,000	-	0.0%
Miscellaneous Administration*	148,790		86,840	235,630	174,700	60,930	34.9%
<b>Total Administration</b>	<b>202,880</b>		<b>106,840</b>	<b>309,720</b>	<b>302,670</b>	<b>7,050</b>	<b>2.3%</b>
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	63,390			63,390	59,860	3,530	5.9%
Salary & Wages - Protective Services	-			-	-	-	#DIV/0!
Salary & Wages - Utility Labor	-			-	-	-	#DIV/0!
Fringe Benefits	73,160			73,160	58,660	14,500	24.7%
Tenant Services	9,700			9,700	3,030	6,670	220.1%
Utilities	258,470			258,470	271,000	(12,530)	-4.6%
Maintenance & Operation	189,500		75,000	264,500	180,000	84,500	46.9%
Protective Services	-			-	-	-	#DIV/0!
Insurance	95,900			95,900	110,000	(14,100)	-12.8%
Payment in Lieu of Taxes (PILOT)	31,750			31,750	30,280	1,470	4.9%
Terminal Leave Payments	-			-	-	-	#DIV/0!
Collection Losses	5,500			5,500	5,500	-	0.0%
Other General Expense	5,000			5,000	5,000	-	0.0%
Rents	-			-	-	-	#DIV/0!
Extraordinary Maintenance	-			-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-			-	-	-	#DIV/0!
Property Betterment/Additions	-			-	-	-	#DIV/0!
Miscellaneous COPS*	-			-	-	-	#DIV/0!
<b>Total Cost of Providing Services</b>	<b>732,370</b>		<b>75,000</b>	<b>807,370</b>	<b>723,330</b>	<b>84,040</b>	<b>11.6%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>935,250</b>		<b>181,840</b>	<b>1,117,090</b>	<b>1,026,000</b>	<b>91,090</b>	<b>8.9%</b>
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	60,000	(60,000)	-100.0%
Operations & Maintenance Reserve					-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	#DIV/0!
Municipality/County Appropriation					-	-	#DIV/0!
Other Reserves					-	-	#DIV/0!
<b>Total Non-Operating Appropriations</b>	<b>-</b>				<b>60,000</b>	<b>(60,000)</b>	<b>-100.0%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>935,250</b>		<b>181,840</b>	<b>1,117,090</b>	<b>1,086,000</b>	<b>31,090</b>	<b>2.9%</b>
<b>ACCUMULATED DEFICIT</b>					-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>935,250</b>		<b>181,840</b>	<b>1,117,090</b>	<b>1,086,000</b>	<b>31,090</b>	<b>2.9%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation					-	-	#DIV/0!
Other					-	-	#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>	<b>-</b>				<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 935,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 181,840</b>	<b>\$ 1,117,090</b>	<b>\$ 1,086,000</b>	<b>\$ 31,090</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      \$ 46,762.50      \$ -      \$ -      \$ 9,092.00      \$ 55,854.50

2020 Appropriations Schedule-Miscellaneous Administration

Ocean City Housing Authority  
For the Period October 1, 2019 to September 30, 2020

Miscellaneous Administration	<i>Proposed Budget</i>				
	<u>Public Housing</u> <u>Managemer</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	\$1,000				\$1,000
Computer Services	7,000				7,000
Consultant-RAD	0			\$35,000	35,000
Copier Machine	3,500				3,500
Dues, Fees, Publications	1,000				1,000
Management Fees	110,290			51,840	162,130
Office Supplies	2,000				2,000
Phone & Internet	10,000				10,000
Postage	1,000				1,000
Miscellaneous	13,000				13,000
<b>Total Miscellaneous</b>	<b>\$148,790</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,840</b>	<b>\$235,630</b>



## Prior Year Adopted Appropriations Schedule

Ocean City Housing Authority

*FY 2019 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 32,500				\$ 32,500
Fringe Benefits	51,820				51,820
Legal	15,000				15,000
Staff Training	4,200				4,200
Travel	450				450
Accounting Fees	15,000				15,000
Auditing Fees	9,000				9,000
Miscellaneous Administration*	44,700			130,000	174,700
<b>Total Administration</b>	<b>172,670</b>			<b>130,000</b>	<b>302,670</b>
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	59,860				59,860
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	58,660				58,660
Tenant Services	3,030				3,030
Utilities	228,200			42,800	271,000
Maintenance & Operation	180,000				180,000
Protective Services					-
Insurance	110,000				110,000
Payment in Lieu of Taxes (PILOT)	30,280				30,280
Terminal Leave Payments					-
Collection Losses	5,500				5,500
Other General Expense	5,000				5,000
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
<b>Total Cost of Providing Services</b>	<b>680,530</b>			<b>42,800</b>	<b>723,330</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
<b>Total Operating Appropriations</b>	<b>853,200</b>			<b>172,800</b>	<b>1,026,000</b>
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	60,000
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
<b>Total Non-Operating Appropriations</b>					<b>60,000</b>
<b>TOTAL APPROPRIATIONS</b>	<b>853,200</b>			<b>172,800</b>	<b>1,086,000</b>
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>853,200</b>			<b>172,800</b>	<b>1,086,000</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
<b>Total Unrestricted Net Position Utilized</b>					-
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 853,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 172,800</b>	<b>\$ 1,086,000</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	\$ 42,660.00	\$ -	\$ -	\$ 8,640.00	\$ 51,300.00
--------------------------------------	--------------	------	------	-------------	--------------

2019 Appropriations Schedule-Miscellaneous Administration

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

Miscellaneous Administration	<i>Proposed Budget</i>				
	<u>Public Housing</u> <u>Managemer</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	\$3,200				\$3,200
Computer Services	9,000				9,000
Copier Machine	3,500				3,500
Dues, Fees, Publications	1,500				1,500
Management Fees	0			\$130,000	130,000
Office Supplies	2,500				2,500
Phone & Internet	11,000				11,000
Postage	2,000				2,000
Miscellaneous	12,000				12,000
<b>Total Miscellaneous</b>	<b>\$44,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$174,700</b>

## Debt Service Schedule - Principal

Ocean City Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>						Total Principal Outstanding	
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024		2025
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.*

<b>Moody's</b>		<b>Standard &amp; Poors</b>
<b>Fitch</b>		
<b>Bond Rating</b>		
<b>Year of Last Rating</b>		

If no Rating type in Not Applicable

### Debt Service Schedule - Interest

Ocean City Housing Authority

If Authority has no debt X this box

	Adopted Budget Year 2019	Fiscal Year Ending in					Total Interest Payments Outstanding		
		Proposed Budget Year 2020	2021	2022	2023	2024		2025	Thereafter
City of Ocean City	60,000								
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
<b>TOTAL INTEREST</b>	<b>60,000</b>								
<b>LESS: HUD SUBSIDY</b>									
<b>NET INTEREST</b>	<b>\$ 60,000</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

Ocean City Housing Authority      October 1, 2019      to      September 30, 2020  
 For the Period

## FY 2020 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 1,625,283	\$ -	\$ -	\$ -	\$ 1,625,283
2,583,565				2,583,565
				-
(958,282)				(958,282)
				-
				-
				-
				-
15,750				15,750
				-
(942,532)				(942,532)
				-
				-
				-
				-
				-
\$ (942,532)	\$ -	\$ -	\$ -	\$ (942,532)

**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      \$      46,763      \$      -      \$      9,092      \$      55,855
- (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2019  
Ocean City Housing  
Authority

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

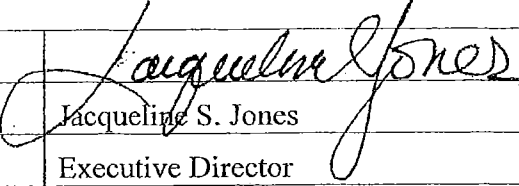
## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the \_\_\_\_\_ 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:	609-399-7590
E-mail address	jjones@vha.org		

# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?
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?
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure 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.
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.
6. Have the projects been reviewed and approved by HUD?

*Add additional sheets if necessary.*



# Proposed Capital Budget

Ocean City Housing Authority  
 For the Period October 1, 2019 to September 30, 2020

*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 PROPOSED CAPITAL BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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, 2019 to September 30, 2020

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2020	2021	2022	2023	2024	2025
<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, 2019                      to                      September 30, 2020

#### 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.*

