

*Authority Budget of:* **ADOPTED COPY**

# *Ocean City Housing Authority*

**State Filing Year**                      **2020**

*For the Period:*

*October 1, 2020*                      *to*                      *September 30, 2021*

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

**ADOPTED COPY**



*Division of Local Government Services*

**RECEIVED**

**OCT 5 2020**

**Time:** \_\_\_\_\_

**Vineland Housing  
Authority**

**2020 (2020-2021) HOUSING AUTHORITY BUDGET**

**Certification Section**

2020 (2020-2021)

**Ocean City Housing Authority**  
**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM 10/01/2020 TO 9/30/2021**

**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: 8/17/2020

**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: 9/28/2020

# 2020 (2020-2021) PREPARER'S CERTIFICATION

## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

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>		

# 2020 (2020-2021) APPROVAL CERTIFICATION

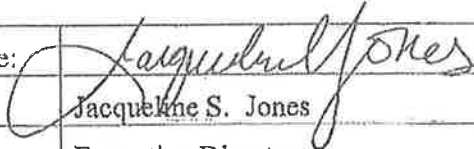
## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

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 21<sup>st</sup> day of July, 2020.

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

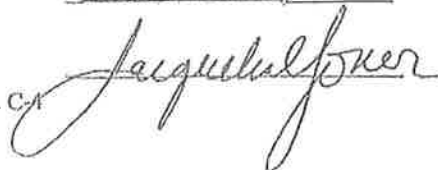
Jacqueline Jones

Title of Officer Certifying compliance

Executive Director

Signature

Page C-1



# 2020-27 HOUSING AUTHORITY BUDGET RESOLUTION

## Ocean City Housing Authority

**FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021**

WHEREAS, the Annual Budget and Capital Budget for the Ocean City Housing Authority for the fiscal year beginning, 10/01/2020 and ending, 9/30/2021 has been presented before the governing body of the Ocean City Housing Authority at its open public meeting of July 21, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,097,660 , Total Appropriations, including any Accumulated Deficit if any, of \$ 1,093,240 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

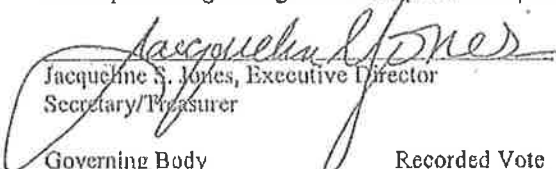
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 21, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, 10/01/2020 and ending, 9/30/2021 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 September 15, 2020.

  
 Jacqueline S. Jones, Executive Director  
 Secretary/Treasurer

7/21/20  
 (Date)

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


# 2020 (2020-2021) ADOPTION CERTIFICATION

## Ocean City Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

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 15th day of, September, 2020.

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		



# 2020 (2020-2021) ADOPTED BUDGET RESOLUTION

## RESOLUTION 2020-33

### OCEAN CITY HOUSING AUTHORITY

FISCAL YEAR: FROM: October 1, 2020 TO: September 30, 2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2020 and ending, September 30, 2021 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 15, 2020; and


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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,097,660, Total Appropriations, including any Accumulated Deficit, if any, of \$1,093,240, 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 15, 2020 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2020 and, ending, September 30, 2021 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)

9/15/20  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Vice Chairman Halliday	✓			
Commissioner McCall	✓			
Commissioner Jackson	✓			
Commissioner Henry	✓			
Commissioner Munman	✓			
Commissioner Broadley	✓			
Chairman Barr	✓			

**2020 (2020-2021) HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

**2020(2020-2021) HOUSING AUTHORITY BUDGET  
MESSAGE & ANALYSIS  
Ocean City Housing Authority**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021**

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **Example would be effect on a recession in the economy on the housing Authority**

3. 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.

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.).

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 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 in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75).**

# HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Ocean City Housing Authority

### AUTHORITY BUDGET

**FISCAL YEAR: FROM: 10/1/2020 TO: 9/30/2021**

#### Question #1

Excess Utilities increased due to more residents paying for excess utilities;  
Non-Dwelling Rental decreased due to Parking spaces no longer being rented due to the construction of a new building on the parking lot and a commercial lease "tenant" ended their lease;  
HUD Operating Subsidy decreased due to the RAD conversion of Bayview Manor & Peck's Beach Senior;

Capital Funds decreased due the RAD conversion of Bayview Manor & Peck's Beach Senior;  
CDBG Funds increased due to the City of Ocean City providing CDGB funding for Behavioral Health Services;  
Laundry & Miscellaneous income reduced due to lower laundry fees;  
Fraud Recovery down due to fewer instances of unreported income;

Administration Fringe Benefits increased due to Retiree provided Health Benefit cost increase;  
Legal expense decreased due to no RAD transactions anticipated in this budget year;  
Staff Training decrease due to lack of need;  
Travel decrease due to COVID-19 and no anticipated travel;  
Maintenance & Operation decreased due to fewer hours for the part-time position;  
Fringe Benefits decrease due to fewer hours for part-time position;  
Tenant Services increase due to the City of Ocean City providing CDBG funding for Behavioral Health Services;  
Maintenance & Operation decreased due to the building of a new building, which replaces older units.

#### Question #2

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.

#### Question #3

None

#### Question#4

PILOT payments are made to City of Ocean City

#### Question #5

The Authority plans to recover the deficit by cost cutting measures and converting one more property to RAD that will include a redevelopment of this remaining property. Conversion to RAD solidifies the Authority's income stream & the redevelopment of units decreases maintenance costs. The Authority is actively pursuing all avenues of increasing revenue and decreasing expenses. The Authority also updated its policy regarding post-employment health benefits. Post-employment health benefits are no longer available to new retirees.

# HOUSING AUTHORITY CONTACT INFORMATION

## AUTHORITY CONTACT INFORMATION

### 2020 (2020-2021)

Please complete the following information regarding this 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	
<b>Phone: (ext.)</b>	856-696-8000	<b>Fax:</b>	856-794-1295
<b>E-mail:</b>			

<b>Chief Executive Officer:(1)</b>	Jacqueline S. Jones		
(1)Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	609-399-1062	<b>Fax:</b>	609-399-7590
<b>E-mail:</b>	jjones@vha.org		

<b>Chief Financial Officer(1)</b>	Jacqueline S. Jones		
(1) Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	609-399-1062	<b>Fax:</b>	609-399-7590
<b>E-mail:</b>	jjones@vha.org		

<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>	Mgarcia@ford-scott.com		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

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 2018 or 2019) 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 2018 or 2019) Transmittal of Wage and Tax Statements: 52,357
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority))
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 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, 2019 or 2020 deadline has passed 2019 or 2020) 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 individuals listed on Page N-4 (2 of 2).**

- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes 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. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems 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 Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No If "yes," *attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) 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.*
- 21) 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: 10/1/2020 TO: 09/30/2021

#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.



Purchase Order 1443

Jump To

Vendor

**BOYAR'S FOOD MARKET**  
**1340 ASBURY AVENUE**  
**OCEAN CITY NJ 08226**  
**6093991343**

Expense Type

Payment Due

Last Received

From Date

To Date

Description

Save New Print Help Delete

Data/Reports

Display Type

Sched. Deliv.

Order Date

Required By Date

Closed  Close Date

PO Info

Total Amount

Approvals

Workflow

Status

Current Step

Next Step

Notes

Navigation

Details

More Details

Property	Unit	Item Type	Description	GL Account	GL Account Description	Qty Ord	Unit Price	Base Total	Amount Posted	Balance
bayview			Food for resident holiday party	4220-01-000	Other Tenant Svcs.	1.0000	897.55	897.55	897.55	

*(This page is directions for filling in page (N-4 (2-of 2) ) (No answers should be entered on this page)*

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

**Ocean City Housing Authority**

**FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021**

*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 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:** (Use the Most Recent W-2 available 2018 or 2019. 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, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 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, 2020 to September 30, 2021

A	B	C	D	E				F			M	N	O	P	Q	R	S	T
				Commissioner	Officer	Key Employee	Highest Compensated Employee	Formal	Base Salary/Stipend	Bonus								
Name	Title	Average Hours per Week Dedicated to Position																
1	Robert Barr	Chairman	x							\$ -	None	None	N/A					\$ -
2	Robert Halliday	Vice Chairman	x							0	None	None	N/A					0
3	Patrick Mumman	Commissioner	x							0	None	None	N/A					0
4	Beverly McCall	Commissioner	x							0	None	None	N/A					0
5	Robert Henry	Commissioner	x							0	None	None	N/A					0
6	Patricia Jackson	Commissioner	x							0	None	None	N/A					0
7	Brian Broadley	Commissioner	x							0	None	None	N/A					0
8	Jacqueline Jones	Executive Director	x				0	0	0	0	Vineland, Buena	EX Director	40	148,836			148,836	
9	Steven Rundall	Maintainance		37.5			40,872	0	0	0								40,872
10										0								0
11										0								0
12										0								0
13										0								0
14										0								0
15										0								0
Total:							\$ 40,872	\$ -	\$ -	\$ -	\$ -	\$ 40,872		\$ 148,836	\$ -	\$ -	\$ 189,708	

(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

Inout- X - in Box Below IF this Page is Non-Applicable

For the Period

October 1, 2020

to

September 30, 2021

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage			\$ -			\$ -	\$ -	#DIV/0!
Parent & Child	0		-	0		-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family	1	33,414	33,414	1	31,921	31,921	1,493	4.7%
Employee Cost Sharing Contribution (enter as negative - )			(1,860)			(1,685)	(175)	10.4%
<b>Subtotal</b>	<b>1</b>		<b>31,554</b>	<b>1</b>		<b>30,236</b>	<b>1,318</b>	<b>4.4%</b>
<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!
<b>Subtotal</b>	<b>0</b>		<b>-</b>	<b>0</b>		<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	1	11,263	11,263	1	12,106	12,106	(843)	-7.0%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	1	14,861	14,861	1	13,669	13,669	1,192	8.7%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!
<b>Subtotal</b>	<b>2</b>		<b>26,124</b>	<b>2</b>		<b>25,775</b>	<b>349</b>	<b>1.4%</b>
<b>GRAND TOTAL</b>	<b>3</b>		<b>\$ 57,678</b>	<b>3</b>		<b>\$ 56,011</b>	<b>\$ 1,667</b>	<b>3.0%</b>

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

No	Yes or No
No	Yes or No

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

## Schedule of Accumulated Liability for Compensated Absences

Ocean City Housing Authority  
 For the Period                      October 1, 2020                      to                      September 30, 2021

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Steven Rundell	28	\$ 8,889		x	
Total liability for accumulated compensated absences at beginning of current year		\$ <u>8,889</u>			

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

## Schedule of Shared Service Agreements

Ocean City Housing Authority

For the Period October 1, 2020

to

September 30, 2021

If No Shared Services X this Box

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Housing Authority of the City of Vineland	Housing Authority of the City of Ocean City	Management Service		10/1/2020	9/30/2021	\$ 165,000

**2020 (2021) HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

## SUMMARY

Ocean City Housing Authority  
For the Period **October 1, 2020** to **September 30, 2021**

	<b>FY 2021 Proposed Budget</b>				<b>FY 2019 Adopted Budget</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>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>REVENUES</b>								
Total Operating Revenues	\$ 318,160	\$ -	\$ -	\$ 759,370	\$ 1,077,530	\$ 1,106,370	\$ (28,840)	-2.6%
Total Non-Operating Revenues	11,290	-	-	8,840	20,130	26,470	(6,340)	-24.0%
Total Anticipated Revenues	<u>329,450</u>	<u>-</u>	<u>-</u>	<u>768,210</u>	<u>1,097,660</u>	<u>1,132,840</u>	<u>(35,180)</u>	<u>-3.1%</u>
<b>APPROPRIATIONS</b>								
Total Administration	48,010	-	-	231,200	279,210	309,720	(30,510)	-9.9%
Total Cost of Providing Services	278,000	-	-	536,030	814,030	807,370	6,660	0.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	326,010	-	-	767,230	1,093,240	1,117,090	(23,850)	-2.1%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	326,010	-	-	767,230	1,093,240	1,117,090	(23,850)	-2.1%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	<u>326,010</u>	<u>-</u>	<u>-</u>	<u>767,230</u>	<u>1,093,240</u>	<u>1,117,090</u>	<u>(23,850)</u>	<u>-2.1%</u>
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<u>\$ 3,440</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 980</u>	<u>\$ 4,420</u>	<u>\$ 15,750</u>	<u>\$ (11,330)</u>	<u>-71.9%</u>



## Revenue Schedule

Ocean City Housing Authority  
For the Period October 1, 2020 to September 30, 2021

	<b>FY 2021 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	220,000			320,070	540,070	573,780	(33,710)	-5.9%
Excess Utilities				6,810	6,810	5,170	1,640	31.7%
Non-Dwelling Rental					-	13,200	(13,200)	-100.0%
HUD Operating Subsidy	98,160				98,160	332,380	(234,220)	-70.5%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher				342,240	342,240	-	342,240	#DIV/0!
<b>Total Rental Fees</b>	<b>318,160</b>			<b>669,120</b>	<b>987,280</b>	<b>924,530</b>	<b>62,750</b>	<b>6.8%</b>
<i>Other Operating Revenues (List)</i>								
Capital Funds				50,250	50,250	181,840	(131,590)	-72.4%
CDBG Funds				40,000	40,000	-	40,000	#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>90,250</b>	<b>90,250</b>	<b>181,840</b>	<b>(91,590)</b>	<b>-50.4%</b>
<b>Total Operating Revenues</b>	<b>318,160</b>			<b>759,370</b>	<b>1,077,530</b>	<b>1,106,370</b>	<b>(28,840)</b>	<b>-2.6%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
Laundry and Miscellaneous	11,290			8,240	19,530	22,050	(2,520)	-11.4%
Fraud Recovery				500	500	4,300	(3,800)	-88.4%
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>11,290</b>			<b>8,740</b>	<b>20,030</b>	<b>26,350</b>	<b>(6,320)</b>	<b>-24.0%</b>
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned				100	100	120	(20)	-16.7%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Interest</b>				<b>100</b>	<b>100</b>	<b>120</b>	<b>(20)</b>	<b>-16.7%</b>
<b>Total Non-Operating Revenues</b>	<b>11,290</b>			<b>8,840</b>	<b>20,130</b>	<b>26,470</b>	<b>(6,340)</b>	<b>-24.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 329,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 768,210</b>	<b>\$ 1,097,660</b>	<b>\$ 1,132,840</b>	<b>\$ (35,180)</b>	<b>-3.1%</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	5,170				5,170
Non-Dwelling Rental	13,200				13,200
HUD Operating Subsidy	332,380				332,380
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	924,530	-	-	-	924,530
<i>Other Revenue (List)</i>					
Capital Funds				181,840	181,840
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	-	-	-	181,840	181,840
Total Operating Revenues	924,530	-	-	181,840	1,106,370
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Laundry & Miscellaneous	22,050				22,050
Fraud Recovery	4,300				4,300
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	26,350	-	-	-	26,350
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	120				120
Penalties					-
Other					-
Total Interest	120	-	-	-	120
Total Non-Operating Revenues	26,470	-	-	-	26,470
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 951,000	\$ -	\$ -	\$ 181,840	\$ 1,132,840

# Appropriations Schedule

Ocean City Housing Authority  
For the Period October 1, 2020 to September 30, 2021

	<b>FY 2021 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	
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages				\$ -	\$ -	\$ -	#DIV/0!	
Fringe Benefits	6,160		7,850	14,010	10,000	4,010	40.1%	
Legal	7,600		10,800	18,400	35,000	(16,600)	-47.4%	
Staff Training	250		750	1,000	2,000	(1,000)	-50.0%	
Travel	50		150	200	500	(300)	-60.0%	
Accounting Fees	4,620		13,880	18,500	17,500	1,000	5.7%	
Auditing Fees	2,250		6,750	9,000	9,000	-	0.0%	
Miscellaneous Administration*	27,080		191,020	218,100	235,630	(17,530)	-7.4%	
<b>Total Administration</b>	<b>48,010</b>	-	-	<b>231,200</b>	<b>279,210</b>	<b>309,630</b>	<b>(30,420)</b>	<b>-9.8%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				-	-	-	#DIV/0!	
Salary & Wages - Maintenance & Operation	18,810		38,190	57,000	63,390	(6,390)	-10.1%	
Salary & Wages - Protective Services				-	-	-	#DIV/0!	
Salary & Wages - Utility Labor				-	-	-	#DIV/0!	
Fringe Benefits	24,200		39,260	63,460	73,160	(9,700)	-13.3%	
Tenant Services	2,420		47,280	49,700	9,700	40,000	412.4%	
Utilities	110,700		136,800	247,500	258,470	(10,970)	-4.2%	
Maintenance & Operation	61,670		153,040	214,710	264,500	(49,790)	-18.8%	
Protective Services				-	-	-	#DIV/0!	
Insurance	44,020		61,180	105,200	95,900	9,300	9.7%	
Payment In Lieu of Taxes (PILOT)	10,930		18,320	29,250	31,750	(2,500)	-7.9%	
Terminal Leave Payments				-	-	-	#DIV/0!	
Collection Losses	4,000		1,000	5,000	5,500	(500)	-9.1%	
Other General Expense	1,250		3,750	5,000	5,000	-	0.0%	
Rents				-	-	-	#DIV/0!	
Extraordinary Maintenance				-	-	-	#DIV/0!	
Replacement of Non-Expendible Equipment				-	-	-	#DIV/0!	
Property Betterment/Additions			37,210	37,210	-	37,210	#DIV/0!	
Miscellaneous COPS*				-	-	-	#DIV/0!	
<b>Total Cost of Providing Services</b>	<b>278,000</b>	-	-	<b>536,030</b>	<b>814,030</b>	<b>807,370</b>	<b>6,660</b>	<b>0.8%</b>
<b>Total Principal Payments on Debt Service in Lieu of Depreciation</b>	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>326,010</b>	-	-	<b>767,230</b>	<b>1,093,240</b>	<b>1,117,000</b>	<b>(23,760)</b>	<b>-2.1%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	#DIV/0!	
Renewal & Replacement Reserve					-	-	#DIV/0!	
Municipality/County Appropriation					-	-	#DIV/0!	
Other Reserves					-	-	#DIV/0!	
<b>Total Non-Operating Appropriations</b>	-	-	-	-	-	-	#DIV/0!	
<b>TOTAL APPROPRIATIONS</b>	<b>326,010</b>	-	-	<b>767,230</b>	<b>1,093,240</b>	<b>1,117,000</b>	<b>(23,760)</b>	<b>-2.1%</b>
<b>ACCUMULATED DEFICIT</b>	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>326,010</b>	-	-	<b>767,230</b>	<b>1,093,240</b>	<b>1,117,000</b>	<b>(23,760)</b>	<b>-2.1%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	#DIV/0!	
Other					-	-	#DIV/0!	
<b>Total Unrestricted Net Position Utilized</b>	-	-	-	-	-	-	#DIV/0!	
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 326,010</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 767,230</b>	<b>\$ 1,093,240</b>	<b>\$ 1,117,000</b>	<b>\$ (23,760)</b>	<b>-2.1%</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      \$ 16,300.50      \$ -      \$ -      \$ 38,361.50      \$ 54,662.00

**2021 Appropriations Schedule-Miscellaneous Administration**

**Ocean City Housing Authority  
For the Period October 1, 2020 to September 30, 2021**

*Proposed Budget*

**Miscellaneous Administration**

	<u>Public Housing Management</u>	<u>Section 8</u>	<u>Housing Voucher</u>	<u>Other Programs</u>	<u>Total All Operations</u>
Advertising	\$300			\$900	\$1,200
Computer Services	1,930			5,770	7,700
Consultants	2,300			\$15,700	18,000
Copier Machine	870			2,630	3,500
Dues, Fees, Publications	200			600	800
Management Fees	16,000			149,000	165,000
Office Supplies	250			750	1,000
Phone & Internet	2,150			6,460	8,610
Postage	530			1,570	2,100
Miscellaneous	2,550			7,640	10,190
<b>Total Miscellaneous</b>	<b>\$27,080</b>	<b>\$0</b>	<b>\$0</b>	<b>\$191,020</b>	<b>\$218,100</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	\$ -				\$ -
Fringe Benefits	10,090				10,090
Legal	15,000			20,000	35,000
Staff Training	2,000				2,000
Travel	500				500
Accounting Fees	17,500				17,500
Auditing Fees	9,000				9,000
Miscellaneous Administration*	148,790			86,840	235,630
Total Administration	202,880			106,840	309,720
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	63,390				63,390
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	73,160				73,160
Tenant Services	9,700				9,700
Utilities	258,470				258,470
Maintenance & Operation	189,500			75,000	264,500
Protective Services					-
Insurance	95,900				95,900
Payment in Lieu of Taxes (PILOT)	31,750				31,750
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	732,370			75,000	807,370
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	935,250			181,840	1,117,090
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					-
<b>TOTAL APPROPRIATIONS</b>	935,250			181,840	1,117,090
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	935,250			181,840	1,117,090
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized					-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 935,250	\$ -	\$ -	\$ 181,840	\$ 1,117,090

\* 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
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**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 Management</u>	<u>Section 8</u>	<u>Housing Voucher</u>	<u>Other Programs</u>	<u>Total All 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>

## Debt Service Schedule - Principal

Ocean City Housing Authority

If Authority has no debt X this box

x
---

*Fiscal Year Ending in*

	Adopted Budget Year 2019	Proposed Budget Year 2021	2022	2023	2024	2025	2026	Thereafter	Total Principal Outstanding
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>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

## Debt Service Schedule - Interest

Ocean City Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>							Total Interest Payments Outstanding	
	Adopted Budget Year 2019	Proposed Budget Year 2021	2022	2023	2024	2025	2026		Thereafter
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>									-
<b>NET INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



## Net Position Reconciliation

Ocean City Housing Authority  
For the Period      October 1, 2020      to      September 30, 2021

### FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 1,761,084	\$ -	\$ -	\$ -	\$ 1,761,084
Less: Invested in Capital Assets, Net of Related Debt (1)	2,495,030				2,495,030
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(733,946)	-	-	-	(733,946)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	657,233				657,233
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	368,130				368,130
Plus: Estimated Income (Loss) on Current Year Operations (2)	4,420				4,420
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	295,837	-	-	-	295,837
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	\$ 295,837	\$ -	\$ -	\$ -	\$ 295,837

(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	\$ 16,301	\$ -	\$ -	\$ 38,362	\$ 54,662
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(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

**2021 Accrued OPEB and Accrued Pension Adjustment**

**Ocean City Housing Authority  
For the Period October 1, 2020 to September 30, 2021**

	<u>Accrued Unfunded Other Post-Employment Benefit Liability</u>	<u>Accrued Unfunded Pension Liabilities</u>	<u>Total</u>
Long-Term Liabilities-OPEB	368,130	0	368,130
Long-Term Liabilities-Pension		351,676	351,676
Deferred Inflows	0	842,733	842,733
Deferred Outflows	0	(537,176)	(537,176)
Adjustment For Page F-8	368,130	657,233	1,025,363

2020 (2020-2021)  
Ocean City Housing  
Authority

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2020 (2020-2021) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## Ocean City Housing Authority

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

enter X to the left if this paragraph is applicable

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 Ocean City Housing Authority, on the 21st day of July, 2020.

OR

enter X to the left if this paragraph is applicable

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 reason(s): No Capital Projects are anticipated

Officer's Signature:	<i>Jacqueline S. Jones</i>		
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		

# 2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

## Ocean City Housing Authority

**FISCAL YEAR:**    **FROM:**    10/01/2020    **TO:**    9/30/2021

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 each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?
  
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 a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?
  
4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)
  
5. Have the current capital projects been reviewed and approved by HUD?

*Add additional sheets if necessary.*

# Proposed Capital Budget

## Ocean City Housing Authority

For the Period October 1, 2020 to September 30, 2021

	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, 2020 to September 30, 2021

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2021	2022	2023	2024	2025	2026
<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, 2020                      to                      September 30, 2021

	Estimated Total Cost	<i>Funding Sources</i>				
		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.*