

2016/2017

BRICK

(name)

# Housing Authority Budget

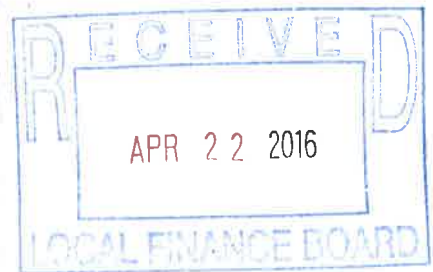
[www.brickhousingauthority.org](http://www.brickhousingauthority.org)

(Authority Web Address)

Department Of



Community  
Affairs



Division of Local Government Services

**2016/2017 HOUSING AUTHORITY BUDGET**

**Certification Section**

2016/2017

**BRICK**

(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM JULY 1, 2016 TO JUNE 30, 2017

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Conditional Date: \_\_\_\_\_

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

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

By: Paul D Gwert CPA RMA Date: July 1, 2016

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
BUREAU OF AUTHORITY REGULATION  
TRENTON, N.J.

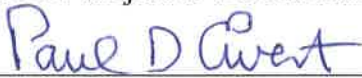
CONDITIONAL CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved budget of the Housing Authority of the Township of Brick, County of Ocean for the fiscal year ending June 30, 2017 made a part hereof complies with the requirements of law and regulation except for the conditions noted below, and approval is given pursuant to N.J.S.A. 40A:5A-11 subject to the correction of such conditions.

June 20, 2016

Date

By



Paul D. Ewert, CPA, RMA

Supervising Municipal Finance Auditor

Division of Local Government Services

CONDITIONS

Pursuant to N.J.S.A. 40A:5A-10 and 11 of the Local Authorities Fiscal Control Law and N.J.A.C. 5:31-2.1 et seq., each Authority in the State of New Jersey is required to submit a budget for each fiscal year to the Director of the Division of Local Government Services for review and approval. In accordance with these statutory and regulatory requirements, the Housing Authority of the Township of Brick, Ocean County submitted its introduced budget for the fiscal year ending June 30, 2017 to the Director for review and approval. During the review of the FY 2016 -2017 budget for the Authority, it was concluded that the resolution introducing the budget did not include the correct amounts for the Total Unrestricted Net Position Utilized.

The 2016 budget is approved pending the adoption of a resolution amending the operating budget to agree to the actual operating budget total amounts. When the 2016-2017 approved as amended budget is adopted, the Authority should proceed as follows:

Upon the adoption of the Operating Budget Amending Resolution for the, Housing Authority of the Township of Brick may adopt the 2016-2017 budget and submit two copies of the amending resolution and two copies 2016-2017 Adopted Budget, including pages C-6, and C-7 (which refer to the adoption), to the Division for the Director's approval with recorded votes and manual signatures.

# 2016/2017 PREPARER'S CERTIFICATION

**BRICK**


(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: 7/1/2016 TO: 6/30/2017

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

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

Preparer's Signature:			
Name:	THOMAS FURLONG, CPA		
Title:	FEE ACCOUNTANT		
Address:	470 HIGHWAY 79, SUITE 2 MORGANVILLE, NJ 07751		
Phone Number:	732-591-2300	Fax Number:	732-591-2525
E-mail address	mrhyal406@aol.com		

# 2016/2017 APPROVAL CERTIFICATION

**BRICK**


(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    7/1/2016                      **TO:**            6/30/2017

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 BRICK Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 18th day of April, 2016.

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

Officer's Signature:			
Name:	ALESIA WATSON		
Title:	EXECUTIVE DIRECTOR		
Address:	165 CHAMBERS BRIDGE ROAD BRICK, NJ 08723		
Phone Number:	732-920-9400	Fax Number:	732-920-7604
E-mail address	<a href="mailto:awatson@brickha.org">awatson@brickha.org</a>		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.brickhousingauthority.org

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

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

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

Name of Officer Certifying compliance

Alesia Watson

Title of Officer Certifying compliance

Executive Director

Signature

Alesia Watson

AMENDED

# 2016/2017 HOUSING AUTHORITY BUDGET RESOLUTION

## BRICK

(Name)

**FISCAL YEAR: FROM: 7/1/2016 TO: 6/30/2017**

WHEREAS, the Annual Budget and Capital Budget for the BRICK Housing Authority for the fiscal year beginning, 7/1/2016 and ending, 6/30/2017 has been presented before the governing body of the BRICK Housing Authority at its open public meeting of 4/18/2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 3,359,660, Total Appropriations, including any Accumulated Deficit if any, of \$ 3,347,700 and Total Unrestricted Net Position utilized of 34,080; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 225,085 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 BRICK Housing Authority, at an open public meeting held on 4/18/2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the BRICK Housing Authority for the fiscal year beginning, 7/1/2016 and ending, 6/30/2017 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 BRICK Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 6/27/2016.

Alicia R. Watson  
(Secretary's Signature)

6/27/2016  
(Date)

Governing Body Member:	Recorded Vote				
	Aye	Nay	Abstain	Absent	
Stanley Schick	X				
Stephen Scaturro	X				
Kathy Russell	X				
Peter Dunne	X				
John Catalano	X				
Kim Terebush	X				
Richard Dyer	X				



# 2016/2017 HOUSING AUTHORITY BUDGET RESOLUTION

## BRICK

(Name)

FISCAL YEAR: FROM: 7/1/2016 TO: 6/30/2017

WHEREAS, the Annual Budget and Capital Budget for the BRICK Housing Authority for the fiscal year beginning, 7/1/2016 and ending, 6/30/2017 has been presented before the governing body of the BRICK Housing Authority at its open public meeting of 4/18/2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 3,359,660, Total Appropriations, including any Accumulated Deficit if any, of \$ 3,347,700 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 225,085 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 BRICK Housing Authority, at an open public meeting held on 4/18/2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the BRICK Housing Authority for the fiscal year beginning, 7/1/2016 and ending, 6/30/2017 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 BRICK Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 6/27/2016.

Alesia R. Watson  
(Secretary's Signature)

4/18/2016  
(Date)

Governing Body Member:	Recorded Vote	Aye	Nay	Abstain	Absent
Stanley Schick	X				
Stephen Scaturro	X				
Kathy Russell	X				
Peter Dunne	X				
John Catalano	X				
Kim Terebush					X
Richard Dyer	X				

# 2016/2017 ADOPTION CERTIFICATION

**BRICK**

(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    7/1/2016    **TO:**    6/30/2017

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 BRICK Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 27th day of, June, 2016.

Officer's Signature:	<i>Alesia R. Watson</i>		
Name:	ALESIA WATSON		
Title:	EXECUTIVE DIRECTOR		
Address:	165 CHAMBERS BRIDGE ROAD BRICK, NJ 08723		
Phone Number:	732-920-9400	Fax Number:	732-920-7604
E-mail address	<a href="mailto:awatson@brickha.org">awatson@brickha.org</a>		

## 2016/2017 ADOPTED BUDGET RESOLUTION

BRICK

(Name)

## HOUSING AUTHORITY

FISCAL YEAR: FROM: 7/1/2016 TO: 6/30/2017

WHEREAS, the Annual Budget and Capital Budget/Program for the BRICK Housing Authority for the fiscal year beginning 7/1/2016 ending, 6/30/2017 has been presented for adoption before the governing body of the BRICK Housing Authority at its open public meeting of 6/27/2016; 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 \$ 3,359,660, Total Appropriations, including any Accumulated Deficit, if any, of \$ 3,347,700 and Total Unrestricted Net Position utilized of \$ 34,080; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 225,085 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of BRICK Housing Authority, at an open public meeting held on 6/27/2016 that the Annual Budget and Capital Budget/Program of the BRICK Housing Authority for the fiscal year beginning, 7/1/2016 and, ending, 6/30/2017 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.

Allen R. Watson

(Secretary's Signature)

6/27/16

(Date)

Governing Body  
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Stanley Schick

X

Stephen Scaturro

X

Kathy Russell

X

Peter Dunne

X

John Catalano

X

Kim Terebush

X

Richard Dyer

X

# **2016/2017 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

**2016/2017 HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
BRICK  
(Name)**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 7/1/2016 TO: 6/30/2017**

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority. See Attached

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges, and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.

Rents are fixed by law so this budget will have no impact on charges to residents.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. None

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. **Due to reductions in HUD Section 8 Subsidy**

5. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget? No

6. The proposed budget must not reflect an anticipated deficit from 2016 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. N/A

7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

Tenants pay 30% of their income toward rent.

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information. N/A

**BRICK HOUSING AUTHORITY  
VARIANCES IN EXCESS OF 10%  
JUNE 30<sup>TH</sup>, 2017**

Revenue:

Portable Fees-(+25%) Due to increase in HUD published admin fees

Ocean City Contract-(+100%) Includes new contract for executive director services provided to Ocean City Housing Authority

Capital Fund Operations-(-38.8%) Reduced due to decrease in capital funding

Interest-(+14.2%) Due to slight increase in cash available for investment

Appropriations:

Admin Salary & Wages-(+70.6%) Due to hiring of an executive director and an increase in hours for a part- timer.

Fringe Benefits Admin-(+76.4%) Due to hiring of an executive director and providing benefits to a part-timer

Miscellaneous Administration (-34.2%) Reduction due to hiring of executive director instead of contracting with another authority

Protective service (-100%) Cost removed from budget

Insurance-(+17.6%) Increase premiums due to excess claims

Other General Expense- (+350%) Due to an increase in outgoing portable vouchers

Equipment- (-50%) Reduction in cost due to charges to Capital fund

# HOUSING AUTHORITY CONTACT INFORMATION

## 2016/2017

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

<b>Name of Authority:</b>	BRICK HOUSING AUTHORITY		
<b>Federal ID Number:</b>			
Address:	165 CHAMBERS BRIDGE ROAD		
City, State, Zip:	BRICK	NJ	08723
Phone: (ext.)	732-920-9400	Fax:	732-920-7604

<b>Preparer's Name:</b>	THOMAS FURLONG		
Preparer's Address:	470 HIGHWAY 79, SUITE 2		
City, State, Zip:	MORGANVILLE	NJ	07751
Phone: (ext.)	732-591-2300	Fax:	732-591-2525
E-mail:	<a href="mailto:mrhyal406@aol.com">mrhyal406@aol.com</a>		

<b>Chief Executive Officer:</b>	ALESIA WATSON		
Phone: (ext.)	732-920-9400	Fax:	732-920-7604
E-mail:	<a href="mailto:awatson@brickha.org">awatson@brickha.org</a>		

<b>Chief Financial Officer:</b>	NONE		
Phone: (ext.)		Fax:	
E-mail:			

<b>Name of Auditor:</b>			
Name of Firm:	FALLON & LARSEN, LLP		
Address:	252 WASHINGTON STREET, SUITE B		
City, State, Zip:	TOMS RIVER	NJ	08753
Phone: (ext.)	732-503-4257	Fax:	732-341-1424
E-mail:	<a href="mailto:rlarsen@falloncpa.com">rlarsen@falloncpa.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

**BRICK**  
(Name)

**FISCAL YEAR: FROM: 7/1/2016 TO: 6/30/2017**

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 11
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 440,193
- 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 because of their relationship with the Authority file the form as required? yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? no If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - d. A current or former commissioner, officer, key employee, or highest compensated employee? no
  - e. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? no
  - f. 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 narrative.* See Attached
- 11) Did the Authority pay for meals or catering during the current fiscal year? no If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.



**TRAVEL**

7/1/15-3/31/16

NAME	TITLE	PURPOSE	DATE	AMOUNT	CHECK #
Dyer, Richard	Commissioner	Rutgers Training	7/24/2015	\$ 49.56	25205
Dyer, Richard	Commissioner	OCHA Training	12/17/2015	\$ 79.92	25421
TEREBUSH, KIM	Commissioner	NJAHRA Conference	10/23/2015	\$ 88.69	25329
Dunne, Peter	Commissioner	OCHA Training	3/18/2016	\$ 166.02	25538
Li, Yixin	Bookkeeper	NJAHRA Conference	10/23/2015	\$ 115.49	25348
Li, Yixin	Bookkeeper	Training Advance accounting	11/19/2015	\$ 792.59	25395
Li, Yixin	Bookkeeper	Meals & auto expenses at FL	12/17/2015	\$ 314.31	25431
Nicholson, Nancy	Service Coordinator	NJAHRA Training	10/23/2015	\$ 78.40	25333
Rosenthal, Michelle	Section 8 Corodinator	Section 8 inspection	7/23/2015	\$ 95.45	27901
Rosenthal, Michelle	Section 8 Corodinator	Section 8 inspection	8/26/2015	\$ 107.52	27973
Rosenthal, Michelle	Section 8 Corodinator	Section 8 inspection	9/16/2015	\$ 45.43	28046
Rosenthal, Michelle	Section 8 Corodinator	S8 inspection/NJAHRA Conference	10/22/2015	\$ 187.01	28113
Rosenthal, Michelle	Section 8 Corodinator	Section 8 inspection	11/23/2015	\$ 83.38	28181
Rosenthal, Michelle	Section 8 Corodinator	Section 8 inspection	12/17/2015	\$ 62.68	28252
Rosenthal, Michelle	Section 8 Corodinator	Section 8 inspection	1/25/2016	\$ 88.02	28324
Rosenthal, Michelle	Section 8 Corodinator	Section 8 inspection	2/29/2016	\$ 40.50	28401
Rosenthal, Michelle	Section 8 Corodinator	Section 8 inspection	3/18/2016	\$ 30.24	28476
Resort Casino Atlantic City	PHA	2 nights	8/26/2015	\$ 510.00	25260
Resort Casino Atlantic City	S8	2 nights	8/26/2015	\$ 170.00	27975
				<b>\$ 3,105.21</b>	

Page N-3 (1 of 2)

PHA employees are all unionized so salaries are determined based on the negotiations between the PHA and the Union.

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

**BRICK**

(Name)

FISCAL YEAR: FROM: 7/1/2016 TO: 6/30/2017

13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:

- a. First class or charter travel no
- b. Travel for companions no
- c. Tax indemnification and gross-up payments no
- d. Discretionary spending account no
- e. Housing allowance or residence for personal use no
- f. Payments for business use of personal residence no
- g. Vehicle/auto allowance or vehicle for personal use no
- h. Health or social club dues or initiation fees no
- i. Personal services (i.e.: maid, chauffeur, chef) no

*If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*

14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? yes *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.*

15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? no *If "yes," attach explanation including amount paid.*

16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? no *If "yes," attach explanation including amount paid.*

17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*

18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? no *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*

19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? no *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*

20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? no *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

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

**BRICK**  
(Name)

**FISCAL YEAR:    FROM:        7/1/2016        TO:        6/30/2017**

*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:

- c) 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
- d) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2016, with 2015 being the most recent calendar year ended).

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

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

For the Period July 1, 2016 to June 30, 2017 Bricktown Housing Authority

Reportable Compensation from Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	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	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									
1 Stanley Schick	Chairperson	5	X							None					
2 Stephen Scaturro	Vice Chair	5	X	X						None					
3 Kathy Russell	Commissioner	5	X							None					
4 Peter Dunne	Resident	5	X							Board of Ed.	Office	35	55,835	5,000	60,835
5 John Catalano	Commissioner	5	X							None					
6 Kim Terabush	Commissioner	5	X							Brick Planning Board	Board Member	2	783	*	783
7 Richard Dyer	Commissioner	5	X							None					
										NIMFA	Contract Coord.	40	59,087	31,532	90,619
8 Alecia R. Watson	Executive Director	55		X	X			30,000	130,000						130,000
9															
10															
11															
12															
13															
14															
15															
Total:						\$ 100,000	\$ -	\$ -	\$ 30,000	\$ -			\$ 115,705	\$ 36,532	\$ 282,237

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

# Schedule of Health Benefits - Detailed Cost Analysis

Bricktown Housing Authority  
For the Period July 1, 2016 to June 30, 2017

Annual Cost									
	# of Covered Members (Medical & Rx)	Proposed Budget	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost									
Single Coverage	1	\$	9,510	\$	9,510	\$	9,060	\$	450
Parent & Child	2		17,028		34,056		16,217		32,434
Employee & Spouse (or Partner)	2		19,025		38,050		18,119		36,238
Family	3		26,540		79,620		25,277		75,831
Employee Cost Sharing Contribution (enter as negative - )				(42,971)				(40,925)	(2,046)
Subtotal	8			118,265	8		112,638		5,627
Commissioners - Health Benefits - Annual Cost									
Single Coverage				-				-	#DIV/0!
Parent & Child				-				-	#DIV/0!
Employee & Spouse (or Partner)				-				-	#DIV/0!
Family				-				-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								-	#DIV/0!
Subtotal	0			-	0		-		#DIV/0!
Retirees - Health Benefits - Annual Cost									
Single Coverage	3		8,404	25,212	3	8,004	24,012	1,200	5.0%
Parent & Child				-			-		#DIV/0!
Employee & Spouse (or Partner)	2		22,560	45,120	2	21,486	42,972	2,148	5.0%
Family				-			-		#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								-	#DIV/0!
Subtotal	5			70,332	5		66,984	3,348	5.0%
GRAND TOTAL									
	13			\$ 188,597	13		\$ 179,622	\$ 8,975	5.0%

Is medical coverage provided by the SHBP (Yes or No)?  
Is prescription drug coverage provided by the SHBP (Yes or No)?

Yes  
Yes

## Schedule of Accumulated Liability for Compensated Absences

Bricktown Housing Authority

For the Period

July 1, 2016

to

June 30, 2017

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

*Legal Basis for Benefit  
(check applicable items)*

[illegible]

BRICKTOWN HOUSING AUTHORITY  
ACCRUED COMP. ABSENCES  
JUNE 30, 2015

EMPLOYEE	SICK	VACATION	TOTAL
Asch	15,514.00	4,540.00	20,054
Rosenthal	500.00	299.00	799
Li	4,458.00	3,632.00	8,090
Esposito	0.00	2,764.00	2,764
Hart	304.00	543.00	847
Nilan	3,294.00	4,927.00	8,221
Meagher	972.00	1,843.00	2,815
Nicholson	3,987.00	2,563.00	6,550
	29,029.00	21,111.00	50,140



## Schedule of Shared Service Agreements

For the Period	July 1, 2016	to	Bricktown Housing Authority	June 30, 2017
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**Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.**

[illegible]

# **2016/2017 HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

# 2016 Budget Summary

For the Period July 1, 2016 to June 30, 2017

	Proposed Budget				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		
<b>REVENUES</b>								
Total Operating Revenues	\$ 1,837,380	\$ -	\$ 1,502,550	\$ -	\$ 3,339,930	\$ 3,266,200	\$ 73,730	2.3%
Total Non-Operating Revenues	19,560	-	170	-	19,730	31,200	(11,470)	-36.8%
Total Anticipated Revenues	1,856,940	-	1,502,720	-	3,359,660	3,297,400	62,260	1.9%
<b>APPROPRIATIONS</b>								
Total Administration	502,430	-	196,750	-	699,180	527,520	171,660	32.5%
Total Cost of Providing Services	1,308,470	-	1,340,050	-	2,648,520	2,696,740	(48,220)	-1.8%
Net Principal Payments on Debt Service in Lieu of Depreciation								#DIV/0!
Total Operating Appropriations	1,810,900	-	1,536,800	-	3,347,700	3,224,260	123,440	3.8%
Net Interest Payments on Debt								#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,810,900	-	1,536,800	-	3,347,700	3,224,260	123,440	3.8%
Less: Total Unrestricted Net Position Utilized	-	-	34,080	-	34,080	15,050	19,030	126.4%
Net Total Appropriations	1,810,900	-	1,502,720	-	3,313,620	3,209,210	104,410	3.3%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 46,040	\$ -	\$ -	\$ -	\$ 46,040	\$ 88,190	\$ (42,150)	-47.8%

## 2016 Revenue Schedule

### Bricktown Housing Authority

For the Period July 1, 2016 to June 30, 2017

	Proposed Budget				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 REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	960,980	-			960,980	970,500	(9,520)
Excess Utilities	2,000	-			2,000	2,000	-
Non-Dwelling Rental					-	-	-
HUD Operating Subsidy	760,000				760,000	776,500	(16,500)
New Construction - Acc Section 8		-			-	-	-
Voucher - Acc Housing Voucher			1,462,550		1,462,550	1,433,000	29,550
Total Rental Fees	1,722,980	-	1,462,550	-	3,185,530	3,182,000	3,530
<i>Other Operating Revenues (List)</i>							
Laundry Commissions	10,800	-			10,800	10,200	600
Section 8 Fees	42,000	-			42,000	42,000	-
Portable Fees/Fraud			40,000		40,000	32,000	8,000
Ocean City Contract	61,600		-		61,600	-	61,600
Total Other Revenue	114,400	-	40,000	-	154,400	84,200	70,200
Total Operating Revenues	1,837,380	-	1,502,550	-	3,339,930	3,266,200	73,730
<b>NON-OPERATING REVENUES</b>							
<i>Grants &amp; Entitlements (List)</i>							
Capital Fund Operations	18,360				18,360	30,000	(11,640)
Grant #2					-	-	-
Grant #3					-	-	-
Grant #4					-	-	-
Total Grants & Entitlements	18,360	-	-	-	18,360	30,000	(11,640)
<i>Local Subsidies &amp; Donations (List)</i>							
Local Subsidy #1					-	-	-
Local Subsidy #2					-	-	-
Local Subsidy #3					-	-	-
Local Subsidy #4					-	-	-
Total Local Subsidies & Donations	-	-	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>							
Investments	1,200	-	170		1,370	1,200	170
Security Deposits					-	-	-
Penalties					-	-	-
Other Investments					-	-	-
Total Interest	1,200	-	170	-	1,370	1,200	170
<i>Other Non-Operating Revenues (List)</i>							
Other Non-Operating #1					-	-	-
Other Non-Operating #2					-	-	-
Other Non-Operating #3					-	-	-
Other Non-Operating #4					-	-	-
Other Non-Operating Revenues	-	-	-	-	-	-	-
Total Non-Operating Revenues	19,560	-	170	-	19,730	31,200	(11,470)
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 1,856,940	\$ -	\$ 1,502,720	\$ -	\$ 3,359,660	\$ 3,297,400	\$ 62,260

# 2015 Adopted Revenue Schedule

## Bricktown Housing Authority

	Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
Rental Fees					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	970,500				970,500
Excess Utilities	2,000				2,000
Non-Dwelling Rental					-
HUD Operating Subsidy	776,500				776,500
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			1,433,000		1,433,000
Total Rental Fees	1,749,000	-	1,433,000	-	3,182,000
Other Operating Revenues (List)					
Laundry Commissions	10,200				10,200
Section 8 Fees	42,000				42,000
Portable Fees			32,000		32,000
Other Revenue 4				-	-
Total Other Revenue	52,200	-	32,000	-	84,200
Total Operating Revenues	1,801,200	-	1,465,000	-	3,266,200
NON-OPERATING REVENUES					
Grants & Entitlements (List)					
Capital Fund Operations	30,000				30,000
Grant #2	-				-
Grant #3				-	-
Grant #4					-
Total Grants & Entitlements	30,000	-	-	-	30,000
Local Subsidies & Donations (List)					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
Total Local Subsidies & Donations	-	-	-	-	-
Interest on Investments & Deposits					
Investments	1,000		200		1,200
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	1,000	-	200	-	1,200
Other Non-Operating Revenues (List)					
Other Non- Operating #1					-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Other Non-Operating Revenues	-	-	-	-	-
Total Non-Operating Revenues	31,000	-	200	-	31,200
TOTAL ANTICIPATED REVENUES	\$ 1,832,200	\$ -	\$ 1,465,200	\$ -	\$ 3,297,400

# 2016 Appropriations Schedule

Bricktown Housing Authority  
For the Period July 1, 2016 to June 30, 2017

	Proposed Budget					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 APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	\$ 235,930	\$ -	\$ 76,840	\$ -	\$ 312,770	\$ 183,320	\$ 129,450	70.6%
Fringe Benefits	159,400	-	61,510	-	220,910	125,200	95,710	76.4%
Legal	15,000	-	-	-	15,000	16,000	(1,000)	-6.3%
Staff Training	5,000	-	1,000	-	6,000	6,000	-	0.0%
Travel	8,100	-	1,900	-	10,000	10,000	-	0.0%
Accounting Fees	20,500	-	-	-	20,500	20,500	-	0.0%
Auditing Fees	8,500	-	2,500	-	11,000	10,000	1,000	-
Miscellaneous Administration*	50,000	-	53,000	-	103,000	156,500	(53,500)	-34.2%
Total Administration	502,430	-	196,750	-	699,180	527,520	171,660	32.5%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	59,520	-	-	-	59,520	58,350	1,170	2.0%
Salary & Wages - Maintenance & Operation	234,610	-	-	-	234,610	185,130	49,480	26.7%
Salary & Wages - Protective Services	-	-	-	-	-	-	-	#DIV/0!
Salary & Wages - Utility Labor	-	-	-	-	-	-	-	#DIV/0!
Fringe Benefits	190,280	-	-	-	190,280	210,800	(20,520)	-9.7%
Tenant Services	9,150	-	-	-	9,150	9,150	-	0.0%
Utilities	445,010	-	-	-	445,010	493,400	(48,390)	-9.8%
Maintenance & Operation	255,000	-	-	-	255,000	280,000	(25,000)	-8.9%
Protective Services	-	-	-	-	-	30,000	(30,000)	-100.0%
Insurance	92,000	-	8,000	-	100,000	85,000	15,000	17.6%
Payment in Lieu of Taxes (PILOT)	16,800	-	-	-	16,800	17,910	(1,110)	-6.2%
Terminal Leave Payments	-	-	-	-	-	-	-	#DIV/0!
Collection Losses	1,100	-	-	-	1,100	1,000	100	10.0%
Other General Expense	-	-	4,500	-	4,500	1,000	3,500	350.0%
Rents	-	-	1,327,550	-	1,327,550	1,315,000	12,550	1.0%
Extraordinary Maintenance	-	-	-	-	-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	5,000	-	-	-	5,000	10,000	(5,000)	-50.0%
Property Betterment/Additions	-	-	-	-	-	-	-	#DIV/0!
Miscellaneous COPS*	-	-	-	-	-	-	-	#DIV/0!
Total Cost of Providing Services	1,308,470	-	1,340,050	-	2,648,520	2,696,740	(48,220)	-1.8%
Net Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	1,810,900	-	1,536,800	-	3,347,700	3,224,260	123,440	3.8%
<b>NON-OPERATING APPROPRIATIONS</b>								
Net Interest Payments on Debt	-	-	-	-	-	-	-	#DIV/0!
Operations & Maintenance Reserve	-	-	-	-	-	-	-	#DIV/0!
Renewal & Replacement Reserve	-	-	-	-	-	-	-	#DIV/0!
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other Reserves	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	1,810,900	-	1,536,800	-	3,347,700	3,224,260	123,440	3.8%
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	1,810,900	-	1,536,800	-	3,347,700	3,224,260	123,440	3.8%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other	-	-	34,080	-	34,080	15,050	19,030	126.4%
Total Unrestricted Net Position Utilized	-	-	34,080	-	34,080	15,050	19,030	126.4%
<b>TOTAL NET APPROPRIATIONS</b>	\$ 1,810,900	\$ -	\$ 1,502,720	\$ -	\$ 3,313,620	\$ 3,209,210	\$ 104,410	3.3%

\* 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 \$ 90,545.00 \$ - \$ 76,840.00 \$ - \$ 167,385.00

# 2015 Adopted Appropriations Schedule

## Bricktown Housing Authority

	Adopted Budget			
	Public Housing Management	Section 8	Housing Voucher	Other Programs
				Total All Operations
<b>OPERATING APPROPRIATIONS</b>				
<i>Administration</i>				
Salary & Wages	\$ 107,870		\$ 75,450	\$ 183,320
Fringe Benefits	96,800		28,400	125,200
Legal	16,000		-	16,000
Staff Training	5,000		1,000	6,000
Travel	8,100		1,900	10,000
Accounting Fees	20,500		-	20,500
Auditing Fees	8,000		2,000	10,000
Miscellaneous Administration*	109,000		47,500	156,500
Total Administration	371,270	-	156,250	527,520
<i>Cost of Providing Services</i>				
Salary & Wages - Tenant Services	58,350		-	58,350
Salary & Wages - Maintenance & Operation	185,130		-	185,130
Salary & Wages - Protective Services	-		-	-
Salary & Wages - Utility Labor	-		-	-
Fringe Benefits	210,800		-	210,800
Tenant Services	9,150		-	9,150
Utilities	493,400		-	493,400
Maintenance & Operation	280,000		-	280,000
Protective Services	30,000		-	30,000
Insurance	77,000		8,000	85,000
Payment in Lieu of Taxes (PILOT)	17,910		-	17,910
Terminal Leave Payments	-		-	-
Collection Losses	1,000		-	1,000
Other General Expense	-		1,000	1,000
Rents	-		1,315,000	1,315,000
Extraordinary Maintenance	-		-	-
Replacement of Non-Expendible Equipment	10,000		-	10,000
Property Betterment/Additions	-		-	-
Miscellaneous COPS*	-		-	-
Total Cost of Providing Services	1,372,740	-	1,324,000	2,696,740
Net Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-
Total Operating Appropriations	1,744,010	-	1,480,250	3,224,260
<b>NON-OPERATING APPROPRIATIONS</b>				
Net Interest Payments on Debt	-	-	-	-
Operations & Maintenance Reserve	-	-	-	-
Renewal & Replacement Reserve	-	-	-	-
Municipality/County Appropriation	-	-	-	-
Other Reserves	-	-	-	-
Total Non-Operating Appropriations	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	1,744,010	-	1,480,250	3,224,260
<b>ACCUMULATED DEFICIT</b>				
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	1,744,010	-	1,480,250	3,224,260
<b>UNRESTRICTED NET POSITION UTILIZED</b>				
Municipality/County Appropriation	-	-	-	-
Other	-	-	15,050	15,050
Total Unrestricted Net Position Utilized	-	-	15,050	15,050
<b>TOTAL NET APPROPRIATIONS</b>	\$ 1,744,010	\$ -	\$ 1,465,200	\$ 3,209,210

\* 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 \$ 87,200.50 \$ - \$ 74,012.50 \$ - \$ 161,213.00

# 5 Year Debt Service Schedule - Principal

Bricktown Housing Authority

Fiscal Year Beginning in

	Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Total Principal Outstanding
None	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>TOTAL PRINCIPAL</b>									
<b>LESS: HUD SUBSIDY</b>									
<b>NET PRINCIPAL</b>	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -

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

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



# 5 Year Debt Service Schedule - Interest

## Bricktown Housing Authority

	Fiscal Year Beginning in							Total Interest Payments Outstanding
Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
None								
Debt Issuance #2								
Debt Issuance #3								
Debt Issuance #4								
<b>TOTAL INTEREST</b>								
<b>LESS: HUD SUBSIDY</b>								
<b>NET INTEREST</b>								

# 2016 Net Position Reconciliation

Bricktown Housing Authority

For the Period

July 1, 2016

to

June 30, 2017

	<u>Proposed Budget</u>
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	<b>Total All Operations</b>
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 5,308,311
Less: Restricted for Debt Service Reserve (1)	5,033,675
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	7,294
Less: Designated for Non-Operating Improvements & Repairs	267,342
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)	1,326,399
Plus: Estimated Income (Loss) on Current Year Operations (2)	-
Plus: Other Adjustments (attach schedule)	88,190
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>1,681,931</b>
Unrestricted Net Position Utilized to Balance Proposed Budget	34,080
Unrestricted Net Position Utilized in Proposed Capital Budget	-
Appropriation to Municipality/County (3)	-
Total Unrestricted Net Position Utilized in Proposed Budget	34,080
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	<b>\$ 1,647,851</b>

(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 \$ 90,545

(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.

2016/2017

BRICK

(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2016/2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

**BRICK**


(Name)

**FISCAL YEAR: FROM: 7/1/2016 TO: 6/30/2017**

☒ 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 Brick Housing Authority, on the 18th day of April, 2016.

**OR**

☐ It is hereby certified that the governing body of the \_\_\_\_\_ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): \_\_\_\_\_

Officer's Signature:			
Name:	ALESIA WATSON		
Title:	EXECUTIVE DIRECTOR		
Address:	165 CHAMBERS BRIDGE ROAD BRICK, NJ 08723		
Phone Number:	732-920-9400	Fax Number:	732-920-7604
E-mail address	awatson@brickha.org		

# 2016/2017 CAPITAL BUDGET/PROGRAM MESSAGE

## BRICK Housing Authority (Name)

**FISCAL YEAR:**    **FROM:**    7/1/2016    **TO:**    6/30/2017

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?  
The Authority's Annual and Five Year Plan is prepared in consultation with the residents.
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?  
Yes
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?  
20 years
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.  
None
5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.  
None
6. Have the projects been reviewed and approved by HUD?  
Yes

*Add additional sheets if necessary.*

# 2016 Proposed Capital Budget

## Bricktown Housing Authority

For the Period July 1, 2016 to June 30, 2017

	Estimated Total Cost	Funding Sources				
		Renewal & Replacement		Debt Authorization	Capital Grants	Other Sources
		Unrestricted Net Position Utilized	Reserve			
A/E Fees	\$ 20,000			\$	20,000	
Site Improvements	44,053				44,053	
Dwelling Structures	151,032				151,032	
Equipment	10,000				10,000	
Project E Description	-					
Project F Description	-					
Project G Description	-					
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 225,085</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,085</b>	<b>\$ -</b>

Enter brief description of up to seven projects above. For more than seven budgeted projects, please attach additional schedules. Input total amount of all projects on single line and enter "See Attached Schedule" instead of project description.

# 5 Year Capital Improvement Plan

Bricktown Housing Authority

For the Period

July 1, 2016

to

June 30, 2017

Fiscal Year Beginning in

	Estimated Total Cost	Current Year Proposed Budget	2017	2018	2019	2020	2021
A/E Fees	\$ 120,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Site Improvements	234,318	44,053	38,053	38,053	38,053	38,053	38,053
Dwelling Structures	936,192	151,032	157,032	157,032	157,032	157,032	157,032
Equipment	60,000	10,000	10,000	10,000	10,000	10,000	10,000
Project E Description	-	-	-	-	-	-	-
Project F Description	-	-	-	-	-	-	-
Project G Description	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,350,510</b>	<b>\$ 225,085</b>	<b>\$ 225,085</b>	<b>\$ 225,085</b>	<b>\$ 225,085</b>	<b>\$ 225,085</b>	<b>\$ 225,085</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

Bricktown Housing Authority

For the Period

July 1, 2016

to

June 30, 2017

		Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
Estimated Total Cost					
A/E Fees	\$ 120,000				\$ 120,000
Site Improvements	234,318				234,318
Dwelling Structures	936,192				936,192
Equipment	60,000				60,000
Project E Description	-				
Project F Description	-				
Project G Description	-				
<b>TOTAL</b>	<b>\$ 1,350,510</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,350,510</b>
Total 5 Year Plan per CB-4	<b>\$ 1,350,510</b>				<b>\$ -</b>
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.