

Cert. filed

State Filing Year

2017

**ADOPTED COPY**

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

Start Year

End Year

Fiscal Year

2017

2017

*Authority Budget of:*

*Housing Authority of Gloucester County*

*For the Period:*

*January 1, 2017*

*to*

*December 31, 2017*

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

Authority Web Address

**RECEIVED**  
DEC 22 2016  
HOUSING AUTHORITY OF  
GLOUCESTER COUNTY

**Department Of**



**Community  
Affairs**

**RECEIVED**  
AUG 30 2017  
HOUSING AUTHORITY OF  
GLOUCESTER COUNTY

JAN 9 2017

*Division of Local Government Services*

# **2017 HOUSING AUTHORITY BUDGET**

## **Certification Section**

2017

**Housing Authority of Gloucester County**

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: From January 1, 2017 To December 31, 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: Paul D. Cwert CPA, RMA Date: 12/16/2016

**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: 9/29/2017

# 2017 PREPARER'S CERTIFICATION

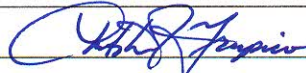
## Housing Authority of Gloucester County

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR: From January 1, 2017 To December 31, 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:	Christopher Grupico		
Title:	Finance Director		
Address:	100 Pop Moylan Blvd, Deptford, NJ 08096		
Phone Number:	856-845-4959 x220	Fax Number:	856-384-9044
E-mail address	cgrupico@hagc.org		



# 2017 APPROVAL CERTIFICATION

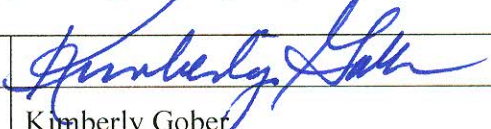
## Housing Authority of Gloucester County

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR: From January 1, 2017 To December 31, 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 Housing Authority of Gloucester County, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 26th day of October 26, 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:	Kimberly Gobet		
Title:	Executive Director		
Address:	100 Pop Moylan Blvd., Deptford, NJ 08096		
Phone Number:	856-845-4959 x 215	Fax Number:	856-384-9044
E-mail address	kgobet@hagc.org		

# INTERNET WEBSITE CERTIFICATION

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

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

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

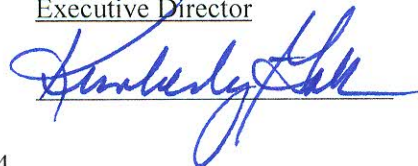
Name of Officer Certifying compliance

Kimberly Gober

Title of Officer Certifying compliance

Executive Director

Signature





# 2017 HOUSING AUTHORITY BUDGET RESOLUTION

## Housing Authority of Gloucester County

**FISCAL YEAR: From January 1, 2017 To December 31, 2017**

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Gloucester County for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented before the governing body of the Housing Authority of Gloucester County at its open public meeting of October 26, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 21,872,200 , Total Appropriations, including any Accumulated Deficit if any, of \$ 22,833,100 and Total Unrestricted Net Position utilized of \$ 960,900; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 388,290 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

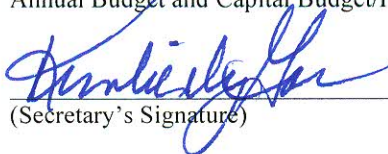
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Housing Authority of Gloucester County, at an open public meeting held on October 26, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year beginning, January 1, 2017 and ending, December 31, 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 Housing Authority of Gloucester County will consider the Annual Budget and Capital Budget/Program for adoption on December 28, 2016.

  
(Secretary's Signature)

10-26-2016  
(Date)

Governing Body		Recorded Vote		
Member/Commissioner	Aye	Nay	Abstain	Absent
William W. Bain, J.	X			
Daniel Reed				X
Scott H. Kintzing	X			
Brenden Garozzo	X			
Betty Jane Purnell	X			
Frank Smith	X			

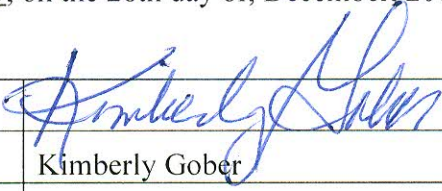
# 2017 ADOPTION CERTIFICATION

## Housing Authority of Gloucester County

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR: From January 1, 2017 To December 31, 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 Housing Authority of Gloucester County, pursuant to N.J.A.C. 5:31-2.3, on the 28th day of, December, 2016.

Officer's Signature:			
Name:	Kimberly Gober		
Title:	Executive Director		
Address:	100 Pop Moylan Blvd, Deptford, NJ 08096		
Phone Number:	856-845-4959 x215	Fax Number:	856-384-9044
E-mail address	kgober@hagc.org		



# 2017 ADOPTED BUDGET RESOLUTION

## Housing Authority of Gloucester County

**FISCAL YEAR: From January 1, 2017 To December 31, 2017**

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of Gloucester County for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented for adoption before the governing body of the Housing Authority of Gloucester County at its open public meeting of December 28, 2016; and

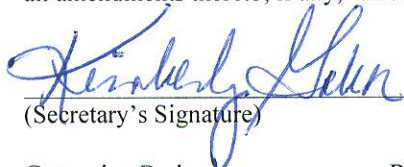
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 21,872,200, Total Appropriations, including any Accumulated Deficit, if any, of \$ 22,833,100 and Total Unrestricted Net Position utilized of \$ 960,900; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 388,290 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Housing Authority of Gloucester County, at an open public meeting held on December 28, 2016 that the Annual Budget and Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year beginning, January 1, 2017 and ending, December 31, 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.

  
(Secretary's Signature)

12/28/16  
(Date)

Governing Body	Recorded Vote			
Member/Commissioner	Aye	Nay	Abstain	Absent
William W. Bain, J.	✓			
Daniel Reed	✓			
Scott H. Kintzing	✓			
Brenden Garozzo				✓
Betty Jane Purnell	✓			
Frank Smith	✓			

# **2017 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Housing Authority of Gloucester County

### AUTHORITY BUDGET

**FISCAL YEAR: From January 1, 2017 To December 31, 2017**

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

**1.** Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

Salaries/Benefits increased due to union negotiations, increased health costs and increased pension costs due to GASB 68. Legal, Maintenance and Insurance increases are anticipated due to current operating trends.

**2.** Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

We are currently under-leased in the Housing Choice Voucher Program and are working to increase the leasing substantially.

**3.** Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The regional economy will not negatively affect the proposed budget.

**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.

To balance the budget.

**5.** Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).  
N/A

**6.** The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority

has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**  
See response to question 2.



Housing Authority of Gloucester County

Response to NJDCA/Division of Local Government Services

**Revenue, Page F-2:**

**Non Dwelling Rental** is up by \$14,200.

This is due to a roof rental for a new antenna.

**Appropriations, Page F-4:**

**Salaries & Wages** are up in all categories due to wage increases and new hires and projected overtime. Fringe Benefits are up based on the current rate of costs of health care experienced in the current year and the enormous cost increases experienced in the state pension system.

The **Legal** cost increase from the prior year's budget is based on the current year's trend annualized. The attorney is also more involved in the preparation of contracts.

**Tenant Services** is down by 29% because expendable equipment was purchased this year that does not need to be purchased again next year.

**Maintenance & Operations** budget increase of 53.8%: There are many elements that are part of maintenance and operations. The increases are based on current cost trends. A new management team took over the housing maintenance early this year and has been aggressively addressing deficiencies in various standards. They have been working to bring the quality of the housing stock to a higher level. As an example, we have come to the realization that some of the carpeting we have been installing in apartment units over the past several years was of an inferior quality. We have only started to remedy this and increased the budget to properly address it financially. Also, units need to be painted every three years but we never had sufficient funds to adequately address this and need to budget for it now.

**Insurance** is increased by 13%. We experienced enormous water damage two winters ago and believe this will and is translating to higher premiums. There was a 31%, \$19,800, increase in the Public Housing property insurance, which was one of the categories of insurance.

**Other General Expenses.** In the 2016 budget we set aside \$100,000 in this category to cover a possibility of various contingencies. A union contract had not yet been negotiated, health costs were unpredictable, operational decisions needed to be made (due to a change in administration), etc... This item has been removed in the 2017 budget.

**Payment in Lieu of Taxes – PILOT** increase. PILOT is a product of both rents and utilities. Because rents are projected to increase slightly and utilities had a decrease compared to the prior year's budget, the formula brought the projected PILOT costs to a 10.4% increase over last year's projected budget.

N-1 Question 1 and 2

2. Page F-8, there was a typo in the Other Programs column that has been corrected. This resulted in changing the bottom line. Please see the Page F-8 attachment.

The corrected amount of **UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET** is showing \$2,926,198. This is sufficient to cover the operating loss of \$946,000. This loss is inclusive of Other Post Employment Benefits costs and a budgeted increase in Unfunded Pension Liability expensed to the books along with our current pension bill.

### Question 6 Response

2. In the **Section 8 Housing Choice Voucher Program**, we are currently under leased by approximately 180 units. Our goal is to be fully leased by next year end. Once fully leased, those 180 units will increase our revenue by \$150,000 in additional administrative fees from HUD. To achieve this goal the staff has to process, off a waiting list of thousands of applicants-sequentially, from intake application evaluations of an average of 10 or more families to translate into one family that is fully responsive and qualifying into the HUD program. Of the ones determined as not qualifying, staff spends hundreds of hours in hearings justifying their determinations. When a family is determined as qualifying, they are issued a Voucher to seek housing. Approximately 1 in 4 families on average actually succeed in finding and leasing in the program. So when you are down in your leasing it is an extremely time consuming and expensive process to bring your leasing up.

At the beginning of this year we were down 257 units, we have made significant progress so far. We believe it is in the best interest of the Housing Authority to continue toward our goal of 100% leased, to fulfill our mission to provide housing to those not adequately served in our communities. Doing so will come at a cost and possibly bring us further into a deficit situation in the short term, but once fully leased we will then be able to benefit from increased administrative fee revenue.

The actual "direct" cost of family rental assistance is 100% equally offset by HUD. The program is operated/administered with the administrative fee.



# HOUSING AUTHORITY CONTACT INFORMATION

## 2017

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

<b>Name of Authority:</b>	Housing Authority of Gloucester County		
<b>Federal ID Number:</b>	22-2120143		
<b>Address:</b>	100 Pop Moylan Blvd		
<b>City, State, Zip:</b>	Deptford	NJ	08096
<b>Phone: (ext.)</b>	856-845-4959	<b>Fax:</b>	856-384-9044

<b>Preparer's Name:</b>	Christopher F. Grupico		
<b>Preparer's Address:</b>	100 Pop Moylan Blvd		
<b>City, State, Zip:</b>	Deptford	NJ	08096
<b>Phone: (ext.)</b>	856-845-4959 x220	<b>Fax:</b>	856-384-9044
<b>E-mail:</b>	cgrupico@hagc.org		

<b>Chief Executive Officer:</b>	Kimberly Gober		
<b>Phone: (ext.)</b>	856-845-4959x215	<b>Fax:</b>	856-384-9044
<b>E-mail:</b>	kgober@hagc.org		

<b>Chief Financial Officer:</b>	Christopher F. Grupico		
<b>Phone: (ext.)</b>	856-845-4959x220	<b>Fax:</b>	856-384-9044
<b>E-mail:</b>	cgrupico@hagc.org		

<b>Name of Auditor:</b>	Nina S. Sorelle		
<b>Name of Firm:</b>	Bowman & Company, LLP		
<b>Address:</b>	6 North Broad Street		
<b>City, State, Zip:</b>	Woodbury	NJ	08096
<b>Phone: (ext.)</b>	856-821-6866	<b>Fax:</b>	856-821-1279
<b>E-mail:</b>	nsorelle@bowmanllp.com		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Housing Authority of Gloucester County

FISCAL YEAR: From January 1, 2017 To December 31, 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: 74
- 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: \$2,502,648
- 3) Provide the number of regular voting members of the governing body: 6
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? **(Checked to see if individuals actually filed at [http://fds.state.nj.us/njdca\\_prod/fdssearch.aspx](http://fds.state.nj.us/njdca_prod/fdssearch.aspx) before answering)** Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No *If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. The process consists of processes 1, 2, and 3 above.



- 11) Did the Authority pay for meals or catering during the current fiscal year? Approximately \$75 is spent on sandwiches or pizza at the monthly board meetings.
- 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.* See attached list.
- 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 Yes, see attached list
  - h. Health or social club dues or initiation fees No
  - i. Personal services (i.e.: maid, chauffeur, chef) No*If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*



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

**Housing Authority of Gloucester County**

**FISCAL YEAR: From January 1, 2017 To December 31, 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:

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

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

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

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

Housing Authority of Gloucester County

Attachment to Page N-3 (Page 1 of 2)

12} Travel for YE 2016

Travel Dates	Employee	Position	Description	Date	Check #	Amount
1/9/2016-1/13/2016	W. Bain	Chairman	American Airlines	1/6/2016	CC	\$695.38
			Meals for PHADA	1/6/2016	202174	\$450.00
			Lodging for PHADA in Miami, FL	1/7/2016	202178	\$904.00
			Common Carrier/Taxi	1/7/2016	202178	\$150.00
			Registration for PHADA	1/6/2016	CC	\$440.00
						<b>\$2,639.38</b>
4/10/2016-4/12/2016	K. Gober	Executive Director	Meals for NAHRO in Washington, DC	3/30/2016	202335	\$225.00
			Lodging-Crystal Gateway Marriot	3/30/2016	202332	\$449.74
			Common Carrier, Train, Parking & Tolls	4/20/2016	202366	\$213.00
			Amtrak--National Railroad Passenger Corporation	5/4/2016	CC	\$77.00
			Travel Insurance	5/4/2016	CC	\$8.50
			Registration for NAHRO	3/9/2016	CC	\$475.00
						<b>\$1,448.24</b>
4/9/2016-4/13/2016	W. Bain	Chairman	Lodging and Meals for NAHRO in Washington, DC	3/30/2016	202340	\$1,299.48
			Amtrak--National Railroad Passenger Corporation	5/4/2016	CC	\$77.00
			Travel Insurance	5/4/2016	CC	\$8.50
			Common Carrier	4/20/2016	202370	\$40.00
			Registration for NAHRO	3/9/2016	CC	\$475.00
						<b>\$1,899.98</b>
9/27/2016-9/28/2016	K. Gober	Executive Director	Fuel, Tolls, and Parking for PHA Listening Session with HUD in Philadelphia, PA	10/5/2016	202693	\$85.00
						<b>\$85.00</b>
			<b>Total Travel for 2016</b>			<b>\$6,072.60</b>

13g} The following employees have use of a vehicle that they take home nightly due to the on call nature of their job.

Employee	Position	Yearly Auto Allowance
S. Bennis	Congregate Corrdinator	\$379.00
E. McGowan	Occupancy Specialist	\$928.00
K. Gober	Executive Director	\$3,287.00
P. Letiza	AHO Director	\$2,340.00

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

For the Period January 1, 2017 to December 31, 2017  
Housing Authority of Gloucester County

Reportable Compensation from  
Authority (W-2/ 1099)

Position		Authority (W-2/ 1099)				Total Compensation from Authority		Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1)		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									
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	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	See note below Gloucester County	Asst. Director	\$	40	\$	94,696	\$	94,696		
1 W. Bain	Chairman	1 X	1 X					None				\$	-	Gloucester County		\$	40	\$	94,696	\$	94,696	
2 D. Reed	1st Vice Chair	1 X	1 X					None					0	None		\$	0	\$	0	\$	0	
3 S. Kintzing	Treasurer	1 X	1 X					None					0	None		\$	0	\$	0	\$	0	
4 B. Garozzo	Commissioner	1 X	1 X					None					0	None		\$	0	\$	0	\$	0	
5 B. Purnell	Commissioner	1 X	1 X					None					0	None		\$	0	\$	0	\$	0	
6 F. Smith	Commissioner	1 X	1 X					None					0	None		\$	0	\$	0	\$	0	
7 S. Hudman	Retired E.D.	40		X				140,278		3,602	19,906	163,786	None			\$	163,786	\$	163,786	\$	163,786	
8 K. Gober	Executive Director	40	X					110,000		3,287	44,660	157,947	None			\$	157,947	\$	157,947	\$	157,947	
9 C. Grupico	Finance Dir.	40	X					98,696		0	27,095	125,791	None			\$	125,791	\$	125,791	\$	125,791	
10 W. Fisher	Retired A.H.O. Dir.	40		X				82,380		3,114	17,416	102,910	None			\$	102,910	\$	102,910	\$	102,910	
11 P. Letizia	AHO Director	40		X				79,996		5,129	5,600	90,725	None			\$	90,725	\$	90,725	\$	90,725	
12													0			\$	0	\$	0	\$	0	
13													0			\$	0	\$	0	\$	0	
14													0			\$	0	\$	0	\$	0	
15													0			\$	0	\$	0	\$	0	
Total:													\$ 511,350	\$ -	\$ 15,132	\$ 114,677	\$ 641,159	↗	\$	94,696	\$ -	\$ 735,855

(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

Housing Authority of Gloucester County  
For the Period January 1, 2017 to December 31, 2017

	Annual Cost		Total Cost		# of Covered		Annual Cost		Total Prior Year		% Increase	
	# of Covered	Estimate per	Estimate	Proposed	Members	Current Year	per Employee	Current Year	Cost	(Decrease)	(Decrease)	
	(Medical & Rx)	Employee	Budget	Budget	(Medical & Rx)							
	Proposed Budget	Proposed										
<b>Active Employees - Health Benefits - Annual Cost</b>												
Single Coverage	14	\$ 11,226	\$ 157,164	\$ 157,164	14	\$ 10,691	\$ 149,674	\$ 7,490			5.0%	
Parent & Child	14	16,652	233,128	233,128	14	15,859	222,026	11,102			5.0%	
Employee & Spouse (or Partner)	5	23,309	116,545	116,545	5	22,199	110,995	5,550			5.0%	
Family	16	29,722	475,552	475,552	16	28,307	452,912	22,640			5.0%	
Employee Cost Sharing Contribution (enter as negative - )			(92,560)	(92,560)			(92,560)				0.0%	
Subtotal	49		889,829	889,829	49		843,047	46,782			5.5%	
<b>Commissioners - Health Benefits - Annual Cost</b>												
Single Coverage			-	-			-	-			#DIV/0!	
Parent & Child			-	-			-	-			#DIV/0!	
Employee & Spouse (or Partner)			-	-			-	-			#DIV/0!	
Family			-	-			-	-			#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )											#DIV/0!	
Subtotal	0		-	-	0		-	-			#DIV/0!	
<b>Retirees - Health Benefits - Annual Cost</b>												
Single Coverage	5	10,358	51,790	51,790	5	9,865	49,325	2,465			5.0%	
Parent & Child	8	10,358	82,864	82,864	8	9,865	78,920	3,944			5.0%	
Employee & Spouse (or Partner)			-	-			-	-			#DIV/0!	
Family			-	-			-	-			#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )											#DIV/0!	
Subtotal	13		134,654	134,654	13		128,245	6,409			5.0%	
<b>GRAND TOTAL</b>	<b>62</b>		<b>\$ 1,024,483</b>	<b>\$ 1,024,483</b>	<b>62</b>		<b>\$ 971,292</b>	<b>\$ 53,191</b>			<b>5.5%</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

Housing Authority of Gloucester County

For the Period

January 1, 2017

to

December 31, 2017

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
All Eligible Employees (see attached)		\$ 178,746	X		
Total liability for accumulated compensated absences at beginning of current year		\$ 178,746			

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



# HOUSING AUTHORITY OF GLOUCESTER COUNTY

## COMPENSATED ABSENCES

FOR THE PERIOD ENDING: DECEMBER 31, 2015

NAME	EMP NO.	TOTAL ACCRUED	NAME	EMP NO.	TOTAL ACCRUED
ASLLANAJ, A.	558	5,074.16	HARTMANN, R.	452	1,291.53
BARNES, S.	519	900.13	HILES, B.	503	2,584.03
BARTHELD, W.	592	0.00	HUDMAN, S.	351	727.80
BENNIS, S.	359	7,674.53	JONES, R.	572	269.32
BERNARDINI, R.	554	4,833.41	KAMINSKI, J.	589	483.48
BLAIR, E.	283	4,319.66	KELLEY, H.	176	7,037.29
BOGAN, D.	545	0.00	LAINE, J.	597	121.98
BUNDY, J.	566	428.37	LAW, T.	538	1,246.66
BURNS, B.	543	618.02	LETIZIA, P.	583	1,715.83
BUTLER, L.	551	3,067.44	LITTLE, S.	498	1,043.43
CAMA, J.	550	846.20	MALINAK, E.	488	2,169.04
CLEMENT, I.	593	184.21	MASON, E.	400	7,496.68
CORLISS, D.	513	3,595.24	MCCOMB, S.	599	0.00
COX, M.	512	3,046.88	McGOWAN, E.	486	814.29
DAVILA, S.	596	93.59	MELINO, M.	595	0.00
DELEANDRO, R.	598	0.00	MILLER, M.	484	251.98
DI VIETRO, K.	431	5,338.54	MORELLI, J.	482	909.15
DORIA, D.	574	686.71	MORTIMER, E.	480	3,245.87
DRAKE SR., P.	309	0.00	NEBEL, J.	433	998.35
EVERLY, L.	446	2,460.72	NICHOLSON, B.	579	845.62
FAIRFIELD, A.	580	0.00	OFFENBACKER, R.	581	496.27
FAULKNER, H.	423	5,725.69	OLSEN, A.	389	2,281.25
FEWKES, F.	556	1,167.08	ORTIZ, E.	561	3,077.55
FISHER, H.	600	14.92	ORTIZ, J.	573	267.22
FISHER, W.	015	15,523.98	PETROSKI, C.	382	922.16
FLINN, W.	434	3,920.67	RASMUS, J.	591	679.27
FREER, J.	425	970.11	ROBERTS, P.	448	431.21
FREKOT, J.	577	957.07	ROJAS, N.	568	1,502.70
GAINES, G.	585	0.00	ROSARIO, K.	552	1,001.91
GALLAGHER, D.	517	1,203.44	RUMAKER, D.	576	643.87
GIBBS, G.	542	1,439.39	RUMAKER, M.	337	3,422.25
GOBER, K.	357	14,454.95	SCAFIDE, R.	553	2,694.07
GONZALEZ, N.	584	0.00	SEENEY, G.	571	642.85
GRUPICO, C.	318	32,161.34	SIMMS, C.	565	0.00
HAMPTON, B.	362	1,227.65	THOMAS, N.	588	42.76
HARGROVE, M.	594	143.27	TRAVIS, C.	578	266.33
HARRIS, A.	586	0.00	VAZQUEZ, M.	549	972.73
HARTMANN, R.	452	1,291.53	ZIEGER, J.	332	4,072.39
					178,746.49

## Schedule of Shared Service Agreements

Housing Authority of Gloucester County

January 1, 2017

to

December 31, 2017

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

[illegible]

**If No Shared Services X this Box**

1000



# **2017 HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

# SUMMARY

For the Period  
January 1, 2017  
Housing Authority of Gloucester County  
to  
December 31, 2017

	FY 2017 Proposed Budget					FY 2016 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	\$ 2,250,800	\$ -	\$ 18,568,000	\$ 1,051,500	\$ 21,870,300	\$ 21,045,500	\$ 824,800	3.9%
Total Non-Operating Revenues	600	-	200	1,100	1,900	1,900	-	0.0%
Total Anticipated Revenues	2,251,400	-	18,568,200	1,052,600	21,872,200	21,047,400	824,800	3.9%
<b>APPROPRIATIONS</b>								
Total Administration	1,311,600	-	1,528,600	704,700	3,544,900	3,273,290	271,610	8.3%
Total Cost of Providing Services	1,540,000	-	17,057,000	691,200	19,288,200	18,286,210	1,001,990	5.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	2,851,600	-	18,585,600	1,395,900	22,833,100	21,559,500	1,273,600	5.9%
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	2,851,600	-	18,585,600	1,395,900	22,833,100	21,559,500	1,273,600	5.9%
Less: Total Unrestricted Net Position Utilized	600,200	-	17,400	343,300	960,900	512,100	448,800	87.6%
Net Total Appropriations	2,251,400	-	18,568,200	1,052,600	21,872,200	21,047,400	824,800	3.9%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

# Revenue Schedule

## Housing Authority of Gloucester County

For the Period January 1, 2017 to #####

	<b>FY 2017 Proposed Budget</b>				<b>FY 2016 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	882600		125800		1,008,400	983,000	25,400 2.6%
Excess Utilities					-	-	#DIV/0!
Non-Dwelling Rental	55100				55,100	40,900	14,200 34.7%
HUD Operating Subsidy	918000				918,000	969,000	(51,000) -5.3%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher			18568000	134900	18,702,900	17,854,500	848,400 4.8%
Total Rental Fees	1,855,700	-	18,568,000	260,700	20,684,400	19,847,400	837,000 4.2%
<i>Other Operating Revenues (List)</i>							
Management Fees	356900			288100	645,000	653,100	(8,100) -1.2%
Congregate Services				82700	82,700	82,100	600 0.7%
Congregate Grant				195000	195,000	190,000	5,000 2.6%
Capital Grant Management Fees	36000				36,000	36,000	- 0.0%
TBRA, County HOME Funds				100000	100,000	100,000	- 0.0%
ROSS & FSS Grants				125000	125,000	134,000	(9,000) -6.7%
Other Fees & Inome	2200				2,200	2,900	(700) -24.1%
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
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Type in (Grant, Other Rev)					-	-	#DIV/0!
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Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Total Other Revenue	395,100	-	-	790,800	1,185,900	1,198,100	(12,200) -1.0%
Total Operating Revenues	2,250,800	-	18,568,000	1,051,500	21,870,300	21,045,500	824,800 3.9%
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	600		200	1,100	1,900	1,900	- 0.0%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	600	-	200	1,100	1,900	1,900	- 0.0%
Total Non-Operating Revenues	600	-	200	1,100	1,900	1,900	- 0.0%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,251,400</b>	<b>\$ -</b>	<b>\$ 18,568,200</b>	<b>\$ 1,052,600</b>	<b>\$ 21,872,200</b>	<b>\$ 21,047,400</b>	<b>\$ 824,800 3.9%</b>



# Prior Year Adopted Revenue Schedule

Housing Authority of Gloucester County

FY 2016 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	857,200			125,800	983,000
Excess Utilities					-
Non-Dwelling Rental	40,900				40,900
HUD Operating Subsidy	969,000				969,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			17,725,000	129,500	17,854,500
Total Rental Fees	1,867,100	-	17,725,000	255,300	19,847,400
<i>Other Revenue (List)</i>					
Management Fees	365,000			288,100	653,100
Congregate Services				82,100	82,100
Congregate Grant				190,000	190,000
Capital Grant Management Fees				36,000	36,000
TBRA, County HOME Funds				100,000	100,000
ROSS & FSS Grants				134,000	134,000
Other Fees & Inome	1400			1,500	2,900
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	366,400	-	-	831,700	1,198,100
Total Operating Revenues	2,233,500	-	17,725,000	1,087,000	21,045,500
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	600		200	1,100	1,900
Penalties					-
Other					-
Total Interest	600	-	200	1,100	1,900
Total Non-Operating Revenues	600	-	200	1,100	1,900
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,234,100</b>	<b>\$ -</b>	<b>\$ 17,725,200</b>	<b>\$ 1,088,100</b>	<b>\$ 21,047,400</b>

# Appropriations Schedule

Housing Authority of Gloucester County  
For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget				FY 2016 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	483,300		720,000	268,200	\$ 1,471,500	\$ 1,308,800	\$ 162,700 12.4%
Fringe Benefits	434,900		648,000	241,400	1,324,300	1,295,700	28,600 2.2%
Legal	23,100		8,300	47,500	78,900	47,000	31,900 67.9%
Staff Training	1,500		2,300	2,500	6,300	-	6,300 #DIV/0!
Travel	7,500		1,400	10,500	19,400	19,500	(100) -0.5%
Accounting Fees					-	-	- #DIV/0!
Auditing Fees	14,400		20,000	5,500	39,900	38,400	1,500 3.9%
Miscellaneous Administration*	346,900		128,600	129,100	604,600	563,890	40,710 7.2%
Total Administration	1,311,600	-	1,528,600	704,700	3,544,900	3,273,290	271,610 8.3%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	48,000			163,100	211,100	151,300	59,800 39.5%
Salary & Wages - Maintenance & Operation	307,100			16,700	323,800	232,800	91,000 39.1%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor					-	-	- #DIV/0!
Fringe Benefits	319,800			161,900	481,700	380,200	101,500 26.7%
Tenant Services	6,600			62,100	68,700	96,600	(27,900) -28.9%
Utilities	327,200			16,000	343,200	380,200	(37,000) -9.7%
Maintenance & Operation	175,400			11,900	187,300	121,800	65,500 53.8%
Protective Services	154,000				154,000	153,000	1,000 0.7%
Insurance	146,300		80,000	39,200	265,500	235,000	30,500 13.0%
Payment in Lieu of Taxes (PILOT)	55,600			11,000	66,600	60,300	6,300 10.4%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses					-	-	- #DIV/0!
Other General Expense				500	500	100,600	(100,100) -99.5%
Rents			16,977,000	208,800	17,185,800	16,374,410	811,390 5.0%
Extraordinary Maintenance					-	-	- #DIV/0!
Replacement of Non-Expendible Equipment					-	-	- #DIV/0!
Property Betterment/Additions					-	-	- #DIV/0!
Miscellaneous COPS*					-	-	- #DIV/0!
Total Cost of Providing Services	1,540,000	-	17,057,000	691,200	19,288,200	18,286,210	1,001,990 5.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	2,851,600	-	18,585,600	1,395,900	22,833,100	21,559,500	1,273,600 5.9%
<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!
Total Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
<b>TOTAL APPROPRIATIONS</b>	2,851,600	-	18,585,600	1,395,900	22,833,100	21,559,500	1,273,600 5.9%
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,851,600	-	18,585,600	1,395,900	22,833,100	21,559,500	1,273,600 5.9%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	- #DIV/0!
Other	600,200		17,400	343,300	960,900	512,100	448,800 87.6%
Total Unrestricted Net Position Utilized	600,200	-	17,400	343,300	960,900	512,100	448,800 87.6%
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,251,400	\$ -	\$ 18,568,200	\$ 1,052,600	\$ 21,872,200	\$ 21,047,400	\$ 824,800 3.9%

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 142,580.00 \$ - \$ 929,280.00 \$ 69,795.00 \$ 1,141,655.00



# Prior Year Adopted Appropriations Schedule

## Housing Authority of Gloucester County

### FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 389,600		\$ 728,400	\$ 190,800	\$ 1,308,800
Fringe Benefits	385,700		721,100	188,900	1,295,700
Legal	15,500		6,000	25,500	47,000
Staff Training					-
Travel	5,500		3,000	11,000	19,500
Accounting Fees					-
Auditing Fees	12,500		22,000	3,900	38,400
Miscellaneous Administration*	318,500		136,300	109,090	563,890
Total Administration	1,127,300	-	1,616,800	529,190	3,273,290
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	43,500			107,800	151,300
Salary & Wages - Maintenance & Operation	227,300			5,500	232,800
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	268,100			112,100	380,200
Tenant Services	6,600			90,000	96,600
Utilities	364,200			16,000	380,200
Maintenance & Operation	109,900			11,900	121,800
Protective Services	153,000				153,000
Insurance	103,900		90,100	41,000	235,000
Payment in Lieu of Taxes (PILOT)	49,300			11,000	60,300
Terminal Leave Payments					-
Collection Losses					-
Other General Expense			100,000	600	100,600
Rents			16,169,000	205,410	16,374,410
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,325,800	-	16,359,100	601,310	18,286,210
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,453,100	-	17,975,900	1,130,500	21,559,500
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	2,453,100	-	17,975,900	1,130,500	21,559,500
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,453,100	-	17,975,900	1,130,500	21,559,500
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other	183,000		250,700	78,400	512,100
Total Unrestricted Net Position Utilized	183,000	-	250,700	78,400	512,100
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,270,100	\$ -	\$ 17,725,200	\$ 1,052,100	\$ 21,047,400

\* 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 \$ 122,655.00 \$ - \$ 898,795.00 \$ 56,525.00 \$ 1,077,975.00



# Debt Service Schedule - Principal

Housing Authority of Gloucester County

If Authority has no debt X this box

☒

Fiscal Year Ending in

	Adopted Budget Year 2016	Proposed Budget Year 2017	2018	2019	2020	2021	2022	Thereafter	Total Principal Outstanding
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL									
LESS: HUD SUBSIDY									
NET PRINCIPAL									

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

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

If Authority has no debt X this box

X

## Debt Service Schedule - Interest

Housing Authority of Gloucester County

	Fiscal Year Ending in						
	2018	2019	2020	2021	2022	Thereafter	Total Interest Payments Outstanding
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

Housing Authority of Gloucester County

For the Period January 1, 2017

to December 31, 2017

## FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 6,529,594	\$ -	\$ (4,314,097)	\$ 2,010,619	\$ 4,226,116
Less: Invested in Capital Assets, Net of Related Debt (1)	8,834,712			784,522	9,619,234
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)			156,191		156,191
Total Unrestricted Net Position (1)	(2,305,118)	-	(4,470,288)	1,226,097	(5,549,309)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	2,600,490		3,283,794	1,010,887	6,895,171
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	1,158,407		964,163	403,766	2,526,336
Plus: Estimated Income (Loss) on Current Year Operations (2)	(416,000)		(183,000)	(347,000)	(946,000)
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	1,037,779	-	(405,331)	2,293,750	2,926,198
Unrestricted Net Position Utilized to Balance Proposed Budget	600,200	-	17,400	343,300	960,900
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	600,200	-	17,400	343,300	960,900
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$ 437,579	\$ -	\$ (422,731)	\$ 1,950,450	\$ 1,965,298

(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

\$ 142,580 \$ - \$ 929,280 \$ 69,795 \$ 1,141,655

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



2017

Housing Authority of Gloucester County

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

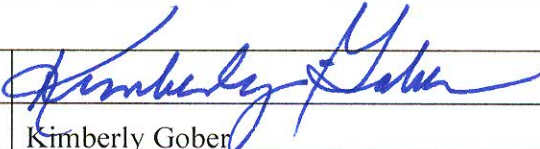
## Housing Authority of Gloucester County

FISCAL YEAR: From January 1, 2017 To December 31, 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 Housing Authority of Gloucester County, on the 26<sup>th</sup> day of October, 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:	Kimberly Gober		
Title:	Executive Director		
Address:	100 Pop Moylan Blvd, Deptford, NJ 08096		
Phone Number:	856-845-4959 x215	Fax Number:	856-384-9044
E-mail address	kgober@hagc.org		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## Housing Authority of Gloucester County

**FISCAL YEAR: From January 1, 2017 To December 31, 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?

Yes

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?

No

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

No

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

No

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

N/A

6. Have the projects been reviewed and approved by HUD?

Yes

*Add additional sheets if necessary.*



# Proposed Capital Budget

## Housing Authority of Gloucester County

For the Period January 1, 2017 to

December 31, 2017

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
204-1, Scattered-Site	\$ 96,235				\$ 96,235	
Carino Park	219,415				219,415	
Deptford Park	19,000				19,000	
PHA-WIDE	53,640				53,640	
Total	388,290	-	-	-	388,290	-
<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>\$ 388,290</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 388,290</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

## Housing Authority of Gloucester County

For the Period January 1, 2017 to December 31, 2017

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2017	2018	2019	2020	2021	2022
<i>Public Housing Management</i>							
204-1, Scattered-Site	\$ 736,235	\$ 96,235	\$ 150,000	\$ 170,000	\$ 170,000	\$ 150,000	
Carino Park	824,415	219,415	155,000	60,000	195,000	195,000	
Deptford Park	459,000	19,000	50,000	190,000	100,000	100,000	
PHA-WIDE	398,640	53,640	95,000	80,000	85,000	85,000	
Total	2,418,290	388,290	450,000	500,000	550,000	530,000	-
<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>\$ 2,418,290</b>	<b>\$ 388,290</b>	<b>\$ 450,000</b>	<b>\$ 500,000</b>	<b>\$ 550,000</b>	<b>\$ 530,000</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

### Housing Authority of Gloucester County

For the Period January 1, 2017 to December 31, 2017

		<i>Funding Sources</i>				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>						
204-1, Scattered-Site	\$	736,235				\$ 736,235
Carino Park		824,415				824,415
Deptford Park		459,000				459,000
PHA-WIDE		398,640				398,640
Total		2,418,290	-	-	-	2,418,290 -
<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>2,418,290</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,418,290 \$ -</b>
Total 5 Year Plan per CB-4	<b>\$</b>	<b>2,418,290</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.



