

Authority Budget of:

RECEIVED
ADOPTED COPY
DIVISION OF
LOCAL GOVERNMENT SERVICES

Housing Authority of Gloucester County

State Filing Year

2019

APPROVED COPY
ADOPTED COPY

For the Period:

January 1, 2019

to

December 31, 2019

www.hagc.org

Authority Web Address

~~CONFIDENTIAL~~

Department Of



**Community
Affairs**

ADOPTED COPY

Division of Local Government Services

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019 HOUSING AUTHORITY BUDGET

2019

Housing Authority of Gloucester County

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2019 TO December 31, 2019

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: 12/3/2018

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 1/3/2019

2019 PREPARER'S CERTIFICATION

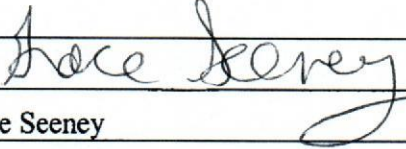
Housing Authority of Gloucester County

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

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:	Grace Seeney		
Title:	Finance Director		
Address:	100 Pop Moylan Blvd., Deptford, NJ 08096		
Phone Number:	856-845-4959 x214	Fax Number:	856-384-9044
E-mail address	gseeney@hagc.org		

2019 APPROVAL CERTIFICATION

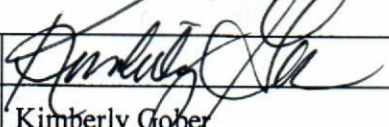
Housing Authority of Gloucester County

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

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 24th day of October, 2018.

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 Gober		
Title:	Executive Director		
Address:	100 Pop Moylan Blvd., Deptford, NJ 08096		
Phone Number:	856-845-4959 x 214	Fax Number:	856-384-9044
E-mail address	kgober@hagc.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.hagc.org

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

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

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

Name of Officer Certifying compliance

Title of Officer Certifying compliance

Signature

Kimberly Gober

Executive Director

2019 HOUSING AUTHORITY BUDGET RESOLUTION

Housing Authority of Gloucester County

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Gloucester County for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 has been presented before the governing body of the Housing Authority of Gloucester County at its open public meeting of October 24, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 21,491,813, Total Appropriations, including any Accumulated Deficit if any, of \$ 23,351,567 and Total Unrestricted Net Position utilized of \$1,859,754; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$498,635 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 24, 2018 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, 2019 and ending, December 31, 2019 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 19, 2018.

(Secretary's Signature)

October 24, 2018

(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

William W. Bain Jr.

✓

Betty Jane Purnell

✓

John Giovannitti

✓

Brenden Garozzo

✓

Frank Smith

✓

Daniel Reed

✓

Scott Kintzing

✓

Page C-5

RESOLUTION #18-87
RESOLUTION APPROVING

**THE HOUSING AUTHORITY OF
GLOUCESTER COUNTY BUDGET**

FISCAL YEAR: FROM JANUARY 1, 2019 TO DECEMBER 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2019 and ending December 31, 2018 has been presented before the Members of the Housing Authority of Gloucester County at its open public meeting of October 24th, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$21,491,813, Total Appropriations, including any Accumulated Deficit, if any, of \$23,351,567 and Total Unrestricted Net Position utilized \$1,859,754.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$498,635.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedules of rates, 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 Board of Commissioners of the Housing Authority of Gloucester County at a meeting held on October 24th, 2018 that the Annual Budget, including all related Schedules, and the Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2019 and ending December 31, 2019, is hereby approved; and

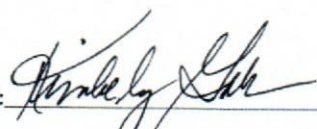
BE IT FURTHER RESOLVED that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service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

IT IS FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County will consider the Annual Budget and Capital Budget for *adoption* on December 19th, 2018.

ADOPTED at a regular Meeting of the Housing Authority
of Gloucester County, held on the 24th day of October, 2018

BY: 

WILLIAM W. BAIN JR, CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATED: OCTOBER 24, 2018

GOVERNING BODY RECORDED VOTE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM W. BAIN, JR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DANIEL B. REED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCOTT H. KINTZING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRENDEN GAROZZO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BETTY JANE PURNELL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRANK SMITH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JOHN GIOVANNITTI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

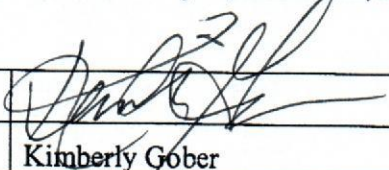
2019 ADOPTION CERTIFICATION

Housing Authority of Gloucester County

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

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 19th day of, December, 2018.

Officer's Signature:			
Name:	Kimberly Gober		
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	kgober@hagc.org		

2019 ADOPTED BUDGET RESOLUTION

Housing Authority of Gloucester County

HOUSING AUTHORITY

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of Gloucester County for the fiscal year beginning January 1, 2019 and ending, December 31, 2019, has been presented for adoption before the governing body of the Housing Authority of Gloucester County at its open public meeting of December 19, 2018; and

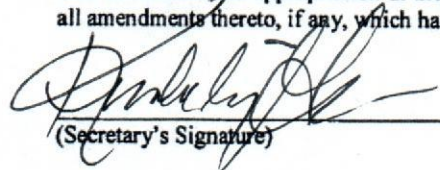
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$21,491,813, Total Appropriations, including any Accumulated Deficit, if any, of \$23,351,567 and Total Unrestricted Net Position utilized of \$1,859,754; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$498,635 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 19, 2018 that the Annual Budget and Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year beginning, January 1, 2019 and, ending, December 31, 2019 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)

December 19, 2108
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
William W. Bain Jr.	X			X
Betty Jane Purnell				
John Giovannitti	X			
Brenden Garozzo	X			
Frank Smith				X
Daniel Reed	X			
Scott Kintzing	X			

RESOLUTION #18-111
RESOLUTION ADOPTING
HOUSING AUTHORITY OF GLOUCESTER COUNTY BUDGET
FISCAL YEAR: FROM JANUARY 1, 2019 TO DECEMBER 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2019 and ending December 31, 2019 has been presented before the Members of the Housing Authority of Gloucester County at its open public meeting of October 24, 2018 and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$21,491,813 Total Appropriations, including any Accumulated Deficit if any, of \$23,351,567 Total Fund Balance utilized of \$1,859,754; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$498,635, and Total Fund Balance planned to be utilized as funding thereof, of \$-0-; and

WHEREAS, the schedules of rates, 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 Board of Commissioners of the Housing Authority of Gloucester County at a meeting held on October 24, 2018 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority of Gloucester County for the fiscal year period beginning January 1, 2019 and ending December 31, 2019, is hereby approved; and

IT IS 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 as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

ADOPTED at a regular Meeting of the Housing Authority of Gloucester County, held on the 19th of December, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 
WILLIAM W BAIN JR, CHAIRMAN


KIMBERLY GOBER, SECRETARY

GOVERNING BODY RECORDED VOTE

MEMBER	AYE	NAY	ABSTAIN	ABSENT
WILLIAM W. BAIN, JR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DANIEL B. REED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCOTT H. KINTZING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRENDEN GAROZZO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BETTY JANE PURNELL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FRANK SMITH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JOHN GIOVANNITTI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Housing Authority of Gloucester County AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

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% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

See attached.

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 state of the local/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 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68, 45)**

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

Housing Authority of Gloucester County

Supplement to N-1

Revenue, Page F-2:

HUD Operating Subsidy: Operating Subsidy appropriation increased.

Capital Grant Management Fees: The capital grant was higher this year; therefore, there is a higher management fee.

Appropriations, Page F-4:

Legal: Some legal expenses being reimbursed per agreement.

HOUSING AUTHORITY CONTACT INFORMATION

2019

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

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

Preparer's Name:	Grace Seeney		
Preparer's Address:	100 Pop Moylan Blvd.		
City, State, Zip:	Deptford	NJ	08096
Phone: (ext.)	856-845-4959 x 214	Fax:	856-384-9044
E-mail:	gseeney@hagc.org		

Chief Executive Officer:	Kimberly Gober		
Phone: (ext.)	856-845-4959 x 215	Fax:	856-384-9044
E-mail:	kgober@hagc.org		

Chief Financial Officer:	Grace Seeney		
Phone: (ext.)	856-845-4959 x 214	Fax:	856-384-9044
E-mail:	gseeney@hagc.org		

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Housing Authority of Gloucester County

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 67
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018)Transmittal of Wage and Tax Statements: \$2,623,325
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. The Chairman and all board members are unpaid. The Executive Director and Finance Director have a negotiated employment contract.
- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes Approximately \$75 is spent on sandwiches or pizza at the monthly board meetings. *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.*
- 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, 2019 TO: December 31, 2019

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

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

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

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

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

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

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

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

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

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

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

Housing Authority of Gloucester County
to
December 31, 2019

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Reportable Compensation from Authority (W-2/ 1099)																			
Position																			
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Reportable Compensation from Authority (W-2/ 1099)			Total Compensation from Authority (health benefits, pension, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
								Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)									
1 W. Bain	Chairman	1 X	1 X								\$		Gloucester County	Asst. Director	40	\$99,999		\$ 99,999	
2 D. Reed	Vice-Chairman	1 X	1 X										None					0	
3 S. Kintzing	Treasurer	1 X	1 X										None					0	
4 B. Garozzo	Commissioner	1 X	1 X										None					0	
5 B. Purnell	Commissioner	1 X	1 X										None					0	
6 F. Smith	Commissioner	1 X	1 X										None					0	
7 J. Giovannetti	Commissioner	1 X	1 X										None					0	
8 G. Seenev	Finance Director	40	X	X				78,500		5,000	88,900	None	Paulsboro Board of Ed Athletic Director		40	100,144		100,144	
9 K. Guber	Executive Director	40	X	X	X	X		125,000		3,287	172,947	None						88,900	
10												0						172,947	
11												0						0	
12												0						0	
13												0						0	
14												0						0	
15												0						0	
Total:										\$ 203,500	\$ -	\$ 8,287	\$ 50,060	\$ 261,847		\$ 200,143	\$ -	\$ -	\$ 461,990

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

Housing Authority of Gloucester County

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

12) Travel for YE 2018

Travel Dates	Employee	Position	Description	Date	Check #	Amount
1/6/18 - 1/8/18	K. Gober	Executive Director	Meals for PHADA	12/27/2017	203603	\$250.00
			Common Carrier/Taxi	12/27/2017	203603	\$6.89
			Travel Reimbursement	12/27/2017	203603	\$150.56
			Airfare to San Diego	1/10/2018	200082	\$589.78
			Lodging for PHADA in San Diego, CA	12/6/2017	203555	\$706.60
			Registration for PHADA	11/29/2017	CC	\$465.00
						<u>\$2,168.83</u>
1/7/18 - 1/11/18	B. Garozzo	Commissioner	Meals for PHADA	12/22/2017	203595	\$450.00
			Meals for PHADA	1/24/2018	203656	\$125.00
			Lodging for PHADA in San Diego, CA	12/6/2017	203555	\$706.60
			Lodging, Additional Night	11/29/2017	CC	\$235.53
			Lodging, 2nd Additional Night	1/24/2018	203656	\$235.57
			Common Carrier/Taxi	1/24/2018	203656	\$90.83
			Travel Reimbursement	1/24/2018	203656	\$305.55
			Airfare to San Diego	1/10/2018	200082	\$589.78
			Registration for PHADA	11/29/2017	CC	\$575.00
						<u>\$3,313.86</u>
1/6/18 - 1/11/18	W. Bain	Chairman	Meals for PHADA	12/22/2017	203608	\$450.00
			Meals for PHADA	1/24/2018	203663	\$125.00
			Lodging for PHADA in San Diego, CA	12/6/2017	203555	\$706.60
			Lodging, Additional Night	11/29/2017	CC	\$235.53
			Lodging, 2nd Additional Night	1/24/2018	203663	\$235.57
			Common Carrier/Taxi	1/24/2018	203663	\$56.00
			Airfare to San Diego	1/10/2018	200082	\$589.78
			Registration for PHADA	11/29/2017	CC	\$575.00
						<u>\$2,973.48</u>
2/25/18 - 3/2/18	M. Myers	Intake Waitlist/Data Entry	Meals for Nan McKay Seminar	2/14/2018	203690	\$550.00
			Travel Reimbursement	3/7/2018	203728	\$36.90
			Registration Fee for Seminar	2/7/2018	203679	\$1,100.00
			Lodging for Seminar in Long Island, NY	2/7/2018	203675	\$747.89
						<u>\$2,434.79</u>
2/25/18 - 3/2/18	K. Rosario	Tenant Interviewer	Meals for Nan McKay Seminar	2/7/2018	203677	\$550.00
			Travel Reimbursement	3/7/2018	203725	\$50.26
			Registration Fee for Seminar	2/7/2018	203679	\$1,100.00

10/2/18 - 10/3/18	E. McGowan	Occupancy Specialist	Registration for Governor's Conference	8/29/2018	204095	\$250.00
						<u>\$250.00</u>
10/2/18 - 10/3/18	E. Blair	Intake Supervisor	Registration for Governor's Conference	8/29/2018	204095	\$250.00
						<u>\$250.00</u>
10/3/18 - 10/5/18	M. Jezierski	Accountant	Registration Fee for BDO Training	9/19/2018	204128	\$900.00
			Travel Reimbursement	10/10/2018	204187	\$56.69
						<u>\$956.69</u>
10/3/18 - 10/5/18	G. Seeney	Finance Director	Registration Fee for BDO Training	9/19/2018	204128	\$900.00
			Travel Reimbursement	10/10/2018	204182	\$46.50
						<u>\$946.50</u>
10/15/18 - 10/16/18	J. Rasmus	Trans. Modern. Coord.	Registration for Capital Fund Training Nan McKay	8/1/2018	204241	\$850.00
			Meals for Capital Fund	10/3/2018	204165	\$250.00
			Airfare		CC	\$390.00
			Lodging for Capital Fund		CC	\$496.66
			Travel Reimbursement	(Estimated)		\$100.00
						<u>\$2,086.66</u>
10/14/18 - 10/17/18	K. Gober	Executive Director	Registration for TenMast Users Conference	9/12/2018	CC	\$497.50
			Meals for Tenmast User Conference	9/26/2018	204147	\$350.00
			Lodging for Tenmast User		CC	\$747.96
			Airfare	9/12/2018	CC	\$306.40
			Travel Reimbursement	(Estimated)		\$150.00
						<u>\$2,051.86</u>
10/14/18 - 10/17/18	A. Asllanaj	MIS Director	Registration for TenMast Users Conference	9/12/2018	CC	\$497.50
			Meals for Tenmast User Conference	9/26/2018	204138	\$350.00
			Lodging for Tenmast User Conference	9/12/2018	CC	\$747.96
			Airfare	9/12/2018	CC	\$306.40

			Travel Reimbursement	(Estimated)	\$150.00
					<u>\$2,051.86</u>
12/6/18 - 12/7/18	S. McComb	Resident Relations Coord.			
			Registration Fee for ROSS Training in Charlotte, NC	Projected	\$780.00
			Lodging for Ross Training in Charlotte, NC	Projected	\$343.45
			Meals for ROSS training	Projected	\$250.00
			Airfare	9/14/2018 CC	\$583.90
			Travel	(Estimated)	\$80.00
					<u>\$2,037.35</u>
12/12/18 - 12/14/18	J. Rasmus	Trans. Mod. Coordinator			
			Registration for Procurement & Contract Training, San Antonio, TX	Projected	\$500.00
			Meals for Procurement	Projected	\$375.00
			Airfare	9/7/2018 CC	\$353.61
			Lodging for Procurement & Contract Training in San Antonio	Projected	\$441.32
			Travel Reimbursement	(Estimated)	\$100.00
					<u>\$1,769.93</u>
			Total Travel for 2018		\$31,605.07

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 Coordinator	\$76.96
E. McGowan	Occupancy Specialist	\$1,134.12
K. Gober	Executive Director	\$3,077.88
P. Letiza	AHO Director	\$4,902.04
J. Rasmus	Resident Relations Coord.	\$529.88

Schedule of Health Benefits - Detailed Cost Analysis

Housing Authority of Gloucester County
For the Period January 1, 2019 to December 31, 2019

	# of Covered Members		Annual Cost Estimate per Employee		Total Cost Estimate		# of Covered Members		Annual Cost per Employee		Total Prior Year		\$ Increase (Decrease)		% Increase (Decrease)	
	(Medical & Rx) Proposed Budget		Proposed Budget		Proposed Budget		(Medical & Rx) Current Year		Current Year		Cost		(Decrease)		(Decrease)	
Active Employees - Health Benefits - Annual Cost																
Single Coverage	14	\$	12,546	\$	175,644	14	\$	11,836	\$	165,704	\$	9,940	\$	9,940	6.0%	
Parent & Child	13		19,289		250,757	13		17,860		232,180		18,577		18,577	8.0%	
Employee & Spouse (or Partner)	9		24,856		223,704	9		23,673		213,057		10,647		10,647	5.0%	
Family	14		33,162		464,268	14		30,705		429,870		34,398		34,398	8.0%	
Employee Cost Sharing Contribution (enter as negative -)					(106,470)					(101,400)		(5,070)		(5,070)	5.0%	
Subtotal	50				1,007,903	50				939,411		68,492		68,492	7.3%	
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	5		14,175		70,875	5		13,500		67,500		3,375		3,375	5.0%	
Parent & Child					-					-		-		-	#DIV/0!	
Employee & Spouse (or Partner)	8		14,175		113,400	8		13,500		108,000		5,400		5,400	5.0%	
Family					-					-		-		-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)												-		-	#DIV/0!	
Subtotal	13				184,275	13				175,500		8,775		8,775	5.0%	
GRAND TOTAL																
	63			\$	1,192,178	63			\$	1,114,911		\$	77,267		6.9%	

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

HOUSING AUTHORITY OF GLOUCESTER COUNTY
COMPENSATED ABSENCES
FOR THE PERIOD ENDING: DECEMBER 31, 2017

NAME	EMP NO.	TOTAL ACCRUED
ASLLANAJ, A.	558	6,997.23
BARNES, S.	519	919.93
BENNIS, S.	359	8,540.32
BERNARDINI, R.	554	6,548.06
BLAIR, E.	283	6,047.26
BUNDY, J.	566	232.53
BURNS, B.	543	1,208.89
BUTLER, L.	551	5,242.86
CAMA, J.	550	2,670.95
CLEMENT, I.	593	922.28
CORLISS, D.	513	5,878.91
CORLISS, D.	606	0.00
COX, M.	512	2,297.18
DAVILA, S.	596	765.10
DELEANDRO, R.	598	1,138.22
DI VIETRO, K.	431	3,538.37
DIEHLMAN, L.	603	202.98
EVERLY, L.	446	3,829.38
FAULKNER, H.	423	6,735.56
FEWKES, F.	556	1,926.24
FISHER, H.	600	0.00
FLINN, W.	434	0.00
FREER, J.	425	3,222.19
FREIJOMIL, F.	604	831.47
FREKOT, J.	577	2,828.96
GALLAGHER, D.	517	242.09
GOBER, K.	357	24,666.05
GRUPICO, C.	318	0.00
HAMPTON, B.	362	1,397.50
HARGROVE, M.	594	846.84
HARTMANN, R.	452	0.00
HILES, B.	503	2,585.04
JEZISKI, M.	612	782.35
JOHNSON, K.	610	176.98
JONES, R.	572	869.68
JONES, T.	611	364.49
KAMINSKI, J.	589	1,548.24

NAME	EMP NO.	TOTAL ACCRUED
KELLEYMILLS,	176	6,109.27
LAINÉ, J.	597	2,721.56
LANDRUM, S.	607	0.00
LETIZIA, P.	583	6,898.32
LITTLE, S.	498	418.40
MALINAK, E.	488	3,867.46
MASON, E.	400	1,921.51
MCCOMB, S.	599	2,045.05
McGOWAN, E.	486	2,267.23
MCINTYRE, J.	605	0.00
MILLER, M.	484	0.00
MILLS, B.	602	170.23
MORELLI, J.	482	1,324.15
MORTIMER, E.	480	2,833.70
MOYE, T.	538	2,652.84
MYERS, M.	613	520.36
NEBEL, J.	433	0.00
NICHOLSON, B.	579	953.75
NORRIS, W.	562	0.00
OFFENBACKER	581	283.41
OLSEN, A.	389	3,114.17
ORTIZ, E.	561	6,127.42
ORTIZ, J.	573	0.00
PETROSKI, C.	382	444.36
RASMUS, J.	591	2,683.19
ROBERTS, P.	448	1,098.65
ROJAS, N.	568	935.23
ROSARIO, K.	552	955.53
ROASARIO, K.	608	330.12
RUMAKER, D.	576	0.00
SCAFIDE, R.	553	0.00
SEENEY, G.	571	3,320.27
TARANTINO, M.	614	255.22
TRAVIS, C.	578	218.55
VAZQUEZ, M.	549	2,685.76
WILCOX, SHER	609	463.09
ZIEGER, J.	332	6,258.61
		169,881.00

For the Period	January 1, 2019	Housing Authority of Gloucester County	to	December 31, 2019
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[illegible]

If No Shared Services X this Box

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period
Housing Authority of Gloucester County
January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget				FY 2018 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	All Operations	All Operations
REVENUES										
Total Operating Revenues	\$ 2,335,449	\$ -	\$ 18,298,268	\$ 848,952	\$ 21,482,669	\$ 20,313,557	\$ 1,169,112	\$ 1,169,112	5.8%	
Total Non-Operating Revenues	4,700	-	1,356	3,088	9,144	10,133	(989)	(989)	-9.8%	
Total Anticipated Revenues	2,340,149	-	18,299,624	852,040	21,491,813	20,323,690	1,168,123	1,168,123	5.7%	
APPROPRIATIONS										
Total Administration	1,776,720	-	1,767,360	828,820	4,372,900	4,328,220	44,680	44,680	1.0%	
Total Cost of Providing Services	1,366,456	-	17,101,000	511,211	18,978,667	17,860,778	1,117,889	1,117,889	6.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	-	#DIV/0!	
Total Operating Appropriations	3,143,176	-	18,868,360	1,340,031	23,351,567	22,188,998	1,162,569	1,162,569	5.2%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	-	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	3,143,176	-	18,868,360	1,340,031	23,351,567	22,188,998	1,162,569	1,162,569	5.2%	
Less: Total Unrestricted Net Position Utilized	803,027	-	568,736	487,991	1,859,754	1,865,308	(5,554)	(5,554)	-0.3%	
Net Total Appropriations	2,340,149	-	18,299,624	852,040	21,491,813	20,323,690	1,168,123	1,168,123	5.7%	
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	

Revenue Schedule

Housing Authority of Gloucester County
For the Period January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget				FY 2018 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
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	831960			127980	959,940	972,171	(12,231) -1.3%
Excess Utilities					-	-	#DIV/0!
Non-Dwelling Rental	63294			2044	65,338	60,510	4,828 8.0%
HUD Operating Subsidy	848000				848,000	767,000	81,000 10.6%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher			18288282		18,288,282	17,239,968	1,048,314 6.1%
Total Rental Fees	1,743,254	-	18,288,282	130,024	20,161,560	19,039,649	1,121,911 5.9%
<i>Other Operating Revenues (List)</i>							
Management Fees	530332			202000	732,332	698,764	33,568 4.8%
Congregate Services				84410	84,410	84,410	- 0.0%
Congregate Grant				183500	183,500	183,500	- 0.0%
Capital Grant Management Fees	49863				49,863	33,972	15,891 46.8%
TBRA, County HOME Funds				120000	120,000	120,000	- 0.0%
Ross & FSS Grants				129018	129,018	130,445	(1,427) -1.1%
Other Fees & Income	12000		9986		21,986	22,817	(831) -3.6%
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
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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!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Total Other Revenue	592,195	-	9,986	718,928	1,321,109	1,273,908	47,201 3.7%
Total Operating Revenues	2,335,449	-	18,298,268	848,952	21,482,669	20,313,557	1,169,112 5.8%
NON-OPERATING REVENUES							
<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 & Deposits (List)</i>							
Interest Earned	4,700		1,356	3,088	9,144	10,133	(989) -9.8%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	4,700	-	1,356	3,088	9,144	10,133	(989) -9.8%
Total Non-Operating Revenues	4,700	-	1,356	3,088	9,144	10,133	(989) -9.8%
TOTAL ANTICIPATED REVENUES	\$ 2,340,149	\$ -	\$ 18,299,624	\$ 852,040	\$ 21,491,813	\$ 20,323,690	\$ 1,168,123 5.7%

Prior Year Adopted Revenue Schedule

Housing Authority of Gloucester County

FY 2018 Adopted Budget					
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	842,391			129,780	972,171
Excess Utilities					-
Non-Dwelling Rental	59,785			725	60,510
HUD Operating Subsidy	767,000				767,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			17,239,968		17,239,968
Total Rental Fees	1,669,176	-	17,239,968	130,505	19,039,649
<i>Other Revenue (List)</i>					
Management Fees	494,808			203,956	698,764
Congregate Services				84,410	84,410
Congregate Grant				183,500	183,500
Capital Grant Management Fees	33,972				33,972
TBRA, County HOME Funds				120,000	120,000
ROSS & FSS Grants				130,445	130,445
Other Fees & Income	12,119		10,698		22,817
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
TBRA HAP & FEE					-
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	540,899	-	10,698	722,311	1,273,908
Total Operating Revenues	2,210,075	-	17,250,666	852,816	20,313,557
NON-OPERATING REVENUES					
<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 & Deposits</i>					
Interest Earned	7,240		1,234	1,659	10,133
Penalties					-
Other					-
Total Interest	7,240	-	1,234	1,659	10,133
Total Non-Operating Revenues	7,240	-	1,234	1,659	10,133
TOTAL ANTICIPATED REVENUES	\$ 2,217,315	\$ -	\$ 17,251,900	\$ 854,475	\$ 20,323,690

Appropriations Schedule

Housing Authority of Gloucester County
For the Period January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget				FY 2018 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
OPERATING APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages	536,000		793,000	220,000	\$ 1,549,000	\$ 1,518,117	\$ 30,883 2.0%
Fringe Benefits	810,000		745,000	380,000	1,935,000	1,908,300	26,700 1.4%
Legal	20,000		7,000	35,000	62,000	80,002	(18,002) -22.5%
Staff Training	6,000		4,000	15,000	25,000	24,149	851 3.5%
Travel	11,000		9,000	14,000	34,000	31,748	2,252 7.1%
Accounting Fees	4,320		6,560	1,120	12,000	12,000	- 0.0%
Auditing Fees	14,400		21,800	3,700	39,900	39,900	- 0.0%
Miscellaneous Administration*	375,000		181,000	160,000	716,000	714,004	1,996 0.3%
Total Administration	1,776,720	-	1,767,360	828,820	4,372,900	4,328,220	44,680 1.0%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	47,759			172,494	220,253	209,680	10,573 5.0%
Salary & Wages - Maintenance & Operation	264,331			16,217	280,548	280,988	(440) -0.2%
Salary & Wages - Protective Services					-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	#DIV/0!
Fringe Benefits					-	-	#DIV/0!
Tenant Services	6,366			78,000	84,366	80,581	3,785 4.7%
Utilities	370,000			16,000	386,000	380,313	5,687 1.5%
Maintenance & Operation	253,000			35,000	288,000	262,938	25,062 9.5%
Protective Services	164,000				164,000	161,334	2,666 1.7%
Insurance	168,000		99,000	50,000	317,000	318,008	(1,008) -0.3%
Payment in Lieu of Taxes (PILOT)	47,000			13,000	60,000	59,186	814 1.4%
Terminal Leave Payments					-	-	#DIV/0!
Collection Losses	22,000			2,000	24,000	23,716	284 1.2%
Other General Expense				500	500	500	- 0.0%
Rents			17,000,000	93,000	17,093,000	16,019,055	1,073,945 6.7%
Extraordinary Maintenance	17,000				17,000	18,462	(1,462) -7.9%
Replacement of Non-Expendible Equipment	7,000		2,000	29,000	38,000	39,450	(1,450) -3.7%
Property Betterment/Additions				6,000	6,000	6,567	(567) -8.6%
Miscellaneous COPS*					-	-	#DIV/0!
Total Cost of Providing Services	1,366,456	-	17,101,000	511,211	18,978,667	17,860,778	1,117,889 6.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	3,143,176	-	18,868,360	1,340,031	23,351,567	22,188,998	1,162,569 5.2%
NON-OPERATING APPROPRIATIONS							
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!
TOTAL APPROPRIATIONS	3,143,176	-	18,868,360	1,340,031	23,351,567	22,188,998	1,162,569 5.2%
ACCUMULATED DEFICIT					-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,143,176	-	18,868,360	1,340,031	23,351,567	22,188,998	1,162,569 5.2%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation					-	-	#DIV/0!
Other	803,027		568,736	487,991	1,859,754	1,865,308	(5,554) -0.3%
Total Unrestricted Net Position Utilized	803,027	-	568,736	487,991	1,859,754	1,865,308	(5,554) -0.3%
TOTAL NET APPROPRIATIONS	\$ 2,340,149	\$ -	\$ 18,299,624	\$ 852,040	\$ 21,491,813	\$ 20,323,690	\$ 1,168,123 5.7%

* 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 \$ 157,158.80 \$ - \$ 943,418.00 \$ 67,001.55 \$ 1,167,578.35

Prior Year Adopted Appropriations Schedule

Housing Authority of Gloucester County

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 525,147		\$ 777,054	\$ 215,916	\$ 1,518,117
Fringe Benefits	795,100		738,200	375,000	1,908,300
Legal	28,657		6,864	44,481	80,002
Staff Training	4,605		2,856	16,688	24,149
Travel	10,369		3,741	17,638	31,748
Accounting Fees	4,320		6,560	1,120	12,000
Auditing Fees	14,400		21,800	3,700	39,900
Miscellaneous Administration*	373,434		180,673	159,897	714,004
Total Administration	1,756,032	-	1,737,748	834,440	4,328,220
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	46,817			162,863	209,680
Salary & Wages - Maintenance & Operation	264,987			16,001	280,988
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits					-
Tenant Services	7,701			72,880	80,581
Utilities	365,461			14,852	380,313
Maintenance & Operation	230,103			32,835	262,938
Protective Services	161,334				161,334
Insurance	168,148		99,642	50,218	318,008
Payment in Lieu of Taxes (PILOT)	47,693			11,493	59,186
Terminal Leave Payments					-
Collection Losses	21,803			1,913	23,716
Other General Expense				500	500
Rents			15,926,352	92,703	16,019,055
Extraordinary Maintenance	18,462				18,462
Replacement of Non-Expendible Equipment	7,187		2,408	29,855	39,450
Property Betterment/Additions				6,567	6,567
Miscellaneous COPS*					-
Total Cost of Providing Services	1,339,696	-	16,028,402	492,680	17,860,778
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	3,095,728	-	17,766,150	1,327,120	22,188,998
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	3,095,728	-	17,766,150	1,327,120	22,188,998
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,095,728	-	17,766,150	1,327,120	22,188,998
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other	878,413		514,250	472,645	1,865,308
Total Unrestricted Net Position Utilized	878,413	-	514,250	472,645	1,865,308
TOTAL NET APPROPRIATIONS	\$ 2,217,315	\$ -	\$ 17,251,900	\$ 854,475	\$ 20,323,690

* 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 \$ 154,786.40 \$ - \$ 888,307.50 \$ 66,356.00 \$ 1,109,449.90

Debt Service Schedule - Principal

Housing Authority of Gloucester County

If Authority has no debt X this box

X

Fiscal Year Ending in

	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	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.

Moody's

Fitch

Standard & Poors

Bond Rating

Year of Last Rating

If no Rating type in Not Applicable

Debt Service Schedule - Interest

Housing Authority of Gloucester County

If Authority has no debt X this box

☒

	Fiscal Year Ending in								Total Interest Payments Outstanding
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL INTEREST	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Housing Authority of Gloucester County

For the Period

January 1, 2019

to

December 31, 2019

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 3,538,690		\$ (4,955,244)	\$ 805,733	\$ (610,821)
Less: Invested in Capital Assets, Net of Related Debt (1)	7,483,691			460,577	7,944,268
Less: Restricted for Debt Service Reserve (1)			79,865		79,865
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(3,945,001)	-	(5,035,109)	345,156	(8,634,954)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	2,768,125		3,465,921	841,257	7,075,303
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	935,621		1,397,332	1,612,333	3,945,286
Plus: Estimated Income (Loss) on Current Year Operations (2)	(803,027)		(568,736)	(487,991)	(1,859,754)
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	(1,044,282)	-	(740,592)	2,310,755	525,881
Unrestricted Net Position Utilized to Balance Proposed Budget	803,027	-	568,736	487,991	1,859,754
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	803,027	-	568,736	487,991	1,859,754
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR					
(4)	\$ (1,847,309)	\$ -	\$ (1,309,328)	\$ 1,822,764	\$ (1,333,873)

(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

\$ 157,159

\$ -

\$ -

\$ 943,418

\$ 67,002

\$ 1,167,578

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

2019

Housing Authority of Gloucester County

**HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM**

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

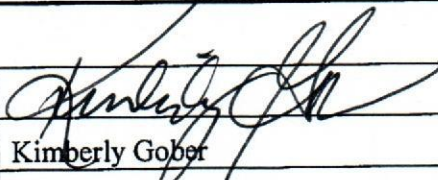
Housing Authority of Gloucester County

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

[] 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 24th day of October, 2018.

OR

[] It is hereby certified that the governing body of the Housing Authority of Gloucester County 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 x 215	Fax Number:	856-384-9044
E-mail address	kgober@hagc.org		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Housing Authority of Gloucester County

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

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, 2019 to

December 31, 2019

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
204-1, Scattered Sites	\$ 170,000				\$ 170,000	
Carino Park	165,000				165,000	
Deptford park	80,789				80,789	
PHA-WIDE	82,846				82,846	
Total	498,635	-	-	-	498,635	-
Section 8						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Housing Voucher						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Other Programs						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 498,635	\$ -	\$ -	\$ -	\$ 498,635	\$ -

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, 2019 to December 31, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
204-1, Scattered Sites	\$ 850,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	
Carino Park	676,578	165,000	60,000	170,000	110,789	170,789	
Deptford park	552,367	80,789	185,789	75,789	135,000	75,000	
PHA-WIDE	414,230	82,846	82,846	82,846	82,846	82,846	
Total	2,493,175	498,635	498,635	498,635	498,635	498,635	-
<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	-	-	-	-	-	-	-
TOTAL	\$ 2,493,175	\$ 498,635	\$ 498,635	\$ 498,635	\$ 498,635	\$ 498,635	\$ -

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, 2019 to December 31, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
204-1, Scattered Sites	\$ 850,000				\$ 850,000	
Carino Park	676,578				676,578	
Deptford park	552,367				552,367	
PHA-WIDE	414,230				414,230	
Total	2,493,175	-	-	-	2,493,175	-
<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	-	-	-	-	-	-
TOTAL	\$ 2,493,175	\$ -	\$ -	\$ -	\$ 2,493,175	\$ -
Total 5 Year Plan per CB-4	\$ 2,493,175					
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.