

2016

Berkeley
Housing Authority Budget

berkeleytwphousing.org

Department Of



Community
Affairs

Division of Local Government Services

LOCAL GOVT SERVICES

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2016 HOUSING AUTHORITY BUDGET

Certification Section

2016

Berkeley Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2016 TO December 31, 2016

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: *C.M. Zepuch* Date: *1/5/16*

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: *Christi M. Zepuch* Date: *2/20/16*

2016 PREPARER'S CERTIFICATION


Berkeley Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

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:	David W. Ciarrocca, C.P.A.		
Title:	Fee Accountant		
Address:	1930 Wood Road Scotch Plains, N.J. 07076		
Phone Number:	(732)591-2300	Fax Number:	(732)591-2525
E-mail address	davidciarroccacpa@gmail.com		

2016 APPROVAL CERTIFICATION


Berkeley Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

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 Berkeley Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 27th day of October , 2015.

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:	Grace Dekker		
Title:	Executive Director/Secretary		
Address:	44 Frederick Drive Bayville, N.J. 08721		
Phone Number:	732-269-2312	Fax Number:	732-269-7709
E-mail address	bha@berkeleytwphousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

Berkeleytwphousing.org

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

- A description of the Authority's mission and responsibilities
- Commencing with 2014, 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 2013, 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, 2014, 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.

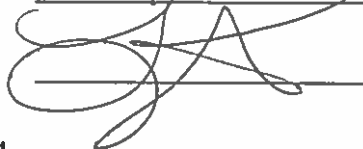
Name of Officer Certifying compliance

Lynne Nutley

Title of Officer Certifying compliance

Chairperson

Signature



2016 HOUSING AUTHORITY BUDGET RESOLUTION

Berkeley Housing Authority

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

RESOLUTION # 2015-10-4

WHEREAS, the Annual Budget and Capital Budget for the Berkeley Housing Authority for the fiscal year beginning, January 1, 2016 and ending, December 31, 2016 has been presented before the governing body of the Berkeley Housing Authority at its open public meeting of October 27, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,052,490, Total Appropriations, including any Accumulated Deficit if any, of \$1,122,017 and Total Unrestricted Net Position utilized of \$69,527; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$80,503 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

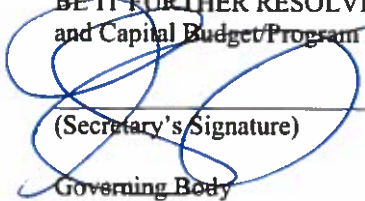
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Berkeley Housing Authority, at an open public meeting held on October 27, 2015 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Berkeley Housing Authority for the fiscal year beginning, January 1, 2016 and ending, December 31, 2016 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 Berkeley Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 26, 2016.


 (Secretary's Signature)

10-27-2015
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Lynne Nutley	✓			
Kathleen Nunn	✓			
Katherine Fulcomer	✓			
Nikolaus Seitz	✓			
Nilda Garibaldi	✓			
Judith Noonan	✓			


2016 ADOPTION CERTIFICATION

Berkeley Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

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 Berkeley Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 2nd day of, February, 2016.

Officer's Signature:			
Name:	Grace Dekker		
Title:	Executive Director/Secretary		
Address:	44 Frederick Drive Bayville, N.J. 08721		
Phone Number:	732-269-2312	Fax Number:	732-269-7709
E-mail address	bha@berkeleytwphousing.org		

2016 ADOPTED BUDGET RESOLUTION

BERKELEY HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

WHEREAS, the Annual Budget and Capital Budget/Program for the Berkeley Housing Authority for the fiscal year beginning January 1, 2016 and ending, December 31, 2016 has been presented for adoption before the governing body of the Berkeley Housing Authority at its open public meeting of 2/2/16; and

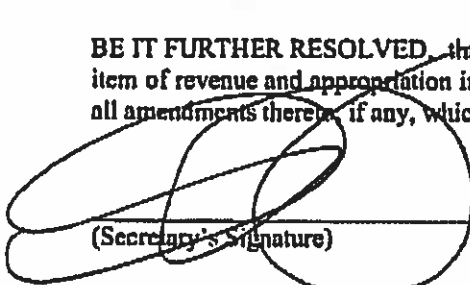
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,052,490, Total Appropriations, including any Accumulated Deficit, if any, of \$1,122,017 and Total Unrestricted Net Position utilized of \$69,527; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$80,503 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Berkeley Housing Authority, at an open public meeting held on 2/2/16 that the Annual Budget and Capital Budget/Program of the Berkeley Housing Authority for the fiscal year beginning, January 1, 2016 and, ending, December 31, 2016 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)

2-2-2016
(Date)

Governing Body
Member:

Recorded Vote
Aye Nay Abstain Absent

- Chairperson Lynne Nutley ✓
- Vice-Chairperson Kathleen Nunn ✓
- Commissioner Katherine Fulcomer ✓
- Commissioner Nikolaus Seitz ✓
- Commissioner Nilda Garibaldi ✓
- Commissioner Judith Noonan ✓
- Commissioner Angeline Fratianni ✓

2016 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2015 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS BERKELEY HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

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

1. Complete a brief statement on the 2015 proposed Annual Budget and make comparison to the 2014 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority.

See attached.

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

None

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 recession has resulted in lower overall program participant income.

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.

The continuation of HUD subsidy cuts.

5. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget?

No

6. The proposed budget must not reflect an anticipated deficit from 2015 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

N/A

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

Rents are fixed by HUD regulations and are based on 30% of family income.

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

HOUSING AUTHORITY CONTACT INFORMATION 2016

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

Name of Authority:	Berkeley Housing Authority		
Address:	44 Frederick Drive		
City, State, Zip:	Bayville	N.J.	08721
Phone: (ext.)	732-269-2312	Fax:	732-269-7709

Preparer's Name:	David W. Ciarrocca, C.P.A.		
Preparer's Address:	1930 Wood Road		
City, State, Zip:	Scotch Plains	N.J.	07076
Phone: (ext.)	732-591-2300	Fax:	732-591-2525
E-mail:	davidciarroccacpa@gmail.com		

Chief Executive Officer:	Grace Dekker		
Phone: (ext.)	732-269-2312	Fax:	732-269-7709
E-mail:	bha@berkeleytwphousing.org		

Chief Financial Officer:	N/A		
Phone: (ext.)		Fax:	
E-mail:			

Name of Auditor:	Richard Larsen		
Name of Firm:	Fallon & Larsen, LLP		
Address:	252 Washington Street, Suite B		
City, State, Zip:	Toms River	N.J.	08753
Phone: (ext.)	732-503-4257	Fax:	732-341-1424
E-mail:	www.falloncpa.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Berkeley Housing Authority

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 6
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$310,785
- 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? Yes If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - 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. *Attach narrative.* See attached
- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes. If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed. See attached
- 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

**HOUSING AUTHORITY INFORMATIONAL
QUESTIONNAIRE (CONTINUED)
BERKELEY HOUSING AUTHORITY**

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach an 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 an 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? Yes *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
BERKELEY HOUSING AUTHORITY**

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

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, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 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)

Berkeley Housing Authority

For the Period January 1, 2016 to December 31, 2016

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column D	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend							
1 Robert Dekker	Maint. Supervisor	40			X				\$ 85,267					\$ 143,340	
2 Grace Dekker	Executive Director	35			X				99,317					109,249	
3 Lynne Nutley	Chairperson	0 X													
4 Kathleen Nunn	Vice-Chairperson	0 X													
5 Katherine Fulcomer	Commissioner	0 X													
6 Nikolaus Seitz	Commissioner	0 X													
7 Judith Noonan	Commissioner	0 X								Berkeley Twp. Councilwoman	5	10,000		10,000	
8 Nilda Garibaldi	Commissioner	0 X													
9 Open	Commissioner	0 X													
10															
11															
12															
13															
14															
15															
Total:									#####	\$ 20,834	\$ 47,171	\$ 252,589	\$ 10,000	\$ 262,589	

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

Schedule of Health Benefits - Detailed Cost Analysis

Berkeley Housing Authority
 For the Period January 1, 2016 to December 31, 2016

	Annual Cost		# of Covered Members (Medical & Rx) Current Year	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate Proposed Budget						
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	\$ 11,740	\$ 11,740	1	\$ 11,182	\$ 558	5.0%	#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)	2	29,650	59,300	2	28,239	56,478	2,822	5.0%
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								5.0%
Subtotal	3	71,040	71,040	3	67,660	3,380		
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								#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!
GRAND TOTAL	3	\$ 71,040	\$ 71,040	3	\$ 67,660	\$ 3,380	5.0%	

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

2016 HOUSING AUTHORITY BUDGET

Financial Schedules Section

2016 Budget Summary

Berkeley Housing Authority
 For the Period January 1, 2016 to December 31, 2016

	<i>Proposed Budget</i>				<i>Adopted Budget</i>		<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	All Operations All Operations	
REVENUES							
Total Operating Revenues	\$ 623,440	\$ 114,000	\$ 273,500	\$ -	\$ 1,010,940	\$ 990,331	20,609 2.1%
Total Non-Operating Revenues	2,500	-	-	39,050	41,550	53,063	(11,513) -21.7%
Total Anticipated Revenues	625,940	114,000	273,500	39,050	1,052,490	1,043,394	9,096 0.9%
APPROPRIATIONS							
Total Administration	213,347	12,000	37,378	18,050	280,775	269,348	11,427 4.2%
Total Cost of Providing Services	479,642	102,000	238,600	21,000	841,242	828,957	12,285 1.5%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	#DIV/0!
Total Operating Appropriations	692,989	114,000	275,978	39,050	1,122,017	1,098,305	23,712 2.2%
Net Interest Payments on Debt					-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	692,989	114,000	275,978	39,050	1,122,017	1,098,305	23,712 2.2%
Less: Total Unrestricted Net Position Utilized	67,049	-	2,478	-	69,527	54,911	14,616 26.6%
Net Total Appropriations	625,940	114,000	273,500	39,050	1,052,490	1,043,394	9,096 0.9%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - #DIV/0!

2016 Revenue Schedule

Berkeley Housing Authority

For the Period January 1, 2016 to December 31, 2016

	<i>Proposed Budget</i>				<i>Adopted Budget</i>			<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	All Operations
OPERATING REVENUES									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	322,190				322,190	306,180	16,010	5.2%	
Excess Utilities	15,000				15,000	15,000	-	0.0%	
Non-Dwelling Rental	-				-	-	-	#DIV/0!	
HUD Operating Subsidy	260,400	114,000	263,000		637,400	635,088	2,312	0.4%	
New Construction - Acc Section 8 Voucher - Acc Housing Voucher	-				-	-	-	#DIV/0!	
Total Rental Fees	597,590	114,000	263,000	-	974,590	956,268	18,322	1.9%	
<i>Other Operating Revenues (List)</i>									
Late Fees/Laundry Commissions	11,700				11,700	15,000	(3,300)	-22.0%	
CFP/Tenant Charges/Misc.	14,150				14,150	12,063	2,087	17.3%	
Portable Fees/Fraud Collections	-		10,500		10,500	7,000	3,500	50.0%	
Other Revenue 4	-				-	-	-	#DIV/0!	
Total Other Revenue	25,850	-	10,500	-	36,350	34,063	2,287	6.7%	
Total Operating Revenues	623,440	114,000	273,500	-	1,010,940	990,331	20,609	2.1%	
NON-OPERATING REVENUES									
<i>Grants & Entitlements (List)</i>									
Capital Fund Program				24,050	24,050	22,563	1,487	6.6%	
Grant #2					-	-	-	#DIV/0!	
Grant #3					-	-	-	#DIV/0!	
Grant #4					-	-	-	#DIV/0!	
Total Grants & Entitlements	-	-	-	24,050	24,050	22,563	1,487	6.6%	
<i>Local Subsidies & Donations (List)</i>									
Local Subsidy #1					-	-	-	#DIV/0!	
Local Subsidy #2					-	-	-	#DIV/0!	
Local Subsidy #3					-	-	-	#DIV/0!	
Local Subsidy #4					-	-	-	#DIV/0!	
Total Local Subsidies & Donations	-	-	-	-	-	-	-	#DIV/0!	
<i>Interest on Investments & Deposits</i>									
Investments	2,500				2,500	500	2,000	400.0%	
Security Deposits					-	-	-	#DIV/0!	
Penalties					-	-	-	#DIV/0!	
Other Investments					-	-	-	#DIV/0!	
Total Interest	2,500	-	-	-	2,500	500	2,000	400.0%	
<i>Other Non-Operating Revenues (List)</i>									
Other Non-Operating #1				15,000	15,000	30,000	(15,000)	-50.0%	
Other Non-Operating #2					-	-	-	#DIV/0!	
Other Non-Operating #3					-	-	-	#DIV/0!	
Other Non-Operating #4					-	-	-	#DIV/0!	
Other Non-Operating Revenues	-	-	-	15,000	15,000	30,000	(15,000)	-50.0%	
Total Non-Operating Revenues	2,500	-	-	39,050	41,550	53,063	(11,513)	-21.7%	
TOTAL ANTICIPATED REVENUES	\$ 625,940	\$ 114,000	\$ 273,500	\$ 39,050	\$ 1,052,490	\$ 1,043,394	\$ 9,096	0.9%	

2015 Adopted Revenue Schedule

Berkeley Housing Authority

	<i>Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	306,180				306,180
Excess Utilities	15,000				15,000
Non-Dwelling Rental					-
HUD Operating Subsidy	264,000	112,588	258,500		635,088
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	585,180	112,588	258,500	-	956,268
<i>Other Operating Revenues (List)</i>					
Late Fees/Laundry Commissions	15,000				15,000
CFP/Tenant Charges	12,063				12,063
Portable Fees			7,000		7,000
Other Revenue 4					-
Total Other Revenue	27,063	-	7,000	-	34,063
Total Operating Revenues	612,243	112,588	265,500	-	990,331
NON-OPERATING REVENUES					
<i>Grants & Entitlements (List)</i>					
Capital Fund Program				22,563	22,563
Grant #2					-
Grant #3					-
Grant #4					-
Total Grants & Entitlements	-	-	-	22,563	22,563
<i>Local Subsidies & Donations (List)</i>					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
Total Local Subsidies & Donations	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Investments	500				500
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	500	-	-	-	500
<i>Other Non-Operating Revenues (List)</i>					
Refunding				30,000	30,000
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Total Non-Operating Revenues	-	-	-	30,000	30,000
Total Non-Operating Revenues	500	-	-	52,563	53,063
TOTAL ANTICIPATED REVENUES	\$ 612,743	\$ 112,588	\$ 265,500	\$ 52,563	\$ 1,043,394

2016 Appropriations Schedule

Berkeley Housing Authority
For the Period January 1, 2016 to December 31, 2016

	<i>Proposed Budget</i>					<i>Adopted Budget</i>			<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	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	\$ 96,115	\$ 12,000	\$ 25,078	\$ 8,050	\$ 141,243	\$ 139,928	\$ 1,315	0.9%		
Fringe Benefits	46,332		4,200		50,532	44,920	5,612	12.5%		
Legal	14,100		1,200		15,300	15,000	300	2.0%		
Staff Training				6,000	6,000	5,000	1,000	20.0%		
Travel	1,000				1,000	2,000	(1,000)	-50.0%		
Accounting Fees	18,100		2,400		20,500	19,500	1,000	5.1%		
Auditing Fees	7,500		500		8,000	8,000	-			
Miscellaneous Administration*	30,200		4,000	4,000	38,200	35,000	3,200	9.1%		
Total Administration	<u>213,347</u>	<u>12,000</u>	<u>37,378</u>	<u>18,050</u>	<u>280,775</u>	<u>269,348</u>	<u>11,427</u>	<u>4.2%</u>		
<i>Cost of Providing Services</i>										
Salary & Wages - Tenant Services	10,000				10,000	10,000	-	0.0%		
Salary & Wages - Maintenance & Operation	86,378			21,000	107,378	105,662	1,716	1.6%		
Salary & Wages - Protective Services					-	-	-	#DIV/0!		
Salary & Wages - Utility Labor	57,585				57,585	54,441	3,144	5.8%		
Fringe Benefits	72,468				72,468	73,080	(612)	-0.8%		
Tenant Services	2,000				2,000	2,000	-	0.0%		
Utilities	156,500				156,500	159,000	(2,500)	-1.6%		
Maintenance & Operation	45,000				45,000	40,000	5,000	12.5%		
Protective Services					-	-	-	#DIV/0!		
Insurance	34,400		3,600		38,000	36,000	2,000	5.6%		
Payment in Lieu of Taxes (PILOT)	12,311				12,311	10,774	1,537	14.3%		
Terminal Leave Payments					-	-	-	#DIV/0!		
Collection Losses	3,000				3,000	3,000	-	0.0%		
Other General Expense					-	-	-	#DIV/0!		
Rents		102,000	235,000		337,000	335,000	2,000	0.6%		
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	<u>479,642</u>	<u>102,000</u>	<u>238,600</u>	<u>21,000</u>	<u>841,242</u>	<u>828,957</u>	<u>12,285</u>	<u>1.5%</u>		
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	-	#DIV/0!		
Total Operating Appropriations	<u>692,989</u>	<u>114,000</u>	<u>275,978</u>	<u>39,050</u>	<u>1,122,017</u>	<u>1,098,305</u>	<u>23,712</u>	<u>2.2%</u>		
NON-OPERATING APPROPRIATIONS										
Net Interest Payments on Debt					-	-	-	#DIV/0!		
Operations & Maintenance Reserve					-	-	-	#DIV/0!		
Renewal & Replacement Reserve					-	-	-	#DIV/0!		
Municipality/County Appropriation					-	-	-	#DIV/0!		
Other Reserves					-	-	-	#DIV/0!		
Total Non-Operating Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>		
TOTAL APPROPRIATIONS	<u>692,989</u>	<u>114,000</u>	<u>275,978</u>	<u>39,050</u>	<u>1,122,017</u>	<u>1,098,305</u>	<u>23,712</u>	<u>2.2%</u>		
ACCUMULATED DEFICIT					-	-	-	#DIV/0!		
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	<u>692,989</u>	<u>114,000</u>	<u>275,978</u>	<u>39,050</u>	<u>1,122,017</u>	<u>1,098,305</u>	<u>23,712</u>	<u>2.2%</u>		
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation					-	-	-	#DIV/0!		
Other	67,049		2,478		69,527	54,911	14,616	26.6%		
Total Unrestricted Net Position Utilized	<u>67,049</u>	<u>-</u>	<u>2,478</u>	<u>-</u>	<u>69,527</u>	<u>54,911</u>	<u>14,616</u>	<u>26.6%</u>		
TOTAL NET APPROPRIATIONS	<u>\$ 625,940</u>	<u>\$ 114,000</u>	<u>\$ 273,500</u>	<u>\$ 39,050</u>	<u>\$ 1,052,490</u>	<u>\$ 1,043,394</u>	<u>\$ 9,096</u>	<u>0.9%</u>		

* 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 \$ 34,649.45 \$ 5,700.00 \$ 13,798.90 \$ 1,952.50 \$ 56,100.85

2015 Adopted Appropriations Schedule

Berkeley Housing Authority

	<i>Adopted Budget</i>				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 95,473	\$ 12,000	\$ 24,892	\$ 7,563	\$ 139,928
Fringe Benefits	40,720	-	4,200	-	44,920
Legal	13,800	-	1,200	-	15,000
Staff Training	1,000	-	-	4,000	5,000
Travel	1,000	-	-	1,000	2,000
Accounting Fees	17,100	-	2,400	-	19,500
Auditing Fees	7,500	-	500	-	8,000
Miscellaneous Administration*	27,000	-	4,000	4,000	35,000
Total Administration	203,593	12,000	37,192	16,563	269,348
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	10,000	-	-	-	10,000
Salary & Wages - Maintenance & Operation	81,662	-	-	24,000	105,662
Salary & Wages - Protective Services	-	-	-	-	-
Salary & Wages - Utility Labor	54,441	-	-	-	54,441
Fringe Benefits	61,080	-	-	12,000	73,080
Tenant Services	2,000	-	-	-	2,000
Utilities	159,000	-	-	-	159,000
Maintenance & Operation	40,000	-	-	-	40,000
Protective Services	-	-	-	-	-
Insurance	33,600	-	2,400	-	36,000
Payment in Lieu of Taxes (PILOT)	10,774	-	-	-	10,774
Terminal Leave Payments	-	-	-	-	-
Collection Losses	3,000	-	-	-	3,000
Other General Expense	-	-	-	-	-
Rents	-	100,000	235,000	-	335,000
Extraordinary Maintenance	-	-	-	-	-
Replacement of Non-Expendible Equipment	-	-	-	-	-
Property Betterment/Additions	-	-	-	-	-
Miscellaneous COPS*	-	-	-	-	-
Total Cost of Providing Services	455,557	100,000	237,400	36,000	828,957
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	659,150	112,000	274,592	52,563	1,098,305
NON-OPERATING APPROPRIATIONS					
Net Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	659,150	112,000	274,592	52,563	1,098,305
ACCUMULATED DEFICIT	-	-	-	-	-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	659,150	112,000	274,592	52,563	1,098,305
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other	46,407	(588)	9,092	-	54,911
Total Unrestricted Net Position Utilized	46,407	(588)	9,092	-	54,911
TOTAL NET APPROPRIATIONS	\$ 612,743	\$ 112,588	\$ 265,500	\$ 52,563	\$ 1,043,394

* 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	\$ 32,957.50	\$ 5,600.00	\$ 13,729.60	\$ 2,628.15	\$ 54,915.25
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5 Year Debt Service Schedule - Principal

Berkeley Housing Authority

	Fiscal Year Beginning in							Total Principal Outstanding	
	Current Year (2015)	2016	2017	2018	2019	2020	2021		Thereafter
Debt Issuance #1	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 160,000	\$ 275,000
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
TOTAL PRINCIPAL	15,000	15,000	20,000	20,000	20,000	20,000	20,000	160,000	275,000
LESS: HUD SUBSIDY	15,000	15,000	20,000	20,000	20,000	20,000	20,000	160,000	275,000
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		

5 Year Debt Service Schedule - Interest

Berkeley Housing Authority

		<i>Fiscal Year Beginning in</i>							Total Interest
Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Payments Outstanding	
\$ 14,383	\$ 13,716	\$ 12,985	\$ 11,964	\$ 10,925	\$ 9,883	\$ 8,840	\$ 26,156	\$ 94,469	
14,383	13,716	12,985	11,964	10,925	9,883	8,840	26,156	94,469	
\$ 14,383	\$ 13,716	\$ 12,985	\$ 11,964	\$ 10,925	\$ 9,883	\$ 8,840	\$ 26,156	\$ 94,469	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL INTEREST									
LESS: HUD SUBSIDY									
NET INTEREST									

2016 Net Position Reconciliation

Berkeley Housing Authority

For the Period January 1, 2016

to December 31, 2016

	<u>Proposed Budget</u>
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 2,576,722
Less: Restricted for Debt Service Reserve (1)	822,402
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	186,661
Less: Designated for Non-Operating Improvements & Repairs	-
Less: Designated for Rate Stabilization	-
Less: Other Designated by Resolution	-
Plus: Accrued Unfunded Pension Liability (1)	-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	-
Plus: Estimated Income (Loss) on Current Year Operations (2)	-
Plus: Other Adjustments (attach schedule)	-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	<u>1,567,659</u>
Unrestricted Net Position Utilized to Balance Proposed Budget	69,527
Unrestricted Net Position Utilized in Proposed Capital Budget	-
Appropriation to Municipality/County (3)	-
Total Unrestricted Net Position Utilized in Proposed Budget	69,527
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	<u>\$ 1,498,132</u>

(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 \$ 34,649

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

2016
BERKELEY
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

**2016 CERTIFICATION OF HOUSING AUTHORITY
CAPITAL BUDGET/PROGRAM**

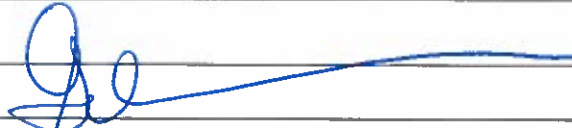
BERKELEY HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

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 Berkeley Housing Authority, on the 27th day of October, 2015.

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:	Grace Dekker		
Title:	Executive Director/Secretary		
Address:	44 Frederick Drive Bayville, N.J. 08721		
Phone Number:	732-269-2312	Fax Number:	732-269-7709
E-mail address	bha@berkeleytwhousing.org		

2016 CAPITAL BUDGET/PROGRAM MESSAGE

Berkeley Housing Authority

FISCAL YEAR: FROM: 1/1/16 TO: 12/31/16

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, in consultation with the housing residents.

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

N/A

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

A five year plan as required by HUD.

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.

N/A

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

None

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

Yes

Add additional sheets if necessary.

2016 Proposed Capital Budget

Berkeley Housing Authority
 For the Period January 1, 2016 to December 31, 2016

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Project A Operations	\$ 8,050				\$ 8,050	
Project B Mgt. Improvements	10,000				10,000	
Project C Administrative	8,050				8,050	
Project D Fees & Costs	1,000				1,000	
Project E Site/Dwelling Work	20,687				20,687	
Project F Equipment	4,000				4,000	
Project G Debt Service	28,716				28,716	
TOTAL PROPOSED CAPITAL BUDGET	\$ 80,503	\$ -	\$ -	\$ -	\$ 80,503	\$ -

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

5 Year Capital Improvement Plan

Berkeley Housing Authority

January 1, 2016

to

December 31, 2016

Fiscal Year Beginning in

Estimated Total Cost	Current Year Proposed Budget	Fiscal Year Beginning in				
		2017	2018	2019	2020	2021
\$ 48,300	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050
Project A Operations	10,000	10,000	10,000	10,000	10,000	10,000
Project B Mgt. Improvements	8,050	8,050	8,050	8,050	8,050	8,050
Project C Administrative	1,000	1,000	1,000	1,000	1,000	1,000
Project D Fees & Costs	20,687	21,418	17,439	18,478	19,520	20,564
Project E Site/Dwelling Work	4,000	4,000	4,000	4,000	4,000	4,000
Project F Equipment	28,716	27,985	31,964	30,925	29,883	28,839
Project G Debt Service	\$ 80,503	\$ 80,503	\$ 80,503	\$ 80,503	\$ 80,503	\$ 80,503
TOTAL						

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

Berkeley Housing Authority January 1, 2016 to December 31, 2016

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
Project A Operations	\$ 48,300				\$ 48,300
Project B Mgt. Improvements	60,000				60,000
Project C Administrative	48,300				48,300
Project D Fees & Costs	6,000				6,000
Project E Site/Dwelling Work	118,106				118,106
Project F Equipment	24,000				24,000
Project G Debt Service	178,312				178,312
TOTAL	\$ 483,018	\$ -	\$ -	\$ -	\$ 483,018
Total 5 Year Plan per CB-4	<u>\$ 483,018</u>				
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.

BERKELELY HOUSING AUTHORITY

EXPLANATION OF BUDGET VARIANCES
SUPPLEMENT TO PAGE N-1
2016

BUDGET ITEM	PERCENTAGE INCREASE/ (DECREASE)	EXPLANATION
LATE FEES & LAUNDRY COMMISSION	-22.00%	ADJUSTED TO CURRENT YEAR ACTUAL CHARGES
CFP/TENANT CHARGES/MISC.	17.30%	ADJUSTED TO CURRENT YEAR ACTUAL CHARGES
PORTABLE ADMIN. FEES	50.00%	INCREASE IN NUMBER OF INCOMING PORTABLE VOUCHERS
INVESTMENTS	400.00%	CHANGED BANKS
OTHER NON-OPERATING REVENUES	-50.00%	REDUCTION IN AMOUNT ALLOCATED
FRINGE BENEFITS-ADMINISTRATION	12.50%	INCREASE IN ANNUAL PENSION
STAFF TRAINING	20.00%	TRAINING FOR NEW COMMISSIONER REQUIRED
TRAVEL	-50.00%	REDUCTION IN LOCAL TRAVEL
MAINTENANCE & OPERATION	12.50%	ADJUSTED TO CURRENT YEAR ACTUAL CHARGES
PAYMENT IN LIEU OF TAXES	14.30%	BASED ON HUD FORMULA

BERKELEY HOUSING AUTHORITY
INFORMATIONAL QUESTIONNAIRE ATTACHMENTS

2016

Attachment to Page N-3, Question # 5:

The Executive Director Grace Dekker & Maintenance Supervisor, Robert Dekker are married.

Attachment to Page N-3, Question # 10:

The authority determines compensation based on employee evaluations as well as affordability relative to budget constraints. Salaries have been established to N.J. PERS salary guide while also considering job experience and responsibilities.

BERKELEY HOUSING AUTHORITY
SUMMARY OF 2015 TRAVEL EXPENSES

SUPPLEMENT TO PAGE N-3 (1 of 2), QUESTION # 12

2016 BUDGET

TRAVELER	PURPOSE	LODGING	TRAVEL	REGISTRATION	PER DIEM	OTHER	TOTAL
GRACE DEKKER	CONFERENCE/TRAINING	\$ 320.70	- \$	475.00 \$	250.00 \$	- \$	1,045.70
LYNN NUTLEY	CONFERENCE/TRAINING	320.70	-	475.00	225.00	-	1,020.70
GRACE DEKKER	TRAINING	-	-	90.00	-	-	90.00
TOTALS		\$ 641.40	- \$	1,040.00 \$	475.00 \$	- \$	2,156.40

BERKELEY HOUSING AUTHORITY
CALCULATION OF COMPENSATED ABSENCES
F.Y.E. 12/31/14

EMPLOYEE	ANNUAL SALARY	2) DAILY RATE	VACATION DAYS	ACCRUED VACATION LEAVE	SICK DAYS	SICK DAYS ALLOWED	ACCRUED SICK LEAVE	3) MAXIMUM SICK LEAVE ALLOWED	TOTAL ACCRUED LEAVE
R. DEKKER 1)	\$ 85,696	\$ 329.60	42	\$ 13,843.20	187.00	158.95	\$ 52,389.92	\$ 15,000.00	\$ 28,843.20
R. MOELLER 1)	\$ 50,336	\$ 193.60	57	11,035.20	26.00	22.10	4,278.56	987.36	12,022.56
G. DEKKER 1)	\$ 92,911	\$ 357.35	16	5,717.60	114.00	96.90	34,627.22	15,000.00	20,717.60
L. CONWAY 2)	\$32.52/HR	\$ 227.64	30	6,829.20	87.00	73.95	16,833.98	15,000.00	21,829.20

TOTAL \$ 37,425.20 \$ 45,987.36 \$ 83,412.56

TIMES FICA RATE 1.0765 1.0765 1.0765

TOTAL ACCRUED LEAVE

SHORT TERM \$ 40,288.00 \$ 3,826.61 \$ 44,114.61

LONG TERM \$ - \$ 45,678.39 \$ 45,678.39

TOTAL \$ 40,288.00 \$ 49,505.00 \$ 89,793.00

- 1) BASED ON 260 WORK DAYS
- 2) BASED ON \$32.52/HR TIMES 7 HOURS PER DAY
- 3) MAXIMUM ALLOWED BY THE STATE OF N.J.

BEST CHECK™

Date	Table	Guests	Server	936504
ANCHOR Inn				
APPT-SOUP/SAL-ENTREE-VEG/POT-DESSERT-BEV				

HOUSING
AUTHORITY
15 DINNERS @ 39000
26.00 EACH
GRATUITY 7800
Total 46800
PAID

PAID
OCT 28 2014
BY: _____
PRICES QUANTITIES SERVICES
EXTENSIONS VERIFIED BY: _____
VOUCHER APPROVED BY: _____