

2017 HOUSING AUTHORITY BUDGET

Certification Section



2017

BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 1/19/2017

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: 2/13/2017

2017 PREPARER'S CERTIFICATION

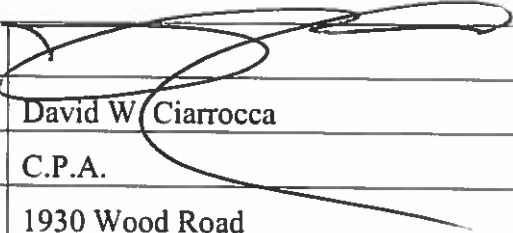
BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/17 TO: 12/31/17

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		
Title:	C.P.A.		
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		

2017 APPROVAL CERTIFICATION

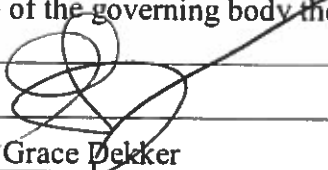
BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/17 TO: 12/31/17

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 25th day of October, 2017.

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		
Address:	44 Frederick Drive Bayville, N.J. 087721		
Phone Number:	732-269-2312	Fax Number:	732-269-7709
E-mail address	bha@berkeleytwphousing.org		

INTERNET WEBSITE CERTIFICATION

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

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

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

Name of Officer Certifying compliance

Grace Dekker

Title of Officer Certifying compliance

Executive Director

Signature

2017 HOUSING AUTHORITY BUDGET RESOLUTION BERKELEY

Resolution # 2016-10-1

FISCAL YEAR: FROM: 1/1/17 TO: 12/31/17

WHEREAS, the Annual Budget and Capital Budget for the Berkeley Housing Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented before the governing body of the Berkeley Housing Authority at its open public meeting of October 25, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,607,364, Total Appropriations, including any Accumulated Deficit if any, of \$1,642,084 and Total Unrestricted Net Position utilized of \$34,740; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$28,000 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 25, 2016 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, 2017 and ending, December 31, 2017 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Berkeley Housing Authority will consider the Annual Budget and Capital Budget Program for adoption on January 31, 2017.

(Secretary's Signature)

10-25-16
(Date)

Governing Body
Member:

Recorded Vote

Aye Nay Abstain Absent

Kathleen Nunn
Angeline Fratianni
Nikolaus Seitz
Katherine Fulcomer
Judith Noonan
Nilda Garibaldi

✓
✓
✓
✓
✓
✓

2017 ADOPTION CERTIFICATION


BERKELEY

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2017 TO: 12/31/2017

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the BERKELEY Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 31ST day of, JANUARY, 2017.

Officer's Signature:			
Name:	GRACE DEKKER		
Title:	EXECUTIVE DIRECTOR		
Address:	44 FREDERICK DRIVE BAYVILLE, NJ 08721		
Phone Number:	732-269-2312	Fax Number:	732-269-7709
E-mail address	bha@berkeleytwphousing.org		

2017 ADOPTED BUDGET RESOLUTION

RESOLUTION 2017-1-7

BERKELEY (Name) HOUSING AUTHORITY

FISCAL YEAR: FROM: 01/01/2017 TO: 01/31/2017

WHEREAS, the Annual Budget and Capital Budget/Program for the BERKELEY Housing Authority for the fiscal year beginning JANUARY 1, 2017 and ending, DECEMBER 31, 2017 has been presented for adoption before the governing body of the BERKELEY Housing Authority at its open public meeting of 01/31/2017; and

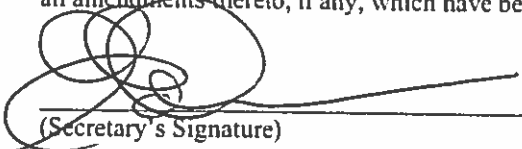
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,607,364, Total Appropriations, including any Accumulated Deficit, if any, of \$ 1,642,084 and Total Unrestricted Net Position utilized of \$ 34,740; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 28,000 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 01/31/2017 that the Annual Budget and Capital Budget/Program of the BERKELEY Housing Authority for the fiscal year beginning, JANUARY 1, 2017 and, ending, DECEMBER 31, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

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


(Secretary's Signature)

1-31-2017
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
KATHLEEN NUNN	✓			
NIKOLAUS SEITZ	✓			
JUDITH NOONAN				
NILDA GARIBALDI	✓			✓
ANGELINE FRATIANNI	✓			

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS BERKELEY HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/17 TO: 12/31/17

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

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

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.).

None

6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

The accumulated deficit is completely the result of the impact of GASB 68 adjustments to the financial statements.

HOUSING AUTHORITY CONTACT INFORMATION 2017

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

Name of Authority:	Berkeley Housing Authority		
Federal ID Number:	22-1729089		
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		

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

For the Period January 1, 2017 to December 31, 2017
Berkeley Housing Authority

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from 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 (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	Reproducible 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 from All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend								
1 Robert Dekker	Maint. Supervisor	40			X				\$ 107,175						\$ 107,175	
2 Grace Dekker	Executive Director	35			X				\$ 118,018	0 Berkeley Twp.	Councilwoman	5	8,000		\$ 126,018	
3 Judith Noonan	Commissioner	0 X							45,000	0	1				45,000	
4 Kathleen Nunn	Chairperson	0 X							0	0 TPAF/PERS	Retired	0	65,500	0	65,500	
5 Katherine Fulcomer	Commissioner	0 X							0	0	1				0	
6 Nikolaus Seitz	Commissioner	0 X							0	0	1				0	
7 Milda Garibaldi	Commissioner	0 X							0	0	1				0	
8 Angeline Fratianni	Commissioner	0 X							0	0	1				0	
9 Open	Commissioner	0 X							0	0	0				0	
10									0	0	0				0	
11									0	0	0				0	
12									0	0	0				0	
13									0	0	0				0	
14									0	0	0				0	
15									0	0	0				0	
Total:									\$ 225,193	\$ 65,000	\$ 290,193	\$ 73,500	\$ 363,693	\$ 127,175	\$ 163,018	

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

BERKELEY HOUSING AUTHORITY

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

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 5
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$336,869
- 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. *Robert & Grace Dekker are husband & wife.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? **(Checked to see if individuals actually filed at http://fds.state.nj.us/njdca_prod/fdssearch.aspx 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?
 - b. No.
 - c. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No.
 - d. 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 a narrative of your Authorities procedures for all employees.***

Page N-3 (1 of 2)

- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes. *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? 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: No
 - h. Health or social club dues or initiation fees: No
 - i. Personal services (i.e.: maid, chauffeur, chef): No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes. *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No. *If "yes," attach explanation including amount paid.* 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.*
- 16) 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.
- 17) 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.
- 18) 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.
- 19) 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: 1/1/17 TO: 12/31/17

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

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

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

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

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

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

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

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

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

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

Schedule of Health Benefits - Detailed Cost Analysis

Berkeley Housing Authority
 For the Period January 1, 2017 to December 31, 2017

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	\$ 12,470	\$ 12,470	1	\$ 11,873	\$ 11,873	\$ 597	5.0% #DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)	2	33,450	66,900	2	31,859	63,718	3,182	5.0% #DIV/0!
Family								
Employee Cost Sharing Contribution (enter as negative -)	3		79,370	3		75,591	3,779	5.0% #DIV/0!
Subtotal								
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 -)	0			0				#DIV/0!
Subtotal								
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 -)	0		(15,005)	0			(15,005)	#DIV/0!
Subtotal			(15,005)				(15,005)	#DIV/0!
GRAND TOTAL	3		\$ 64,365	3		\$ 75,591	\$ (11,226)	-14.9%

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

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

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Berkeley Housing Authority
 For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget				FY 2016 Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		
REVENUES								
Total Operating Revenues	\$ -	\$ 115,000	\$ 289,500	\$ 1,200,064	\$ 1,604,564	\$ 1,034,990	\$ 569,574	55.0%
Total Non-Operating Revenues	-	-	300	2,500	2,800	17,500	(14,700)	-84.0%
Total Anticipated Revenues	-	115,000	289,800	1,202,564	1,607,364	1,052,490	554,874	52.7%
APPROPRIATIONS								
Total Administration	-	12,000	42,504	236,564	291,068	280,775	10,293	3.7%
Total Cost of Providing Services	-	103,000	253,600	994,416	1,351,016	841,242	509,774	60.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	115,000	296,104	1,230,980	1,642,084	1,122,017	520,067	46.4%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	-	115,000	296,104	1,230,980	1,642,084	1,122,017	520,067	46.4%
Less: Total Unrestricted Net Position Utilized	-	-	6,304	28,416	34,720	69,527	(34,807)	-50.1%
Net Total Appropriations	-	115,000	289,800	1,202,564	1,607,364	1,052,490	554,874	52.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Revenue Schedule

Berkeley Housing Authority

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

	FY 2017 Proposed Budget				FY 2016 Adopted Budget			
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
						\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental			252,840	252,840	322,190	(69,350)	-21.5%	
Excess Utilities			15,000	15,000	15,000	-	0.0%	
Non-Dwelling Rental				-	-	-	#DIV/0!	
HUD Operating Subsidy		115,000	277,000	489,424	637,400	244,024	38.3%	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher				-	-	-	#DIV/0!	
Total Rental Fees	+	115,000	277,000	757,264	1,149,264	974,590	17.9%	
<i>Other Operating Revenues (List)</i>								
Ty) Late Fees/ Laundry Comm			11,700	11,700	11,700	-	0.0%	
Ty) Tenant Charges			6,100	6,100	14,150	(8,050)	-56.9%	
Ty) Port Fees/Fraud Collections			12,500	12,500	10,500	2,000	19.0%	
Ty) Non-Profit Transfer			425,000	425,000	24,050	400,950	1667.2%	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Total Other Revenue	-	-	12,500	442,800	455,300	60,400	394,900	653.8%
Total Operating Revenues	-	115,000	289,500	1,200,064	1,604,564	1,034,990	569,574	55.0%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Type in				-	15,000	(15,000)	-100.0%	
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	-	-	-	-	15,000	(15,000)	-100.0%	
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned			300	2,500	2,800	2,500	300	12.0%
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
Total Interest	-	-	300	2,500	2,800	2,500	300	12.0%
Total Non-Operating Revenues	-	-	300	2,500	2,800	17,500	(14,700)	-84.0%
TOTAL ANTICIPATED REVENUES	\$ -	\$ 115,000	\$ 289,800	\$ 1,202,564	\$ 1,607,364	\$ 1,052,490	\$ 554,874	52.7%

Prior Year Adopted Revenue Schedule

Berkeley Housing Authority

FY 2016 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	322,190				322,190
Excess Utilities	15,000				15,000
Non-Dwelling Rental					-
HUD Operating Subsidy	260,400	114,000	263,000		637,400
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	597,590	114,000	263,000	-	974,590
<i>Other Revenue (List)</i>					
Late Fees/Laundry Commissions	11,700				11,700
CFP/Tenant Charges/Misc.	14,150				14,150
Portable Fees/Fraud Collections			10,500		10,500
Capital Fund Program				24,050	24,050
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	25,850	-	10,500	24,050	60,400
Total Operating Revenues	623,440	114,000	273,500	24,050	1,034,990
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Other				15,000	15,000
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	-	-	-	15,000	15,000
<i>Interest on Investments & Deposits</i>					
Interest Earned	2,500				2,500
Penalties					-
Other					-
Total Interest	2,500	-	-	-	2,500
Total Non-Operating Revenues	2,500	-	-	15,000	17,500
TOTAL ANTICIPATED REVENUES	\$ 625,940	\$ 114,000	\$ 273,500	\$ 39,050	\$ 1,052,490

Appropriations Schedule

Berkeley Housing Authority
For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget				FY 2016 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	12,000		29,604	137,084	\$ 178,688	\$ 141,243	\$ 37,445	26.5%
Fringe Benefits			4,800	22,780	27,580	50,532	(22,952)	-45.4%
Legal			1,200	14,100	15,300	15,300	-	0.0%
Staff Training				6,000	6,000	6,000	-	0.0%
Travel				1,000	1,000	1,000	-	0.0%
Accounting Fees			2,400	18,100	20,500	20,500	-	0.0%
Auditing Fees			500	7,500	8,000	8,000	-	0.0%
Miscellaneous Administration*			4,000	30,000	34,000	38,200	(4,200)	-11.0%
Total Administration	-	12,000	42,504	236,564	291,068	280,775	10,293	3.7%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				10,000	10,000	31,000	(21,000)	-67.7%
Salary & Wages - Maintenance & Operation				103,007	103,007	86,378	16,629	19.3%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor				68,672	68,672	57,585	11,087	19.3%
Fringe Benefits				100,420	100,420	72,468	27,952	38.6%
Tenant Services				2,000	2,000	2,000	-	0.0%
Utilities				150,000	150,000	156,500	(6,500)	-4.2%
Maintenance & Operation				65,000	65,000	45,000	20,000	44.4%
Protective Services					-	-	-	#DIV/0!
Insurance			3,600	34,400	38,000	38,000	-	0.0%
Payment in Lieu of Taxes (PILOT)				4,917	4,917	12,311	(7,394)	-60.1%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses				3,000	3,000	3,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents		103,000	250,000	425,000	778,000	337,000	441,000	130.9%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment				28,000	28,000	-	28,000	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	-	103,000	253,600	994,416	1,351,016	841,242	509,774	60.6%
Total Principal Payments on Debt Service in Lieu of Depreciation					-	-	-	#DIV/0!
Total Operating Appropriations	-	115,000	296,104	1,230,980	1,642,084	1,122,017	520,067	46.4%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt					-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	-	115,000	296,104	1,230,980	1,642,084	1,122,017	520,067	46.4%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	115,000	296,104	1,230,980	1,642,084	1,122,017	520,067	46.4%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other			6,304	28,416	34,720	69,527	(34,807)	-50.1%
Total Unrestricted Net Position Utilized	-	-	6,304	28,416	34,720	69,527	(34,807)	-50.1%
TOTAL NET APPROPRIATIONS	\$ -	\$ 115,000	\$ 289,800	\$ 1,202,564	\$ 1,607,364	\$ 1,052,490	\$ 554,874	52.7%

* 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 \$ - \$ 5,750.00 \$ 14,805.20 \$ 61,549.00 \$ 82,104.20

Prior Year Adopted Appropriations Schedule

Berkeley Housing Authority

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 96,115	\$ 12,000	\$ 25,078	\$ 8,050	\$ 141,243
Fringe Benefits	46,332		4,200		50,532
Legal	14,100		1,200		15,300
Staff Training				6,000	6,000
Travel	1,000				1,000
Accounting Fees	18,100		2,400		20,500
Auditing Fees	7,500		500		8,000
Miscellaneous Administration*	30,200		4,000	4,000	38,200
Total Administration	213,347	12,000	37,378	18,050	280,775
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	10,000			21,000	31,000
Salary & Wages - Maintenance & Operation	86,378				86,378
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	57,585				57,585
Fringe Benefits	72,468				72,468
Tenant Services	2,000				2,000
Utilities	156,500				156,500
Maintenance & Operation	45,000				45,000
Protective Services					-
Insurance	34,400		3,600		38,000
Payment in Lieu of Taxes (PILOT)	12,311				12,311
Terminal Leave Payments					-
Collection Losses	3,000				3,000
Other General Expense					-
Rents		102,000	235,000		337,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	479,642	102,000	238,600	21,000	841,242
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	692,989	114,000	275,978	39,050	1,122,017
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	692,989	114,000	275,978	39,050	1,122,017
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	692,989	114,000	275,978	39,050	1,122,017
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other	67,049		2,478		69,527
Total Unrestricted Net Position Utilized	67,049	-	2,478	-	69,527
TOTAL NET APPROPRIATIONS	\$ 625,940	\$ 114,000	\$ 273,500	\$ 39,050	\$ 1,052,490

* 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
--------------------------------------	--------------	-------------	--------------	-------------	--------------

Debt Service Schedule - Principal

Berkeley Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>						Total Principal Outstanding
	Proposed Budget Year 2017	2018	2019	2020	2021	2022	
Debt Issuance #1							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
TOTAL PRINCIPAL	15,000						
LESS: HUD SUBSIDY	15,000						
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

Debt Service Schedule - Interest

Berkeley Housing Authority

	<i>Fiscal Year Ending in</i>						
	2018	2019	2020	2021	2022	Thereafter	Total Interest Payments Outstanding
Proposed							
Budget Year							
2017							
Adopted Budget Year 2016	13,134						
13,134							
13,134							
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INTEREST							
LESS: HUD SUBSIDY							
NET INTEREST							

If Authority has no debt X this box

Debt Issuance #1
 Type in Issue Name
 Type in Issue Name
 Type in Issue Name
TOTAL INTEREST
LESS: HUD SUBSIDY
NET INTEREST

Net Position Reconciliation

Berkeley Housing Authority
 For the Period January 1, 2017 to December 31, 2017

FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 1,663,106	\$ -	\$ (100,643)	\$ -	\$ 1,562,463
Less: Invested in Capital Assets, Net of Related Debt (1)	723,847	-	-	-	723,847
Less: Restricted for Debt Service Reserve (1)	140,267	-	1,725	-	-
Less: Other Restricted Net Position (1)	798,992	-	(102,368)	-	141,992
Total Unrestricted Net Position (1)					696,624
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	798,992	-	(102,368)	-	696,624
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	6,304	28,416	34,720
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	6,304	28,416	34,720
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR					
(4)	\$ 798,992	\$ -	\$ (108,672)	\$ (28,416)	\$ 661,904

(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 \$ - \$ 5,750 \$ 14,805 \$ 61,549 \$ 82,104
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2017
BERKELEY

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

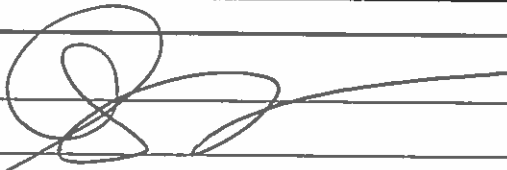
BERKELEY HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/17 TO: 12/31/17

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 25th day of October, 2016.

OR

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

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

2017 CAPITAL BUDGET/PROGRAM MESSAGE

Berkeley Housing Authority

FISCAL YEAR: FROM: 1/1/17 TO: 12/31/17

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 authority 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 consistent with HUD requirements.

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.

None as rents are determined by HUD guidelines.

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

Add additional sheets if necessary.

Proposed Capital Budget

Berkeley Housing Authority
For the Period January 1, 2017 to December 31, 2017

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
<i>Public Housing Management</i>					
Reserve for Replacement	\$ 28,000		\$ 28,000		
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	28,000	-	28,000	-	-
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 28,000	\$ -	\$ 28,000	\$ -	\$ -

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

Berkeley Housing Authority
For the Period January 1, 2017 to December 31, 2017

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2017	2018	2019	2020	2021	2022
<i>Public Housing Management</i>							
Reserve for Replacement	\$ 181,115	\$ 28,000	\$ 28,840	\$ 29,705	\$ 30,596	\$ 31,514	\$ 32,460
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	181,115	28,000	28,840	29,705	30,596	31,514	32,460
<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	\$ 181,115	\$ 28,000	\$ 28,840	\$ 29,705	\$ 30,596	\$ 31,514	\$ 32,460

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

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Reserve for Replacement	\$ 181,115		\$ 181,115		
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	181,115	-	181,115	-	-
<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	\$ 181,115	\$ -	\$ 181,115	\$ -	\$ -
Total 5 Year Plan per CB-4	<u>\$ 181,115</u>				

- 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.

AUTHORITY OF
CHOR INN

ANNUAL DINNER

10/28/2015

1202

530.40

OCT 27 2015

CASH-PHA OPERATI

530.40

DUCT SSLT103 USE WITH 91663 ENVELOPE

54

54 D7FE35 STXRK5 05/29/2015 00 34


Anchor Bus Check Cost


531.⁰⁰
26 per person x 17
w/ 20% gratuity

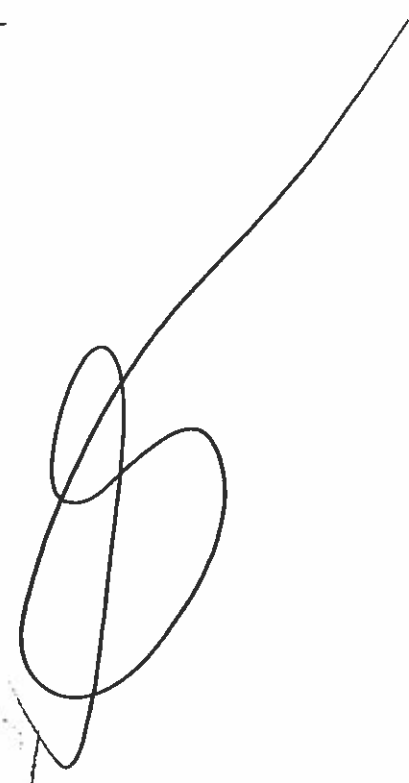
26 x 17 = 442.
x 20% gratuity

88.40

530.40

ANCHOR BUS SERVICES
BY: 

OCT 27 2015
BY: 



10-27-2015

Anchor Inn
Ocean Gate, NJ

3 apps on table

Choice of three chicken

Sushi

Steak



family style side dish

Cocktail

16 people

499.20

Tip 83.20

Ring 416

17 people =

530.40

Tip 88.40

~~Ring 442.00~~

per

Tip

Each

26.00

+

5.20

=

31.20

~~31.20~~
468

499.20

BERKELEY HOUSING AUTHORITY
CALCULATION OF COMPENSATED ABSENCES
F.Y.E. 12/31/15

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)	\$ 92,123	\$ 354.32	38	\$ 13,464.13	189.00	160.65	\$ 56,921.38	\$ 15,000.00	\$ 28,464.13
R. MOELLER 1)	\$ 55,120	\$ 212.00	71	15,052.00	39.00	33.15	7,027.80	7,027.80	22,079.80
G. DEKKER 1)	\$ 99,081	\$ 381.08	23	8,764.86	111.00	94.35	35,954.97	15,000.00	23,764.86
L. CONWAY 2)	\$34.04/HR	\$ 238.28	36	8,578.08	94.00	79.90	19,038.57	15,000.00	23,578.08

TOTAL \$ 45,859.07 \$ 52,027.80 \$ 97,886.87
TIMES FICA RATE 1.0765 1.0765 1.0765

TOTAL ACCRUED LEAVE \$ 49,367.00 \$ 56,008.00 \$ 105,375.00

SHORT TERM \$ 49,367.00 \$ 5,601.00 \$ 54,968.00

LONG TERM \$ - \$ 50,407.00 \$ 50,407.00

TOTAL \$ 49,367.00 \$ 56,008.00 \$ 105,375.00

1) BASED ON 260 WORK DAYS

2) BASED ON \$34.04/HR TIMES 7 HOURS PER DAY

3) MAXIMUM ALLOWED BY THE STATE OF N.J.

BERKELEY HOUSING AUTHORITY
SUMMARY OF 2015 TRAVEL EXPENSES

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

2017 BUDGET

TRAVELER	PURPOSE	LODGING	TRAVEL	REGISTRATION	PER DIEM	OTHER	TOTAL
GRACE DEKKER	CONFERENCE/TRAINING						\$ -
LYNN NUTLEY	CONFERENCE/TRAINING	460.00		300.00			760.00
GRACE DEKKER	TRAINING	867.74		1,050.00			1,917.74
TOTALS		\$ 1,327.74	\$ -	\$ 1,350.00	\$ -	\$ -	\$ 2,677.74

BERKELEY HOUSING AUTHORITY
SUMMARY OF 2015 TRAVEL EXPENSES

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

2017 BUDGET

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BERKELEY HOUSING AUTHORITY

EXPLANATION OF BUDGET VARIANCES

SUPPLEMENT TO PAGE N-1

2017

BUDGET ITEM	PERCENTAGE INCREASE/ (DECREASE)	EXPLANATION
DWELLING RENTAL	-21.50%	RAD CONVERSION
HUD OPERATING SUBSIDY	38.30%	RAD CONVERSION
TENANT CHARGES/OTHER INCOME	-56.90%	ELIMINATION OF C.F.P. OPERATIONS FUNDS
PORT FEES/FRAUD COLLECTIONS	19.00%	INCREASE IN PORT-IN UNITS ADMINISTERED
NON-PROFIT TRANSFER	1667.20%	RAD CONVERSION
INTEREST EARNED	12.00%	BANK CHANGE
ADMINISTRATIVE SALARY & WAGES	26.50%	RAD CONVERSION
ADMINISTRATIVE FRINGE	-45.40%	RAD CONVERSION
MISCELLANEOUS ADMINISTRATION	-11.00%	COST REDUCTIONS
TENANT SERVICE SALARY & WAGES	-67.70%	RAD CONVERSION
MAINTENANCE SALARY & WAGES	19.30%	RAD CONVERSION
UTILITY LABOR	19.30%	RAD CONVERSION
FRINGE BENEFITS	38.60%	RAD CONVERSION
P.I.L.O.T.	-60.10%	PER HUD FORMULA
RENTS	130.90%	RAD CONVERSION