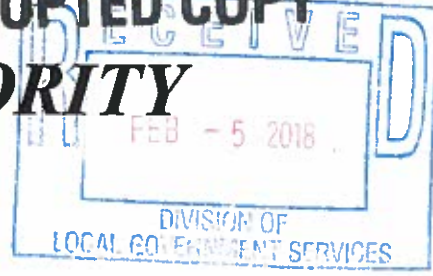


Authority Budget of:

BERKELEY HOUSING AUTHORITY

ADOPTED COPY



State Filing Year

2018

For the Period:

January 1, 2018

to

December 31, 2018

www.berkeleytwphousing.org

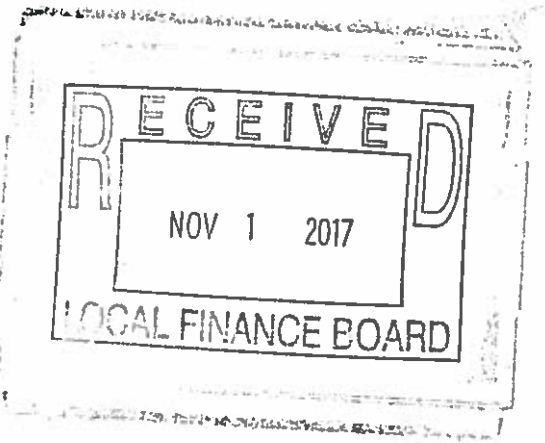
Authority Web Address

APPROVED COPY

Department Of



**Community
Affairs**



Division of Local Government Services



2018 HOUSING AUTHORITY BUDGET

Certification Section



2018

BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2018 TO December 31, 2018

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*

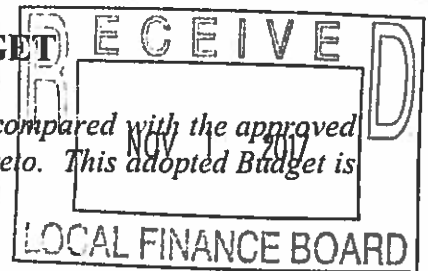
By: Paul D. Cwent CPA, RMA Date: 12/7/2017

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. Cwent CPA, RMA Date: 2/6/2018



2018 PREPARER'S CERTIFICATION


BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/18 TO: 12/31/18

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		

2018 APPROVAL CERTIFICATION

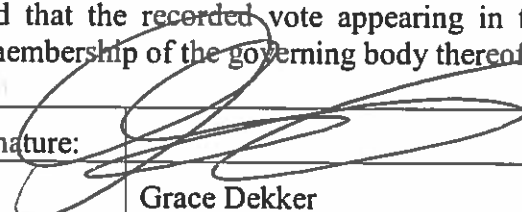
BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/18 TO: 12/31/18

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 24th 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.berkeleytphousing.org

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

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

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

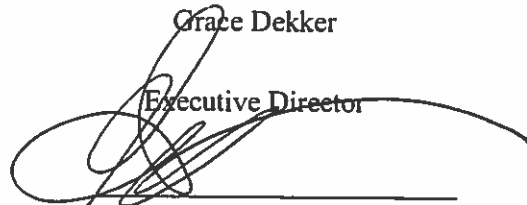
Name of Officer Certifying compliance

Grace Dekker

Title of Officer Certifying compliance

Executive Director

Signature



2018 HOUSING AUTHORITY BUDGET RESOLUTION BERKELEY

Resolution # 2017-10-3

FISCAL YEAR: FROM: 1/1/18 TO: 12/31/18

WHEREAS, the Annual Budget and Capital Budget for the Berkeley Housing Authority for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 has been presented before the governing body of the Berkeley Housing Authority at its open public meeting of October 24, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,561,446, Total Appropriations, including any Accumulated Deficit if any, of \$1,593,587 and Total Unrestricted Net Position utilized of \$32,141; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$28,840 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 24, 2017 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, 2018 and ending, December 31, 2018 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 30, 2018.

(Secretary's Signature)

(Date)

10/24/17

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Kathleen Nunn	✓			
Angeline Fratianni	✓			
Nikolaus Seitz	✓			
Judith Noonan	✓			
Nilda Garibaldi	✓			
Jennifer Bacchione	✓			

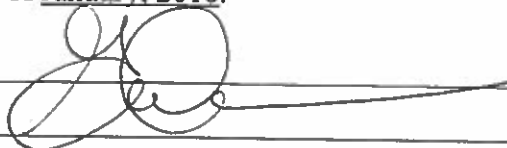
2018 ADOPTION CERTIFICATION

BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/18 TO: 12/31/18

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 30th day of January, 2018.

Officer's Signature:			
Name:	Grace Dekker		
Title:	Executive Director		
Address:	44 Frederick Drive Bayville, N.J. 18721		
Phone Number:	732-269-2312	Fax Number:	732-269-7709
E-mail address	bha@berkeleytwphousing.org		

2018 ADOPTED BUDGET RESOLUTION

Resolution # 2018-1-1

BERKELEY HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/18 TO: 12/31/18

WHEREAS, the Annual Budget and Capital Budget/Program for the Berkeley Housing Authority for the fiscal year beginning January 1, 2018 and ending, December 31, 2018 has been presented for adoption before the governing body of the at its open public meeting of January 30, 2018 ; and

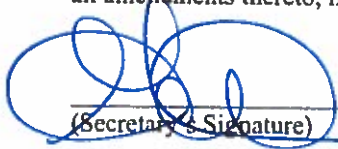
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,561,446, Total Appropriations, including any Accumulated Deficit, if any, of \$1,593,587 and Total Unrestricted Net Position utilized of \$32,141; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$28,840 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 January 30, 2018 that the Annual Budget and Capital Budget/Program of the Berkeley Housing Authority for the fiscal year beginning, January 31, 2018 and, ending, December 31, 2018 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)

1-30-2018
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Kathleen Nunn	✓			
Angeline Fratianni	✓			
Nikolaus Seitz	✓			
Kelly Grosse				✓
Judith Noonan	✓			
Nilda Garibaldi	✓			
Jennifer Bacchione	✓			

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS BERKELEY HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/18 TO: 12/31/18

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

1. Complete a brief statement on the 2018 proposed Annual Budget and make comparison to the 2017 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 2018

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:	Novogradac & Company		
Address:	1433 Hooper Avenue, Suite 329		
City, State, Zip:	Toms River	N.J.	08753
Phone: (ext.)	732-503-4257	Fax:	732-341-1424
E-mail:	www.novoco.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

BERKELEY HOUSING AUTHORITY

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

*/

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

- 1) Provide the number of individuals employed in calendar year 2016 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 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$417,225
- 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: 1/1/18 TO: 12/31/18

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, 2018, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2016, with 2015 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2016 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2016 being the most recent calendar year ended).

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

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

For the Period **January 1, 2018** to **December 31, 2018**
 Berkeley Housing Authority

Reportable Compensation from
 Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	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									
1 Robert Dekker	Miant. Supervisor	40				\$ 130,744	\$ 22,000	\$ 152,744	See note below					\$ 152,744
2 Grace Dekker	Executive Director	35				121,461	51,000	172,461	Berkeley TWP.	Councilwoman	5	8,000		172,461
3 Judith Noonan	Commissioner	0	X						None					8,000
4 Kathleen Nunn	Commissioner	0	X						None					0
5 Nilda Garibaldi	Commissioner	0	X						None					0
6 Nikolaus Seitz	Commissioner	0	X						None					0
7 Jennifer Bacchione	Commissioner	0	X						None					0
8 Angeline Fratanni	Commissioner	0	X						None					0
9									None					0
10									None					0
11									None					0
12									None					0
13									None					0
14									None					0
15									None					0
Total:						\$ 252,205	\$ 73,000	\$ 325,205				\$ 8,000	\$ -	\$ 333,205

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

Schedule of Health Benefits - Detailed Cost Analysis

Berkeley Housing Authority
 For the Period January 1, 2018 to December 31, 2018

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed		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)
	Proposed Budget	Budget	Proposed Budget	Budget						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	1	\$ 12,454	\$ 12,454		\$ 12,454	1	\$ 11,861	\$ 11,861	\$ 593	5.0%
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)	2	33,418	66,836		66,836	2	31,827	63,654	3,182	5.0%
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)					18,900			18,000	900	5.0%
Subtotal	3		98,190		98,190	3		93,515	4,675	5.0%
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		\$ 98,190		\$ 98,190	3		\$ 93,515	\$ 4,675	5.0%

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

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Berkeley Housing Authority
 For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget				FY 2017 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	\$ -	\$ 460,698	\$ 298,000	\$ 800,698	\$ 1,559,396	\$ 1,604,564	\$ (45,168)	-2.8%
Total Non-Operating Revenues	-	-	800	1,250	2,050	2,800	(750)	-26.8%
Total Anticipated Revenues	-	460,698	298,800	801,948	1,561,446	1,607,364	(45,918)	-2.9%
APPROPRIATIONS								
Total Administration	-	-	41,892	262,320	304,212	291,068	13,144	4.5%
Total Cost of Providing Services	-	460,698	263,600	565,077	1,289,375	1,351,016	(61,641)	-4.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	460,698	305,492	827,397	1,593,587	1,642,084	(48,497)	-3.0%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	-	460,698	305,492	827,397	1,593,587	1,642,084	(48,497)	-3.0%
Less: Total Unrestricted Net Position Utilized	-	-	6,692	25,449	32,141	34,720	(2,579)	-7.4%
Net Total Appropriations	-	460,698	298,800	801,948	1,561,446	1,607,364	(45,918)	-2.9%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Revenue Schedule

Berkeley Housing Authority

For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental			312000	312,000	252,840	59,160	23.4%	
Excess Utilities			9000	9,000	15,000	(6,000)	-40.0%	
Non-Dwelling Rental				-	-	-	#DIV/0!	
HUD Operating Subsidy			286000	460698	881,424	(134,726)	-15.3%	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher				-	-	-	#DIV/0!	
Total Rental Fees	-	-	286,000	781,698	1,149,264	(81,566)	-7.1%	
<i>Other Operating Revenues (List)</i>								
Late Fees, Laundry Commissions			15000	15,000	11,700	3,300	28.2%	
Tenant Charges			4000	4,000	6,100	(2,100)	-34.4%	
Port-In Fees & Frauds		12000		12,000	12,500	(500)	-4.0%	
Non-Profit Transfer		460698		460,698	425,000	35,698	8.4%	
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	-	460,698	12,000	19,000	491,698	455,300	36,398	8.0%
Total Operating Revenues	-	460,698	298,000	800,698	1,559,396	1,604,564	(45,168)	-2.8%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Total Other Non-Operating Revenue	-	-	-	-	-	-	#DIV/0!	
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned			800	1,250	2,050	2,800	(750)	-26.8%
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
Total Interest	-	-	800	1,250	2,050	2,800	(750)	-26.8%
Total Non-Operating Revenues	-	-	800	1,250	2,050	2,800	(750)	-26.8%
TOTAL ANTICIPATED REVENUES	\$ -	\$ 460,698	\$ 298,800	\$ 801,948	\$ 1,561,446	\$ 1,607,364	\$ (45,918)	-2.9%

Prior Year Adopted Revenue Schedule

Berkeley Housing Authority

FY 2017 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			252,840		252,840
Excess Utilities			15,000		15,000
Non-Dwelling Rental					-
HUD Operating Subsidy		115,000	277,000	489,424	881,424
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	-	115,000	277,000	757,264	1,149,264
<i>Other Revenue (List)</i>					
Lates Fees/Laundry Commissions				11,700	11,700
Tenant Charges				6,100	6,100
Port Fees/Fraud Collection			12,500		12,500
Non-Profit Transfer				425,000	425,000
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	-	-	12,500	442,800	455,300
Total Operating Revenues	-	115,000	289,500	1,200,064	1,604,564
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned			300	2,500	2,800
Penalties					-
Other					-
Total Interest	-	-	300	2,500	2,800
Total Non-Operating Revenues	-	-	300	2,500	2,800
TOTAL ANTICIPATED REVENUES	\$ -	\$ 115,000	\$ 289,800	\$ 1,202,564	\$ 1,607,364

Appropriations Schedule

Berkeley Housing Authority
 For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages			30,292	135,078	\$ 165,370	\$ 178,688	\$ (13,318) -7.5%
Fringe Benefits			4,800	51,742	56,542	27,580	28,962 105.0%
Legal			1,200	14,100	15,300	15,300	- 0.0%
Staff Training				4,000	4,000	6,000	(2,000) -33.3%
Travel				1,000	1,000	1,000	- 0.0%
Accounting Fees			2,400	18,100	20,500	20,500	- 0.0%
Auditing Fees			500	8,000	8,500	8,000	500 6.3%
Miscellaneous Administration*			2,700	30,300	33,000	34,000	(1,000) -2.9%
Total Administration			41,892	262,320	304,212	291,068	13,144 4.5%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				10,000	10,000	10,000	- 0.0%
Salary & Wages - Maintenance & Operation				111,362	111,362	103,007	8,355 8.1%
Salary & Wages - Protective Services							
Salary & Wages - Utility Labor				74,241	74,241		#DIV/0!
Fringe Benefits				74,458	74,458	68,672	5,569 8.1%
Tenant Services				2,000	2,000	100,420	(25,962) -25.9%
Utilities				159,000	159,000	2,000	- 0.0%
Maintenance & Operation				60,000	60,000	150,000	9,000 6.0%
Protective Services						65,000	(5,000) -7.7%
Insurance			3,600	34,400	38,000		#DIV/0!
Payment in Lieu of Taxes (PILOT)				8,776	8,776	38,000	- 0.0%
Terminal Leave Payments						4,917	3,859 78.5%
Collection Losses				2,000	2,000		#DIV/0!
Other General Expense						3,000	(1,000) -33.3%
Rents	460,698	260,000					#DIV/0!
Extraordinary Maintenance				28,840	720,698	778,000	(57,302) -7.4%
Replacement of Non-Expendible Equipment					28,840		28,840 #DIV/0!
Property Betterment/Additions						28,000	(28,000) -100.0%
Miscellaneous COP5*							#DIV/0!
Total Cost of Providing Services	460,698	263,600	565,077	1,289,375	1,351,016	(61,641) -4.6%	
Total Principal Payments on Debt Service in Lieu of Depreciation							
Total Operating Appropriations	460,698	305,492	827,397	1,593,587	1,642,084	(48,497) -3.0%	
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt							
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	460,698	305,492	827,397	1,593,587	1,642,084	(48,497) -3.0%	
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	460,698	305,492	827,397	1,593,587	1,642,084	(48,497) -3.0%	
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation							
Other		6,692	25,449	32,141			#DIV/0!
Total Unrestricted Net Position Utilized		6,692	25,449	32,141	34,720	(2,579) -7.4%	
TOTAL NET APPROPRIATIONS	\$ 460,698	\$ 298,800	\$ 801,948	\$ 1,561,446	\$ 1,607,364	\$ (45,918) -2.9%	

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

5% of Total Operating Appropriations \$ - \$ 23,034.90 \$ 15,274.60 \$ 41,369.85 \$ 79,679.35

Prior Year Adopted Appropriations Schedule

Berkeley Housing Authority

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages		\$ 12,000	\$ 29,604	\$ 137,084	\$ 178,688
Fringe Benefits			4,800	22,780	27,580
Legal			1,200	14,100	15,300
Staff Training				6,000	6,000
Travel				1,000	1,000
Accounting Fees			2,400	18,100	20,500
Auditing Fees			500	7,500	8,000
Miscellaneous Administration*			4,000	30,000	34,000
Total Administration		12,000	42,504	236,564	291,068
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				10,000	10,000
Salary & Wages - Maintenance & Operation				103,007	103,007
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor				68,672	68,672
Fringe Benefits				100,420	100,420
Tenant Services				2,000	2,000
Utilities				150,000	150,000
Maintenance & Operation				65,000	65,000
Protective Services					-
Insurance			3,600	34,400	38,000
Payment in Lieu of Taxes (PILOT)				4,917	4,917
Terminal Leave Payments					-
Collection Losses				3,000	3,000
Other General Expense					-
Rents		103,000	250,000	425,000	778,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment				28,000	28,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services		103,000	253,600	994,416	1,351,016
Total Principal Payments on Debt Service In Lieu of Depreciation					-
Total Operating Appropriations		115,000	296,104	1,230,980	1,642,084
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					-
TOTAL APPROPRIATIONS		115,000	296,104	1,230,980	1,642,084
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT		115,000	296,104	1,230,980	1,642,084
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other				34,720	34,720
Total Unrestricted Net Position Utilized				34,720	34,720
TOTAL NET APPROPRIATIONS		115,000	261,384	1,230,980	1,607,364

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

Debt Service Schedule - Principal

Berkeley Housing Authority

If Authority has no debt X this box

X

Fiscal Year Ending in

Type in Issue Name	Proposed					Total Principal Outstanding				
	Adopted Budget Year 2017	Budget Year 2018	2019	2020	2021		2022	2023	Thereafter	
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
TOTAL PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY										
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Bond Rating		
Year of Last Rating		

Debt Service Schedule - Interest

Berkeley Housing Authority

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>								
	Proposed Budget Year 2018	2019	2020	2021	2022		2023	Thereafter	
Adopted Budget Year 2017	-								
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY									
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Interest Payments Outstanding									

Net Position Reconciliation

Berkeley Housing Authority

For the Period January 1, 2018

to

December 31, 2018

FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$ 1,245,421	\$ 10,783	\$ (100,355)	\$ -	\$ 1,155,849
	648,484				648,484
	104,836		6,262		111,098
	492,101	10,783	(106,617)		396,267
	857,086		353,489		1,210,575
	1,349,187	10,783	246,872		1,606,842
			6,692	25,449	32,141
			6,692	25,449	32,141
	\$ 1,349,187	\$ 10,783	\$ 240,180	\$ (25,449)	\$ 1,574,701

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)

Less: Invested in Capital Assets, Net of Related Debt (1)

Less: Restricted for Debt Service Reserve (1)

Less: Other Restricted Net Position (1)

Total Unrestricted Net Position (1)

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

Unrestricted Net Position Utilized to Balance Proposed Budget

Unrestricted Net Position Utilized in Proposed Capital Budget

Appropriation to Municipality/County (3)

Total Unrestricted Net Position Utilized in Proposed Budget

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

(4)

(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 \$ - \$ 23,035 \$ 15,275 \$ 41,370 \$ 79,679

(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.

2018
BERKELEY

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

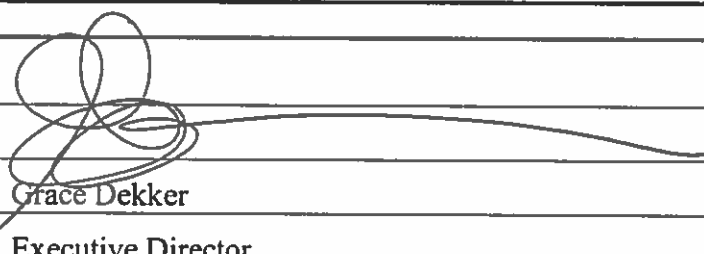
BERKELEY HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/18 TO: 12/31/18

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 24th day of October, 2017.

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		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Berkeley Housing Authority

FISCAL YEAR: FROM: 1/1/18 TO: 12/31/18

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? **N/A. Housing Authority converted to RAD in 1/17.**
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?
N/A
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? **N/A**

Add additional sheets if necessary.

Proposed Capital Budget

Berkeley Housing Authority

For the Period January 1, 2018 to December 31, 2018

	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	\$ 28,840		\$ 28,840		
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	28,840	-	28,840	-	-
<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	\$ 28,840	\$ -	\$ 28,840	\$ -	\$ -

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, 2018 to December 31, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	
Public Housing Management							
Reserve for Replacement	\$ 186,549	\$ 28,840	\$ 29,705	\$ 30,596	\$ 31,514	\$ 32,460	\$ 33,434
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	186,549	28,840	29,705	30,596	31,514	32,460	33,434
Section 8							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
Total	-	-	-	-	-	-	-
Housing Voucher							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
Total	-	-	-	-	-	-	-
Other Programs							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
Total	-	-	-	-	-	-	-
TOTAL	\$ 186,549	\$ 28,840	\$ 29,705	\$ 30,596	\$ 31,514	\$ 32,460	\$ 33,434

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, 2018 to December 31, 2018

	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	\$ 186,549		\$ 186,549		
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	186,549	-	186,549	-	-
<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	\$ 186,549	\$ -	\$ 186,549	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 186,549				
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.

BERKELEY HOUSING AUTHORITY
CALCULATION OF COMPENSATED ABSENCES
F.Y.E. 12/31/16

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)	\$ 98,411	\$ 378.50	14	\$ 5,299.05	85.00	72.25	\$ 27,346.90	\$ 15,000.00	\$ 20,299.05
R. MOELLER 1)	\$ 59,046	\$ 227.10	1.5	340.65	20.00	17.00	3,860.70	3,860.70	4,201.35
G. DEKKER 1)	\$ 108,264	\$ 416.40	24	9,993.60	85.00	72.25	30,084.90	15,000.00	24,993.60
L. CONWAY 2)	\$34.58/HR	\$ 242.06	21.5	5,204.29	64.00	54.40	13,168.06	13,168.06	18,372.35

TOTAL \$ 20,837.59 \$ 47,028.76 \$ 67,866.35

TIMES FICA RATE 1.0765 1.0765 1.0765

TOTAL ACCRUED LEAVE \$ 22,431.38 \$ 50,626.53 \$ 73,057.92

SHORT TERM \$ 2,243.00 \$ 5,063.00 \$ 7,306.00

LONG TERM 20,188.00 45,564.00 65,752.00

TOTAL \$ 22,431.00 \$ 50,627.00 \$ 73,058.00

- 1) BASED ON 260 WORK DAYS
- 2) BASED ON \$34.58/HR TIMES 7 HOURS PER DAY
- 3) MAXIMUM ALLOWED BY THE STATE OF N.J.

9:00 AM

09/29/17

LOW INCOME PUBLIC HOUSING
Vendor QuickReport
 January 1 through September 29, 2017

Type	Date	Num	Memo	Account	Clr	Split	Amount
GRACE DEKKER							
Check	2/28/2017	1826	REIMBURSE...	1111.1 · CASH-PH...		4150 · TRAVEL	-348.41
Check	2/28/2017	1827	4 DAYS	1111.1 · CASH-PH...		4150 · TRAVEL	-300.00
Check	7/25/2017	1996		1111.1 · CASH-PH...		4150 · TRAVEL	-225.00

CK # 1826 Hotel 3 nights - RAD PBV Training ^{for}

CK # 1827 4 days Travel Allowance } per

CK # 1996 3 days Travel Allowance } Personnel Policy

1656

Anchor Inn Annual ReOrg Mtg

9:24 AM

09/29/17

LOW INCOME PUBLIC HOUSING
Vendor QuickReport
 January 1 through September 29, 2017

Type	Date	Num	Memo	Account	Clr	Split	Amount
NJAHRA							
Check	1/31/2017	1785	2017	1111.1 · CASH-PH...		4190 · SUNDRY	175.00
Check	8/29/2017	2039	2017 ANNL ...	1111.1 · CASH-PH...		4900 · CAPIT...	-425.00

~~#1765 Annual Membership dues~~

#2039 2017 Annual Conference Registration

HOUSING AUTHORITY OF TOWNSHIP OF BERKELEY

1656

ANCHOR INN

10/25/2016

DINNERS
TIP

378.00
76.00

Anchor Inn
OCT 25 2016

CASH-PHA OPERATI ANNUAL DINNER 10-25-2016

454.00

PRODUCT SSL103 USE WITH 91663 ENVELOPE

Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop

DE2848 ● DK04 04/28/20 08:42 -159-

Linda Cret Check

TO: Acher Inn - Ocean Gate, NJ.
Check -
for Annual Dinner -
Oct 25, 2016 5pm

14 people

27.00 ^{378.00} a person. - Tip - 20% 76.00
+ TAX 26.46
+

Family App 378.00
Dinner choice of Menu. ~~26.46~~
Dessert 76.00
480.46

Coffee, Tea
Soda
No Alcohol

OCT 25 2016
BY: _____

Show on
Check -

378 - cost

~~26.46 Tax~~

76 - Tip

454.00

BERKELELY HOUSING AUTHORITY

EXPLANATION OF BUDGET VARIANCES

SUPPLEMENT TO PAGE N-1

2018

BUDGET ITEM	PERCENTAGE INCREASE/ (DECREASE)	EXPLANATION
DWELLING RENTAL	23.40%	BASED ON CURRENT YEAR ACTUALS
EXCESS UTILITIES	-40.00%	RAD CONVERSION
HUD OPERATING SUBSIDY	-15.30%	RAD CONVERSION
LATE FEES, LAUNDRY COMMISSIONS	28.20%	BASED ON CURRENT YEAR ACTUALS
TENANT CHARGES/OTHER INCOME	34.40%	OTHER INCOME RECLASSIFIED
INTEREST EARNED	-26.80%	CASH FLOW & RATE REDUCTIONS
ADMINISTRATIVE FRINGE	105.00%	ALLOCATION CHANGE
STAFF TRAINING	-33.30%	COST REDUCTIONS
FRINGE BENEFITS	-25.90%	ALLOCATION CHANGE
P.I.L.O.T.	78.50%	RAD CONVERSION
COLLECTION LOSSES	-33.30%	BASED ON CURRENT YEAR ACTUALS