

*Authority Budget of:*

**ADOPTED COPY**

NOV 20 2018

***BERKELEY HOUSING AUTHORITY***

**State Filing Year**

**2019**

***For the Period:***

***January 1, 2019 to December 31, 2019***

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**[www.berkeleytwphousing.org](http://www.berkeleytwphousing.org)**

**Authority Web Address**

**Department Of**



**Community  
Affairs**

***Division of Local Government Services***

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2019

**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. Cwert CPA, RMA Date: 12/14/2018

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: Paul D. Cwert CPA, RMA Date: 2/7/2019

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# **2019 HOUSING AUTHORITY BUDGET**

## **Certification Section**

# 2019 PREPARER'S CERTIFICATION

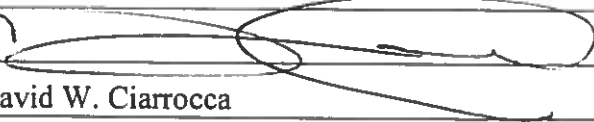
## BERKELEY

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/19 TO: 12/31/19

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		

# 2019 APPROVAL CERTIFICATION

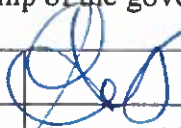
## BERKELEY

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/19 TO: 12/31/19

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 30th day of October, 2018.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	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.berkeleytwphousing.org

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

- A description of the Authority's mission and responsibilities
- Commencing with 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



# 2019 HOUSING AUTHORITY BUDGET RESOLUTION BERKELEY

## Resolution # 2018-10-3

**FISCAL YEAR: FROM: 1/1/19 TO: 12/31/19**

WHEREAS, the Annual Budget and Capital Budget for the Berkeley Housing Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 has been presented before the governing body of the Berkeley Housing Authority at its open public meeting of October 30, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,560,948, Total Appropriations, including any Accumulated Deficit if any, of \$1,554,743 and Total Unrestricted Net Position-utilized of \$0; and + 6,205

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 30, 2018 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, 2019 and ending, December 31, 2019 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Berkeley Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 29, 2019.

(Secretary's Signature)

10-30-2018  
(Date)

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

# 2019 ADOPTION CERTIFICATION


## BERKELEY

(Name)

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1-1-2019 TO: 12-31-2019

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the BERKELEY Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 29<sup>TH</sup> day of JANUARY, 2019.

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		



# 2019 ADOPTED BUDGET RESOLUTION

RESOLUTION 2019-1-1

## BERKELEY

(Name)

## HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/2019 TO: 12/31/2019

WHEREAS, the Annual Budget and Capital Budget/Program for the BERKELEY Housing Authority for the fiscal year beginning 1/1/2019 and ending, 12/31/2019 has been presented for adoption before the governing body of the BERKELEY Housing Authority at its open public meeting of 1/29/2019; 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 \$ 1,560,948, Total Appropriations, including any Accumulated Deficit, if any, of \$ 1,554,743 and Total Unrestricted Net Position utilized of \$ 0; 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 1/29/2019 that the Annual Budget and Capital Budget/Program of the BERKELEY Housing Authority for the fiscal year beginning, 1/1/2019 and, ending, 12/31/2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

KATHLEEN NUNN  
ANGELINE FRATIANNI  
JUDITH NOONAN  
NILDA GARIBALDI  
JENNIFER BACCHIONE  
KELLY GROSSE  
DENISE PELLECCIA

✓

✓

✓

✓

✓  
✓

✓

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# **2019 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS BERKELEY HOUSING AUTHORITY

## AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/19 TO: 12/31/19

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

1. Complete a brief statement on the 2019 proposed Annual Budget and make comparison to the 2018 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. N/A

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 2019

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

<b>Name of Authority:</b>	Berkeley Housing Authority		
<b>Federal ID Number:</b>	22-1729089		
<b>Address:</b>	44 Frederick Drive		
<b>City, State, Zip:</b>	Bayville	N.J.	08721
<b>Phone: (ext.)</b>	732-269-2312	<b>Fax:</b>	732-269-7709

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

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

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

<b>Name of Auditor:</b>	Richard Larsen		
<b>Name of Firm:</b>	Novogradac & Company		
<b>Address:</b>	1433 Hooper Avenue, Suite 329		
<b>City, State, Zip:</b>	Toms River	N.J.	08753
<b>Phone: (ext.)</b>	732-503-4257	<b>Fax:</b>	732-341-1424
<b>E-mail:</b>	<a href="http://www.novoco.com">www.novoco.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## BERKELEY HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/19 TO: 12/31/19

\*/

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

- 1) Provide the number of individuals employed in calendar year 2017 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: \$419,311
- 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](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.***

- 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: 1/1/19 TO: 12/31/19**

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

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

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

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

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

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

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

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

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

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



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

For the Period January 1, 2019 to December 31, 2019  
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 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	Highest Compensated Employee	Former Employee	Base Salary/ Stipend							
1 Grace Dekker	Executive Director	35			X				\$ 119,360					\$ 137,610	
2 Robert Dekker	Maint. Supervisor	40			X				\$ 126,894					\$ 130,744	
3 Judith Noonan	Commissioner	1										5	14,500	0	
4 Kathleen Nunn	Commissioner	1	X											0	
5 Nilda Garibaldi	Commissioner	1	X											0	
6 Angelina Fratanni	Commissioner	1	X											0	
7 Jennifer Bacchione	Commissioner	1	X											0	
8 Kelly Grosse	Commissioner	1	X											0	
9 Denise Pellicchia	Commissioner	1	X											0	
10														0	
11														0	
12														0	
13														0	
14														0	
15														0	
<b>Total:</b>									\$ 246,254	\$ 7,100	\$ 15,000	\$ 288,354	\$ 14,500	\$ 282,854	

(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, 2019 to December 31, 2019

	# 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)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	1	\$ 12,454	\$ 12,454	1	\$ 11,861	\$ 11,861	\$ 593	5.0%
Parent & Child				0				#DIV/0!
Employee & Spouse (or Partner)				0				#DIV/0!
Family	2	33,418	66,836	2	31,827	63,654	3,182	5.0%
Employee Cost Sharing Contribution (enter as negative - )			(18,897)			(17,997)	(900)	5.0%
<b>Subtotal</b>	<b>3</b>		<b>60,393</b>	<b>3</b>		<b>57,518</b>	<b>2,875</b>	<b>5.0%</b>
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
<b>Subtotal</b>	<b>0</b>			<b>0</b>				<b>#DIV/0!</b>
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
<b>Subtotal</b>	<b>0</b>			<b>0</b>				<b>#DIV/0!</b>
<b>GRAND TOTAL</b>	<b>3</b>		<b>\$ 60,393</b>	<b>3</b>		<b>\$ 57,518</b>	<b>\$ 2,875</b>	<b>5.0%</b>

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**

# Schedule of Accumulated Liability for Compensated Absences

Berkeley Housing Authority      January 1, 2019      to      December 31, 2019

*Complete the below table for the Authority's accrued liability for compensated absences.*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)			
			Approved Labor Agreement	Resolution	Individual Employment Agreement	Individual Employment Agreement
See Attached						
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ -</b>				

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

# Schedule of Shared Service Agreements

Berkeley Housing Authority  
to

January 1, 2019

December 31, 2019

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority

If No Shared Services X this Box

---

**2019 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

**SUMMARY**

Berkeley Housing Authority  
 For the Period January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget				FY 2018 Adopted Budget		All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations			
<b>REVENUES</b>									
Total Operating Revenues	\$ -	\$ 401,070	\$ 323,000	\$ 829,378	\$ 1,553,448	\$ 1,559,396	\$ (5,948)	-0.4%	
Total Non-Operating Revenues	-	-	2,500	5,000	7,500	2,050	5,450	265.9%	
Total Anticipated Revenues	-	401,070	325,500	834,378	1,560,948	1,561,446	(498)	0.0%	
<b>APPROPRIATIONS</b>									
Total Administration	-	-	53,400	251,936	305,336	304,212	1,124	0.4%	
Total Cost of Providing Services	-	401,070	271,800	576,537	1,249,407	1,289,375	(39,968)	-3.1%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Operating Appropriations	-	401,070	325,200	828,473	1,554,743	1,593,587	(38,844)	-2.4%	
Total Interest Payments on Debt	XXXXXXXXXXXX	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	-	401,070	325,200	828,473	1,554,743	1,593,587	(38,844)	-2.4%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	32,141	(32,141)	-100.0%	
Net Total Appropriations	-	401,070	325,200	828,473	1,554,743	1,561,446	(6,703)	-0.4%	
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ 300	\$ 5,905	\$ 6,205	\$ -	\$ 6,205	#DIV/0!	

# Revenue Schedule

## Berkeley Housing Authority

For the Period January 1, 2019 to December 31, 2019

	<b>FY 2019 Proposed Budget</b>				<b>FY 2018 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
					Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental			402608	402,608	312,000	90,608	29.0%
Excess Utilities			10000	10,000	9,000	1,000	11.1%
Non-Dwelling Rental				-	-	-	#DIV/0!
HUD Operating Subsidy			298000	401070	746,698	(47,628)	-6.4%
New Construction - Acc Section 8				-	-	-	#DIV/0!
Voucher - Acc Housing Voucher				-	-	-	#DIV/0!
<b>Total Rental Fees</b>	-	-	298,000	813,678	1,067,698	43,980	4.1%
<i>Other Operating Revenues (List)</i>							
Late Fees, Laundry Commissions, Etc.			11500	11,500	15,000	(3,500)	-23.3%
Tenant Charges			4200	4,200	4,000	200	5.0%
Port-In Fees & Frauds				25,000	12,000	13,000	108.3%
Non-profit Transfer		401070		401,070	460,698	(59,628)	-12.9%
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!
<b>Total Other Revenue</b>	-	401,070	25,000	15,700	441,770	(49,928)	-10.2%
<b>Total Operating Revenues</b>	-	401,070	323,000	829,378	1,553,448	(5,948)	-0.4%
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in				-	-	-	#DIV/0!
Type in				-	-	-	#DIV/0!
Type in				-	-	-	#DIV/0!
Type in				-	-	-	#DIV/0!
Type in				-	-	-	#DIV/0!
Type in				-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned			2,500	5,000	7,500	2,050	265.9%
Penalties				-	-	-	#DIV/0!
Other				-	-	-	#DIV/0!
<b>Total Interest</b>	-	-	2,500	5,000	7,500	2,050	265.9%
<b>Total Non-Operating Revenues</b>	-	-	2,500	5,000	7,500	5,450	265.9%
<b>TOTAL ANTICIPATED REVENUES</b>	\$ -	\$ 401,070	\$ 325,500	\$ 834,378	\$ 1,560,948	\$ 1,561,446	\$ (498) 0.0%

# Prior Year Adopted Revenue Schedule

## Berkeley Housing Authority

### FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental				312,000	312,000
Excess Utilities				9,000	9,000
Non-Dwelling Rental					-
HUD Operating Subsidy			286,000	460,698	746,698
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	-	-	286,000	781,698	1,067,698
<i>Other Revenue (List)</i>					
Lates Fees, Laundry Commissions				15,000	15,000
Tenant Charges				4,000	4,000
Port-In Fees & Frauds			12,000		12,000
Non-Profit Transfer		460,698			460,698
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	-	460,698	12,000	19,000	491,698
Total Operating Revenues	-	460,698	298,000	800,698	1,559,396
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned			800	1,250	2,050
Penalties					-
Other					-
Total Interest	-	-	800	1,250	2,050
Total Non-Operating Revenues	-	-	800	1,250	2,050
<b>TOTAL ANTICIPATED REVENUES</b>	\$ -	\$ 460,698	\$ 298,800	\$ 801,948	\$ 1,561,446

# Appropriations Schedule

## Berkeley Housing Authority

For the Period January 1, 2019 to December 31, 2019

	<b>FY 2019 Proposed Budget</b>				<b>FY 2018 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages			34,000	137,156	\$ 171,156	\$ 165,370	\$ 5,786	3.5%
Fringe Benefits			4,800	51,480	56,280	56,542	(262)	-0.5%
Legal			3,000	13,200	16,200	15,300	900	5.9%
Staff Training				2,500	2,500	4,000	(1,500)	-37.5%
Travel				1,000	1,000	1,000	-	0.0%
Accounting Fees			3,600	17,100	20,700	20,500	200	1.0%
Auditing Fees			2,000	6,500	8,500	8,500	-	0.0%
Miscellaneous Administration*			6,000	23,000	29,000	33,000	(4,000)	-12.1%
<b>Total Administration</b>			<b>53,400</b>	<b>251,936</b>	<b>305,336</b>	<b>304,212</b>	<b>1,124</b>	<b>0.4%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				10,000	10,000	10,000	-	0.0%
Salary & Wages - Maintenance & Operation				128,260	128,260	111,362	16,898	15.2%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor				73,507	73,507	74,241	(734)	-1.0%
Fringe Benefits				77,220	77,220	74,458	2,762	3.7%
Tenant Services				2,000	2,000	2,000	-	0.0%
Utilities				146,000	146,000	159,000	(13,000)	-8.2%
Maintenance & Operation				60,000	60,000	60,000	-	0.0%
Protective Services					-	-	-	#DIV/0!
Insurance			4,800	30,200	35,000	38,000	(3,000)	-7.9%
Payment in Lieu of Taxes (PILOT)				18,510	18,510	8,776	9,734	110.9%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses				2,000	2,000	2,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents	401,070		267,000		668,070	720,698	(52,628)	-7.3%
Extraordinary Maintenance				28,840	28,840	28,840	-	0.0%
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
<b>Total Cost of Providing Services</b>		<b>401,070</b>	<b>271,800</b>	<b>576,537</b>	<b>1,249,407</b>	<b>1,289,375</b>	<b>(39,968)</b>	<b>-3.1%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation					-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>		<b>401,070</b>	<b>325,200</b>	<b>828,473</b>	<b>1,554,743</b>	<b>1,593,587</b>	<b>(38,844)</b>	<b>-2.4%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
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!
<b>Total Non-Operating Appropriations</b>					-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>		<b>401,070</b>	<b>325,200</b>	<b>828,473</b>	<b>1,554,743</b>	<b>1,593,587</b>	<b>(38,844)</b>	<b>-2.4%</b>
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>					-	-	-	#DIV/0!
<b>UNRESTRICTED NET POSITION UTILIZED</b>						<b>1,593,587</b>	<b>(38,844)</b>	<b>-2.4%</b>
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	32,141	(32,141)	-100.0%
<b>Total Unrestricted Net Position Utilized</b>						<b>32,141</b>	<b>(32,141)</b>	<b>-100.0%</b>
<b>TOTAL NET APPROPRIATIONS</b>		<b>401,070</b>	<b>325,200</b>	<b>828,473</b>	<b>1,554,743</b>	<b>1,561,446</b>	<b>(6,703)</b>	<b>-0.4%</b>

\* 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      \$                    -      \$ 20,053.50      \$ 16,260.00      \$ 41,423.65      \$ 77,737.15



# Prior Year Adopted Appropriations Schedule

## Berkeley Housing Authority

### FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages			\$ 30,292	\$ 135,078	\$ 165,370
Fringe Benefits			4,800	51,742	56,542
Legal			1,200	14,100	15,300
Staff Training				4,000	4,000
Travel				1,000	1,000
Accounting Fees			2,400	18,100	20,500
Auditing Fees			500	8,000	8,500
Miscellaneous Administration*			2,700	30,300	33,000
Total Administration	-	-	41,892	262,320	304,212
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				10,000	10,000
Salary & Wages - Maintenance & Operation				111,362	111,362
Salary & Wages - Protective Services				-	-
Salary & Wages - Utility Labor				74,241	74,241
Fringe Benefits				74,458	74,458
Tenant Services				2,000	2,000
Utilities				159,000	159,000
Maintenance & Operation				60,000	60,000
Protective Services				-	-
Insurance			3,600	34,400	38,000
Payment in Lieu of Taxes (PILOT)				8,776	8,776
Terminal Leave Payments				-	-
Collection Losses				2,000	2,000
Other General Expense				-	-
Rents		460,698	260,000	-	720,698
Extraordinary Maintenance				28,840	28,840
Replacement of Non-Expendible Equipment				-	-
Property Betterment/Additions				-	-
Miscellaneous COPS*				-	-
Total Cost of Providing Services	-	460,698	263,600	565,077	1,289,375
Total Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	-	460,698	305,492	827,397	1,593,587
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	-	460,698	305,492	827,397	1,593,587
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	-	460,698	305,492	827,397	1,593,587
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other			6,692	25,449	32,141
Total Unrestricted Net Position Utilized	-	-	6,692	25,449	32,141
<b>TOTAL NET APPROPRIATIONS</b>	\$ -	\$ 460,698	\$ 298,800	\$ 801,948	\$ 1,561,446

\* 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

# Debt Service Schedule - Principal

Berkeley Housing Authority

If Authority has no debt X this box

X

Type in Issue Name	Fiscal Year Ending in					Total Principal Outstanding		
	Proposed Budget Year 2019	2020	2021	2022	2023		2024	Thereafter
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>TOTAL PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LESS: HUD SUBSIDY</b>								
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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 &amp; Poors</i>	

# 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 2019	2020	2021	2022	2023		2024	Thereafter
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>								
<b>NET INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

Berkeley Housing Authority

For the Period January 1, 2019 to December 31, 2019

## FY 2019 Proposed Budget

	Public Housing			Housing		Total All
	Management	Section 8	Voucher	Other Programs	Operations	
	\$ 14,096	\$ (107,549)	\$ 924,321		\$ 830,868	
			782,334		782,334	
		1,238			1,238	
	-	14,096	(108,787)	141,987	47,296	
		340,804		691,856	1,032,660	
	-	14,096	232,017	833,843	1,079,956	
	-	\$ 14,096	\$ 232,017	\$ 833,843	\$ 1,079,956	

### 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 Benefits 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

\$ - \$ 20,054 \$ 16,260 \$ 41,424 \$ 77,737  
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

---

2019  
BERKELEY

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

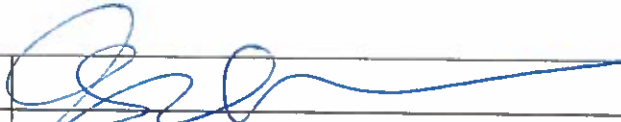
## BERKELEY HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/19 TO: 12/31/19

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 30th day of October, 2018.

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@berkeleytwpousing.org		

# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## Berkeley Housing Authority

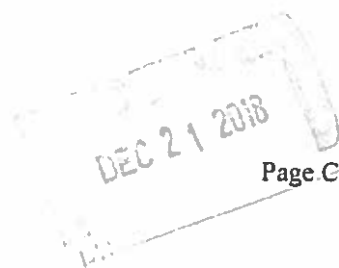
FISCAL YEAR: FROM: 1/1/19

TO: 12/31/19

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, 2019 to December 31, 2019

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
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	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 28,840</b>	<b>\$ -</b>	<b>\$ 28,840</b>	<b>\$ -</b>	<b>\$ -</b>

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



# 5 Year Capital Improvement Plan

## Berkeley Housing Authority

For the Period January 1, 2019 to December 31, 2019

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
Reserve for Replacement	\$ 186,539	\$ 28,840	\$ 29,705	\$ 30,586	\$ 31,514	\$ 32,460	\$ 33,434
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>186,539</b>	<b>28,840</b>	<b>29,705</b>	<b>30,586</b>	<b>31,514</b>	<b>32,460</b>	<b>33,434</b>
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>\$ 186,539</b>	<b>\$ 28,840</b>	<b>\$ 29,705</b>	<b>\$ 30,586</b>	<b>\$ 31,514</b>	<b>\$ 32,460</b>	<b>\$ 33,434</b>

*Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.*

# 5 Year Capital Improvement Plan Funding Sources

## Berkeley Housing Authority

For the Period January 1, 2019 to December 31, 2019

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Reserve for Replacement	\$ 186,539		\$ 186,539			
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>186,539</b>	-	186,539	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 186,539</b>	<b>\$ -</b>	<b>\$ 186,539</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 186,539					
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. 12/31/17  
G/L ACCT# 2135

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)	\$ 123,197	\$ 473.83	28	\$ 13,267.37	110.00	93.50	\$ 44,303.54	\$ 15,000.00	\$ 28,267.37
R. MOELLER 1)	\$ 62,004	\$ 238.48	7	1,669.34	31.00	26.35	6,283.87	6,283.87	7,953.21
G. DEKKER 1)	\$ 118,018	\$ 453.92	16	7,262.65	110.00	93.50	42,441.09	15,000.00	22,262.65
L. CONWAY 2)	35.79	\$ 242.06	25	6,051.50	69.00	58.65	14,196.82	13,168.06	19,219.56

TOTAL \$ 28,250.85 \$ 49,451.93 \$ 77,702.78

TIMES FICA RATE 1.0765

TOTAL ACCRUED LEAVE \$ 30,412.00 \$ 53,235.00 \$ 83,647.00

SHORT TERM \$ 3,041.00 \$ 5,323.00 \$ 8,364.00

LONG TERM 27,371.00 47,912.00 75,283.00

TOTAL \$ 30,412.00 \$ 53,235.00 \$ 83,647.00

- 1) BASED ON 260 WORK DAYS
- 2) BASED ON \$35.79/HR TIMES 7 HOURS PER DAY
- 3) MAXIMUM ALLOWED BY THE STATE OF N.J.

**BERKELELY HOUSING AUTHORITY**

**EXPLANATION OF BUDGET VARIANCES**

**SUPPLEMENT TO PAGE N-1**

**2019**

BUDGET ITEM	PERCENTAGE INCREASE/ (DECREASE)	EXPLANATION
DWELLING RENTAL	29.00%	BASED ON HUD ALLOWABLE CONTRACT RENT INCREASE
EXCESS UTILITIES	11.10%	INCREASE IN NUMBER OF A/C'S CHARGED TO RESIDENTS
LATE FEES, LAUNDRY COMMISSIONS	-23.30%	DAMAGE CHARGES TO RESIDENTS REDUCED
PORT-IN FEES & FRAUDS	108.30%	PHA NOW ADMINISTERING 19 PORT-INS RELATIVE TO ONLY 9 IN PRIOR YEAR
NON-PROFIT TRANSFER	-12.90%	CONSISTENT WITH ANTICIPATED REDUCTION IN RAD RELATED HAP SUBSIDY
INTEREST EARNED	265.90%	CASH FLOW & RATE INCREASES
STAFF TRAINING	-37.50%	ALL COMMISSIONERS HAVE COMPLETED MANDATORY TRAINING
MAINTENANCE & OPERATIONS WAGES	15.20%	ADDITIONAL PART TIME STAFF
P.I.L.O.T.	110.90%	DUE TO INCREASES IN RENTAL & EXCESS UTILITY CHARGES & UTILITY COST REDUCTIONS

BERKELEY HOUSING AUTHORITY  
SUMMARY OF 2018 TRAVEL EXPENSES

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

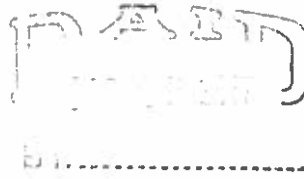
2019 BUDGET

TRAVELER	PURPOSE	LODGING	TRAVEL	REGISTRATION	PER DIEM	OTHER	TOTAL
GRACE DEKKER	CONFERENCE/TRAINING	\$ -	\$ 112.50	\$ 250.00	\$ -	\$ -	\$ 362.50
ARLENE FEULA	CONFERENCE/TRAINING	150.00	214.50	425.00	-	-	789.50
GRACE DEKKER	TRAINING	-	.300.00	425.00			425.00
<b>TOTALS</b>		\$ 150.00	\$ 327.00	\$ 1,100.00	\$ -	\$ -	\$ 1,577.00

ANNUAL DINNER-15 PEOPLE x 27.00=\$405.00  
\$81.00 TIP

10/25/2017

486.00



CASH-PHA OPERATI

486.00

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

F63844 31563 06/13/2017 16 49 -112

*Angela Tan*  
**GUESTCHECK™**

Date	Table	Guests	Server
			64453

APPT-SOUP/SAL-ENTREE-VEG/POT-DESSERT-BEV

15 people  
@ 27<sup>00</sup> 405<sup>00</sup>

serv 81<sup>00</sup>

~~107-1~~ 486<sup>00</sup>

*Angela Tan*  
Total

Thank You — Please Come Again

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