

Authority Budget of:

Berkeley Housing Authority

State Filing Year

2020

For the Period:

January 1, 2020

to

December 31, 2020

www.berkeleytwphousing.org APPROVED COPY
Authority Web Address

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2019 OCT 24 P 12:51

LOCAL GOVT SERVICES



NJ DEPARTMENT OF
Community Affairs

Division of Local Government Services

State of New Jersey
Department of Community Affairs
Division of Local Government Services
PROPOSED INTRODUCED HOUSING AUTHORITY BUDGET
INTRODUCED BUDGET TRANSMITTAL PACKAGE

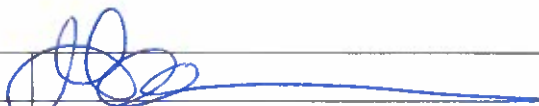
Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803.* Check the box of each item to indicate that it is included in budget or has been completed.

Proposed Introduced Authority Budget Document

- 2 copies of the Introduced budget document that includes all pages completed
 - Authority Name and Fiscal Year are filled in
 - Signature blocks on Pages C-2, C-3, and C-4 are filled in along with title, address, e-mail address, phone number and fax number.
 - Page C-5 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
- Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)**
- Page C-5 Proposed hearing date for adoption of Budget reflected in Authority Budget Resolution
 - Page C-5 Authority Budget Resolution is signed with original hand written signature
 - Budget Narrative (N Pages) and Information Section is complete (All items answered or indicated N/A)
 - Pages N-6 and F-8 applicable amounts agree to the most recent issued audit report of the Authority
 - Sheets not completed have an explanation on them (Such as Authority has no Debt Service)

Introduced Capital Budget (Page CB-1 through CB-5)

- Authority Name and Fiscal Year are filled in
- Signature blocks on Page CB-1 are filled in along with title, address, e-mail address, phone number and fax number and proper Box Checked off (Top Box 1 Have a Capital Budget or Bottom Box 2 Don't have a Capital Budget)
- Page CB-2-- has all questioned answered or an explanation why question does not apply
- Page CB-5—Balance Check amount equals Zero

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

2020 HOUSING AUTHORITY BUDGET

Certification Section

2020

BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2020 TO December 31, 2020

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: 12/10/2019

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: _____ Date: _____

2020 PREPARER'S CERTIFICATION


BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/20 TO: 12/31/20

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		

2020 APPROVAL CERTIFICATION

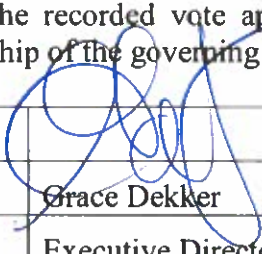
BERKELEY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/20 TO: 12/31/20

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 22nd day of October, 2019.

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 2016, 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 2016, 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, 2016, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying compliance

Title of Officer Certifying compliance

Signature


Grace Dekker
Executive Director

2020 HOUSING AUTHORITY BUDGET RESOLUTION

BERKELEY

Resolution # 2019-10-2

FISCAL YEAR: FROM: 1/1/20 TO: 12/31/20

WHEREAS, the Annual Budget and Capital Budget for the Berkeley Housing Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Berkeley Housing Authority at its open public meeting of October 22, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,623,812, Total Appropriations, including any Accumulated Deficit if any, of \$1,605,629 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$30,907 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 22, 2019 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, 2020 and ending, December 31, 2020 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 28, 2020.

(Secretary's Signature)

10-22-2019
(Date)

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

2020 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2020 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS BERKELEY HOUSING AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: 1/1/20 TO: 12/31/20

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

1. Complete a brief statement on the 2020 proposed Annual Budget and make comparison to the 2020 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (**As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%**) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD). **See the attached.**
2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **The state of the economy may affect resident income increasing the dependence on subsidy.**
3. 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
4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.). N/A
5. The proposed budget must not reflect an anticipated deficit from 2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **The accumulated deficit is the result of the impact of GASB 68 & GASB 75. The authority, where possible, will implement cost saving measures in an effort to minimize the deficit.**

HOUSING AUTHORITY CONTACT INFORMATION 2020

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: 1/1/20 TO: 12/31/20
*/

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 7
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: \$424,760
- 3) Provide the number of regular voting members of the governing body: 7
- 4) (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)
- 5) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 6) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **No** If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 7) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **Yes** If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 8) 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.
- 9) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **No**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **No**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **No**If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 10) 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.
- 11) 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. **All adjustments to salaries are based on evaluations conducted by the executive director and board of commissioners.**

- 12) 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.
- 13) 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.
- 14) 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.
- 15) 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)
- 16) 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.
- 17) 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.
- 18) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **Yes** If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is **Not Applicable**) (Loans from a Bank or State Agencies are not bonded Debt)
- 19) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems 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.
- 20) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **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.
- 21) 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.
- 22) 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: 1/1/20 TO: 12/31/20

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)

Berkeley Housing Authority
 to December 31, 2020

A B C D E F G H I J K L M N O P Q R S T

		Reportable Compensation from Authority (W-2/ 1099)										Estimated amount of other compensation from other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)		Total Compensation All Public Entities				
Name	Title	Position			Highest Compensated Employee			Former			Average Hours per Week Dedicated to Position	Names of Other Public Entities where individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
		Commissioner	Officer	Key Employee	Employee	Former	Commissioner	Officer	Key Employee	Employee								
1	Grace Dekker	Executive Director	35	X	X							None	None	0	136,268	0	136,268	
2	Robert Dekker	Maint. Supervisor	40	X	X						0 Berkeley Twp.	Councilwoman	5	192,300	14,500	0	192,300	
3	Judith Noonan	Commissioner	1	X							0 None		0	0	0	0	0	
4	Kathleen Nunn	Commissioner	1	X							0 None		0	0	0	0	0	
5	Nilda Garibaldi	Commissioner	1	X							0 None		0	0	0	0	0	
6	Denise Pellicchia	Commissioner	1	X							0 None		0	0	0	0	0	
7	Jennifer Bacchione	Commissioner	1	X							0 None		0	0	0	0	0	
8	Kelly Grosse	Commissioner	1	X							0 None		0	0	0	0	0	
9	Maria Pellicchia	Commissioner	1	X							0		0	0	0	0	0	
10											0		0	0	0	0	0	
11											0		0	0	0	0	0	
12											0		0	0	0	0	0	
13											0		0	0	0	0	0	
14											0		0	0	0	0	0	
15											0		0	0	0	0	0	
Total:											\$ 274,468	\$ -	\$ 7,100	\$ 47,000	\$ 328,568	\$ 14,500	\$ -	\$ 343,068

(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, 2020 to December 31, 2020

Inout - X - in Box Below IF this Page is Non-Applicable

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	\$ 12,690	\$ 12,690	1	\$ 12,086	\$ 12,086	\$ 604	5.0%
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)	1	24,364	24,364	1	23,204	23,204	1,160	5.0%
Family	1	33,988	33,988	1	32,370	32,370	1,618	5.0%
Employee Cost Sharing Contribution (enter as negative -)			(16,508)			(12,722)	(3,786)	29.8%
Subtotal	3		54,534	3		54,938	(404)	-0.7%
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		\$ 54,534	3		\$ 54,938	\$ (404)	-0.7%

Yes	Yes or No
Yes	Yes or No

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

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

Schedule of Accumulated Liability for Compensated Absences

Berkeley Housing Authority

For the Period January 1, 2020 to December 31, 2020

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

*Legal Basis for Benefit
(check applicable items)*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
See attached.					
Total liability for accumulated compensated absences at beginning of current year		\$ -			

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

Schedule of Shared Service Agreements

Berkeley Housing Authority

December 31, 2020

For the Period January 1, 2020

to

X

If No Shared Services X this Box

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		Amount to be	
				Effective Date	Agreement End Date	Received by/	Paid from Authority
None							

2020 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Berkeley Housing Authority
 For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget				FY 2019 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	\$ -	\$ 424,606	\$ 333,000	\$ 852,606	\$ 1,610,212	\$ 1,553,448	\$ 56,764	3.7%
Total Non-Operating Revenues	-	-	3,600	10,000	13,600	7,500	6,100	81.3%
Total Anticipated Revenues	-	424,606	336,600	862,606	1,623,812	1,560,948	62,864	4.0%
APPROPRIATIONS								
Total Administration	-	72,000	44,600	252,556	369,156	305,336	63,820	20.9%
Total Cost of Providing Services	-	352,606	288,800	595,067	1,236,473	1,249,407	(12,934)	-1.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	424,606	333,400	847,623	1,605,629	1,554,743	50,886	3.3%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	-	424,606	333,400	847,623	1,605,629	1,554,743	50,886	3.3%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	-	424,606	333,400	847,623	1,605,629	1,554,743	50,886	3.3%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ 3,200	\$ 14,983	\$ 18,183	\$ 6,205	\$ 11,978	193.0%

Revenue Schedule

Berkeley Housing Authority

For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget			<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	Proposed vs. Adopted	Proposed vs. Adopted
OPERATING REVENUES									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental				401,000	401,000	402,608	(1,608)	-0.4%	
Excess Utilities				11,500	11,500	10,000	1,500	15.0%	
Non-Dwelling Rental					-	-	-	#DIV/0!	
HUD Operating Subsidy			308,000	424,606	732,606	699,070	33,536	4.8%	
New Construction - Acc Section 8					-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!	
Total Rental Fees	-	-	308,000	837,106	1,145,106	1,111,678	33,428	3.0%	
<i>Other Operating Revenues (List)</i>									
Late Fees, Laundry Commissions, etc.				12,000	12,000	11,500	500	4.3%	
Tenant Charges				3,500	3,500	4,200	(700)	-16.7%	
Port-In Fees & Frauds			25,000		25,000	25,000	-	0.0%	
Non-Profit Transfer		424,606			424,606	401,070	23,536	5.9%	
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!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Total Other Revenue	-	424,606	25,000	15,500	465,106	441,770	23,336	5.3%	
Total Operating Revenues	-	424,606	333,000	852,606	1,610,212	1,553,448	56,764	3.7%	
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			3,600	10,000	13,600	7,500	6,100	81.3%	
Penalties					-	-	-	#DIV/0!	
Other					-	-	-	#DIV/0!	
Total Interest	-	-	3,600	10,000	13,600	7,500	6,100	81.3%	
Total Non-Operating Revenues	-	-	3,600	10,000	13,600	7,500	6,100	81.3%	
TOTAL ANTICIPATED REVENUES	\$ -	\$ 424,606	\$ 336,600	\$ 862,606	\$ 1,623,812	\$ 1,560,948	\$ 62,864	4.0%	

Prior Year Adopted Revenue Schedule

Berkeley Housing Authority

FY 2019 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			402,608		402,608
Excess Utilities			10,000		10,000
Non-Dwelling Rental					-
HUD Operating Subsidy			298,000	401,070	699,070
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	-	-	298,000	813,678	1,111,678
<i>Other Revenue (List)</i>					
Late Fees, Laundry Commissions, etc.				11,500	11,500
Tenant Charges				4,200	4,200
Port-In Fees & Frauds			25,000		25,000
Non-Profit Transfer		401,070			401,070
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	-	401,070	25,000	15,700	441,770
Total Operating Revenues	-	401,070	323,000	829,378	1,553,448
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned			2,500	5,000	7,500
Penalties					-
Other					-
Total Interest	-	-	2,500	5,000	7,500
Total Non-Operating Revenues	-	-	2,500	5,000	7,500
TOTAL ANTICIPATED REVENUES	\$	- \$	401,070	\$	325,500
			\$	834,378	\$
					1,560,948

Appropriations Schedule

Berkeley Housing Authority

For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages			30,000	151,846	\$ 181,846	\$ 171,156	\$ 10,690	6.2%
Fringe Benefits			4,800	28,310	33,110	56,280	(23,170)	-41.2%
Legal			1,200	15,300	16,500	16,200	300	1.9%
Staff Training				2,500	2,500	2,500	-	0.0%
Travel				1,000	1,000	1,000	-	0.0%
Accounting Fees			3,600	17,100	20,700	20,700	-	0.0%
Auditing Fees			2,000	8,500	10,500	8,500	2,000	23.5%
Miscellaneous Administration*			72,000	3,000	28,000	29,000	74,000	255.2%
Total Administration	-	72,000	44,600	252,556	369,156	305,336	63,820	20.9%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				10,000	10,000	10,000	-	0.0%
Salary & Wages - Maintenance & Operation				115,054	115,054	128,260	(13,206)	-10.3%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor				76,703	76,703	73,507	3,196	4.3%
Fringe Benefits				100,390	100,390	77,220	23,170	30.0%
Tenant Services				2,000	2,000	2,000	-	0.0%
Utilities				146,000	146,000	146,000	-	0.0%
Maintenance & Operation				63,000	63,000	60,000	3,000	5.0%
Protective Services					-	-	-	#DIV/0!
Insurance			4,800	32,700	37,500	35,000	2,500	7.1%
Payment in Lieu of Taxes (PILOT)				18,380	18,380	18,510	(130)	-0.7%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses				2,000	2,000	2,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents		352,606	284,000		636,606	668,070	(31,464)	-4.7%
Extraordinary Maintenance				28,840	28,840	28,840	-	0.0%
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous CDPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	-	352,606	288,800	595,067	1,236,473	1,249,407	(12,934)	-1.0%
Total Principal Payments on Debt Service in Lieu of Depreciation					-	-	-	#DIV/0!
Total Operating Appropriations	-	424,606	333,400	847,623	1,605,629	1,554,743	50,886	3.3%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt					-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	-	424,606	333,400	847,623	1,605,629	1,554,743	50,886	3.3%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	424,606	333,400	847,623	1,605,629	1,554,743	50,886	3.3%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	-	424,606	333,400	847,623	1,605,629	1,554,743	50,886	3.3%

* 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 \$ - \$ 21,230.30 \$ 16,670.00 \$ 42,381.15 \$ 80,281.45

Prior Year Adopted Appropriations Schedule

Berkeley Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages			\$ 34,000	\$ 137,156	\$ 171,156
Fringe Benefits			4,800	51,480	56,280
Legal			3,000	13,200	16,200
Staff Training				2,500	2,500
Travel				1,000	1,000
Accounting Fees			3,600	17,100	20,700
Auditing Fees			2,000	6,500	8,500
Miscellaneous Administration*			6,000	23,000	29,000
Total Administration	-	-	53,400	251,936	305,336
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				10,000	10,000
Salary & Wages - Maintenance & Operation				128,260	128,260
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor				73,507	73,507
Fringe Benefits				77,220	77,220
Tenant Services				2,000	2,000
Utilities				146,000	146,000
Maintenance & Operation				60,000	60,000
Protective Services					-
Insurance			4,800	30,200	35,000
Payment in Lieu of Taxes (PILOT)				18,510	18,510
Terminal Leave Payments					-
Collection Losses				2,000	2,000
Other General Expense					-
Rents		401,070	267,000		668,070
Extraordinary Maintenance				28,840	28,840
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	-	401,070	271,800	576,537	1,249,407
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	-	401,070	325,200	828,473	1,554,743
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	-	401,070	325,200	828,473	1,554,743
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	401,070	325,200	828,473	1,554,743
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ -	\$ 401,070	\$ 325,200	\$ 828,473	\$ 1,554,743

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

Debt Service Schedule - Principal

Berkeley Housing Authority

If Authority has no debt X this box

X

	Fiscal Year Ending in						Total Principal Outstanding		
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024		2025	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.

	Moody's	Fitch	Standard & Poors
Bond Rating			
Year of Last Rating			

If no Rating type in Not Applicable

Debt Service Schedule - Interest

Berkeley Housing Authority

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding
	Proposed Budget Year 2020	2021	2022	2023	2024	2025	
Adopted Budget Year 2019	-						
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
TOTAL INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY							
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Berkeley Housing Authority

For the Period January 1, 2020

to #####

FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$	-	\$ (576,858)	\$ 379,893	\$ (196,965)
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)			658,804		658,804
Less: Invested in Capital Assets, Net of Related Debt (1)					-
Less: Restricted for Debt Service Reserve (1)			9,384	453,020	462,404
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)			(586,242)	(731,931)	(1,318,173)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)			245,880	717,426	963,306
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)			235,777	663,298	899,075
Plus: Estimated Income (Loss) on Current Year Operations (2)					-
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET			(104,585)	648,793	544,208
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)			\$ (104,585)	\$ 648,793	\$ 544,208

(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 \$ - \$ 21,230 \$ 16,670 \$ 42,381 \$ 80,281

(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.

2020
BERKELEY

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2020 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

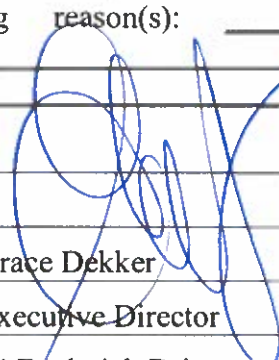
BERKELEY HOUSING AUTHORITY

FISCAL YEAR: FROM: 1/1/20 TO: 12/31/20

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 22nd day of October, 2019.

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		

2020 CAPITAL BUDGET/PROGRAM MESSAGE

Berkeley Housing Authority

FISCAL YEAR: **FROM:** 1/1/20 **TO:** 12/31/20

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 each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects? **It is not required.**
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? **Yes, a 20 year needs assessment was required for the RAD conversion.**
3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared? **Yes, a 20 year needs assessment.**
4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources) *N/A*
5. Have the current capital projects been reviewed and approved by HUD? **Yes, as part of the RAD conversion.**

Proposed Capital Budget

Berkeley Housing Authority
For the Period January 1, 2020 to December 31, 2020

	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	\$ 30,907		\$ 30,907			
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	30,907	-	30,907	-	-	-
<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	\$ 30,907	\$ -	\$ 30,907	\$ -	\$ -	\$ -

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.

BERKELEY HOUSING AUTHORITY

EXPLANATION OF BUDGET VARIANCES

SUPPLEMENT TO PAGE N-1

2020

BUDGET ITEM	PERCENTAGE INCREASE/ (DECREASE)	EXPLANATION
EXCESS UTILITIES	15.00%	RAD CONVERSION & FEE INCREASES
TENANT CHARGES	-16.70%	BASED ON CURRENT DATA
LATE FEES, LAUNDRY COMMISSIONS	28.20%	BASED ON CURRENT YEAR ACTUALS
INTEREST EARNED	81.30%	CASH FLOW & SIGNIFICANT RATE INCREASES
ADMINISTRATIVE FRINGE	-41.20%	ALLOCATION CHANGE
AUDITING FEES	23.50%	FEE INCREASE DUE TO RAD REQUIREMENTS
MISCELLANEOUS ADMINISTRATION	255.20%	RECLASSIFICATION OF HUD ADMINISTRATIVE FEE SUBSIDY
FRINGE BENEFITS	30.00%	ALLOCATION CHANGE

5 Year Capital Improvement Plan

Berkeley Housing Authority
For the Period January 1, 2020 to December 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2020	2021	2022	2023	2024	2025
<i>Public Housing Management</i>							
Reserve for Replacement	\$ 197,423	\$ 30,907	\$ 31,679	\$ 32,471	\$ 33,283	\$ 34,115	\$ 34,968
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	197,423	30,907	31,679	32,471	33,283	34,115	34,968
<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	\$ 197,423	\$ 30,907	\$ 31,679	\$ 32,471	\$ 33,283	\$ 34,115	\$ 34,968

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, 2020 to December 31, 2020

	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	\$ 197,423	\$ 197,423				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	197,423	-	197,423	-	-	-
<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	\$ 197,423	\$ -	\$ 197,423	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 197,423					
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. 12/31/18

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	48	\$ 22,744.06	64.00	54.40	\$ 25,776.60	\$ 15,000.00	\$ 37,744.06
R. MOELLER 1)	\$ 64,174	\$ 246.82	27	6,664.22	3.00	2.55	629.40	629.40	7,293.62
G. DEKKER 1)	\$ 118,018	\$ 453.92	10	4,539.15	78.00	66.30	30,094.59	15,000.00	19,539.15
L. CONWAY 2)	35.79	\$ 242.06	31	7,503.86	79.00	67.15	16,254.33	13,168.06	20,671.92

TOTAL \$ 41,451.30 \$ 43,797.46 \$ 85,248.76

TIMES FICA RATE 1.0765

TOTAL ACCRUED LEAVE \$ 44,622.00 \$ 47,148.00 \$ 91,770.00

SHORT TERM \$ 4,462.00 \$ 4,715.00 \$ 9,177.00

LONG TERM 40,160.00 42,433.00 82,593.00

TOTAL \$ 44,622.00 \$ 47,148.00 \$ 91,770.00

- 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.

BERKELEY HOUSING AUTHORITY
SUMMARY OF 2019 TRAVEL EXPENSES

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

2020 BUDGET

TRAVELER	PURPOSE	LODGING	TRAVEL	REGISTRATION	PER DIEM	OTHER	TOTAL
GRACE DEKKER	CONFERENCE/TRAINING	\$ -	\$ 150.00	\$ 495.00	\$ -	\$ -	\$ 645.00
DENISE PELLECCCHIA	TRAINING	-	-	1,218.00	-	-	1,218.00
KELLY GROSSE	TRAINING	-	-	397.00	-	-	397.00
TOTALS		\$ -	\$ 150.00	\$ 2,110.00	\$ -	\$ -	\$ 2,260.00

HOUSING AUTHORITY OF TOWNSHIP OF BERKELEY

ANCHOR INN

ANNUAL REORGANIZATION MEETING

10/31/2018

2546

420.00

OCT 31 2018

CASH-PHA OPERATI 14 PEOPLE x \$30.

420.00

PRODUCT SSLT103

USE WITH 91663 ENVELOPE

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

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Oct 30 -

Anchor Inn
400 Ocean Gate Ave
Ocean Gate NJ
08740

Berkely Housing Auth.

PRICES QUANTITIES SERVICES
EXTENSIONS VERIFIED BY lc

VOUCHER APPROVED BY [Signature]

"Included"

- Choice of Cutree 0
- Salad And Bread 0
- Appatizers 0
- Coffee Tea Soda 0
- Desert 0

\$30. X 14 people

\$420.00

\$30.00 per person
includes Tip

"TAX Exempt"

Kitchen manager
FRANK GOLDA

Paul C. Golda