

LOCAL GOVT SERVICE

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2016

Woodbridge Housing Authority  
(name)  
Housing Authority Budget

[www.woodbridgehousingauthority.org](http://www.woodbridgehousingauthority.org)  
(Authority Web Address)

Department Of



Community  
Affairs

*Cert. file*

**ADOPTED COPY**

Division of Local Government Services

2016 HOUSING AUTHORITY BUDGET

Certification Section

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
BUREAU OF AUTHORITY REGULATION  
TRENTON, N.J.

2016 OCT 13 A 5:38

CONDITIONAL CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved budget of the Woodbridge Housing Authority, County of Middlesex for the period ending September 30, 2017 made a part hereof complies with the requirements of law and regulation except for the conditions noted below, and approval is given pursuant to N.J.S.A. 40A:5A-11 subject to the correction of such conditions.

September 6, 2016

Date

By Paul D Ewert  
Paul D. Ewert, CPA, RMA  
Supervising Municipal Finance Auditor  
Division of Local Government Services

**CONDITIONS**

Pursuant to N.J.S.A. 40A:5A-10 and 11 of the Local Authorities Fiscal Control Law and N.J.A.C. 5:31-2.1 et seq., each Authority in the State of New Jersey is required to submit a budget for each fiscal year to the Director of the Division of Local Government Services for review and approval. In accordance with these statutory and regulatory requirements the Woodbridge Housing Authority, County of Middlesex submitted its introduced budget for the period October 1, 2016 to September 30, 2017 to the Director for review and approval. During the review of the budget for the Housing Authority, concluded certain amounts of operating expenditures needed to be increased.

The budget is approved pending the adoption of a resolution amending the operating budget to increase certain operating expenditures. When the budget for the fiscal year ending on September 30, 2017 approved as amended is adopted, the Housing Authority should proceed as follows:

Upon the adoption of the Operating Budget Amending Resolution for the, Woodbridge Housing Authority Redevelopment Agency, County of Middlesex may adopt 2016-2017 budget and submit two copies of the amending resolution and two copies 2016-2017 Adopted Budget, including pages C-6, and C-7 (which refer to the adoption), to the Division for the Director's approval with recorded votes and manual signatures. One certified copy will be mailed back to the Housing Authority and will become the official certified budget document.

Also, the 2015-2016 and 2014-2015 adopted budgets were never submitted to the Director for final certification. These 2 budgets are required to be submitted and certified. Submit two copies all pages of these 2 budgets as adopted, including pages C-6, and C-7 (which refer to the adoption), to the Division for the Director's approval with recorded votes and manual signatures.

One certified copy of each budget will be mailed back to the Housing Authority and will become the official certified budget document.

OFFICIAL COPY  
ADOPTED COPY

2016

**Woodbridge Housing Authority**  
(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM October 1, 2016 TO September 30, 2017

*For Division Use Only*

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Conditional Date: \_\_\_\_\_

**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. Civera Date: 10/14/2016

# 2016 PREPARER'S CERTIFICATION

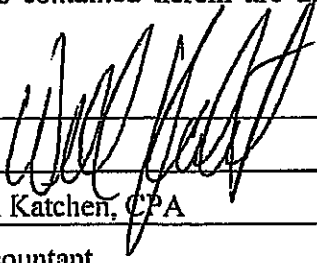
**Woodbridge Housing Authority**  
(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM:10/1/2016 TO:9/30/2017

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:	William Katchen, CPA		
Title:	Fee Accountant		
Address:	Suite 303, 596 Anderson Avenue, Cliffside Park, New Jersey 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	<a href="mailto:bill@katchencpa.com">bill@katchencpa.com</a>		

# 2016 APPROVAL CERTIFICATION

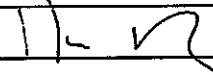
**Woodbridge Housing Authority**  
(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM:10/1/2016 TO:9/30/2017

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 Woodbridge Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 6 day of June, 2016.

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:	Donna Brightman		
Title:	Executive Director		
Address:	20 Bunns Lane, Woodbridge, New Jersey 07095		
Phone Number:	732-634-2750	Fax Number:	732-634-8421
E-mail address	donnabrightman@hotmail.com		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

[www.woodbridgehousingauthority.org](http://www.woodbridgehousingauthority.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.

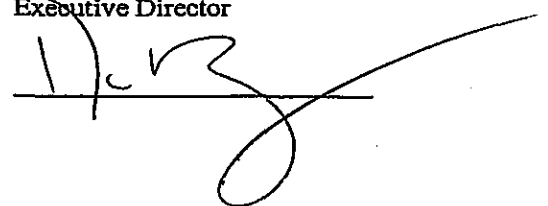
Name of Officer Certifying compliance

Donna Brightman

Title of Officer Certifying compliance

Executive Director

Signature



**RESOLUTION #2810**

**2016 ADOPTED BUDGET RESOLUTION  
HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE  
FISCAL YEAR: FROM 10/1/2016 TO: 9/30/17**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Housing Authority of the Township of Woodbridge, New Jersey, for the fiscal year beginning October 1, 2016 and ending, September 30, 2017 has been presented for adoption before the governing body of the Woodbridge Housing Authority at its open public meeting of Oct 3, 2016; 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 \$10,521,567, Total Appropriations, including any Accumulated Deficit, if any, of \$10,550,210 and Total Unrestricted Net Position utilized of \$28,643; and *Amend*

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$419,110 and Total Unrestricted Net Position planned to be utilized of \$ 0 ; and

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Housing Authority of the Township of Woodbridge, at an open public meeting held on October 3, 2016 that the Annual Budget and Capital Budget/Program of the Woodbridge Housing Authority for the fiscal year beginning, October 1, 2016 and, ending, September 30, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

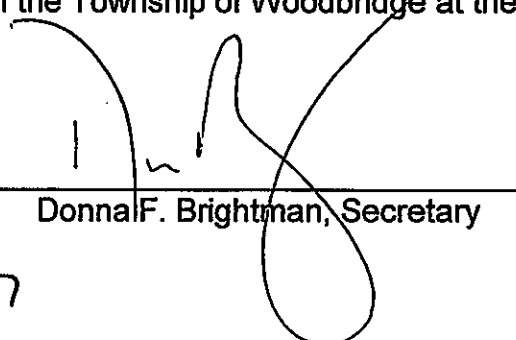
**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by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

*Amending*

Motion to adopt Resolution #2810 moved by Commissioner Kenny and seconded by Commissioner Rosario and upon roll call, the vote was as follows:

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Ficarra  
AYES: Kenny Michelson Rosario Shah Ficarra  
NAYS: None  
Abstain: None  
Absent: Rupasinghe *4/4 0*

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular Meeting of October 3, 2016.

  
\_\_\_\_\_  
Donnal F. Brightman, Secretary



**2016 HOUSING AUTHORITY BUDGET RESOLUTION**  
**Woodbridge Housing Authority**  
(Name)

**FISCAL YEAR: FROM:10/1/2016 TO:9/30/2017**

WHEREAS, the Annual Budget and Capital Budget for the Woodbridge Housing Authority for the fiscal year beginning, October 1, 2016 and ending, September 30, 2017 has been presented before the governing body of the Woodbridge Housing Authority at its open public meeting of June 6, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 10,521,567<sup>y</sup>, Total Appropriations, including any Accumulated Deficit if any, of \$ 10,441,060 and Total Unrestricted Net Position utilized of \_\_\_\_\_<sup>y</sup> 0 \_\_\_\_\_; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$419,110 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ \_\_\_\_\_<sup>y</sup> 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 Woodbridge Housing Authority, at an open public meeting held on June 6, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Woodbridge Housing Authority for the fiscal year beginning, October 1, 2016 and ending, September 30, 2017 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Woodbridge Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 8, 2016.

**RESOLUTION #2795**

**HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE'S BUDGET RESOLUTION  
FOR FISCAL YEAR OCTOBER 1, 2016 TO SEPTEMBER 30, 2017**

**(INTRODUCING STATE BUDGET including Capital Budget)**

Motion to adopt Resolution #2795 moved by Commissioner Shah and seconded by Commissioner Michelson and upon roll call, the vote was as follows:

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra  
AYES: Kenny Michelson Rosario Shah Ficarra  
NAYS: None  
Abstain: None  
Absent: Barbee Briante

I hereby certify that the above Resolution #2795 is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular Meeting of June 6, 2016.



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Donna F. Brightman, Secretary

C-5-22

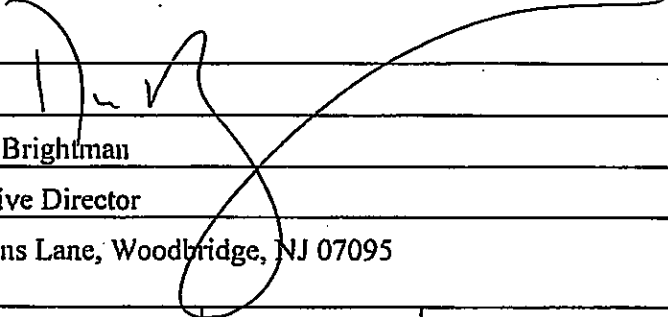
# 2016 ADOPTION CERTIFICATION

**Woodbridge Housing Authority**  
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM:10/1/2016 TO:9/30/2017

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Woodbridge Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 3<sup>rd</sup> day of, October, 2016.

Officer's Signature:			
Name:	Donna Brightman		
Title:	Executive Director		
Address:	20 Bunns Lane, Woodbridge, NJ 07095		
Phone Number:	732-634-2750	Fax Number:	732-634-8421
E-mail address	<a href="mailto:donnabrightman@hotmail.com">donnabrightman@hotmail.com</a>		

**2016 HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

# 2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Woodbridge Housing Authority  
(Name)

## AUTHORITY BUDGET

FISCAL  
YEAR:

FROM:10/1/2016

TO:9/30/2017

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority. The budget is similar to the current budget with lower public housing HUD funding based on the anticipated funding proration and reduced utility funding. Administrative cost funding for the HCV program is expected to be slightly higher based on HUD funding estimates. The NJ Congregate grant funding and HUD FSS Grant funding are expected to remain the same. In expenses utilities principally based on lower rates are expected to be lower and PILOT to the Township is expected to be higher based on formula. Also the annual carrying cost of the ESCO program (Other general) is expected to be lower based on the schedule of payments.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges, and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget. The proposed budget will not have an impact on the anticipated revenues that are substantially based on HUD formula.

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 local economy is stable and will not impact the proposed budget.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

The budget does not anticipate the use of unrestricted net position.

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

Yes.

6. The proposed budget must not reflect an anticipated deficit from 2016 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 Authority's deficit in unrestricted net position is solely due to GASB # 68. The Authority funds its annual pension obligation requested from the State of New Jersey. The current year, FYE 9/30/2016 anticipated deficit of \$103,064 is due to lower HUD funding than the Authority is entitled to and will be funded from cash surplus funds available.

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

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

# HOUSING AUTHORITY CONTACT INFORMATION 2016

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

<b>Name of Authority:</b>	Woodbridge Housing Authority		
<b>Federal ID Number:</b>	22-6002651		
<b>Address:</b>	20 Bunns Lane		
<b>City, State, Zip:</b>	Woodbridge	NJ	07095
<b>Phone: (ext.)</b>	732-634-2750	<b>Fax:</b>	732-634-8421

<b>Preparer's Name:</b>	William Katchen, CPA		
<b>Preparer's Address:</b>	Suite 303, 596 Anderson Avenue		
<b>City, State, Zip:</b>	Cliffside Park	NJ	07010
<b>Phone: (ext.)</b>	201-943-4449	<b>Fax:</b>	201-943-5099
<b>E-mail:</b>	<a href="mailto:bill@katchencpa.com">bill@katchencpa.com</a>		

<b>Chief Executive Officer:</b>	Donna Brightman		
<b>Phone: (ext.)</b>	732-634-2750	<b>Fax:</b>	732-634-8421
<b>E-mail:</b>	<a href="mailto:donnabrightman@hotmail.com">donnabrightman@hotmail.com</a>		

<b>Chief Financial Officer:</b>	Kathi DiTomasso		
<b>Phone: (ext.)</b>	732-634-2750 x104	<b>Fax:</b>	732-634-8421
<b>E-mail:</b>	<a href="mailto:KD@woodbridgehousingauthority.org">KD@woodbridgehousingauthority.org</a>		

<b>Name of Auditor:</b>	Anthony Giampaolo		
<b>Name of Firm:</b>	Hymanson, parnes and Giampaolo		
<b>Address:</b>	467 Middletown-Lincroft Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	732-842-4550	<b>Fax:</b>	732-842-4551
<b>E-mail:</b>	<a href="mailto:tony@hpgnj.com">tony@hpgnj.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Woodbridge Housing Authority (Name)

FISCAL  
YEAR:

FROM:10/1/2016

TO:9/30/2017

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 42
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,836,005.40
- 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? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach narrative. Collective bargaining agreement negotiations, review by Commissioners and HUD required comparability study.
- 11) Did the Authority pay for meals or catering during the current fiscal year? No 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? No If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.





**HOUSING AUTHORITY INFORMATIONAL  
QUESTIONNAIRE (CONTINUED)**  
**Woodbridge Housing Authority**  
(Name)

FISCAL  
YEAR:

FROM:10/1/2016

TO:9/30/2017

- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel  No \_\_\_\_\_
  - b. Travel for companions  No \_\_\_\_\_
  - c. Tax indemnification and gross-up payments  No \_\_\_\_\_
  - d. Discretionary spending account  No \_\_\_\_\_
  - e. Housing allowance or residence for personal use  No \_\_\_\_\_
  - f. Payments for business use of personal residence  No \_\_\_\_\_
  - g. Vehicle/auto allowance or vehicle for personal use  No \_\_\_\_\_
  - h. Health or social club dues or initiation fees  No \_\_\_\_\_
  - i. Personal services (i.e.: maid, chauffeur, chef)  No \_\_\_\_\_
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement?  Yes \_\_\_\_\_ *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination?  No \_\_\_\_\_ *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses?  No \_\_\_\_\_ *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required?  N/A \_\_\_\_\_ *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?  No \_\_\_\_\_ *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations?  No \_\_\_\_\_ *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?  No \_\_\_\_\_ *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

**Woodbridge Housing Authority**

(Name)

**FISCAL  
YEAR:**

**FROM:10/1/2016**

**TO:9/30/2017**

*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, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2016, with 2015 being the most recent calendar year ended).

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

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

For the Period **October 1, 2016** to **September 30, 2017** Woodbridge Housing Authority

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)				Total Compensation All Public Entities			
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		Estimated amount of other compensation from Authority (health benefits, pension, etc.)		
1 Greg Ficarra	Chairperson		X				None		None	\$		\$ 9,115		
2 Greg Ficarra	Chairperson		X				None		None			75,409	75,409	
3 John Kenny	Vice Chairperson		X				None		None			5,067	5,067	
4 Terri Briante	Commissioner		X				None		None					
5 Ryan Michelson	Commissioner		X				None		None					
6 Mark Barbee	Commissioner		X				None		None					
7 Pedro Rosario	Commissioner		X				None		None					
8 Ketan Shah	Commissioner		X				None		None					
Denna Executive							None		None					
9 Drighuman Director			X				160,309			52,902		213,211		
10 Kahlil Ottomasso Finance Director			X				97,526			30,534		123,060		
11														
12														
13														
14														
15														
<b>Total:</b>							\$ 257,835	\$	\$	\$ 83,436	\$	\$ 336,271	\$ 149,129	\$ 485,400

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed: **1**

# Schedule of Health Benefits - Detailed Cost Analysis

Woodbridge Housing Authority  
 For the Period October 1, 2016 to September 30, 2017

	# of Covered Members (Medical & Rx) Proposed Budget		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget		# of Covered Members (Medical & Rx) Current Year		Annual Cost per Employee Current Year		Total Current Year Cost		% Increase (Decrease)	
	Budget	Members	Budget	Members	Budget	Members	Budget	Members	Budget	Members	Budget	Members	Budget	Members
<b>Active Employees - Health Benefits - Annual Cost</b>														
Single Coverage	5		\$ 12,708		\$ 63,540		5		\$ 12,708		\$ 60,805		2,735	4.5%
Parent & Child	10		23,158		231,580		10		22,161		221,610		9,970	4.5%
Employee & Spouse (or Partner)	5		25,646		128,230		5		24,542		122,710		5,520	4.5%
Family	9		35,978		323,802		9		34,429		309,861		13,941	4.5%
Employee Cost Sharing Contribution (enter as negative -)					(96,034)						(91,899)		(4,135)	4.5%
Subtotal	29				651,118		29				623,087		28,031	4.5%
<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!
Subtotal	0						0							#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>														
Single Coverage	1		5,474		6,474		1		6,195		6,195		279	4.5%
Parent & Child														#DIV/0!
Employee & Spouse (or Partner)	2		17,873		35,746		2		17,103		34,206		1,540	4.5%
Family	1		26,837		26,837		1		25,681		25,681		1,156	4.5%
Employee Cost Sharing Contribution (enter as negative -)														#DIV/0!
Subtotal	4				69,057		4				66,082		2,975	4.5%
<b>GRAND TOTAL</b>	<b>33</b>				<b>\$ 720,175</b>		<b>33</b>				<b>\$ 689,169</b>		<b>\$ 31,006</b>	<b>4.5%</b>

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



Woodbridge Housing Authority  
Employee Compensated Absences and Allocation  
Period Ending 9/30/2015

Employee Name	Hire Date	Adm'n Maint (M)	Union (U) Non Union (NU)	Regular Salary For Pay Period	Hours In Every Pay Period	Hourly Rate (Col. D/Col. E)	Col. H		Col. I		Col. J		Col. K		Col. L		Col. M		Col. N		Col. O		Col. P		Col. Q		Col. R		Col. S		Col. T		Col. U		Col. V		Col. W		Col. X		Col. Y		Col. Z																																																								
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93
Adams, Alex	10/6/99	M	NU	1,707.66	80	21.34	35.00	8.00	5,976.46	45.50	7.00	6,798.22	12,774.68	12,774.68	9,485.87	9,485.87	5,235.38	37,612.84	13,455.75	1,571.34	1,571.34	464.43	1,857.74	3,418.96	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																						
Baba, Kathleen	4/3/00	A	NU	3,208.77	70	45.84	29.00	7.00	9,305.43	30.00	7.00	1,886.10	38,531.74	38,531.74	9,485.87	9,485.87	5,235.38	37,612.84	13,455.75	1,571.34	1,571.34	464.43	1,857.74	3,418.96	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																						
Boyle, Diane	3/5/02	A	U	1,994.43	70	28.49	19.25	7.00	3,839.28	21.00	7.00	2,025.43	12,587.41	12,587.41	3,839.28	3,839.28	2,025.43	12,587.41	4,557.25	7,951.13	821.38	821.38	19,635.48	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																							
Brightman, Donna F.	2/7/00	A	NU	5,721.55	80	81.74	21.00	8.00	5,504.63	32.50	8.00	7,951.13	32,612.84	32,612.84	9,485.87	9,485.87	5,235.38	37,612.84	13,455.75	1,571.34	1,571.34	464.43	1,857.74	3,418.96	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																						
Cashin, Sean	10/20/99	M	NU	2,448.50	80	30.58	22.50	8.00	5,504.63	32.50	8.00	7,951.13	32,612.84	32,612.84	9,485.87	9,485.87	5,235.38	37,612.84	13,455.75	1,571.34	1,571.34	464.43	1,857.74	3,418.96	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																						
Colon, Ileana	9/29/99	M	U	1,428.49	80	17.86	5.25	8.00	749.96	5.75	8.00	821.38	3,418.96	3,418.96	821.38	821.38	464.43	1,857.74	3,418.96	1,571.34	1,571.34	464.43	1,857.74	3,418.96	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																						
DeFattore, Karen	9/20/99	A	U	1,871.51	70	26.02	21.00	7.00	3,839.28	21.00	7.00	2,025.43	12,587.41	12,587.41	3,839.28	3,839.28	2,025.43	12,587.41	4,557.25	7,951.13	821.38	821.38	19,635.48	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																							
Dickel, Mike	9/19/11	M	U	2,205.78	80	27.57	9.50	8.00	2,095.49	6.00	8.00	3,225.47	13,455.75	13,455.75	3,225.47	3,225.47	1,857.74	7,490.41	13,455.75	7,951.13	821.38	821.38	19,635.48	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																							
Elomasso, Kathleen	4/29/85	A	NU	3,259.00	70	46.56	24.75	7.00	8,066.43	35.50	7.00	11,569.45	49,635.48	49,635.48	9,485.87	9,485.87	5,235.38	37,612.84	13,455.75	1,571.34	1,571.34	464.43	1,857.74	3,418.96	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																						
Epinal, Altagrada	6/1/99	A	U	1,987.96	70	19.83	1.25	7.00	2,095.49	6.00	7.00	3,225.47	13,455.75	13,455.75	3,225.47	3,225.47	1,857.74	7,490.41	13,455.75	7,951.13	821.38	821.38	19,635.48	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																							
Fusco, Danielle	4/5/99	A	U	1,610.19	70	25.86	32.75	7.00	5,928.37	14.00	7.00	2,594.27	8,462.84	8,462.84	2,594.27	2,594.27	1,440.00	5,895.85	8,462.84	7,951.13	821.38	821.38	19,635.48	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																							
Guhney, Maureen	10/20/99	A	NU	2,386.23	70	32.66	11.50	7.00	2,629.16	19.00	7.00	4,343.84	17,728.77	17,728.77	9,485.87	9,485.87	5,235.38	37,612.84	13,455.75	1,571.34	1,571.34	464.43	1,857.74	3,418.96	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																						
Hillard, Ellen Margaret	8/8/11	A	U	1,106.44	70	15.81	7.50	7.00	829.83	5.50	7.00	609.54	2,448.50	2,448.50	829.83	829.83	464.43	1,857.74	2,448.50	1,571.34	1,571.34	464.43	1,857.74	3,418.96	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00	1,440.00	291.82	51.50	3,082.64	1,671.37	4,178.43	587.15	751.66	5,943.69	6,917.92	22,570.73	1,701.19	6,213.78	1,551.82	5,144.44	19,657.98	45,591.39	72,670.58	137,795.32	17,728.77	1,355.87	19,079.64	13,189.79	5,895.85	66,894.76																																						
Judge, Chris	10/23/07	M	U	1,286.82	80	16.08	34.75	8.00	3,655.47	42.00	8.00	4,469.97	18,577.41	18,577.41	4,469.97	4,469.97	2,594.27	8,462.84	18,577.41	13,455.75	821.38	821.38	19,635.48	19,635.48	208.19	674.58	8,462.84	6,973.00	1,078.78	359.59	9,872.53	8,108.49	5,327.11	7,490.41	1,440.00																																																																





**2016 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

## 2016 Budget Summary

Woodbridge Housing Authority  
 For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				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	\$ 4,947,597	\$ -	\$ 5,307,000	\$ 179,980	\$ 10,434,577	\$ 10,602,531	\$ (167,954)	-1.6%
Total Non-Operating Revenues	9,270	-	22,280	55,440	86,990	88,425	(1,435)	-1.6%
Total Anticipated Revenues	4,956,867	-	5,329,280	235,420	10,521,567	10,690,956	(169,389)	-1.6%
<b>APPROPRIATIONS</b>								
Total Administration	1,602,180	-	497,970	166,160	2,266,310	2,272,650	(6,340)	-0.3%
Total Cost of Providing Services	3,362,640	-	4,852,000	69,260	8,283,900	8,521,370	(237,470)	-2.8%
Net Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	4,964,820	-	5,349,970	235,420	10,550,210	10,794,020	(243,810)	-2.3%
Net Interest Payments on Debt	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,964,820	-	5,349,970	235,420	10,550,210	10,794,020	(243,810)	-2.3%
Less: Total Unrestricted Net Position Utilized	7,953	-	20,690	-	28,643	103,064	(74,421)	-72.2%
Net Total Appropriations	4,956,867	-	5,329,280	235,420	10,521,567	10,690,956	(169,389)	-1.6%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

## 2016 Revenue Schedule

Woodbridge Housing Authority  
For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				Total All	Adopted Budget	All Operations	All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Operations	Total All Operations	All Operations	All Operations		
<b>OPERATING REVENUES</b>										
<i>Rental Fees</i>										
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!		
Dwelling Rental	2,419,700				2,419,700	2,384,500	35,200	1.5%		
Excess Utilities	72,200				72,200	71,720	480	0.7%		
Non-Dwelling Rental					-	-	-	#DIV/0!		
HUD Operating Subsidy	1,807,507				1,807,507	2,064,746	(257,239)	-12.5%		
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			5,232,000		5,232,000	5,180,000	52,000	1.0%		
<b>Total Rental Fees</b>	<b>4,299,407</b>		<b>5,232,000</b>		<b>9,531,407</b>	<b>9,700,966</b>	<b>(169,559)</b>	<b>-1.7%</b>		
<i>Other Operating Revenues (List)</i>										
Late Charges and Prorations	648,190		75,000	179,980	903,170	901,565	1,605	0.2%		
Other Revenue 2					-	-	-	#DIV/0!		
Other Revenue 3					-	-	-	#DIV/0!		
Other Revenue 4					-	-	-	#DIV/0!		
<b>Total Other Revenue</b>	<b>648,190</b>		<b>75,000</b>	<b>179,980</b>	<b>903,170</b>	<b>901,565</b>	<b>1,605</b>	<b>0.2%</b>		
<b>Total Operating Revenues</b>	<b>4,947,597</b>		<b>5,307,000</b>	<b>179,980</b>	<b>10,434,577</b>	<b>10,602,531</b>	<b>(167,954)</b>	<b>-1.6%</b>		
<b>NON-OPERATING REVENUES</b>										
<i>Grants &amp; Entitlements (List)</i>										
HUD FSS Grant			22,280		22,280	22,280	-	0.0%		
NJ Cong. Grant				55,440	55,440	51,875	3,565	6.9%		
Grant #3					-	-	-	#DIV/0!		
Grant #4					-	-	-	#DIV/0!		
<b>Total Grants &amp; Entitlements</b>			<b>22,280</b>	<b>55,440</b>	<b>77,720</b>	<b>74,155</b>	<b>3,565</b>	<b>4.8%</b>		
<i>Local Subsidies &amp; Donations (List)</i>										
Local Subsidy #1					-	-	-	#DIV/0!		
Local Subsidy #2					-	-	-	#DIV/0!		
Local Subsidy #3					-	-	-	#DIV/0!		
Local Subsidy #4					-	-	-	#DIV/0!		
<b>Total Local Subsidies &amp; Donations</b>					-	-	-	#DIV/0!		
<i>Interest on Investments &amp; Deposits</i>										
Investments	9,270				9,270	14,270	(5,000)	-35.0%		
Security Deposits					-	-	-	#DIV/0!		
Penalties					-	-	-	#DIV/0!		
Other Investments					-	-	-	#DIV/0!		
<b>Total Interest</b>	<b>9,270</b>				<b>9,270</b>	<b>14,270</b>	<b>(5,000)</b>	<b>-35.0%</b>		
<i>Other Non-Operating Revenues (List)</i>										
Other Non-Operating #1					-	-	-	#DIV/0!		
Other Non-Operating #2					-	-	-	#DIV/0!		
Other Non-Operating #3					-	-	-	#DIV/0!		
Other Non-Operating #4					-	-	-	#DIV/0!		
<b>Total Non-Operating Revenues</b>	<b>9,270</b>		<b>22,280</b>	<b>55,440</b>	<b>86,990</b>	<b>88,425</b>	<b>(1,435)</b>	<b>-1.6%</b>		
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,956,867</b>		<b>\$ 5,329,280</b>	<b>\$ 235,420</b>	<b>\$ 10,521,567</b>	<b>\$ 10,690,956</b>	<b>\$ (169,389)</b>	<b>-1.6%</b>		

# 2015 Adopted Revenue Schedule

## Woodbridge Housing Authority

### 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	2,384,500				2,384,500
Excess Utilities	71,720				71,720
Non-Dwelling Rental					-
HUD Operating Subsidy	2,064,746				2,064,746
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			5,180,000		5,180,000
<b>Total Rental Fees</b>	<b>4,520,966</b>	-	<b>5,180,000</b>	-	<b>9,700,966</b>
<i>Other Operating Revenues (List)</i>					
Late Charges and Prorations	648,190		75,000	178,375	901,565
Other Revenue 3					-
Other Revenue 4					-
<b>Total Other Revenue</b>	<b>648,190</b>	-	<b>75,000</b>	<b>178,375</b>	<b>901,565</b>
<b>Total Operating Revenues</b>	<b>5,169,156</b>	-	<b>5,255,000</b>	<b>178,375</b>	<b>10,602,531</b>
<b>NON-OPERATING REVENUES</b>					
<i>Grants &amp; Entitlements (List)</i>					
HUD FSS Grant			22,280		22,280
NJ Cong. Grant				51,875	51,875
Grant #3					-
Grant #4					-
<b>Total Grants &amp; Entitlements</b>	-	-	<b>22,280</b>	<b>51,875</b>	<b>74,155</b>
<i>Local Subsidies &amp; Donations (List)</i>					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
<b>Total Local Subsidies &amp; Donations</b>	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Investments	9,270		5,000		14,270
Security Deposits					-
Penalties					-
Other Investments					-
<b>Total Interest</b>	<b>9,270</b>	-	<b>5,000</b>	-	<b>14,270</b>
<i>Other Non-Operating Revenues (List)</i>					
Other Non-Operating #1					-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
<b>Other Non-Operating Revenues</b>	-	-	-	-	-
<b>Total Non-Operating Revenues</b>	<b>9,270</b>	-	<b>27,280</b>	<b>51,875</b>	<b>88,425</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 5,178,426</b>	<b>\$ -</b>	<b>\$ 5,282,280</b>	<b>\$ 230,250</b>	<b>\$ 10,690,956</b>

## 2016 Appropriations Schedule

Woodbridge Housing Authority  
For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				Total All Operations	Adapted Budget	Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Sect ion 8	Housing Voucher	Other Programs				
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	\$ 797,330	\$ 213,330	\$ 151,050	\$ 1,161,710	\$ 1,141,020	\$ 20,690	1.8%	
Fringe Benefits	601,100	119,240	15,110	735,450	767,480	(27,030)	-3.5%	
Legal	45,250	4,750		50,000	50,000	-	0.0%	
Staff Training	8,250	2,750		11,000	11,000	-	0.0%	
Travel	9,750	2,750		12,500	12,500	-	0.0%	
Accounting Fees	27,000	9,000		36,000	36,000	-	0.0%	
Auditing Fees	9,000	3,500		12,500	12,500	-	0.0%	
Miscellaneous Administration*	104,500	142,650		247,150	247,150	-	0.0%	
<b>Total Administration</b>	<b>1,602,180</b>	<b>497,970</b>	<b>166,160</b>	<b>2,266,310</b>	<b>2,272,650</b>	<b>(6,340)</b>	<b>-0.3%</b>	
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services			57,960	57,960	56,980	980	1.7%	
Salary & Wages - Maintenance & Operation	456,770		5,000	461,770	446,510	15,260	3.4%	
Salary & Wages - Protective Services							#DIV/0!	
Salary & Wages - Utility Labor	153,930			153,930	147,170	6,760	4.6%	
Fringe Benefits	472,310		6,300	478,610	464,670	13,940	3.0%	
Tenant Services	20,000			20,000	20,000	-	0.0%	
Utilities	985,860			985,860	1,289,060	(303,160)	-23.5%	
Maintenance & Operation	602,500			602,500	602,500	-	0.0%	
Protective Services							#DIV/0!	
Insurance	196,000	16,000		212,000	210,000	2,000	1.0%	
Payment in Lieu of Taxes (PILOT)	135,210			135,210	102,000	33,210	32.6%	
Terminal Leave Payments							#DIV/0!	
Collection Losses	10,000			10,000	10,000	-	0.0%	
Other General Expense	330,040			330,040	372,480	(42,440)	-11.4%	
Rents		4,836,000		4,836,000	4,600,000	36,000	0.8%	
Extraordinary Maintenance							#DIV/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>3,362,640</b>	<b>4,851,000</b>	<b>69,260</b>	<b>8,283,900</b>	<b>8,521,370</b>	<b>(237,470)</b>	<b>-2.8%</b>	
Net Principal Payments on Debt Service in Lieu of Depreciation							#DIV/0!	
<b>Total Operating Appropriations</b>	<b>4,964,820</b>	<b>5,349,970</b>	<b>235,420</b>	<b>10,550,210</b>	<b>10,794,020</b>	<b>(243,810)</b>	<b>-2.3%</b>	
<b>NON-OPERATING APPROPRIATIONS</b>								
Net Interest Payments on Debt							#DIV/0!	
Operations & Maintenance Reserve							#DIV/0!	
Renewal & Replacement Reserve							#DIV/0!	
Municipality/County Appropriation							#DIV/0!	
Other Reserves							#DIV/0!	
<b>Total Non-Operating Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>TOTAL APPROPRIATIONS</b>	<b>4,964,820</b>	<b>5,349,970</b>	<b>235,420</b>	<b>10,550,210</b>	<b>10,794,020</b>	<b>(243,810)</b>	<b>-2.3%</b>	
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>4,964,820</b>	<b>5,349,970</b>	<b>235,420</b>	<b>10,550,210</b>	<b>10,794,020</b>	<b>(243,810)</b>	<b>-2.3%</b>	
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation							#DIV/0!	
Other	7,953	20,690		28,643	103,064	(74,421)	-72.2%	
<b>Total Unrestricted Net Position Utilized</b>	<b>7,953</b>	<b>20,690</b>	<b>-</b>	<b>28,643</b>	<b>103,064</b>	<b>(74,421)</b>	<b>-72.2%</b>	
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 4,956,867</b>	<b>\$ 5,329,280</b>	<b>\$ 235,420</b>	<b>\$ 10,521,567</b>	<b>\$ 10,690,956</b>	<b>\$ (169,389)</b>	<b>-1.6%</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    \$ 248,241.00    ## \$ 267,498.50    \$ 11,771.00    \$ 527,510.50

## 2015 Adopted Appropriations Schedule

### Woodbridge Housing Authority

	<i>Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 783,120		\$ 210,560	\$ 147,340	\$ 1,141,020
Fringe Benefits	607,750		140,000	14,730	762,480
Legal	45,250		4,750		50,000
Staff Training	8,250		2,750		11,000
Travel	9,750		2,750		12,500
Accounting Fees	27,000		9,000		36,000
Auditing Fees	9,000		3,500		12,500
Miscellaneous Administration*	104,500		142,650		247,150
Total Administration	1,594,620	-	515,960	162,070	2,272,650
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				56,980	56,980
Salary & Wages - Maintenance & Operation	441,510			5,000	446,510
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	147,170				147,170
Fringe Benefits	458,470			6,200	464,670
Tenant Services	20,000				20,000
Utilities	1,289,060				1,289,060
Maintenance & Operation	602,500				602,500
Protective Services					-
Insurance	195,000		15,000		210,000
Payment in Lieu of Taxes (PILOT)	102,000				102,000
Terminal Leave Payments					-
Collection Losses	10,000				10,000
Other General Expense	372,480				372,480
Rents			4,800,000		4,800,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	3,638,190	-	4,815,000	68,180	8,521,370
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	5,232,810	-	5,330,960	230,250	10,794,020
<b>NON-OPERATING APPROPRIATIONS</b>					
Net Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					-
<b>TOTAL APPROPRIATIONS</b>	5,232,810	-	5,330,960	230,250	10,794,020
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	5,232,810	-	5,330,960	230,250	10,794,020
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other	54,384		48,680		103,064
Total Unrestricted Net Position Utilized	54,384		48,680		103,064
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,178,426	\$ -	\$ 5,282,280	\$ 230,250	\$ 10,690,956

\* 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    \$ 261,640.50    \$ -    #####    \$ 11,512.50    \$ 539,701.00

# 5 Year Debt Service Schedule - Principal

Woodbridge Housing Authority

	Fiscal Year Beginning in						Total Principal Outstanding		
	Current Year (2015)	2016	2017	2018	2019	2020		2021	Thereafter
Debt Issuance #1	None								
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>TOTAL PRINCIPAL</b>									#VALUE!
<b>LESS: HUD SUBSIDY</b>									
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#VALUE!

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

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