

**State Filing Year 2017**

**Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017**

	<u>Start Year</u>		<u>End Year</u>
Fiscal Year	2017	–	2017

***Authority Budget of:***

***Woodbridge Housing Authority***

***For the Period:***

***October 1, 2017 to September 30, 2018***

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

Authority Web Address

**Department Of**



**Community  
Affairs**

***Division of Local Government Services***

**2017 HOUSING AUTHORITY BUDGET**

**Certification Section**

2017

**Woodbridge Housing Authority**  
(Name)

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM October 1, 2017 TO September 30, 2018**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

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

# 2017 APPROVAL CERTIFICATION

## Woodbridge Housing Authority

(Name)

## HOUSING AUTHORITY BUDGET

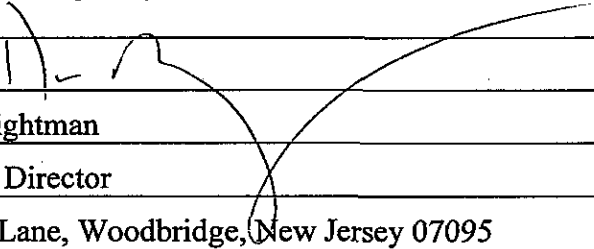
FISCAL  
YEAR:

FROM:10/1/2017

TO:9/30/2018

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 20 day of June,2017.

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

Officer's Signature:			
Name:	Donna Brightman		
Title:	Executive Director		
Address:	10 Bunns Lane, Woodbridge, New Jersey 07095		
Phone Number:	732-634-2750	Fax Number:	732-634-8421
E-mail address	<a href="mailto:donnabrightman@hotmail.com">donnabrightman@hotmail.com</a>		

# 2017 PREPARER'S CERTIFICATION

## Woodbridge Housing Authority (Name)

### HOUSING AUTHORITY BUDGET

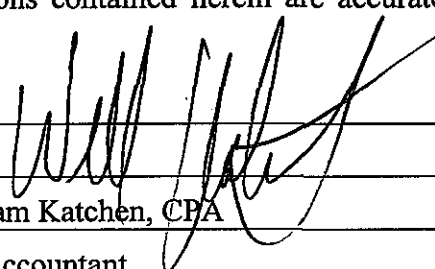
FISCAL  
YEAR:

FROM:10/1/2017

TO:9/30/2018

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, NJ 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	<a href="mailto:bill@katchencpa.com">bill@katchencpa.com</a>		

# 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.

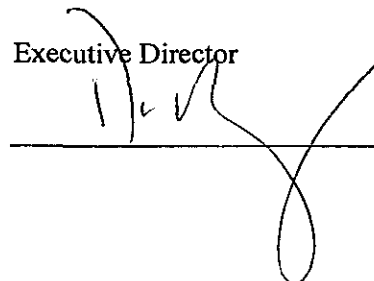
Name of Officer Certifying compliance

Donna Brightman

Title of Officer Certifying compliance

Executive Director

Signature



# **2017 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Woodbridge Housing Authority  
(Name)

## AUTHORITY BUDGET

FISCAL  
YEAR:

FROM:10/1/2017

TO:9/30/2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). **The Authority has received HUD approval to convert to RAD. The family complex consisting of 150 units is expected to be transferred by 9/30/2018 to a tax credit developer and the Authority is expecting to convert 355 units of elderly housing to RAD during the subject year and 60 units of elderly housing will be replaced by a new RAD funded complex in the year ending 9/30/2019. Misc. administrative appropriations are expected to decrease based on available HCV administrative funding. Utilities and maintenance expenses for the proposed budget year are lower based on the expected transfer of units during the year to a tax credit developer. In revenue rental income, HUD operating subsidy and late charges and prorations are expected to be lower during the year as a result of the sale of units to a tax credit developer.**

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget. **Revenue as a whole are expected to be lower due to the transfer of units to a tax credit developer. Service charges to tenants (principally rents) will be lower due to less units owned by the Authority.**

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 not expected to 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. **Unrestricted net position is utilized during the transition from the sale of units to a tax credit developer and conversion of all units to RAD.**

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.). **None other than PILOT.**



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

**The proposed budget includes an accumulated deficit at the end of the prior year. During the transition to RAD the Authority does not anticipate reducing the deficit. RAD funding once implemented is expected to generate additional revenue that will provide a source of funding to reduce the accumulated deficit.**

# HOUSING AUTHORITY CONTACT INFORMATION 2017

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>	10 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 Di Tomasso		
<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 Giampolo		
<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:10/1/2017

TO:9/30/2018

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 40
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 1,837,322
- 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: 7
- 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.*

Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? (**Checked to see if individuals actually filed at <http://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.*

- 6) 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.*
- 7) 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.*

- 8) 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.*
- 9) 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. HUD required comparability study; collective bargaining agreement and Board review and approval.

- 10) 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.*
- 11) 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.*
- 12) 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.*
- 13) 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)*
- 14) 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.*
- 15) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses?   No   *If "yes," attach explanation including amount paid.*
- 16) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required?   N/A   *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 17) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?   No   *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 18) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations?   No   *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 19) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?   No   *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

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

Woodbridge Housing Authority  
(Name)

**FISCAL  
YEAR:**

**FROM:10/1/2017**

**TO:9/30/2018**

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

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

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

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

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

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

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

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

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

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

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

For the Period October 1, 2017 to Woodbridge Housing Authority September 30, 2018

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Bonus	Other (auto, allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where individual is an Employee or Member of the Governing Body (1) See note below	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											
1 Gregg Ficarra	Chairperson		X							Woodbridge Township	Retiree				9,115	9,115
2 Gregg Ficarra	Chairperson		X							NJPERS	Retiree				75,409	75,409
3 John Kenny	Vice Chair		X							Woodbridge Fire District	Fire Commissioner				5,067	5,067
4 Terri Briante	Commissioner		X												0	0
5 Ryan Michelson	Commissioner		X												0	0
6 Ketan Shah	Commissioner		X												0	0
7 Pedro Rosario	Commissioner		X												0	0
8 Donna Brightman	Executive Director		X		X	163,220	53,863	217,083	217,083	Woodbridge Township	DPW			59,538	20,838	80,376
9 Kathi Di Tomasso	Finance Director		X		X	89,924	29,675	119,599	119,599							217,083
10																119,599
11																0
12																0
13																0
14																0
15																0
<b>Total:</b>						\$ 253,144	\$ -	\$ 83,538	\$ -	\$ 336,682				\$ 149,129	\$ 20,838	\$ 506,649

(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

Woodbridge Housing Authority  
 For the Period October 1, 2017 to September 30, 2018

	# of Covered Members (Medical & Rx)		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)
	Proposed Budget	Actual	Proposed Budget	Actual					
<b>Active Employees - Health Benefits - Annual Cost</b>									
Single Coverage	5	5	\$ 12,332	\$ 61,660	\$ 12,123	5	\$ 12,123	\$ 60,615	1.7%
Parent & Child	8	9	22,224	177,792	22,218	9	22,218	199,962	-11.1%
Employee & Spouse (or Partner)	5	5	24,541	122,705	24,543	5	24,543	122,715	0.0%
Family	11	10	34,432	378,752	34,429	10	34,429	344,290	10.0%
Employee Cost Sharing Contribution (enter as negative -)			(95,753)	(95,753)	(95,753)		(95,753)	-	0.0%
Subtotal	29	29	645,156	645,156	631,829	29	631,829	13,327	2.1%
<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				0			#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>									
Single Coverage	1	1	6,506	6,506	6,195	1	6,195	6,195	5.0%
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)	2	2	17,888	35,776	17,103	2	17,103	34,206	4.6%
Family	1	1	26,412	26,412	25,680	1	25,680	25,680	2.9%
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	4	4	68,694	68,694	66,081	4	66,081	66,081	4.0%
<b>GRAND TOTAL</b>	<b>33</b>	<b>33</b>	<b>\$ 713,850</b>	<b>\$ 713,850</b>	<b>\$ 697,910</b>	<b>33</b>	<b>\$ 697,910</b>	<b>\$ 15,940</b>	<b>2.3%</b>

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

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

# Schedule of Accumulated Liability for Compensated Absences

Woodbridge Housing Authority  
For the Period      October 1, 2017      to      September 30, 2018

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

	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		\$ 170,522	X	X	
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<u>\$ 170,522</u>			

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



Woodbridge Housing Authority  
Employee Compensated Absences and Allocation  
Period Ending 9/30/2016

SICK TIME AND VACATION COMPENSATED ABSENCES														ALLOCATIONS						
Employee Name	Hire Date	Ad min (A)	Unio n (U)	Regu lar Salary For Pay Period	Hour s In Ever	Hourly Rate (Col. D/)	Sick Time (Col. H)	Hr s In (Col. I)	Sick Time At Retirement (Col. H * Col. I)	Vacation Time Balance	Hr s In (Col. J)	Vacation Pay At Retirement (Col. N * Col. J)	Total Payment At Retirement (Col. K + Col. O)	AMP 1	AMP 2	COCC	Section 8	Cong	Capital	
																				Col. D
Adams, Alex	10/6/99	M	NU	1,742.38	80	21.78	15	8	2,613.27	15	8	2,613.27	5,226.54	5,226.54						
Blaaha A., Kathleen	4/3/00	A	NU	3,063.39	70	43.76	15	7	4,595.08	15	7	4,595.08	9,190.17	4,595.08	4,595.08					
Boyle, Diane	3/5/02	A	U	2,029.05	70	28.99	13	7	2,688.49	8	7	1,521.79	4,210.28		4,210.28					
Brightman, Donna F.	2/7/00	A	NU	5,756.15	70	82.23	15	7	8,634.23	15	7	8,634.23	17,268.45			17,268.45				
Cashin, Sean	10/20/99	M	NU	2,481.12	80	31.01	15	8	3,721.68	15	8	3,721.68	7,443.36		7,443.36					
Lombardi Keana	9/20/99	M	U	1,463.11	80	18.29	13	8	1,902.04	7	8	1,060.75	2,962.80		2,962.80					
DeFattore, Karen	9/20/99	A	U	1,855.63	70	26.51	20	7	3,664.87	4	7	742.25	4,407.12	440.71	1,762.85				2,203.56	
Deichsel, Mike	9/19/11	M	U	2,240.40	80	28.01	10	8	2,184.39	7	8	1,568.28	3,752.67		3,752.67					
Dionomasso, Kathleen	4/23/85	A	NU	3,293.62	70	47.05	15	7	4,940.43	15	7	4,940.43	9,880.86			9,880.86				
Espinal, Altgracia	6/1/99	A	U	1,422.58	70	20.32	0	7	35.56	11	7	1,600.40	1,635.97	327.19	981.58				327.19	
Fusco, Danielle	4/5/99	A	U	1,844.81	70	26.35	15	7	2,767.22	15	7	2,767.22	5,534.43		5,534.43					
Guiney, Maurreen	10/20/99	A	NU	2,320.85	70	33.16	14	7	3,249.19	16	7	3,597.32	6,846.51			6,846.51				
Hilliard, Ellen Margaret	8/8/11	A	U	1,141.06	70	16.30	8	7	884.32	3	7	370.84	1,255.17	941.37	313.79					
Judge, Chris	10/22/07	M	U	1,320.94	80	16.51	15	8	1,981.41	15	8	1,981.41	3,962.82	3,962.82						
Khan, Khalir M.	10/3/00	M	U	1,363.89	80	17.05	15	8	2,045.84	15	8	2,045.84	4,091.67		4,091.67					
Kane, Diane V.	10/14/03	M	U	1,025.71	80	12.82	15	8	1,538.57	15	8	1,538.57	3,077.13		3,077.13					
Noll, Elizabeth M.	12/10/07	A	NU	1,948.16	70	27.83	25	7	4,870.40	5	7	876.67	5,747.07						5,747.07	
Murray, Patricia	1/1/99	M	NU	480.00	24	20.00	2	8	320.00	5	8	800.00	1,120.00			1,120.00				
Olexa, Christina L.	2/11/91	A	U	1,996.44	70	28.52	0	7	49.91	1	7	249.56	299.47			254.55			44.92	
Oliveras, Melanie	10/25/99	A	U	1,692.39	70	24.18	3	7	465.41	7	7	1,276.98	1,692.39	473.10	1,269.29					
Pydeski, Joyce E.	2/1/02	A	NU	2,355.96	70	33.66	21	7	4,947.52	8	7	1,766.97	6,714.49	1,342.90	3,357.24				2,014.35	
Reese, Jr, James R.	7/20/95	M	NU	1,933.06	80	24.16	-	8	-	11	8	2,126.37	2,126.37	2,126.37						
Sammartino, Vincent	6/1/09	A	NU	1,803.24	70	25.76	3	7	540.97	3	7	586.05	1,127.03			1,127.03				
Schwenzler, Daniel	2/12/01	M	U	1,324.18	80	16.55	15	8	1,986.27	15	8	1,986.27	3,972.54	3,972.54						
Smolder, Christina	12/6/99	A	NU	2,731.19	70	39.02	17	7	4,574.74	3	7	819.36	5,394.10			5,394.10				
Srlwardena, Ruvani	3/27/00	A	NU	2,461.96	70	35.17	15	7	3,892.94	15	7	3,692.94	7,385.88			7,385.88				
Stecker, Lawrence	8/19/04	A	NU	3,507.04	70	50.10	15	7	5,260.56	15	7	5,260.56	10,521.12			10,521.12				
Vazquez, Delia	10/14/03	M	U	1,187.97	80	14.85	6	8	712.78	12	8	1,425.56	2,138.35		2,138.35					
Veliz, Ana		A	U	1,083.36	70	15.48	15	7	1,625.04	15	7	1,625.04	3,250.08			3,250.08				
Williams, Phyllis	1/12/06	A	U	1,314.47	70	18.78	15	7	1,279.85	15	7	1,971.71	3,251.56	1,625.78	1,625.78					
Witkowski, Carol	7/21/08	A	U	1,262.82	70	18.04	15	7	1,894.23	15	7	1,894.23	3,788.46			3,788.46				
Yannuzzi, Michael	10/6/97	M	NU	2,803.35	80	35.04	15	8	4,205.03	15	8	4,205.03	8,410.05			8,410.05				
Vandenburg, Joe	8/29/11	M	U	720.00	80	9.00	3	8	216.00	7	8	504.00	720.00			720.00				

Note: per the Woodbridge Housing Authority policies and procedures, no employee can be paid for more than 30 days of accrued Sick/Vacation time upon retirement. For those employees as noted above (O), their total bankable time has exceeded the maximum as allowed. The schedule above has been adjusted to reflect the maximum of 30 hours.

84,088.23	0	74,316.64	158,404.87	24,984.40	50,366.38	68,928.54	14,125.55	-
		158,404.87						
		7.65%	12,117.97	1,911.31	3,853.03	5,273.03	1,080.60	-
			170,522.84	26,895.71	54,219.41	74,201.57	15,206.16	-
		FYE 9/30/15	273,139.00	49,079.13	78,176.05	126,796.08	19,079.64	-
		ADJUSTMENT*	(102,616.16)	(22,183.42)	(23,956.64)	(52,594.51)	(3,873.48)	-

Balances to be adjusted to reflect 9/30/2015 balances.

Note: Maple Tree Manor employees are paid by Ingerman Group. WHA maintains their attendance records for tracking purposes but do not directly provide vacation and sick pay leave to these employees. Sources are 'Days Remaining in Employee Time Bank' Spreadsheets for Maintenance and Administrative Employees as PBC.

## Schedule of Shared Service Agreements

For the Period Woodbridge Housing Authority  
October 1, 2017 to September 30, 2018

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Woodbridge Housing Authority	Highland Park Housing Authority	Administrative				\$ 225,300
Woodbridge Housing Authority	Perth Amboy Housing Authority	Administrative/Purchasing				hourly

If No Shared Services X this Box

**2017 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

**SUMMARY**

For the Period **Woodbridge Housing Authority** to **September 30, 2018**  
**October 1, 2017**

	<b>FY 2017 Proposed Budget</b>				<b>FY 2016 Adopted Budget</b>	<b>Total All Operations</b>	<b>All Operations All Operations</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>					
<b>REVENUES</b>									
Total Operating Revenues	\$ 4,283,984	\$ -	\$ 5,343,280	\$ 172,770	\$ 10,512,297	\$ 9,800,034	\$ 10,512,297	\$ (712,263)	-6.8%
Total Non-Operating Revenues	9,280	-	-	-	9,270	9,280	9,270	10	0.1%
Total Anticipated Revenues	4,293,264	-	5,343,280	172,770	10,521,567	9,809,314	10,521,567	(712,253)	-6.8%
<b>APPROPRIATIONS</b>									
Total Administration	1,597,200	-	429,120	167,270	2,266,310	2,193,590	2,266,310	(72,720)	-3.2%
Total Cost of Providing Services	2,973,370	-	4,870,000	5,500	8,283,900	7,848,870	8,283,900	(435,030)	-5.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	XXXXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	4,570,570	-	5,299,120	172,770	10,550,210	10,042,460	10,550,210	(507,750)	-4.8%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	XXXXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,570,570	-	5,299,120	172,770	10,550,210	10,042,460	10,550,210	(507,750)	-4.8%
Less: Total Unrestricted Net Position Utilized	277,306	-	(44,160)	-	28,643	233,146	28,643	204,503	714.0%
Net Total Appropriations	4,293,264	-	5,343,280	172,770	10,521,567	9,809,314	10,521,567	(712,253)	-6.8%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

# Revenue Schedule

Woodbridge Housing Authority  
 For the Period October 1, 2017 to September 30, 2018

	<b>FY 2017 Proposed Budget</b>				<b>FY 2016 Adopted Budget</b>	<b>Proposed vs. Adopted</b>	<b>% increase (Decrease)</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	2128850				2,128,850	2,419,700	(290,850) -12.0%
Excess Utilities	72200				72,200	72,200	- 0.0%
Non-Dwelling Rental					-	-	#DIV/0!
HUD Operating Subsidy	1547934				1,547,934	1,807,507	(259,573) -14.4%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher			5246000		5,246,000	5,232,000	14,000 0.3%
<b>Total Rental Fees</b>	<b>3,748,984</b>	<b>-</b>	<b>5,246,000</b>	<b>-</b>	<b>8,994,984</b>	<b>9,531,407</b>	<b>(536,423) -5.6%</b>
<i>Other Operating Revenues (List)</i>							
Late charges and prorations	535000		75000	172770	782,770	903,170	(120,400) -13.3%
HUD FSS Grant			22280		22,280	22,280	- 0.0%
NJ Congregate Grant				0	-	55,440	(55,440) -100.0%
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!
Type in (Grant, Other Rev)					-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>535,000</b>	<b>-</b>	<b>97,280</b>	<b>172,770</b>	<b>805,050</b>	<b>980,890</b>	<b>(175,840) -17.9%</b>
<b>Total Operating Revenues</b>	<b>4,283,984</b>	<b>-</b>	<b>5,343,280</b>	<b>172,770</b>	<b>9,800,034</b>	<b>10,512,297</b>	<b>(712,263) -6.8%</b>
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>					<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	9,280				9,280	9,270	10 0.1%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
<b>Total Interest</b>	<b>9,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,280</b>	<b>9,270</b>	<b>10 0.1%</b>
<b>Total Non-Operating Revenues</b>	<b>9,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,280</b>	<b>9,270</b>	<b>10 0.1%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,293,264</b>	<b>\$ -</b>	<b>\$ 5,343,280</b>	<b>\$ 172,770</b>	<b>\$ 9,809,314</b>	<b>\$ 10,521,567</b>	<b>\$ (712,253) -6.8%</b>

# Prior Year Adopted Revenue Schedule

## Woodbridge Housing Authority

### FY 2016 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	2,419,700				2,419,700
Excess Utilities	72,200				72,200
Non-Dwelling Rental					-
HUD Operating Subsidy	1,807,507				1,807,507
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			5,232,000		5,232,000
<b>Total Rental Fees</b>	<b>4,299,407</b>	-	<b>5,232,000</b>	-	<b>9,531,407</b>
<i>Other Revenue (List)</i>					
Late charges and prorations	648,190		75,000	179,980	903,170
HUD FSS Grant			22,280		22,280
NJ Congregate Grant				55,440	55,440
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
<b>Total Other Revenue</b>	<b>648,190</b>	-	<b>97,280</b>	<b>235,420</b>	<b>980,890</b>
<b>Total Operating Revenues</b>	<b>4,947,597</b>	-	<b>5,329,280</b>	<b>235,420</b>	<b>10,512,297</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
<b>Total Other Non-Operating Revenues</b>	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	9,270				9,270
Penalties					-
Other					-
<b>Total Interest</b>	<b>9,270</b>	-	-	-	<b>9,270</b>
<b>Total Non-Operating Revenues</b>	<b>9,270</b>	-	-	-	<b>9,270</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,956,867</b>	<b>\$ -</b>	<b>\$ 5,329,280</b>	<b>\$ 235,420</b>	<b>\$ 10,521,567</b>

# Appropriations Schedule

Woodbridge Housing Authority  
For the Period October 1, 2017 to September 30, 2018

	<b>FY 2017 Proposed Budget</b>					<b>FY 2016 Adopted Budget</b>				
	Public Housing Management	Section 8	Housing Voucher	Other Programs		Total All Operations	Total All Operations	All Operations		All Operations
							Proposed vs. Adopted	Proposed vs. Adopted		Proposed vs. Adopted
<b>OPERATING APPROPRIATIONS</b>										
<i>Administration</i>										
Salary & Wages	797,360		228,910	152,060	\$ 1,178,330	\$ 1,161,710	\$ 16,620	1.4%		
Fringe Benefits	596,090		114,460	15,210	725,760	735,450	(9,690)	-1.3%		
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		3,500		30,500	36,000	(5,500)	-15.3%		
Auditing Fees	9,000		3,500		12,500	12,500	-	0.0%		
Miscellaneous Administration*	104,500		68,500		173,000	247,150	(74,150)	-30.0%		
<b>Total Administration</b>	<b>1,597,200</b>	<b>-</b>	<b>429,120</b>	<b>167,270</b>	<b>2,193,590</b>	<b>2,266,310</b>	<b>(72,720)</b>	<b>-3.2%</b>		
<i>Cost of Providing Services</i>										
Salary & Wages - Tenant Services	37,660				37,660	57,960	(20,300)	-35.0%		
Salary & Wages - Maintenance & Operation	458,350			5,000	463,350	461,770	1,580	0.3%		
Salary & Wages - Protective Services					-	-	-	#DIV/0!		
Salary & Wages - Utility Labor	153,930				153,930	153,930	-	0.0%		
Fringe Benefits	485,930			500	486,430	478,610	7,820	1.6%		
Tenant Services	20,000				20,000	20,000	-	0.0%		
Utilities	715,220				715,220	985,880	(270,660)	-27.5%		
Maintenance & Operation	417,500				417,500	602,500	(185,000)	-30.7%		
Protective Services					-	-	-	#DIV/0!		
Insurance	200,000		20,000		220,000	212,000	8,000	3.8%		
Payment in Lieu of Taxes (PILOT)	133,190				133,190	135,210	(2,020)	-1.5%		
Terminal Leave Payments					-	-	-	#DIV/0!		
Collection Losses	10,000				10,000	10,000	-	0.0%		
Other General Expense	341,590				341,590	330,040	11,550	3.5%		
Rents			4,850,000		4,850,000	4,836,000	14,000	0.3%		
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>2,973,370</b>	<b>-</b>	<b>4,870,000</b>	<b>5,500</b>	<b>7,848,870</b>	<b>8,283,900</b>	<b>(435,030)</b>	<b>-5.3%</b>		
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!		
<b>Total Operating Appropriations</b>	<b>4,570,570</b>	<b>-</b>	<b>5,299,120</b>	<b>172,770</b>	<b>10,042,460</b>	<b>10,550,210</b>	<b>(507,750)</b>	<b>-4.8%</b>		
<b>NON-OPERATING APPROPRIATIONS</b>										
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#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>-</b>	<b>-</b>		
<b>TOTAL APPROPRIATIONS</b>	<b>4,570,570</b>	<b>-</b>	<b>5,299,120</b>	<b>172,770</b>	<b>10,042,460</b>	<b>10,550,210</b>	<b>(507,750)</b>	<b>-4.8%</b>		
<b>ACCUMULATED DEFICIT</b>										
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>4,570,570</b>	<b>-</b>	<b>5,299,120</b>	<b>172,770</b>	<b>10,042,460</b>	<b>10,550,210</b>	<b>(507,750)</b>	<b>-4.8%</b>		
<b>UNRESTRICTED NET POSITION UTILIZED</b>										
Municipality/County Appropriation					-	-	-	#DIV/0!		
Other	277,306		(44,160)		233,146	28,643	204,503	714.0%		
<b>Total Unrestricted Net Position Utilized</b>	<b>277,306</b>		<b>(44,160)</b>		<b>233,146</b>	<b>28,643</b>	<b>204,503</b>	<b>714.0%</b>		
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 4,293,264</b>	<b>\$ -</b>	<b>\$ 5,343,280</b>	<b>\$ 172,770</b>	<b>\$ 9,809,314</b>	<b>\$ 10,521,567</b>	<b>\$ (712,253)</b>	<b>-6.8%</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 \$ 228,528.50 \$ - \$ 264,956.00 \$ 8,638.50 \$ 502,123.00

# Prior Year Adopted Appropriations Schedule

## Woodbridge Housing Authority

### FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 797,330		\$ 213,330	\$ 151,050	\$ 1,161,710
Fringe Benefits	601,100		119,240	15,110	735,450
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	1,602,180	-	497,970	166,160	2,266,310
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				57,960	57,960
Salary & Wages - Maintenance & Operation	456,770			5,000	461,770
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	153,930				153,930
Fringe Benefits	472,310			6,300	478,610
Tenant Services	20,000				20,000
Utilities	985,880				985,880
Maintenance & Operation	602,500				602,500
Protective Services					-
Insurance	196,000		16,000		212,000
Payment in Lieu of Taxes (PILOT)	135,210				135,210
Terminal Leave Payments					-
Collection Losses	10,000				10,000
Other General Expense	330,040				330,040
Rents			4,836,000		4,836,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	3,362,640	-	4,852,000	69,260	8,283,900
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	4,964,820	-	5,349,970	235,420	10,550,210
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	4,964,820	-	5,349,970	235,420	10,550,210
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	4,964,820	-	5,349,970	235,420	10,550,210
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other	7,953		20,690		28,643
Total Unrestricted Net Position Utilized	7,953		20,690		28,643
<b>TOTAL NET APPROPRIATIONS</b>	\$ 4,956,867	\$ -	\$ 5,329,280	\$ 235,420	\$ 10,521,567

\* 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



# Debt Service Schedule - Principal

Woodbridge Housing Authority

If Authority has no debt X this box

X

Fiscal Year Ending in

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

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

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

**Debt Service Schedule - Interest**

Woodbridge Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2017	2018	2019	2020	2021		
Adopted Budget Year 2016	-	-	-	-	-	-	-
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

Woodbridge Housing Authority  
 For the Period October 1, 2017 to September 30, 2018

## FY 2017 Proposed Budget

	Public Housing				Total All Operations
	Management	Section 8	Voucher	Other Programs	
	\$ 15,865,217	\$ -	\$ 133,285	\$ 489,847	\$ 16,488,349
	16,504,814		92,812	492,363	16,997,177
	998				93,810
	(640,595)	-	40,473	(2,516)	(602,638)
	4,594,261		567,830		5,162,091
	1,464,974		181,064		1,646,038
	(7,953)		(20,690)		(28,643)
	(44,160)		44,160		-
	5,366,527	-	812,837	(2,516)	6,176,848
	277,306	-	(44,160)	-	233,146
	-	-	-	-	-
	-	-	-	-	-
	277,306	-	(44,160)	-	233,146
	\$ 5,089,221	\$ -	\$ 856,997	(2,516)	\$ 5,943,702

**TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)**  
 Less: Invested in Capital Assets, Net of Related Debt (1)  
 Less: Restricted for Debt Service Reserve (1)  
 Less: Other Restricted Net Position (1)  
 Total Unrestricted Net Position (1)  
 Less: Designated for Non-Operating Improvements & Repairs  
 Less: Designated for Rate Stabilization  
 Less: Other Designated by Resolution  
 Plus: Accrued Unfunded Pension Liability (1)  
 Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)  
 Plus: Estimated Income (Loss) on Current Year Operations (2)  
 Plus: Other Adjustments (attach schedule)

**UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET**  
 Unrestricted Net Position Utilized to Balance Proposed Budget  
 Unrestricted Net Position Utilized in Proposed Capital Budget  
 Appropriation to Municipality/County (3)

Total Unrestricted Net Position Utilized in Proposed Budget  
**PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR**

(4)

- (1) Total of all operations for this line item must agree to audited financial statements.
- (2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.
- (3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

\$ 228,529 \$ - \$ 264,956 \$ 8,639 \$ 502,123

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2017  
Woodbridge  
Housing Authority  
(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

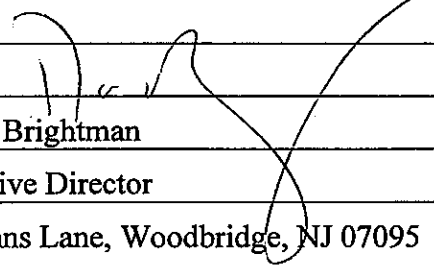
**Woodbridge Housing Authority**  
(Name)

**FISCAL YEAR:**                      **FROM:10/1/2017**                      **TO:9/30/2018**

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 Woodbridge Housing Authority, on the 20 day of June, 2017.

**OR**

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

Officer's Signature:			
Name:	Donna Brightman		
Title:	Executive Director		
Address:	10 Bunns Lane, Woodbridge, NJ 07095		
Phone Number:	732-634-2750	Fax Number:	732-634-8421
E-mail address	<u>donnabrightman@hotmail.com</u>		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## Woodbridge Housing Authority

(Name)

FISCAL  
YEAR:

FROM:10/1/2017

TO:9/30/2018

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?  
Yes
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?  
No
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?  
Yes
4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.  
No
5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.  
No impact, tenant charges based on formula established by HUD.
6. Have the projects been reviewed and approved by HUD?  
Yes

*Add additional sheets if necessary.*

# Proposed Capital Budget

Woodbridge Housing Authority  
 For the Period October 1, 2017 to September 30, 2018

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<b>Public Housing Management</b>						
Operations	\$ 420,000				\$ 420,000	
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	420,000	-	-	-	420,000	-
<b>Section 8</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>Housing Voucher</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>Other Programs</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420,000</b>	<b>\$ -</b>

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

# 5 Year Capital Improvement Plan

Woodbridge Housing Authority  
 For the Period October 1, 2017 to September 30, 2018

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2017	2018	2019	2020	2021	2022
<b>Public Housing Management</b>							
Operations	\$ 840,000	\$ 420,000	\$ 420,000				
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>840,000</b>	<b>420,000</b>	<b>420,000</b>	-	-	-	-
<b>Section 8</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Housing Voucher</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Programs</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>\$ 840,000</b>	<b>\$ 420,000</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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



# 5 Year Capital Improvement Plan Funding Sources

## Woodbridge Housing Authority

For the Period    October 1, 2017                      to                      September 30, 2018

### Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<b>Public Housing Management</b>						
Operations	\$ 840,000				\$ 840,000	
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	840,000	-	-	-	840,000	-
<b>Section 8</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>Housing Voucher</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>Other Programs</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 840,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 840,000</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 840,000					
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.