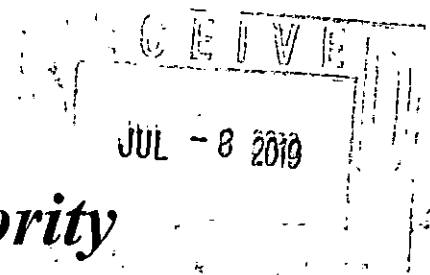
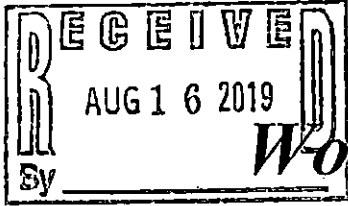


Authority Budget of:



Woodbridge Housing Authority

State Filing Year

2019

APPROVED COPY

For the Period:

October 1, 2019

to

September 30, 2020

www.woodbridgehousingauthority.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2019

WOODBIDGE HOUSING AUTHORITY
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM October 1, 2019 TO September 30, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. West CPA, RMA Date: 8/13/2019

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: _____

2019 PREPARER'S CERTIFICATION

WOODBIDGE HOUSING AUTHORITY
(Name)

HOUSING AUTHORITY BUDGET

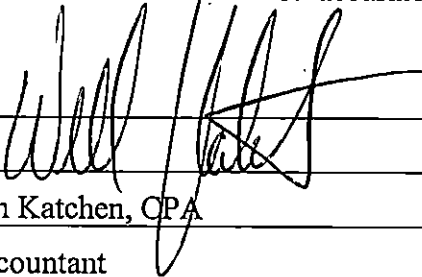
FISCAL
YEAR:

FROM:10/1/2019

TO:9/30/2020

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:	596 Anderson Avenue, Suite 303, Cliffside Park 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	bill@katchencpa.com		

2019 APPROVAL CERTIFICATION

WOODBIDGE HOUSING AUTHORITY

(Name)

HOUSING AUTHORITY BUDGET

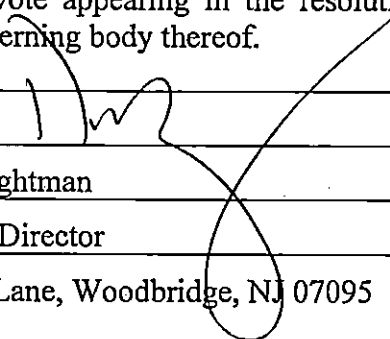
FISCAL
YEAR:

FROM:10/1/2019

TO:9/30/2020

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 24 day of June, 2019.

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

Officer's Signature:			
Name:	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	donnabrightman@hormail.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.woodbridgehousingauthority.org
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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
- 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 (Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority)
- The complete (All Pages) annual audits (Not the Audit Synopsis) 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
- 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.

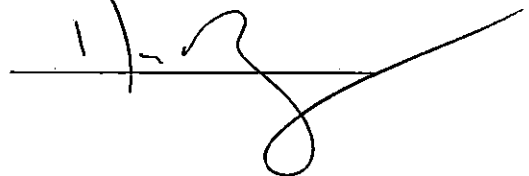
Name of Officer Certifying compliance

Donna Brightman

Title of Officer Certifying compliance

Executive Director

Signature



2019 HOUSING AUTHORITY BUDGET RESOLUTION
WOODBIDGE HOUSING AUTHORITY
(Name)

FISCAL YEAR: FROM:10/1/2019 TO9/30/2020

WHEREAS, the Annual Budget and Capital Budget for the Woodbridge Housing Authority for the fiscal year beginning, October 1, 2019 and ending, September 30, 2020 has been presented before the governing body of the Woodbridge Housing Authority at its open public meeting of June 24, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 12,764,342 Total Appropriations, including any Accumulated Deficit if any, of \$ 12,630,405 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 10,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Woodbridge Housing Authority, at an open public meeting held on June 24, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Woodbridge Housing Authority for the fiscal year beginning, 7/1/2019 and ending, 6/30/2020 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Woodbridge Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 5, 2019.

(Secretary's Signature)

(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

WOODBIDGE HOUSING AUTHORITY
(Name)

AUTHORITY BUDGET

FISCAL
YEAR:

FROM:10/1/2019

TO:9/30/2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each **appropriation** changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). **See attached description and explanation of variances.**
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. **Tenant rents\charges are principally based on HUD formula. The proposed budget is not expected to have an impact on the charges assessed.**
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. **It is not expected that unrestricted net position will be utilized.**
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.). **None.**
6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68, 45). The Authority anticipates in the proposed budget a surplus in operations that would reduce any beginning accumulated deficit balance.**

WOODBIDGE HOUSING AUTHORITY

2019 NEW JERSEY BUDGET

PAGE N-1, QUESTION 1

Revenue:

- 1.) Dwelling rental income is projected to be lower with the reduction in housing due to sale of units for tax credit purposes.
- 2.) Excess utility income has been eliminated as these charges cannot be assessed on a conversion to the HCV Program.
- 3.) Voucher ACC funding is higher with the complete conversion of Authority housing to the HCV program through RAD.
- 4.) Late charges and prorations are higher to provide as operational income the final year of capital funding.

Appropriations:

- 1.) Miscellaneous administration costs are expected to be higher to provide for the additional management and leasing fees with the complete conversion to RAD.
- 2.) Salaries and wages for maintenance\utility are budgeted lower with the reduction in staff.
- 3.) Utilities are expected to be lower with the reduction in units and based on current year actuals.
- 4.) PILOT has been eliminated in accordance with an agreement with the Township of Woodbridge.
- 5.) Insurance costs based on renewal premiums will be higher during the budget year.
- 6.) Other general expense has been eliminated and represented debt service on a prior ESCO loan that was retired at RAD conversion.
- 7.) Rents are higher to provide for the HAP at RAD conversion.

HOUSING AUTHORITY CONTACT INFORMATION 2019

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

Name of Authority:	Woodbridge Housing Authority		
Federal ID Number:	22-6002651		
Address:	10 Bunns Lane		
City, State, Zip:	Woodbridge	NJ	07095
Phone: (ext.)	732-634-2750	Fax:	732-634-8421

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

Chief Executive Officer:	Donna Brightman		
Phone: (ext.)	732-634-2750	Fax:	732-634-8421
E-mail:	donnabrightman@hotmail.com		

Chief Financial Officer:	Kathi DiTomasso		
Phone: (ext.)	732-634-2750 x 104	Fax:	732-634-8421
E-mail:	kd@woodbridgehousingauthority.org		

Name of Auditor:	Anthony Giampaolo, CPA		
Name of Firm:	Hymanson, Parness and Giampaolo		
Address:	407 Middletown Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	732-842-4550	Fax:	732-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

WOODBIDGE HOUSING AUTHORITY
(Name)

FISCAL
YEAR:

FROM:10/1/2019

TO:9/30/2020

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 34
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018)Transmittal of Wage and Tax Statements: \$1,879,579
- 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 (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) 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.
- 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 a narrative of your Authority's procedures for all employees. Collective Bargaining agreement and Board review.***
- 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.*** 42
- 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.***
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.***
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," ***attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)***
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," ***attach explanation including amount paid.***
- 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
WOODBRIAGE HOUSING AUTHORITY
(Name)**

**FISCAL
YEAR:**

FROM:10/1/2019

TO:9/30/2020

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

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

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

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

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

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

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

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

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

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

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

Woodbridge Housing Authority

For the Period October 1, 2019 to September 30, 2020

A	B	C	D	E	F	G	H	I		K	L	M	N	O	P	Q	R	S
								J	J									
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		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	Highest Compensated Employee						Former	on Employee or Member of the Governing Body (1) See note below					Positions held at Other Public Entities Listed in Column O
1	Greg Ficara		X							\$ -		Woodbridge Township	Council		\$ 9,115		\$ 9,115	
2	Greg Ficara		X							0		NJPERS	Retired				0	
3	John Kenny		X							0		Woodbridge Township	Fire Commissioner				0	
4	Ryan Michelson		X							0		None					0	
5	Shontay Walker		X							0		None					0	
6	Paul Pires		X							0		None					0	
7	Sharad Agarwal		X							0		None					0	
8	Jenny Perez Rosado		X							0		None					0	
9	Donna Brightman	Executive Director	35		X					0		None					0	
10	Kathi DiTomasso	Finance Director	35		X					0		None					0	
11										0		None					0	
12										0		None					0	
13										0		None					0	
14										0		None					0	
15										0		None					0	
Total:										\$ -					\$ 9,115		\$ 9,115	

(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, 2019** to **September 30, 2020**

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost		# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
		Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget					
Active Employees - Health Benefits - Annual Cost								
Single Coverage	6	\$ 12,344	\$ 74,064	6	\$ 11,236	\$ 67,416	\$ 6,648	9.9%
Parent & Child	6	22,653	135,918	6	21,232	127,392	8,526	6.7%
Employee & Spouse (or Partner)	5	25,013	125,065	6	23,722	142,332	(17,267)	-12.1%
Family	8	35,096	280,768	10	33,093	330,930	(50,162)	-15.2%
Employee Cost Sharing Contribution (enter as negative -)			(99,469)			(99,832)	363	-0.4%
Subtotal	25		516,346	28		568,238	(51,892)	-9.1%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-				-	#DIV/0!
Parent & Child			-				-	#DIV/0!
Employee & Spouse (or Partner)			-				-	#DIV/0!
Family			-				-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	0		-	0			-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	1	3,783	3,783	1	6,196	6,196	(2,413)	-38.9%
Parent & Child	1	14,416	14,416	1	22,903	22,903	(8,487)	-37.1%
Employee & Spouse (or Partner)	2	9,312	18,624	2	13,078	26,156	(7,532)	-28.8%
Family	1	14,201	14,201	1	25,675	25,675	(11,474)	-44.7%
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	5		51,024	5		80,930	(29,906)	-37.0%
GRAND TOTAL	30		\$ 567,370	33		\$ 649,168	\$ (81,798)	-12.6%

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

Yes No

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

Yes No

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

Schedule of Accumulated Liability for Compensated Absences

Woodbridge Housing Authority
 For the Period October 1, 2019 to September 30, 2020

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
see schedule attached		\$ 250,221	X	X	
Total liability for accumulated compensated absences at beginning of current year		\$ 250,221			

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

Woodbridge Housing Authority
Employee Compensated Absences and Allocation.
Period Ending 9/30/2018

SICK TIME AND VACATION COMPENSATED ABSENCES															ALLOCATIONS					
Employee Name	Hire Date	Adm (A)	Union (U)	Regular Salary For Pay Period	Hours Ever	Hourly Rate (Col. D / Col. E)	Sick Time Balance	Hrs In	Sick Time At Retirement (Col. H * Col. I)	Vacation Time Balance	Vacation Actual time	Hrs In Day	Vacation Pay At Retirement (Col. N * Col. O)	Total Payment At Retirement (Col. K + Col. O)	AMP 1	AMP 2	COCC	Section 8	Cong	Capital
Adams, Alex	10/6/99	M	NU	1,815.27	80	22.69	17.25	8	3,131.94	20.00	36.00	8	5,445.81	8,577.15						
Boyle, Diane	3/5/02	A	U	2,063.67	70	29.48	23.75	7	4,901.22	12.50	12.50	7	2,579.59	7,480.80		7,480.80				
Brightman, Donna F.	2/7/00	A	NU	5,829.23	70	83.27	29.00	7	16,904.77	30.00	48.00	7	17,487.69	34,392.46			34,392.46			
Cashin, Sean	10/20/99	M	NU	2,554.19	80	31.93	30.00	8	7,662.57	30.00	30.50	8	7,662.57	15,325.14			15,325.14			
Lombardi Illeana	9/20/99	M	U	1,497.73	80	18.72	3.75	8	561.65	3.25	3.25	8	486.76	1,048.41			1,048.41			
DeFattoro, Karen	9/20/99	A	U	1,890.25	70	27.00	28.25	7	5,339.96	14.50	14.50	7	2,740.86	8,080.82	808.08		3,232.33		4,040.41	
Daichsel, Mike	9/19/11	M	U	2,275.02	80	28.44	4.50	8	1,023.76	5.00	5.00	8	1,137.51	2,161.27			2,161.27			
Ditomasso, Kathleen	4/23/85	A	NU	3,366.69	70	48.10	25.75	7	8,669.23	30.00	43.00	7	10,100.07	18,769.30				18,769.30		
Gilles, Kettly	12/4/17	A	NU	1,923.80	60	32.06	3.98	8	1,020.90	9.00	9.00	8	2,308.56							
Fusco, Danielle	4/5/99	A	U	1,879.43	70	26.85	30.00	7	5,638.29	13.00	13.00	7	2,443.26	8,081.55		8,081.55				
Guiney, Maureen	10/20/99	A	NU	2,393.92	70	34.20	12.00	7	2,872.70	14.50	14.50	7	3,471.18	6,343.89			6,343.89			
Hilliard, Ellen Margaret	8/8/11	A	U	1,175.68	70	16.80	1.50	7	176.35	1.50	1.50	7	176.35	352.70	264.53		88.18			
Judge, Chris	10/22/07	M	U	1,355.56	80	16.94	30.00	8	4,066.68	11.00	11.00	8	1,491.12	5,557.80			5,557.80			
Khan, Khalr M.	10/3/00	M	U	1,398.51	80	17.48	14.75	8	2,062.80	30.00	43.00	8	4,195.53	6,258.33			6,258.33			
Kane, Diane V.	10/14/03	M	U	1,060.33	80	13.25	30.00	8	3,180.99	14.00	14.00	8	1,484.46	4,665.45			4,665.45			
Noll, Elizabeth M.	12/10/07	A	NU	2,019.23	70	28.85	26.50	7	5,350.96	13.00	13.00	7	2,625.00	7,975.96				7,975.96		
Olexa, Christina L.	2/11/91	A	U	2,031.06	70	29.02	0.50	7	101.55	2.50	2.50	7	507.77	609.32			517.92		91.40	
Oliveras, Melanie	10/25/99	A	U	1,727.01	70	24.67	3.75	7	647.63	11.25	11.25	7	1,942.89	2,590.52	647.63		1,942.89			
Pydeski, Joyce E.	2/1/02	A	NU	2,429.04	70	34.70	18.25	7	4,433.00	15.50	15.50	7	3,765.01	8,198.01	1,639.60		4,099.01		2,459.40	
Reese, Jr, James R.	7/20/95	M	NU	2,005.15	80	25.08	2.25	8	451.38	8.50	8.50	8	1,705.23	2,156.61		2,156.61				
Sammartino, Vincent	6/1/09	A	NU	1,876.31	70	26.80	3.50	7	656.71	3.75	3.75	7	703.62	1,360.32				1,360.32		
Schwenzer, Daniel	2/12/01	M	U	1,358.80	80	16.99	30.00	8	4,076.40	12.00	12.00	8	1,630.56	5,706.96	5,706.96					
Smolder, Christina	12/6/99	A	NU	2,804.27	70	40.06	22.75	7	6,379.71	7.50	7.50	7	2,103.20	8,482.92				8,482.92		
Sriwardena, Ruvani	3/27/00	A	NU	2,535.04	70	36.21	19.75	7	5,005.70	30.00	38.50	7	7,605.12	12,611.82				12,611.82		
Stecker, Lawrence	8/19/04	A	NU	3,580.12	70	51.14	22.75	7	8,144.77	27.00	27.00	7	9,666.32	17,811.10				17,811.10		
Vazquez, Delia	10/14/03	M	U	1,187.97	80	14.85	7.25	8	861.28	13.00		8	1,544.36	2,405.64			2,405.64			
Vuliz, Ana		A	U	1,573.07	70	22.47	30.00	7	4,719.21	30.00	36.00	7	4,719.21	9,438.42			9,438.42			
Williams, Phyllis	1/12/06	A	U	1,349.09	70	19.27	27.25	7	1,279.85	23.25	23.25	7	3,136.63	4,416.48	2,208.24		2,208.24			
Witkowski, Carol	7/21/08	A	U	1,301.44	70	18.59	15.00	7	1,952.16	15.00	17.50	7	1,952.16	3,904.32				3,904.32		
Vannuzzi, Michael	10/6/97	M	NU	2,876.42	80	35.96	30.00	8	8,629.26	30.00	55.50	8	8,629.26	17,258.52				17,258.52		
Vandenberg, Joe	8/29/11	M	U	746.40	80	9.33	0.60	8	44.78	5.00	5.00	8	373.20	417.98				417.98		

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.

119,948.56	0.00	115,820.86	232,439.97	27,566.60	68,435.65	117,966.23	18,471.49
		235,769.43					
		7.65%	17,781.66	2,108.84	5,235.33	9,024.42	1,413.07
			250,221.63	29,675.45	73,670.98	126,990.65	19,884.56
		FYE 9/30/17	170,522.00	26,896.00	54,219.00	74,201.00	15,206.00
		ADJUSTMENT*	79,699.63	2,779.45	19,451.98	52,789.65	4,678.56

Balances to be adjusted to reflect 9/30/2018 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.
 *1: Sources are 'Days Remaining In Employee Time Bank' Spreadsheets for Maintenance and Administrative Employees as PBC.
 2: Source is ADP Payroll Register for period ending -regular earnings. Part-time employees are not entitled to vacation/sick pay. There are 26 pay periods in the year.
SICK LEAVE
 Per Personnel Policy, the authority will pay union employees for no more than thirty days of combined sick and vacation regardless of time accrued. An exempt employee who resigns from employment with the authority shall be paid for no more than 60 days of earned sick time, regardless of time accrued at his/her current rate of pay in a lump sum at the time of separation. Any non-union employee who commences employment with the Authority after 03-22-10 shall be eligible to receive a single payment for unused sick leave in an amount not to exceed \$15,000 upon retirement.
VACATION LEAVE
 Per Personnel Policy, upon retirement or departure, the Authority shall pay no more than thirty days of accumulated vacation time unless there is a specific circumstance that is approved the Executive Director.
PERSONAL LEAVE
 Per Personnel Policy, personal days must be used within the twelve month period. Personal days are not paid if the event of termination.

Adjustment* Significant difference year over year. The employees from 2015 to 2016 did not change significantly. The schedule shows one (1) new employee, Vandenberg. Raises year over year were factored in from payroll reports. Difference could be employees beginning to use vacation/sick time accrued since WHA will not pay out over 30 days for vacation/sick pay.

Schedule of Shared Service Agreements

Woodbridge Housing Authority
 For the Period October 1, 2019 to September 30, 2020

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

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Woodbridge Housing Authority
For the Period **October 1, 2019** to **September 30, 2020**

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ increase (Decrease) Proposed vs. Adopted	% increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing. Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	\$ 4,314,662	\$ -	\$ 8,285,000	\$ 155,370	\$ 12,755,032	\$ 12,213,320	\$ 541,712	4.4%
Total Non-Operating Revenues	9,310	-	-	-	9,310	9,290	20	0.2%
Total Anticipated Revenues	4,323,972	-	8,285,000	155,370	12,764,342	12,222,610	541,732	4.4%
APPROPRIATIONS								
Total Administration	1,087,630	-	879,000	155,370	2,122,000	2,220,812	(98,812)	-4.4%
Total Cost of Providing Services	2,401,890	-	7,350,000	-	9,751,890	9,293,429	458,461	4.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	251,842	127,631	124,211	97.3%
Total Operating Appropriations	3,489,520	-	8,229,000	155,370	12,125,732	11,641,872	483,860	4.2%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	398,173	201,355	196,818	97.7%
Total Other Non-Operating Appropriations	106,500	-	-	-	106,500	106,500	-	0.0%
Total Non-Operating Appropriations	106,500	-	-	-	504,673	307,855	196,818	63.9%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	3,596,020	-	8,229,000	155,370	12,630,405	11,949,727	680,678	5.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	3,596,020	-	8,229,000	155,370	12,630,405	11,949,727	680,678	5.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ 727,952	\$ -	\$ 56,000	\$ -	\$ 133,937	\$ 272,883	\$ (138,946)	-50.9%

Revenue Schedule

Woodbridge Housing Authority

For the Period October 1, 2019 to September 30, 2020

FY 2019 Proposed Budget

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	Proposed vs. Adopted	% increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments Dwelling Rental	1499480				\$ -	\$ -	#DIV/0!
Excess Utilities					1,499,480	2,035,640	(536,160) -26.3%
Non-Dwelling Rental					-	23,990	(23,990) -100.0%
HUD Operating Subsidy	2363152				-	-	#DIV/0!
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			8200000		2,363,152	2,320,780	42,372 1.8%
Total Rental Fees	3,862,632	-	8,200,000	-	12,062,632	11,610,410	452,222 3.9%
<i>Other Operating Revenues (List)</i>							
Late charges and prorations	452030		85000	155370	692,400	602,910	89,490 14.8%
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!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Total Other Revenue	452,030	-	85,000	155,370	692,400	602,910	89,490 14.8%
Total Operating Revenues	4,314,662	-	8,285,000	155,370	12,755,032	12,213,320	541,712 4.4%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Total Other Non-Operating Revenue					-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	9,310				9,310	9,290	20 0.2%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	9,310	-	-	-	9,310	9,290	20 0.2%
Total Non-Operating Revenues	9,310	-	-	-	9,310	9,290	20 0.2%
TOTAL ANTICIPATED REVENUES	\$ 4,323,972	\$ -	\$ 8,285,000	\$ 155,370	\$ 12,764,342	\$ 12,222,610	\$ 541,732 4.4%

Prior Year Adopted Revenue Schedule

Woodbridge Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	2,035,640				2,035,640
Excess Utilities	23,990				23,990
Non-Dwelling Rental					-
HUD Operating Subsidy	2,320,780				2,320,780
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			7,230,000		7,230,000
Total Rental Fees	4,380,410	-	7,230,000	-	11,610,410
<i>Other Revenue (List)</i>					
Late charges and prorations	375,350		75,000	152,560	602,910
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)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	375,350	-	75,000	152,560	602,910
Total Operating Revenues	4,755,760	-	7,305,000	152,560	12,213,320
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	9,290				9,290
Penalties					-
Other					-
Total Interest	9,290	-	-	-	9,290
Total Non-Operating Revenues	9,290	-	-	-	9,290
TOTAL ANTICIPATED REVENUES	\$ 4,765,050	\$ -	\$ 7,305,000	\$ 152,560	\$ 12,222,610

Appropriations Schedule

Woodbridge Housing Authority
For the Period October 1, 2019 to September 30, 2020

FY 2019 Proposed Budget

	FY 2019 Proposed Budget				FY 2018 Adopted Budget			% increase (Decrease)	% increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS									
<i>Administration</i>									
Salary & Wages	531,040	-	443,390	140,220	\$ 1,114,650	\$ 1,168,640	\$ (53,990)		-4.6%
Fringe Benefits	359,540	-	314,660	15,150	689,350	757,172	(67,822)		-9.0%
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	15,200	-	22,800	-	38,000	36,000	2,000		5.6%
Auditing Fees	5,000	-	7,500	-	12,500	12,500	-		0.0%
Miscellaneous Administration*	113,600	-	80,400	-	194,000	173,000	21,000		12.1%
Total Administration	1,087,630	-	879,000	155,370	2,122,000	2,220,812	(98,812)		-4.4%
<i>Cost of Providing Services</i>									
Salary & Wages - Tenant Services	39,000	-	-	-	39,000	-	39,000	-	#DIV/0!
Salary & Wages - Maintenance & Operation	504,950	-	-	-	504,950	608,070	(103,120)		-17.0%
Salary & Wages - Protective Services	-	-	-	-	-	-	-		#DIV/0!
Salary & Wages - Utility Labor	-	-	-	-	-	-	-		#DIV/0!
Fringe Benefits	352,530	-	-	-	352,530	488,550	(136,020)		-27.8%
Tenant Services	20,000	-	-	-	20,000	20,000	-		0.0%
Utilities	622,910	-	-	-	622,910	749,579	(126,669)		-16.9%
Maintenance & Operation	602,500	-	-	-	602,500	567,500	35,000		6.2%
Protective Services	-	-	-	-	-	-	-		#DIV/0!
Insurance	250,000	-	50,000	-	300,000	235,000	65,000		27.7%
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	30,120	(30,120)		-100.0%
Terminal Leave Payments	-	-	-	-	-	-	-		#DIV/0!
Collection Losses	10,000	-	-	-	10,000	10,000	-		0.0%
Other General Expense	-	-	-	-	-	234,610	(234,610)		-100.0%
Rents	-	-	7,300,000	-	7,300,000	6,350,000	950,000		15.0%
Extraordinary Maintenance	-	-	-	-	-	-	-		#DIV/0!
Replacement of Non-Expendible Equipment	-	-	-	-	-	-	-		#DIV/0!
Property Betterment/Additions	-	-	-	-	-	-	-		#DIV/0!
Miscellaneous COPS*	-	-	-	-	-	-	-		#DIV/0!
Total Cost of Providing Services	2,401,890	-	7,350,000	-	9,751,890	9,293,429	458,461		4.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	251,842	127,631	124,211		97.3%
Total Operating Appropriations	3,489,520	-	8,229,000	155,370	12,125,732	11,641,872	483,860		4.2%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	398,173	201,355	196,818		97.7%
Operations & Maintenance Reserve	-	-	-	-	-	-	-		#DIV/0!
Renewal & Replacement Reserve	106,500	-	-	-	106,500	106,500	-		0.0%
Municipality/County Appropriation	-	-	-	-	-	-	-		#DIV/0!
Other Reserves	-	-	-	-	-	-	-		#DIV/0!
Total Non-Operating Appropriations	106,500	-	-	-	504,673	307,855	196,818		63.9%
TOTAL APPROPRIATIONS	3,596,020	-	8,229,000	155,370	12,630,405	11,949,727	680,678		5.7%
ACCUMULATED DEFICIT	-	-	-	-	-	-	-		#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,596,020	-	8,229,000	155,370	12,630,405	11,949,727	680,678		5.7%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation	-	-	-	-	-	-	-		#DIV/0!
Other	-	-	-	-	-	-	-		#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-		#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 3,596,020	\$ -	\$ 8,229,000	\$ 155,370	\$ 12,630,405	\$ 11,949,727	\$ 680,678		5.7%

* 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 \$ 174,476.00 \$ - \$ 411,450.00 \$ 7,768.50 \$ 605,286.60

Prior Year Adopted Appropriations Schedule

Woodbridge Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 630,920		\$ 398,120	\$ 139,600	\$ 1,168,640
Fringe Benefits	469,400		274,812	12,960	757,172
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		68,500		173,000
Total Administration	1,304,070	-	764,182	152,560	2,220,812
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	608,070				608,070
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	488,550				488,550
Tenant Services	20,000				20,000
Utilities	749,579				749,579
Maintenance & Operation	567,500				567,500
Protective Services					-
Insurance	205,000		30,000		235,000
Payment in Lieu of Taxes (PILOT)	30,120				30,120
Terminal Leave Payments					-
Collection Losses	10,000				10,000
Other General Expense	234,610				234,610
Rents			6,350,000		6,350,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,913,429	-	6,380,000	-	9,293,429
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	127,631
Total Operating Appropriations	4,217,499	-	7,144,182	152,560	11,641,872
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	201,355
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve	106,500				106,500
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	106,500	-	-	-	307,855
TOTAL APPROPRIATIONS	4,323,999	-	7,144,182	152,560	11,949,727
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,323,999	-	7,144,182	152,560	11,949,727
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,323,999	\$ -	\$ 7,144,182	\$ 152,560	\$ 11,949,727

* 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	\$ 210,874.95	\$ -	\$ 357,209.10	\$ 7,628.00	\$ 582,093.60
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Debt Service Schedule - Principal

Woodbridge Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	<i>Fiscal Year Ending in</i>								Total Principal Outstanding
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	
RAD Conversion-355	\$ 127,631	\$ 131,351	\$ 136,296	\$ 140,855	\$ 145,568	\$ 149,936	\$ 155,454	\$ 5,182,127	\$ 6,041,587
Red Oak Construction		120,491	136,602	141,173	145,896	150,221	155,801	5,815,577	6,665,761
Type in Issue Name									-
Type in Issue Name									-
TOTAL PRINCIPAL	<u>127,631</u>	<u>251,842</u>	<u>272,898</u>	<u>282,028</u>	<u>291,464</u>	<u>300,157</u>	<u>311,255</u>	<u>10,997,704</u>	<u>12,707,348</u>
LESS: HUD SUBSIDY									-
NET PRINCIPAL	<u>\$ 127,631</u>	<u>\$ 251,842</u>	<u>\$ 272,898</u>	<u>\$ 282,028</u>	<u>\$ 291,464</u>	<u>\$ 300,157</u>	<u>\$ 311,255</u>	<u>\$ 10,997,704</u>	<u>\$ 12,707,348</u>

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>			
	<i>Moody's</i>	<i>Fitch</i>	<i>Standard & Poors</i>
Bond Rating	N/A	N/A	N/A
Year of Last Rating			
If no Rating type in Not Applicable			

Debt Service Schedule - Interest

Woodbridge Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>							Total Interest Payments Outstanding	
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024		Thereafter
RAD Conversion-355	201,355	197,635	192,690	188,131	183,418	179,050	173,531	2,137,796	3,252,251
Red Oak Construction		200,538	213,612	209,041	204,318	199,993	194,413	2,907,584	4,129,499
Type in Issue Name									-
Type in Issue Name									-
TOTAL INTEREST	201,355	398,173	406,302	397,172	387,736	379,043	367,944	5,045,380	7,381,750
LESS: HUD SUBSIDY									-
NET INTEREST	\$ 201,355	\$ 398,173	\$ 406,302	\$ 397,172	\$ 387,736	\$ 379,043	\$ 367,944	\$ 5,045,380	\$ 7,381,750

Net Position Reconciliation

Woodbridge Housing Authority
For the Period October 1, 2019 to September 30, 2020

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 5,867,924	\$ -	\$ 170,609	\$ 466,449	\$ 6,504,982
Less: Invested in Capital Assets, Net of Related Debt (1)	1,219,290			466,449	1,685,739
Less: Restricted for Debt Service Reserve (1)			531,718		531,718
Less: Other Restricted Net Position (1)	14,091,295				14,091,295
Total Unrestricted Net Position (1)	(9,442,661)	--	(361,109)	-	(9,803,770)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	4,534,191		560,416		5,094,607
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	7,151,254		883,863		8,035,117
Plus: Estimated Income (Loss) on Current Year Operations (2)	112,065		160,818		272,883
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	2,354,849	-	1,243,988	-	3,598,837
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)	\$ 2,354,849	\$ -	\$ 1,243,988	\$ -	\$ 3,598,837

(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 \$ 174,476 \$ - \$ 411,450 \$ 7,769 \$ 606,287

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

2019
WOODBIDGE
HOUSING
AUTHORITY
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

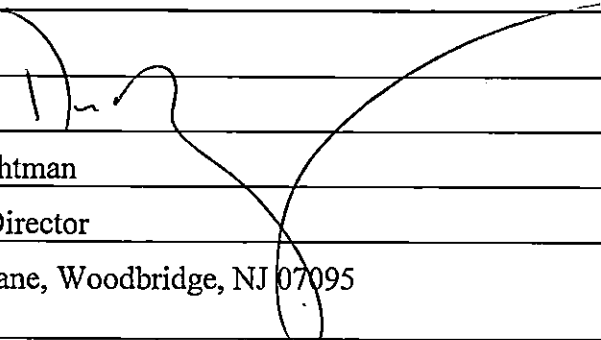
WOODBIDGE HOUSING AUTHORITY
(Name)

FISCAL YEAR: FROM:10/1/2019 TO:9/30/2020

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 24 day of June, 2019.

OR

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

Officer's Signature:			
Name:	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	donnabrightman@hotmail.com		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Woodbridge Housing Authority

(Name)

FISCAL
YEAR:

FROM:10/1/2019

TO:9/30/2020

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?
Yes
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\fees are based on HUD formula.
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, 2019 to September 30, 2020

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants
Public Housing Management					
Capital projects-elevator work	\$ 10,000		\$ 10,000		
Exterior Work	-				
Interior repairs	-				
Type in Description	-				
Total	10,000	-	10,000	-	-
Section 8					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
Housing Voucher					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
Other Programs					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -

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, 2019 to September 30, 2020

Fiscal Year Beginning In

	Estimated Total Cost	Current Budget					2023	2024
		Year 2019	2020	2021	2022	2023		
Public Housing Management								
Capital projects-elevator work	\$ 10,000	\$ 10,000						
Exterior Work	12,000	-	12,000					
Interior repairs	261,000	-		35,000	100,000	21,000	105,000	
Type in Description	-	-						
Total	283,000	10,000	12,000	35,000	100,000	21,000	105,000	
Section 8								
Type in Description	-	-						
Type in Description	-	-						
Type in Description	-	-						
Type in Description	-	-						
Total	-	-	-	-	-	-	-	
Housing Voucher								
Type in Description	-	-						
Type in Description	-	-						
Type in Description	-	-						
Type in Description	-	-						
Total	-	-	-	-	-	-	-	
Other Programs								
Type in Description	-	-						
Type in Description	-	-						
Type in Description	-	-						
Type in Description	-	-						
Total	-	-	-	-	-	-	-	
TOTAL	\$ 283,000	\$ 10,000	\$ 12,000	\$ 35,000	\$ 100,000	\$ 21,000	\$ 105,000	

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, 2019 to September 30, 2020

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Capital projects-elevator work	\$ 10,000		\$ 10,000			
Exterior Work	12,000		12,000			
Interior repairs	261,000		261,000			
Type in Description	-					
Total	283,000		283,000	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 283,000	\$ -	\$ 283,000	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 283,000					
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.