

Authority Budget of: **ADOPTED COPY**
The Housing Authority of the Borough of
Buena

State Filing Year

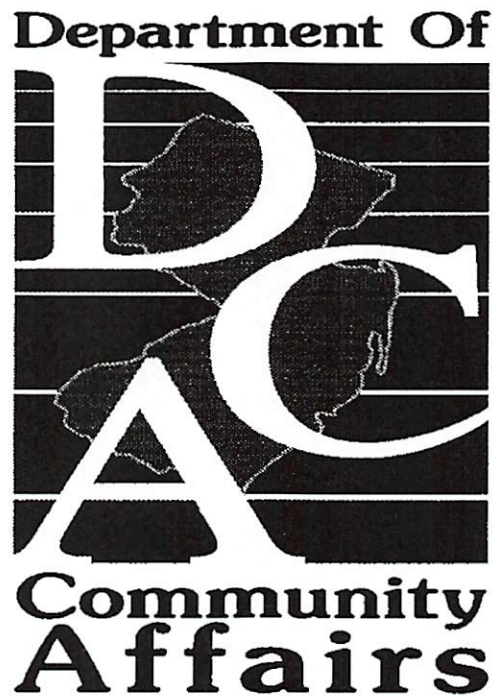
2019

For the Period:

April 1, 2019 to *March 31, 2020*

www.buenaha.org
Authority Web Address

APPROVED COPY



Division of Local Government Services

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019

The Housing Authority of the Borough of Buena

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM APRIL 1, 2019 TO MARCH 31, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 5/20/2019

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: Paul D. Cwert CPA, RMA Date: 6/19/2019

2019 PREPARER'S CERTIFICATION

The Housing Authority of the Borough of Buena

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: APR 1, 2019 TO: MAR 31, 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:	<i>Linda M Cavallo</i>		
Name:	Linda M. Cavallo		
Title:	Fee Accountant		
Address:	2581 E. Chestnut Ave., Suite B Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	linda@avenacpa.com		

2019 APPROVAL CERTIFICATION

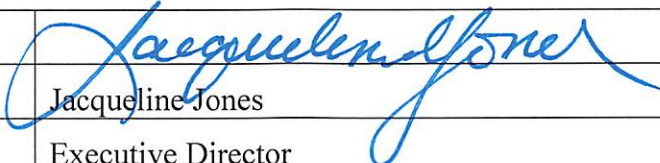
The Housing Authority of the Borough of Buena

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** APR 1, 2019 **TO:** MAR 31, 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 Housing Authority of the Borough of Buena, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 14th day of March, 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:	Jacqueline Jones		
Title:	Executive Director		
Address:	600 Central Ave., Minotola, NJ 08341		
Phone Number:	856-697-4852	Fax Number:	856-697-2642
E-mail address	jjones@vha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.buenaha.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
- 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

Title of Officer Certifying compliance

Signature

Jacqueline S. Jones
Executive Director
Jacqueline Jones

2019 HOUSING AUTHORITY BUDGET RESOLUTION

The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APR 1, 2019 TO: MAR 31, 2020

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the Borough of Buena for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 has been presented before the governing body of the Housing Authority of the Borough of Buena at its open public meeting of March 14, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$430,940, Total Appropriations, including any Accumulated Deficit if any, of \$430,150 and Total Unrestricted Net Position utilized of \$0; and

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

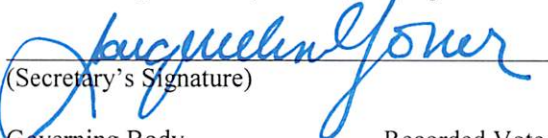
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Housing Authority of the Borough of Buena, at an open public meeting held on March 14, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority of the Borough of Buena for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the Borough of Buena will consider the Annual Budget and Capital Budget/Program for adoption on April 18, 2019.


 (Secretary's Signature)

3/14/19
 (Date)

Governing Body	Recorded Vote				
Member:	Aye	Nay	Abstain	Absent	

Carla Giovinazzi	✓
Lynn Hoban	✓
Mary Cooper	✓
Robert Delano	✓
Vacant	
Vacant	

2019 RESOLUTION TO AMEND BUDGET (Prior to Adoption)

Resolution 2019-18

The Housing Authority of the Borough of Buena Fiscal Year: From: April 1, 2019 To: March 31, 2020

WHEREAS, the Borough of Buena Housing Authority for the April 1, 2019 to March 31, 2020 fiscal year was approved on the 14th day of March 2019, and

WHEREAS, the public hearing on said budget has been held on June 13, 2019, and

WHEREAS, it is desired to amend said approved budget,

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Buena Housing Authority, County of Atlantic that the following amendments to the approved budget April 1, 2019 to March 31, 2020 fiscal year be made:

CAPITAL BUDGET	From	To
Total Capital Appropriations	\$0	\$127,850

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the Borough of Buena Housing Authority budget so amended.


Secretary Signature

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Carla Giovinazzi	✓			
Lynn Hoban	✓			
Mary Cooper	✓			
Robert Delano	✓			
Vacant				
Vacant				

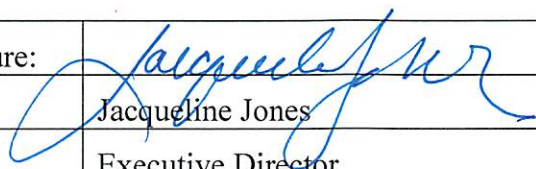
2019 ADOPTION CERTIFICATION

The Housing Authority of the Borough of Buena

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Housing Authority of the Borough of Buena, pursuant to N.J.A.C. 5:31-2.3, on the 13th day of, June, 2019.

Officer's Signature:			
Name:	Jacqueline Jones		
Title:	Executive Director		
Address:	600 Central Ave., Minotola, NJ 08341		
Phone Number:	856-697-4852	Fax Number:	856-697-2642
E-mail address	jjones@vha.org		

2019 ADOPTED BUDGET RESOLUTION

Resolution 2019-19

The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the Borough of Buena for the fiscal year beginning April 1, 2019 and ending, March 31, 2020 has been presented for adoption before the governing body of the Housing Authority of the Borough of Buena at its open public meeting of June 13, 2019; and

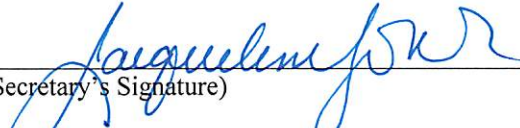
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 430,940, Total Appropriations, including any Accumulated Deficit, if any, of \$430,150 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$127,850 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of the Borough of Buena, at an open public meeting held on June 13, 2019 that the Annual Budget and Capital Budget/Program of the Housing Authority of the Borough of Buena for the fiscal year beginning, April 1, 2019 and, ending, March 31, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

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


(Secretary's Signature)

6/13/19
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Carla Giovinazzi	✓			
Lynn Hoban	✓			
Mary Cooper	✓			
Robert Delano	✓			
Vacant				
Vacant				

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APR 1, 2019 TO: MAR 31, 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: 2
- 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: \$73,887.18
- 3) Provide the number of regular voting members of the governing body: 4
- 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. **Compensation for the employees listed on N-4 are determined by a survey of comparable positions in a similar sized entity and periodic performance evaluations.**

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

The Housing Authority of the Borough of Buena

AUTHORITY BUDGET

FISCAL YEAR: FROM: APR 1, 2019 TO: MAR 31, 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 explains 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).
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 explains reason for change for each revenue changing more than 10%**) from the current year adopted budget.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
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.
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.).
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**)

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

The Housing Authority of the Borough of Buena

AUTHORITY BUDGET

FISCAL YEAR: FROM: APRIL 1, 2019 TO: MAR 31, 2020

- 1. The 2019 proposed Annual Budget is primarily based on the March 31, 2018 year end and the first six months of the current year (YE 3-31-19). Fringe benefits will increase by \$3,530 based on the current State of New Jersey benefits rate. Miscellaneous administrative expenses will decrease by \$8,000 due to tightening of spending. The costs of providing services will increase \$5,340 due to increases in wages of \$2,340, an increase in fringe benefits of \$690, an increase in utilities of \$7,010, a decrease in materials and contract costs of \$6,000, an increase in PILOT of \$1,300. The renewal and replacement reserve is a new appropriation necessary for the RAD program.**
- 2. The proposed Annual Budget will not have a significant impact on Anticipated Revenues. The anticipated increase in HAP is approximately \$4,600 and \$9,800 for dwelling rental income. Laundry income is anticipated to increase by \$1,000.00. The authority has completed its conversion to the RAD Program.**
- 3. The local/regional economy is in a recession. The majority of our tenants receive social security and are not currently in the work force; therefore, their income is not greatly impacted by the local job market/economy. The authority no longer receives capital funding from HUD but instead provides its own reserves for capital improvements.**
- 4. N/A**
- 5. N/A**
- 6. The housing authority has a projected deficit of \$(43,474) which it plans to eliminate through the conversion to RAD – Rental Assistance Demonstration Program. The prior deficit was \$(51,601) per audit, which has been reduced since last year. The RAD conversion was been approved and was effective February 1, 2017. Beginning January 1, 2018, the Department of Housing & Urban Development (HUD) will transmit the Rental Subsidy and the Administrative Fees to the Vineland Housing Authority who will manage the Buena Housing Project Based Vouchers. This change in structure will allow the Buena Housing Authority to be more cost effective and able to recover the deficit over a shorter period of time.**

HOUSING AUTHORITY CONTACT INFORMATION 2019

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

Name of Authority:	The Housing Authority of the Borough of Buena		
Federal ID Number:	22-2177152		
Address:	600 Central Ave.		
City, State, Zip:	Minotola	NJ	08341
Phone: (ext.)	856-697-4852	Fax:	856-697-2642

Preparer's Name:	Linda M. Cavallo, CPA		
Preparer's Address:	2581 E. Chestnut Ave. Suite B		
City, State, Zip:	Vineland	NJ	08361
Phone: (ext.)	856-696-8000	Fax:	856-794-1295
E-mail:	linda@avenacpa.com		

Chief Executive Officer:	Jacqueline S. Jones		
Phone: (ext.)	856-697-4852	Fax:	856-697-2648
E-mail:	jjones@vha.org		

Chief Financial Officer:	Christine Trout		
Phone: (ext.)	856-697-4852	Fax:	856-697-2648
E-mail:	ctrout@buenaha.org		

Name of Auditor:	Nina S. Sorelle		
Name of Firm:	Bowman & Company, LLP		
Address:	6 North Broad Street Suite 201		
City, State, Zip:	Woodbury	NJ	08096
Phone: (ext.)	856-821-6866	Fax:	856-821-1279
E-mail:	nsorelle@bowmanllp.com		

Account Ledger

Property=buena AND mn/yy=04/2018-12/2018 AND Beginning account=4150-00-000 AND Ending account=4150-00-000

Property	Date	Period	Desc	Control	Refer	Debit	Credit	Balance	Remarks
4150-00-000 (Travel)									
						0.00	0.00	0.00	== Beginning Balance ==
buena	04/01/2018	04/2018	(Accountant-hb) :Reversal of J-13929	J-13930	:Reversal of J-13929	0.00	72.32	-72.32	accrued at 3-31-2018 A. Fierro
buena	05/07/2018	05/2018	(augfer) AUGUSTO FIERRO	P-85796	Travel Reimb 2/22 ...	158.20	0.00	85.88	Travel Reimb 2/22/18 - 5/7/18
buena	06/18/2018	06/2018	(augfer) AUGUSTO FIERRO	P-86815	JUNE2018	127.69	0.00	213.57	Travel Reim 5/8/17 to 6/18/18
buena	08/06/2018	08/2018	(augfer) AUGUSTO FIERRO	P-88310	61918/080618	126.56	0.00	340.13	Travel reimburse 6/19/18 to 8/6/18
buena	09/21/2018	09/2018	(augfer) AUGUSTO FIERRO	P-89384	SEPT212018	137.86	0.00	477.99	Travel Reimb 8/7/18-9/21/18
buena	11/07/2018	11/2018	(augfer) AUGUSTO FIERRO	P-90898	Travel 92218 to 1...	95.92	0.00	573.91	Travel Reimb 9/22/18 - 11/7/18
buena	12/18/2018	12/2018	(augfer) AUGUSTO FIERRO	P-91927	11/8/18 to 12/18/18	93.74	0.00	667.65	Travel reimb 11/8/18 - 12/18/18
Total 4150-00-000 (Travel)						739.97	72.32	0.00	
						739.97	72.32	0.00	

- 11) Did the Authority pay for meals or catering during the current fiscal year? No *If “yes,” attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes *If “yes,” **attach a detailed list of all travel expenses** for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is “yes,” attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *If “no,” attach an explanation of the Authority’s process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If “yes,” attach explanation including amount paid.*
- 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**
The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 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)

The Housing Authority of the Borough of Buena																			
For the Period		April 1, 2019		to		March 31, 2020													
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
		Reportable Compensation from Authority (W-2/ 1099)																	
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 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													
1	Carla Giovinazzi	Chairman	X			None	None	None	None	\$ -	None	N/A	N/A	\$ -	\$ -	\$ -			
2	Lynn Hoban	Vice Chairman	X			None	None	None	None	0	None	N/A	N/A	\$ -	\$ -	0			
3	Mary Cooper	Commissioner	X			None	None	None	None	0	None	N/A	N/A	\$ -	\$ -	0			
4	Robert Delano	Commissioner	X			None	None	None	None	0	None	N/A	N/A	\$ -	\$ -	0			
5	Jacqueline Jones	Executive Director		X		None	None	None	None	0	Vineland HA	Exec. Director	35	129,666	841	130,507			
6	Christine Trout	Site Manager	35			29,400	None	None	None	10,650	40,050	None	N/A	N/A	0	40,050			
7	Augusto Fierro	Maintenance	35			45,534	None	None	None	45,534	None	N/A	N/A	0	0	45,534			
8										0						0			
9										0						0			
10										0						0			
11										0						0			
12										0						0			
13										0						0			
14										0						0			
15										0						0			
Total:						<u>\$74,934</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>10,650</u>	<u>\$ 85,584</u>			<u>\$ 129,666</u>	<u>\$ 841</u>	<u>\$ 216,091</u>			

(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

The Housing Authority of the Borough of Buena
For the Period April 1, 2019 to March 31, 2020

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	\$ 11,700	\$ 11,700	1	\$ 11,810	\$ 11,810	\$ (110)	-0.9%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(1,050)			(1,340)	290	-21.6%
Subtotal	1		10,650	1		10,470	180	1.7%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
GRAND TOTAL	1		\$ 10,650	1		\$ 10,470	\$ 180	1.7%

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

Yes or No

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

Yes or No

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

Schedule of Accumulated Liability for Compensated Absences

The Housing Authority of the Borough of Buena
 For the Period April 1, 2019 to March 31, 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	<i>Legal Basis for Benefit (check applicable items)</i>		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Christine Trout	29	\$ 3,514		X	
Augusto Fierro	77	12,919		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 16,433			

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

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

The Housing Authority of the Borough of Buena

For the Period **April 1, 2019** to **March 31, 2020**

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	\$ -	\$ -	\$ -	\$ 424,800	\$ 424,800	\$ 410,400	\$ 14,400	3.5%
Total Non-Operating Revenues	-	-	-	6,140	6,140	5,190	950	18.3%
Total Anticipated Revenues	-	-	-	430,940	430,940	415,590	15,350	3.7%
APPROPRIATIONS								
Total Administration	-	-	-	130,060	130,060	134,030	(3,970)	-3.0%
Total Cost of Providing Services	-	-	-	257,050	257,050	234,710	22,340	9.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	-	387,110	387,110	368,740	18,370	5.0%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	43,040	43,040	39,850	3,190	8.0%
Total Non-Operating Appropriations	-	-	-	43,040	43,040	39,850	3,190	8.0%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	-	-	-	430,150	430,150	408,590	21,560	5.3%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	-	-	-	430,150	430,150	408,590	21,560	5.3%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ 790	\$ 790	\$ 7,000	\$ (6,210)	-88.7%

Revenue Schedule

The Housing Authority of the Borough of Buena

For the Period April 1, 2019 to March 31, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental			230800	230,800	221,000	9,800	4.4%	
Excess Utilities				-	-	-	#DIV/0!	
Non-Dwelling Rental				-	-	-	#DIV/0!	
HUD Operating Subsidy				-	-	-	#DIV/0!	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher			194000	194,000	189,400	4,600	2.4%	
Total Rental Fees	-	-	-	424,800	424,800	410,400	14,400	3.5%
<i>Other Operating Revenues (List)</i>								
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	-	-	-	-	-	-	#DIV/0!	
Total Operating Revenues	-	-	-	424,800	424,800	410,400	14,400	3.5%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Laundry Income			6,000	6,000	5,000	1,000	20.0%	
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	-	-	-	6,000	6,000	5,000	1,000	20.0%
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned			140	140	190	(50)	-26.3%	
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
Total Interest	-	-	-	140	140	190	(50)	-26.3%
Total Non-Operating Revenues	-	-	-	6,140	6,140	5,190	950	18.3%
TOTAL ANTICIPATED REVENUES	\$ -	\$ -	\$ -	\$ 430,940	\$ 430,940	\$ 415,590	\$ 15,350	3.7%

Prior Year Adopted Revenue Schedule

The Housing Authority of the Borough of Buena

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental				221,000	221,000
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy					-
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher				189,400	189,400
Total Rental Fees	-	-	-	410,400	410,400
<i>Other Revenue (List)</i>					
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)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	-	-	-	-	-
Total Operating Revenues	-	-	-	410,400	410,400
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Laundry Income				5,000	5,000
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	5,000	5,000
<i>Interest on Investments & Deposits</i>					
Interest Earned				190	190
Penalties					-
Other					-
Total Interest	-	-	-	190	190
Total Non-Operating Revenues	-	-	-	5,190	5,190
TOTAL ANTICIPATED REVENUES	\$ -	\$ -	\$ -	\$ 415,590	\$ 415,590

Appropriations Schedule

The Housing Authority of the Borough of Buena
For the Period April 1, 2019 to March 31, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages				31,650	\$ 31,650	\$ 30,150	\$ 1,500	5.0%
Fringe Benefits				20,730	20,730	17,200	3,530	20.5%
Legal				5,000	5,000	5,000	-	0.0%
Staff Training				6,000	6,000	7,000	(1,000)	-14.3%
Travel				1,500	1,500	1,500	-	0.0%
Accounting Fees				8,680	8,680	8,680	-	0.0%
Auditing Fees				9,800	9,800	9,800	-	0.0%
Miscellaneous Administration*				46,700	46,700	54,700	(8,000)	-14.6%
Total Administration	-	-	-	130,060	130,060	134,030	(3,970)	-3.0%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				-	-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation				48,910	48,910	46,570	2,340	5.0%
Salary & Wages - Protective Services				-	-	-	-	#DIV/0!
Salary & Wages - Utility Labor				-	-	-	-	#DIV/0!
Fringe Benefits				14,190	14,190	13,500	690	5.1%
Tenant Services				2,000	2,000	2,000	-	0.0%
Utilities				89,750	89,750	82,740	7,010	8.5%
Maintenance & Operation				64,000	64,000	53,000	11,000	20.8%
Protective Services				-	-	-	-	#DIV/0!
Insurance				20,000	20,000	20,000	-	0.0%
Payment in Lieu of Taxes (PILOT)				15,300	15,300	14,000	1,300	9.3%
Terminal Leave Payments				-	-	-	-	#DIV/0!
Collection Losses				1,100	1,100	1,100	-	0.0%
Other General Expense				1,800	1,800	1,800	-	0.0%
Rents				-	-	-	-	#DIV/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	-	-	-	257,050	257,050	234,710	22,340	9.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	-	387,110	387,110	368,740	18,370	5.0%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve				-	-	-	-	#DIV/0!
Renewal & Replacement Reserve				43,040	43,040	39,850	3,190	8.0%
Municipality/County Appropriation				-	-	-	-	#DIV/0!
Other Reserves				-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	43,040	43,040	39,850	3,190	8.0%
TOTAL APPROPRIATIONS	-	-	-	430,150	430,150	408,590	21,560	5.3%
ACCUMULATED DEFICIT				-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	-	430,150	430,150	408,590	21,560	5.3%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation				-	-	-	-	#DIV/0!
Other				-	-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 430,150	\$ 430,150	\$ 408,590	\$ 21,560	5.3%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ - \$ - \$ - \$ 19,355.50 \$ 19,355.50

2019 Appropriations Schedule-Miscellaneous Administration

**The Housing Authority of the Borough of Buena
For the Period April 1, 2019 to March 31, 2020**

FY 2019 Proposed Budget

Miscellaneous Administration

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>	
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Computer Expenses			\$500	\$500	
Computer Program/Support			3,100	3,100	
Contracted Services			29,500	29,500	
Contracted Services-RAD			1,150	1,150	
Copier Machine			1,600	1,600	
Internet			1,800	1,800	
Miscellaneous			650	650	
Office Supplies			4,000	4,000	
Payroll Service			2,200	2,200	
Telephone			2,200	2,200	
Total Miscellaneous	\$0	\$0	\$0	\$46,700	\$46,700

Prior Year Adopted Appropriations Schedule

The Housing Authority of the Borough of Buena

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages				\$ 30,150	\$ 30,150
Fringe Benefits				17,200	17,200
Legal				5,000	5,000
Staff Training				7,000	7,000
Travel				1,500	1,500
Accounting Fees				8,680	8,680
Auditing Fees				9,800	9,800
Miscellaneous Administration*				54,700	54,700
Total Administration	-	-	-	134,030	134,030
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation				46,570	46,570
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits				13,500	13,500
Tenant Services				2,000	2,000
Utilities				82,740	82,740
Maintenance & Operation				53,000	53,000
Protective Services					-
Insurance				20,000	20,000
Payment in Lieu of Taxes (PILOT)				14,000	14,000
Terminal Leave Payments					-
Collection Losses				1,100	1,100
Other General Expense				1,800	1,800
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	-	-	-	234,710	234,710
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	-	-	-	368,740	368,740
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve				39,850	39,850
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	39,850	39,850
TOTAL APPROPRIATIONS	-	-	-	408,590	408,590
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	-	408,590	408,590
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 408,590	\$ 408,590

* 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	\$	-	\$	-	\$	-	\$	18,437.00	\$	18,437.00
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2019 Appropriations Schedule-Miscellaneous Administration

**The Housing Authority of the Borough of Buena
For the Period April 1, 2019 to March 31, 2020**

FY 2019 Proposed Budget

Miscellaneous Administration

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs Operations</u>
Computer Expenses			\$1,500	\$1,500
Computer Program/Support			5,000	5,000
Contracted Services			29,500	29,500
Contracted Services-RAD			2,150	2,150
Copier Machine			1,700	1,700
Internet			1,800	1,800
Miscellaneous			650	650
Office Supplies			8,000	8,000
Payroll Service			2,200	2,200
Telephone			2,200	2,200
Total Miscellaneous	\$0	\$0	\$0	\$54,700

Debt Service Schedule - Principal

The Housing Authority of the Borough of Buena

If Authority has no debt X this box

X

Fiscal Year Ending in

	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter	Total Principal Outstanding
Type in Issue Name	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	-
NET PRINCIPAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

Debt Service Schedule - Interest

The Housing Authority of the Borough of Buena

If Authority has no debt X this box

X

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

Net Position Reconciliation

The Housing Authority of the Borough of Buena

For the Period

April 1, 2019

to

March 31, 2020

FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$	-	\$	-	\$ 1,527,328
Less: Invested in Capital Assets, Net of Related Debt (1)				1,503,298	1,503,298
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)				68,294	68,294
Total Unrestricted Net Position (1)	-	-	-	(44,264)	(44,264)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)				255,804	255,804
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					-
Plus: Estimated Income (Loss) on Current Year Operations (2)				790	790
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	-	-	-	212,330	212,330
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)	\$	-	\$	-	\$ 212,330

(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	\$	-	\$	-	\$	-	\$	18,556	\$ 18,556
--	----	---	----	---	----	---	----	--------	-----------

(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

**THE HOUSING AUTHORITY
OF THE BOROUGH OF
BUENA**

**HOUSING AUTHORITY
CAPITAL
BUDGET/
PROGRAM**

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

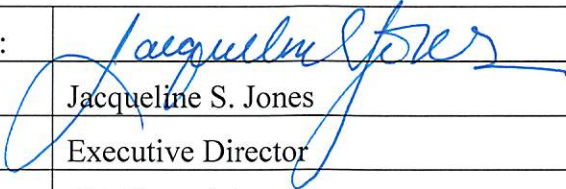
The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APRIL 1, 2019 TO: MAR 31, 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 Housing Authority of the Borough of Buena, on the 13th day of June, 2019.

OR

It is hereby certified that the governing body of the Housing Authority of the Borough of Buena 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:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	600 Central Ave. Minotola, NJ 08341		
Phone Number:	856-697-4852	Fax Number:	856-697-2642
E-mail address	jjones@vha.org		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: ARP 1, 2019 TO: MAR 31, 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?

The Authority's capital program is shared with local authorities upon request.

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. Please see the attached RAD property condition assessment.

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

Yes. Please see the attached RAD property condition assessment.

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.

6. Have the projects been reviewed and approved by HUD?

No. Under the RAD program the capital projects do not require HUD approval.

Add additional sheets if necessary.

Proposed Capital Budget

The Housing Authority of the Borough of Buena
 For the Period April 1, 2019 to March 31, 2020

		<i>Funding Sources</i>					
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>							
Type in Description	\$	-					
Type in Description		-					
Type in Description		-					
Type in Description		-					
Total		-	-	-	-	-	-
<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>							
Replace Roofs	113,850	-	\$	113,850	-	-	-
Replace doors and windows	12,500	-	-	12,500	-	-	-
Exterior trim and fascia	-	-	-	-	-	-	-
Other	1,500	-	-	1,500	-	-	-
Total	127,850	-	-	127,850	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 127,850	\$	-	\$ 127,850	\$	-	\$ -

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

The Housing Authority of the Borough of Buena

For the Period April 1, 2019 to March 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget				
		Year 2020	2021	2022	2023	2024
<i>Public Housing Management</i>						
Type in Description	\$ -	\$ -				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	-	-	-	-	-	-
<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>						
Replace Roofs	113,850	113,850				
Replace doors and windows	37,500	12,500	12,500	12,500		
Exterior trim and fascia	8,500	-	8,500			
Other	46,142	1,500	14,308	9,341		
Total	205,992	127,850	21,000	26,808	9,341	-
TOTAL	\$ 205,992	\$ 127,850	\$ 21,000	\$ 26,808	\$ 9,341	\$ -
TOTAL	\$ 205,992	\$ 127,850	\$ 21,000	\$ 26,808	\$ 9,341	\$ -

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

The Housing Authority of the Borough of Buena

For the Period April 1, 2019 to March 31, 2020

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<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>						
Replace Roofs	113,850		\$ 113,850			
Replace doors and windows	37,500		37,500			
Exterior trim and fascia	8,500		8,500			
Other	46,142		46,142			
Total	205,992	-	205,992	-	-	-
TOTAL	\$ 205,992	\$ -	\$ 205,992	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	<u>\$ 205,992</u>					
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.