

Authority Budget of:
The Housing Authority of the Borough of
Buena

LOCAL GOVT SERVICES
2020 JAN 23 P 1:15

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State Filing Year **2020**

For the Period:

April 1, 2020 to March 31, 2021

www.buenaha.org
Authority Web Address

APPROVED COPY

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MAY 20 2020
DIVISION OF
LOCAL GOVERNMENT SERVICES



Division of Local Government Services

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

The Housing Authority of the Borough of Buena

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM APRIL 1, 2020 TO MARCH 31, 2021

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: 2/27/2020

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: 5/28/2020

2020 (2020-2021) PREPARER'S CERTIFICATION

The Housing Authority of the Borough of Buena

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

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		

2020 (2020-2021) APPROVAL CERTIFICATION

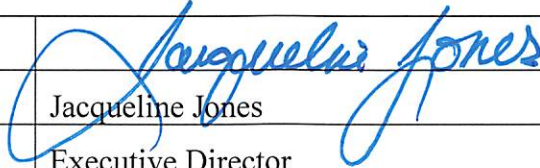
The Housing Authority of the Borough of Buena

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

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 16th day of January , 2020.

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
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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

JACQUELINE S. JONES

Title of Officer Certifying compliance

EXECUTIVE DIRECTOR

Signature



2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION

The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APRIL 1, 2020 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, 2020 and ending, March 31, 2021 has been presented before the governing body of the Housing Authority of the Borough of Buena at its open public meeting of January 16, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 446,810, Total Appropriations, including any Accumulated Deficit if any, of \$446,470 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$21,000 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 Housing Authority of the Borough of Buena, at an open public meeting held on January 16, 2020 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, 2020 and ending, March 31, 2021 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 16, 2020.



 (Secretary's Signature)

1/16/20

 (Date)

Governing Body Member:	Recorded Vote				
	Aye	Nay	Abstain	Absent	
Carla Giovinazzi	✓				
Lynn Hoban	✓				
Mary Cooper	✓				
Robert Delano	✓				
Vacant					
Vacant					

Note Fill in the name of Each Commissioner and indicate their recorded Vote

2020 (2020-2021) ADOPTION CERTIFICATION

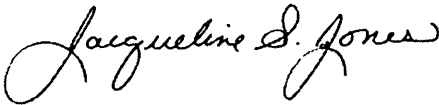
THE HOUSING AUTHORITY OF THE BOROUGH OF BUENA

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

Note: This is filled on for Adoption of the Budget Don't fill in for Introduction of the Budget

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 29 day of, April, 2020.

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		

2020 (2020-2021) ADOPTED BUDGET RESOLUTION

Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted

THE HOUSING AUTHORITY OF THE BOROUGH OF BUENA

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority for the fiscal year beginning April 1, 2020 and ending, March 31, 2021 has been presented for adoption before the governing body of the Housing Authority of the Borough of Buena at its open public meeting of April 29, 2020; and

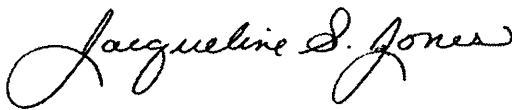
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 446,810, Total Appropriations, including any Accumulated Deficit, if any, of \$446,470 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$21,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Housing Authority of the Borough of Buena, at an open public meeting held on April 29, 2020 that the Annual Budget and Capital Budget/Program of the Housing Authority for the Borough of Buena for the fiscal year beginning, April 1, 2020 and, ending, March 31, 2021 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)

April 29, 2020

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

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

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

2020(2020-2021) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

The Housing Authority of the Borough of Buena

AUTHORITY BUDGET

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each **Revenues and Appropriations**. Explain any variances over +/-10% (**As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%**) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).
 2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **Example would be effect on a recession in the economy on the housing Authority**
 3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.
 4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.).
 5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 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 in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75).**

2020 (2020-2021) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

The Housing Authority of the Borough of Buena

AUTHORITY BUDGET

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

1. The 2020 proposed Annual Budget is primarily based on the March 31, 2019 year end and the first six months of the current year (YE 3-31-20). Miscellaneous income is expected to increase based on the current year due to additional income from late fees and other tenant charges. Interest income is expected to decrease due lower balances in reserves. Administrative fringe benefits are expected to increase by \$2,490 based on the current State of New Jersey benefits rates. Auditing fees will decrease based on the current bid accepted. The costs of providing services will increase \$8,470 primarily due to increases in wages, fringe benefits, materials and contract costs offset by an expected decrease in utilities all based on the current year's activities.
2. 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.
3. N/A
4. Anticipated PILOT of \$13,130 will be paid to the Borough of Buena.
5. The housing authority has a projected deficit of \$(473,968) which it plans to eliminate through the conversion to RAD – Rental Assistance Demonstration Program. The deficit increased by \$302,522 from the prior year due to the required GASB 75 accrual. The RAD conversion was 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

AUTHORITY CONTACT INFORMATION

2020 (2020-2021)

Please complete the following information regarding this 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:(1)	Jacqueline S. Jones		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	856-697-4852	Fax:	856-697-2648
E-mail:	jjones@vha.org		

Chief Financial Officer(1)	Christine Trout		
(1) Or person who performs these functions under another Title			
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:	601 White Horse Road		
City, State, Zip:	Voorhees	NJ	08043
Phone: (ext.)	856-441-0217	Fax:	856-441-0217
E-mail:	nsorelle@bowmanllp.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 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 2018 or 2019) Transmittal of Wage and Tax Statements: \$75,407.02
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority))
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 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, 2019 or 2020 deadline has passed 2019 or 2020) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 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.

- 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?
- First class or charter travel No
 - Travel for companions No
 - Tax indemnification and gross-up payments No
 - Discretionary spending account No
 - Housing allowance or residence for personal use No
 - Payments for business use of personal residence No
 - Vehicle/auto allowance or vehicle for personal use No
 - Health or social club dues or initiation fees No
 - 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. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority’s systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If “yes,” attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority’s plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No *If “yes,” attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) 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.*
- 21) 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.*

Housing Authority of the Borough of Buena (buena)

General Ledger

Period = Apr 2019-Jan 2020

Book = Accrual

Sort On =

Proper	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
4150-00-000			Travel					0.00	= Beginning Balance =
buena	5/20/2019	05-2019	AUGUSTO FIERRO (at P-97427		Travel 4119/52019	136.25	0.00	136.25	Travel Reimb 4/1/19 to 5/20/19
buena	7/24/2019	07-2019	AUGUSTO FIERRO (at P-99647		Travel5/21/19-7/24/19	171.13	0.00	307.38	Travel Reimb 5/21/19 - 7/24/19
buena	9/18/2019	09-2019	AUGUSTO FIERRO (at P-102125		Travel Reimb 7/25/19 - 9/18/19	142.79	0.00	450.17	Travel Reimb 7/25/19 - 9/18/2019
buena	11/20/2019	11-2019	AUGUSTO FIERRO (at P-104490		Travel 9/20 - 11/18/19	98.10	0.00	548.27	Travel Reimbursement 9/20 - 11/18/19
buena	12/31/2019	01-2020	AUGUSTO FIERRO (at P-106666		Travel Reimb 11/20 - 12/31/19	140.61	0.00	688.88	Travel Reimbursement 11/20 - 12/31/19
			Net Change=688.88			688.88	0.00	688.88	= Ending Balance =

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

**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, 2020 TO: MAR 31, 2021

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 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: (Use the Most Recent W-2 available 2018 or 2019). 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, 2020, the **most recent W-2** and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 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, 2020		to		March 31, 2021												
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		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						of the Governing	at Other Public					
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	0	0	
3	Mary Cooper	Commissioner	X					None	None	None	None	0	None	N/A	N/A	0	0	0	
4	Robert Delano	Commissioner	X					None	None	None	None	0	None	N/A	N/A	0	0	0	
5	Jacqueline Jones	Executive Director		X				None	None	None	None	0	Vineland HA	Exec. Director	35	144,462	2,101	146,563	
6	Christine Trout	Site Manager	35					29,982	None	None	11,808	41,790	None	N/A	N/A	0	0	41,790	
7	Augusto Fierro	Mainenance Mgr	35					46,672	None	None	None	46,672	None	N/A	N/A	0	0	46,672	
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:								\$76,654	\$ -	\$ -	11,808	\$ 88,462				\$ 144,462	\$ 2,101	\$ 235,025	

(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, 2020 to March 31, 2021

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

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	\$ 13,230	\$ 13,230	1	\$ 11,810	\$ 11,810	\$ 1,420	12.0%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(1,380)			(1,340)	(40)	3.0%
Subtotal	1		11,850	1		10,470	1,380	13.2%
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		\$ 11,850	1		\$ 10,470	\$ 1,380	13.2%

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

YES	Yes or No
YES	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, 2020 to March 31, 2021

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	49	\$ 3,638		X	
August Fierro	160	15,468		X	
Total liability for accumulated compensated absences at beginning of current year		\$ <u>19,106</u>			

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

Schedule of Shared Service Agreements

The Housing Authority of the Borough of Buena

For the Period April 1, 2020 to March 31, 2021

If No Shared Services X this Box

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Vineland Housing Authority	Buena Housing Authority	Management Services		1/1/2018	12/31/2022	\$ 29,500

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

The Housing Authority of the Borough of Buena
For the Period **April 1, 2020** to **March 31, 2021**

	FY 2021 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	\$ -	\$ -	\$ -	\$ 437,760	\$ 437,760	\$ 424,800	\$ 12,960	3.1%
Total Non-Operating Revenues	-	-	-	9,050	9,050	6,140	2,910	47.4%
Total Anticipated Revenues	-	-	-	446,810	446,810	430,940	15,870	3.7%
APPROPRIATIONS								
Total Administration	-	-	-	135,760	135,760	130,060	5,700	4.4%
Total Cost of Providing Services	-	-	-	265,520	265,520	257,050	8,470	3.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	-	401,280	401,280	387,110	14,170	3.7%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	45,190	45,190	43,040	2,150	5.0%
Total Non-Operating Appropriations	-	-	-	45,190	45,190	43,040	2,150	5.0%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	-	-	-	446,470	446,470	430,150	16,320	3.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	-	-	-	446,470	446,470	430,150	16,320	3.8%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ 340	\$ 340	\$ 790	\$ (450)	-57.0%

Revenue Schedule

The Housing Authority of the Borough of Buena
 For the Period April 1, 2020 to March 31, 2021

	FY 2021 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			240,770		240,770	230,800	9,970	4.3%
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			196,990		196,990	194,000	2,990	1.5%
Total Rental Fees	-	-	-	437,760	437,760	424,800	12,960	3.1%
<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	-	-	-	437,760	437,760	424,800	12,960	3.1%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Laundry			6,000		6,000	6,000	-	0.0%
Miscellaneous			3,000		3,000	-	3,000	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	9,000	9,000	6,000	3,000	50.0%
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned			50		50	140	(90)	-64.3%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	-	-	-	50	50	140	(90)	-64.3%
Total Non-Operating Revenues	-	-	-	9,050	9,050	6,140	2,910	47.4%
TOTAL ANTICIPATED REVENUES	\$ -	\$ -	\$ -	\$ 446,810	\$ 446,810	\$ 430,940	\$ 15,870	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				230,800	230,800
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy					-
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher				194,000	194,000
Total Rental Fees	-	-	-	424,800	424,800
<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)					-
Total Other Revenue	-	-	-	-	-
Total Operating Revenues	-	-	-	424,800	424,800
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Laundry Income				6,000	6,000
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	6,000	6,000
<i>Interest on Investments & Deposits</i>					
Interest Earned				140	140
Penalties					-
Other					-
Total Interest	-	-	-	140	140
Total Non-Operating Revenues	-	-	-	6,140	6,140
TOTAL ANTICIPATED REVENUES	\$ -	\$ -	\$ -	\$ 430,940	\$ 430,940

Appropriations Schedule

The Housing Authority of the Borough of Buena
 For the Period April 1, 2020 to March 31, 2021

	FY 2021 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
					Operations	All Operations	All Operations
OPERATING APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages			33,240	\$ 33,240	\$ 31,650	\$ 1,590	5.0%
Fringe Benefits			23,220	23,220	20,730	2,490	12.0%
Legal			5,300	5,300	5,000	300	6.0%
Staff Training			6,000	6,000	6,000	-	0.0%
Travel			1,500	1,500	1,500	-	0.0%
Accounting Fees			9,000	9,000	8,680	320	3.7%
Auditing Fees			7,800	7,800	9,800	(2,000)	-20.4%
Miscellaneous Administration*			49,700	49,700	46,700	3,000	6.4%
Total Administration	-	-	135,760	135,760	130,060	5,700	4.4%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation			51,350	51,350	48,910	2,440	5.0%
Salary & Wages - Protective Services				-	-	-	#DIV/0!
Salary & Wages - Utility Labor				-	-	-	#DIV/0!
Fringe Benefits			15,890	15,890	14,190	1,700	12.0%
Tenant Services			2,000	2,000	2,000	-	0.0%
Utilities			70,250	70,250	89,750	(19,500)	-21.7%
Maintenance & Operation			88,000	88,000	64,000	24,000	37.5%
Protective Services				-	-	-	#DIV/0!
Insurance			22,000	22,000	20,000	2,000	10.0%
Payment in Lieu of Taxes (PILOT)			13,130	13,130	15,300	(2,170)	-14.2%
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	-	-	265,520	265,520	257,050	8,470	3.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	-	-	401,280	401,280	387,110	14,170	3.7%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Operations & Maintenance Reserve				-	-	-	#DIV/0!
Renewal & Replacement Reserve			45,190	45,190	43,040	2,150	5.0%
Municipality/County Appropriation				-	-	-	#DIV/0!
Other Reserves				-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	45,190	45,190	43,040	2,150	5.0%
TOTAL APPROPRIATIONS	-	-	446,470	446,470	430,150	16,320	3.8%
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	446,470	446,470	430,150	16,320	3.8%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation				-	-	-	#DIV/0!
Other				-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ 446,470	\$ 446,470	\$ 430,150	\$ 16,320	3.8%

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

5% of Total Operating Appropriations \$ - \$ - \$ - \$ 20,064.00 \$ 20,064.00

2020 Proposed Appropriations Schedule-Miscellaneous Administration

**The Housing Authority of the Borough of Buena
For the Period April 1, 2020 to March 31, 2021**

FY 2020 Proposed Budget

Miscellaneous Administration

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>	
	<u>Management</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Computer Expenses			\$1,000		\$1,000
Computer Program/Support			3,100		3,100
Contracted Services			33,000		33,000
Copier Machine			1,600		1,600
Internet			1,800		1,800
Miscellaneous			1,650		1,650
Office Supplies			3,150		3,150
Payroll Service			2,200		2,200
Telephone			2,200		2,200
Total Miscellaneous	\$0	\$0	\$0	\$49,700	\$49,700

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				\$ 31,650	\$ 31,650
Fringe Benefits				20,730	20,730
Legal				5,000	5,000
Staff Training				6,000	6,000
Travel				1,500	1,500
Accounting Fees				8,680	8,680
Auditing Fees				9,800	9,800
Miscellaneous Administration*				46,700	46,700
Total Administration	-	-	-	130,060	130,060
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation				48,910	48,910
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits				14,190	14,190
Tenant Services				2,000	2,000
Utilities				89,750	89,750
Maintenance & Operation				64,000	64,000
Protective Services					-
Insurance				20,000	20,000
Payment in Lieu of Taxes (PILOT)				15,300	15,300
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	-	-	-	257,050	257,050
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	-	-	-	387,110	387,110
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve				43,040	43,040
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	43,040	43,040
TOTAL APPROPRIATIONS	-	-	-	430,150	430,150
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	-	430,150	430,150
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 430,150	\$ 430,150

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

2020 Adopted Appropriations Schedule-Miscellaneous Administration

**The Housing Authority of the Borough of Buena
For the Period April 1, 2020 to March 31, 2021**

FY 2019 Proposed Budget

Miscellaneous Administration

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>	
	<u>Management</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

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 2021	2022	2023	2024	2025	2026	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<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	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A
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 2021	2022	2023	2024	2025	2026	
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>

Net Position Reconciliation

The Housing Authority of the Borough of Buena
For the Period April 1, 2020 to March 31, 2021

FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$	-	\$	-	\$ 1,032,921
Less: Invested in Capital Assets, Net of Related Debt (1)				1,399,076	1,399,076
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)				108,153	108,153
Total Unrestricted Net Position (1)	-	-	-	(474,308)	(474,308)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)				230,194	230,194
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)				468,344	468,344
Plus: Estimated Income (Loss) on Current Year Operations (2)				340	340
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	-	-	-	224,570	224,570
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)	\$	-	\$	-	\$ 224,570
		-		-	\$ 224,570

(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	\$	-	\$	-	\$	-	\$	20,064	\$ 20,064
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(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2020 (2020-2021)
THE HOUSING
AUTHORITY OF THE
BOROUGH OF BUENA

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2020 (2020-2021) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

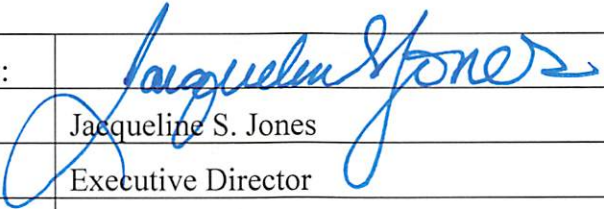
[X] enter X to the left if this paragraph is applicable

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 16th day of January, 2020.

OR

[] enter X to the left if this paragraph is applicable

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:	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		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APRIL 1, 2020 TO: MAR 31, 2021

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?

The Authority's capital budget 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

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

Yes

4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)

N/A

5. Have the current capital projects been reviewed and approved by HUD?

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, 2020 to March 31, 2021

		<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 Doors and Windows	12,500					
Exterior trim and fascia	8,500					
Appliances	-					
Other	-					
Total	21,000	-	21,000	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 21,000	\$ -	\$ 21,000	\$ -	\$ -	\$ -

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

The Housing Authority of the Borough of Buena

For the Period April 1, 2020 to March 31, 2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget							
		Year 2021	2022	2023	2024	2025	2026		
Public Housing Management									
Type in Description	\$ -	\$ -							
Type in Description	-	-							
Type in Description	-	-							
Type in Description	-	-							
Total	-	-	-	-	-	-	-		
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									
Replace Doors and Windows	25,000	12,500							
Exterior trim and fascia	8,500	8,500							
Appliances	19,018	-						9,677	9,341
Other	55,117	-						4,631	20,993
Total	107,635	21,000	26,808	9,341	-	20,993	29,493		
TOTAL	\$ 107,635	\$ 21,000	\$ 26,808	\$ 9,341	\$ -	\$ 20,993	\$ 29,493		

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, 2020 to March 31, 2021

	Estimated Total Cost	Funding Sources				
		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 Doors and Windows	25,000					
Exterior trim and fascia	8,500					
Appliances	19,018					
Other	55,117					
Total	107,635	-	\$ 107,635	-	-	-
TOTAL	\$ 107,635	\$ -	\$ 107,635	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 107,635					
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.