

# 2016

The Housing Authority of the  
Borough of Buena

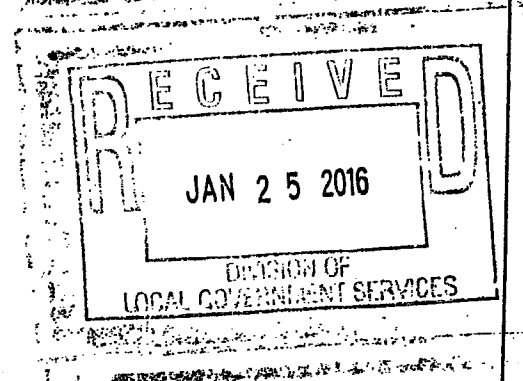
## Housing Authority Budget

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

Department Of



Community  
Affairs



MAY 13 2016

Division of Local Government Services

**2016 HOUSING AUTHORITY BUDGET**

**Certification Section**

2016

**The Housing Authority of the Borough of Buena**  
**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM April 1, 2016 TO March 31, 2017**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Paul D Cwert Date: 4/15/2016

**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: 5/15/2016

# 2016 PREPARER'S CERTIFICATION

## The Housing Authority of the Borough of Buena

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:	<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	<a href="mailto:linda@avenacpa.com">linda@avenacpa.com</a>		

# 2016 APPROVAL CERTIFICATION

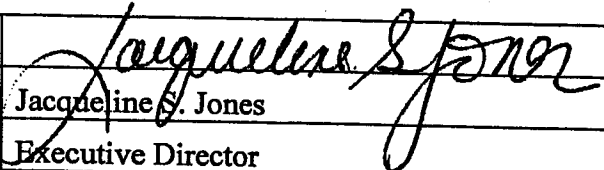
## The Housing Authority of the Borough of Buena

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the 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 14<sup>th</sup> day of January, 2016.

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

Officer's Signature:			
Name:	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		

# 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
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Carla Giovinnazzi

Title of Officer Certifying compliance

Chairperson

Signature

Carla Giovinnazzi

# 2016 HOUSING AUTHORITY BUDGET RESOLUTION RESOLUTION 2016-12

## The Housing Authority of the Borough of Buena

**FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017**

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the Borough of Buena for the fiscal year beginning, April 1, 2016 and ending, March 31, 2017 has been presented before the governing body of the Housing Authority of the Borough of Buena at its open public meeting of January 14, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$389,830, Total Appropriations, including any Accumulated Deficit if any, of \$384,290 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$66,760 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 14, 2016 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, 2016 and ending, March 31, 2017 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the Borough of Buena will consider the Annual Budget and Capital Budget/Program for adoption on April 21, 2016.

*Jaqueline Sporer*  
(Secretary's Signature)

*1/14/16*  
(Date)

Governing Body Member:	Recorded Vote Aye	Nay	Abstain	Absent
Carla Giovinazzi	✓			
Nancy Brunini		✓		
Lynn Hoban				✓
Mary Cooper	✓			
Jeffery Johnston	✓			
Robert Delano	✓			

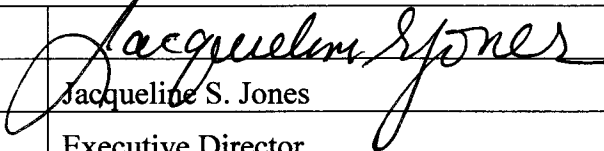
# 2016 ADOPTION CERTIFICATION

## The Housing Authority of the Borough of Buena

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    April 1, 2016    **TO:**    March 31, 2017

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

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	600 Central Ave. Minotola, NJ 0841		
Phone Number:	856-697-4852	Fax Number:	856-697-2642
E-mail address	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		



# 2016 ADOPTED BUDGET RESOLUTION

## RESOLUTION 2016-18

### The Housing Authority of the Borough of Buena

**FISCAL YEAR:**    **FROM:**    April 1, 2016    **TO:**    March 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the Borough of Buena for the fiscal year beginning April 1, 2016 and ending, March 31, 2017 has been presented for adoption before the governing body of the Housing Authority of the Borough of Buena at its open public meeting of May 3, 2016; and

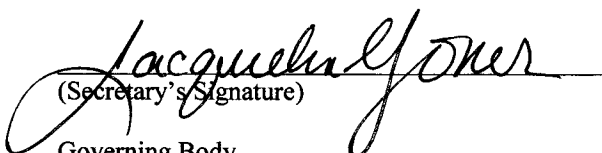
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$389,830, Total Appropriations, including any Accumulated Deficit, if any, of \$384,290 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 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 May 3, 2016 that the Annual Budget and Capital Budget/Program of the Housing Authority of the Borough of Buena for the fiscal year beginning, April 1, 2016 and, ending, March 31, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

  
(Secretary's Signature)

5/3/16  
(Date)

Governing Body  
Member:

Aye

Recorded Vote  
Nay

Abstain

Absent

Carla Giovinazzi, Chairman  
Nancy Brunini, Vice Chairman  
Lynn Hoban, Commissioner  
Mary Cooper, Commissioner  
Jeffrey Johnston, Commissioner  
Robert Delano, Commissioner

X  
  
X  
X  
X  
X

X  
  
  
X

# **2016 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## The Housing Authority of the Borough of Buena

### AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017

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

#### SEE NEXT PAGE FOR ANSWERS

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority.
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges, and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.
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. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget?
6. The proposed budget must not reflect an anticipated deficit from 2016 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.
7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.
8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information.

# **2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS**

## **The Housing Authority of the Borough of Buena**

### **AUTHORITY BUDGET**

**FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017**

1. The 2016 proposed Annual Budget is primarily based on the March 31, 2015 year end data and the first six months of the current year (YE 3-31-2016). A slight decrease in rental revenue is anticipated based on the current year's rent. Operating subsidy is based on the anticipated funding level of 83.8% as published by HUD. Capital funding increase by \$1,160 from the previous year based on the annual contribution for 2015 from HUD (see attached statement). Interest income is expected to remain the same. Other income from the laundry is expected to be the same also. Administration expenses are anticipated to be approximately the same with a slight decrease in travel and sundry. Tenant services are expected to increase due to congregate services. Utility expenses, primarily gas, are expected to increase by \$7,000 due to replace of faulty gas meters and increase utility rates. Maintenance expenses and contract costs will increase for grounds and unit maintenance.
2. The proposed Annual Budget will not have a significant impact on Anticipated Revenues. There is a slight decrease in revenues of \$1,930 which is approximately 0.5% and considered immaterial.
3. The local/regional economy is in a recession. The majority of our tenants receives social security and is not currently in the work force; therefore, their income is not greatly impacted by the local job market/economy. The Capital Budget will be used for operations so the local economy will have little effect on it.
4. N/A
5. No
6. N/A
7. N/A
8. N/A

# HOUSING AUTHORITY CONTACT INFORMATION

## 2016

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

<b>Name of Authority:</b>	The Housing Authority of the Borough of Buena		
<b>Address:</b>	600 Central Ave.		
<b>City, State, Zip:</b>	Minotola	NJ	08341
<b>Phone: (ext.)</b>	856-697-4852	<b>Fax:</b>	856-697-2642

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

<b>Chief Executive Officer:</b>	Jacqueline S. Jones		
<b>Phone: (ext.)</b>	856-697-4852	<b>Fax:</b>	856-697-2648
<b>E-mail:</b>	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		

<b>Chief Financial Officer:</b>	Christine Trout		
<b>Phone: (ext.)</b>	856-697-4852	<b>Fax:</b>	856-697-2648
<b>E-mail:</b>	<a href="mailto:ctrout@buenaha.org">ctrout@buenaha.org</a>		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 2
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$70,507.40
- 3) Provide the number of regular voting members of the governing body: 6
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Compensation for the employees listed on Page 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 and/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.

# Attachment for Question 12

## Buena Housing Authority Vendor Accounting Cash Payment/Receipt Register Federal Public Housing

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 4/1/2015 to 3/31/2016, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Recipient

Bank: Susquehanna Bank, Bank Account: 564000550, GL Account: 1111.1

### Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
10868	05/05/2015	No	CHK	Augusto Fierro	Travel Reimb for 3/25/15 thru 5/5/15	Yes	\$118.65
10905	07/08/2015	No	CHK	Augusto Fierro	Travel Reimburse 5/6/2015 to 7/8/2015	Yes	\$132.21
10950	09/08/2015	No	CHK	Augusto Fierro	Mileage Reimb July 9th thru Sept 8th 2015	Yes	\$101.70
11000	11/06/2015	No	CHK	Augusto Fierro	Travel Reimbursement 9/9/2015 thru 11/2/15	Yes	\$135.60
11044	12/17/2015	No	CHK	Augusto Fierro	Travel Reimb 11/3/15 to 12/16/15	Yes	\$80.23
							<u>\$568.39</u>

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017

- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel ☐ No ☐
  - b. Travel for companions ☐ No ☐
  - c. Tax indemnification and gross-up payments ☐ No ☐
  - d. Discretionary spending account ☐ No ☐
  - e. Housing allowance or residence for personal use ☐ No ☐
  - f. Payments for business use of personal residence ☐ No ☐
  - g. Vehicle/auto allowance or vehicle for personal use ☐ No ☐
  - h. Health or social club dues or initiation fees ☐ No ☐
  - i. Personal services (i.e.: maid, chauffeur, chef) ☐ No ☐
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? ☐ Yes ☐ No *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? ☐ No ☐ Yes *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 ☐ Yes *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 ☐ No *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 ☐ Yes *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 ☐ Yes *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 ☐ Yes *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, 2016 TO: March 31, 2017**

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

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

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

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

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

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

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

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 being the most recent calendar year ended).

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

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

For the Period April 1, 2016 to March 31, 2017 The Housing Authority of the Borough of Buena

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense payment in lieu of health benefits, etc.)					
1 Carla Giovinnazi	Chairman		X					None	None	None	None	N/A	-	-	-
2 Nancy Brunini	Vice Chairman		X					None	None	None	None	N/A	-	-	-
3 Lynn Hoban	Commissioner		X					None	None	None	None	N/A	-	-	-
4 Mary Cooper	Commissioner		X					None	None	None	None	N/A	-	-	-
5 Jeffery Johnston	Commissioner		X					None	None	None	None	N/A	-	-	-
6 Robert Delano	Commissioner		X					None	None	None	None	N/A	-	-	-
7 Jacqueline Jones	Executive Director		X					None	None	None	None	N/A	-	-	-
8 Christine Trout	Site Manager			X	X			28,960	-	-	16,730	35	128,104	797	128,901
9 Augusto Fierro	Maintenance			X	X			39,980	-	5,000	11,270	0	-	-	45,690
10												0	-	-	56,250
11															-
12															-
13															-
14															-
15															-
<b>Total:</b>								\$ 68,940	\$ -	\$ 5,000	\$ 28,000	\$ 101,940	\$ 128,104	\$ 797	\$ 230,841

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed: 0

# Schedule of Health Benefits - Detailed Cost Analysis

The Housing Authority of the Borough of Buena  
For the Period April 1, 2016 to March 31, 2017

	# of Covered Members (Medical & Rx)		Annual Cost		# of Covered Members (Medical & Rx)		Annual Cost		# of Covered Members (Medical & Rx)		Annual Cost		# of Covered Members (Medical & Rx)		Annual Cost		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)		# of Covered Members (Medical & Rx)	
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Is medical coverage provided by the SHBP (Yes or No)?  
Is prescription drug coverage provided by the SHBP (Yes or No)?

YES  
YES

## Schedule of Accumulated Liability for Compensated Absences

**The Housing Authority of the Borough of Buena**

For the Period

**April 1, 2016**

to

**March 31, 2017**

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

## Legal Basis for Benefit.

***(check applicable items)***

[illegible]

## Schedule of Shared Service Agreements

**The Housing Authority of the Borough of Buena**  
**April 1, 2016 to**

For the Period

**March 31, 2017**

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

[illegible]

# **2016 HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

# 2016 Budget Summary

The Housing Authority of the Borough of Buena

For the Period

April 1, 2016

to

March 31, 2017

	Proposed Budget				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		
<b>REVENUES</b>								
Total Operating Revenues	\$ 318,870	\$ -	\$ -	\$ -	\$ 318,870	\$ 321,960	\$ (3,090)	-1.0%
Total Non-Operating Revenues	4,200	-	-	66,760	70,960	69,800	1,160	1.7%
Total Anticipated Revenues	323,070	-	-	66,760	389,830	391,760	(1,930)	-0.5%
<b>APPROPRIATIONS</b>								
Total Administration	94,890	-	-	26,780	121,670	129,020	(7,350)	-5.7%
Total Cost of Providing Services	222,640	-	-	39,980	262,620	231,990	30,630	13.2%
Net Principal Payments on Debt Service in Lieu of Depreciation								#DIV/0!
Total Operating Appropriations	317,530	-	-	66,760	384,290	361,010	23,280	6.4%
Net Interest Payments on Debt								#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	317,530	-	-	66,760	384,290	361,010	23,280	6.4%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	317,530	-	-	66,760	384,290	361,010	23,280	6.4%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 5,540	\$ -	\$ -	\$ -	\$ 5,540	\$ 30,750	\$ (25,210)	-82.0%

# 2016 Revenue Schedule

The Housing Authority of the Borough of Buena

For the Period

April 1, 2016

to

March 31, 2017

	Proposed Budget				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
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	211,000				211,000	216,000	(5,000) -2.3%
Excess Utilities					-	-	#DIV/0!
Non-Dwelling Rental					-	-	#DIV/0!
HUD Operating Subsidy	107,870				107,870	105,960	1,910 1.8%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	#DIV/0!
Total Rental Fees	318,870	-	-	-	318,870	321,960	(3,090) -1.0%
<i>Other Operating Revenues (List)</i>							
Other Revenue 1					-	-	#DIV/0!
Other Revenue 2					-	-	#DIV/0!
Other Revenue 3					-	-	#DIV/0!
Other Revenue 4					-	-	#DIV/0!
Total Other Revenue	-	-	-	-	-	-	#DIV/0!
Total Operating Revenues	318,870	-	-	-	318,870	321,960	(3,090) -1.0%
<b>NON-OPERATING REVENUES</b>							
<i>Grants &amp; Entitlements (List)</i>							
Grant #1 Capital Funds				66,760	66,760	65,600	1,160 1.8%
Grant #2					-	-	#DIV/0!
Grant #3					-	-	#DIV/0!
Grant #4					-	-	#DIV/0!
Total Grants & Entitlements	-	-	-	66,760	66,760	65,600	1,160 1.8%
<i>Local Subsidies &amp; Donations (List)</i>							
Local Subsidy #1					-	-	#DIV/0!
Local Subsidy #2					-	-	#DIV/0!
Local Subsidy #3					-	-	#DIV/0!
Local Subsidy #4					-	-	#DIV/0!
Total Local Subsidies & Donations	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits</i>							
Investments	200				200	200	- 0.0%
Security Deposits					-	-	#DIV/0!
Penalties					-	-	#DIV/0!
Other Investments					-	-	#DIV/0!
Total Interest	200	-	-	-	200	200	- 0.0%
<i>Other Non-Operating Revenues (List)</i>							
Other Non-Operating #1 Laundry Income	4,000				4,000	4,000	- 0.0%
Other Non-Operating #2					-	-	#DIV/0!
Other Non-Operating #3					-	-	#DIV/0!
Other Non-Operating #4					-	-	#DIV/0!
Other Non-Operating Revenues	4,000	-	-	-	4,000	4,000	- 0.0%
Total Non-Operating Revenues	4,200	-	-	66,760	70,960	69,800	1,160 1.7%
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 323,070	\$ -	\$ -	\$ 66,760	\$ 389,830	\$ 391,760	\$ (1,930) -0.5%



# 2015 Adopted Revenue Schedule

The Housing Authority of the Borough of Buena

	Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
Rental Fees					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	216,000				216,000
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	105,960				105,960
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	321,960	-	-	-	321,960
Other Operating Revenues (List)					
Other Revenue 1					-
Other Revenue 2					-
Other Revenue 3					-
Other Revenue 4					-
Total Other Revenue	-	-	-	-	-
Total Operating Revenues	321,960	-	-	-	321,960
NON-OPERATING REVENUES					
Grants & Entitlements (List)					
Grant #1 Capital Funds				65,600	65,600
Grant #2					-
Grant #3					-
Grant #4					-
Total Grants & Entitlements	-	-	-	65,600	65,600
Local Subsidies & Donations (List)					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
Total Local Subsidies & Donations	-	-	-	-	-
Interest on Investments & Deposits					
Investments	200				200
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	200	-	-	-	200
Other Non-Operating Revenues (List)					
Other Non-Opertaing #1 Laundry Income	4,000				4,000
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Other Non-Operating Revenues	4,000	-	-	-	4,000
Total Non-Operating Revenues	4,200	-	-	65,600	69,800
TOTAL ANTICIPATED REVENUES	\$ 326,160	\$ -	\$ -	\$ 65,600	\$ 391,760

# 2016 Appropriations Schedule

The Housing Authority of the Borough of Buena

For the Period

April 1, 2016

to

March 31, 2017

	Proposed Budget				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
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	\$ 28,960				\$ 28,960	\$ 27,850	\$ 1,110 4.0%
Fringe Benefits	16,730				16,730	19,990	(3,260) -16.3%
Legal	5,000				5,000	5,000	- 0.0%
Staff Training	-				-	-	- #DIV/0!
Travel	3,500				3,500	5,000	(1,500) -30.0%
Accounting Fees	8,680				8,680	8,680	- 0.0%
Auditing Fees	9,800				9,800	9,800	-
Miscellaneous Administration*	22,220			26,780	49,000	52,700	(3,700) -7.0%
Total Administration	94,890	-	-	26,780	121,670	129,020	(7,350) -5.7%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				39,980	39,980	39,200	780 2.0%
Salary & Wages - Maintenance & Operation				-	-	-	- #DIV/0!
Salary & Wages - Protective Services				-	-	-	- #DIV/0!
Salary & Wages - Utility Labor				-	-	-	- #DIV/0!
Fringe Benefits	11,270				11,270	11,090	180 1.6%
Tenant Services	2,300				2,300	1,800	500 27.8%
Utilities	82,240				82,240	74,740	7,500 10.0%
Maintenance & Operation	90,000				90,000	73,000	17,000 23.3%
Protective Services					-	-	- #DIV/0!
Insurance	22,000				22,000	20,000	2,000 10.0%
Payment in Lieu of Taxes (PILOT)	13,630				13,630	12,160	1,470 12.1%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses					-	-	- #DIV/0!
Other General Expense	1,200				1,200	-	1,200 #DIV/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	222,640	-	-	39,980	262,620	231,990	30,630 13.2%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	- #DIV/0!
Total Operating Appropriations	317,530	-	-	66,760	384,290	361,010	23,280 6.4%
<b>NON-OPERATING APPROPRIATIONS</b>							
Net Interest Payments on Debt					-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve					-	-	- #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
<b>TOTAL APPROPRIATIONS</b>	317,530	-	-	66,760	384,290	361,010	23,280 6.4%
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	317,530	-	-	66,760	384,290	361,010	23,280 6.4%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation					-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized					-	-	- #DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 317,530	\$ -	\$ -	\$ 66,760	\$ 384,290	\$ 361,010	\$ 23,280 6.4%

\* 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 \$ 15,876.50 \$ - \$ - \$ 3,338.00 \$ 19,214.50

**2015 Appropriations Schedule-Miscellaneous Administration**

**The Housing Authority of the Borough of Buena  
For the Period April 1, 2016 to March 31, 2017**

<b>Miscellaneous Administration</b>	<b><i>Proposed Budget</i></b>			
	<b><u>Public Housing</u></b>	<b><u>Housing</u></b>	<b><u>Other</u></b>	<b><u>Total All</u></b>
	<b><u>Managemer</u></b>	<b><u>Section 8</u></b>	<b><u>Voucher</u></b>	<b><u>Programs Operations</u></b>
Computer Expenses	\$2,000			\$2,000
Computer Program/Support	4,500			4,500
Contracted Services	2,720		26,780	29,500
Copier Machine	1,800			1,800
Internet	1,680			1,680
Miscellaneous	1,820			1,820
Office Supplies	2,500			2,500
Payroll Service	2,000			2,000
Telephone	3,200			3,200
<b>Total Miscellaneous</b>	<b>\$22,220</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,780</b>
				<b>\$49,000</b>

# 2015 Adopted Appropriations Schedule

The Housing Authority of the Borough of Buena

	Adopted Budget				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 27,850				\$ 27,850
Fringe Benefits	19,990				19,990
Legal	5,000				5,000
Staff Training	-				-
Travel	5,000				5,000
Accounting Fees	8,680				8,680
Auditing Fees	9,800				9,800
Miscellaneous Administration*	26,300			26,400	52,700
Total Administration	102,620	-	-	26,400	129,020
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				39,200	39,200
Salary & Wages - Maintenance & Operation					-
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	11,090				11,090
Tenant Services	1,800				1,800
Utilities	74,740				74,740
Maintenance & Operation	73,000				73,000
Protective Services					-
Insurance	20,000				20,000
Payment in Lieu of Taxes (PILOT)	12,160				12,160
Terminal Leave Payments					-
Collection Losses					-
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	192,790	-	-	39,200	231,990
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	295,410	-	-	65,600	361,010
<b>NON-OPERATING APPROPRIATIONS</b>					
Net Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	295,410	-	-	65,600	361,010
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	295,410	-	-	65,600	361,010
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 295,410	\$ -	\$ -	\$ 65,600	\$ 361,010

\* 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 \$ 14,770.50 \$ - \$ - \$ 3,280.00 \$ 18,050.50

**2015 Appropriations Schedule-Miscellaneous Administration**

**The Housing Authority of the Borough of Buena  
For the Period April 1, 2016 to March 31, 2017**

<b>Miscellaneous Administration</b>	<b><i>Proposed Budget</i></b>			
	<b><u>Public Housing</u></b>	<b><u>Housing</u></b>	<b><u>Other</u></b>	<b><u>Total All</u></b>
	<b><u>Managemer</u></b>	<b><u>Section 8</u></b>	<b><u>Voucher</u></b>	<b><u>Programs Operations</u></b>
Computer Expenses	\$2,000			\$2,000
Computer Program/Support	4,500			4,500
Contracted Services	3,100		26,400	29,500
Copier Machine	1,800			1,800
Internet	1,680			1,680
Miscellaneous	5,520			5,520
Office Supplies	2,500			2,500
Payroll Service	2,000			2,000
Telephone	3,200			3,200
<b>Total Miscellaneous</b>	<b>\$26,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,400</b>
				<b>\$52,700</b>

# 5 Year Debt Service Schedule - Principal

The Housing Authority of the Borough of Buena

	Current Year (2015)	Fiscal Year Beginning In						Total Principal Outstanding
		2016	2017	2018	2019	2020	2021	Thereafter
Debt Issuance #1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Issuance #2	-	-	-	-	-	-	-	-
Debt Issuance #3	-	-	-	-	-	-	-	-
Debt Issuance #4	-	-	-	-	-	-	-	-
<b>TOTAL PRINCIPAL</b>	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

# 5 Year Debt Service Schedule - Interest

The Housing Authority of the Borough of Buena

	Current Year (2015)	Fiscal Year Beginning in						Total Interest Payments Outstanding
		2016	2017	2018	2019	2020	2021	Thereafter
Debt Issuance #1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Issuance #2	-	-	-	-	-	-	-	-
Debt Issuance #3	-	-	-	-	-	-	-	-
Debt Issuance #4	-	-	-	-	-	-	-	-
TOTAL INTEREST	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# 2016 Net Position Reconciliation

The Housing Authority of the Borough of Buena  
For the Period April 1, 2016 to March 31, 2017

	<u>Proposed Budget</u>
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	<b>Total All Operations</b>
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 1,956,686
Less: Restricted for Debt Service Reserve (1)	1,787,256
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	169,430
Less: Designated for Non-Operating Improvements & Repairs	-
Less: Designated for Rate Stabilization	-
Less: Other Designated by Resolution	-
Plus: Accrued Unfunded Pension Liability (1)	-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	-
Plus: Estimated Income (Loss) on Current Year Operations (2)	5,540
Plus: Other Adjustments (attach schedule)	-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>174,970</b>
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	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	<b>\$ 174,970</b>

(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 \$ 15,877

(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.



2016

The Housing Authority of  
the Borough of Buena

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2016 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

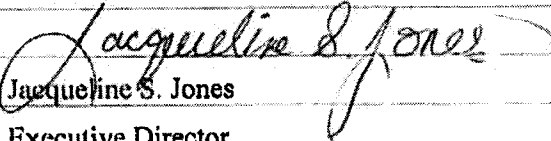
## The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017

☐ 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 14<sup>th</sup> day of January, 2016.

OR

☒ It is hereby certified that the governing body of the \_\_\_\_\_ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): No Capital Projects are Anticipated

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		

# 2016 CAPITAL BUDGET/PROGRAM MESSAGE

## The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017

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?

HUD Capital funding is not included in the Capital Budget because the Authority elected to use this funding  
~~YES - Capital funds are used for operating expenses~~ X  
for operating expenditures as is allowed by HUD regulations

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?

N/A - No capital fund financing

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

NO

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.

NONE

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

YES

*Add additional sheets if necessary.*

# 2016 Proposed Capital Budget

The Housing Authority of the Borough of Buena

For the Period April 1, 2016 to March 31, 2017

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Project A Description	\$ -				\$ -	
Project B Description	-					
Project C Description	-					
Project D Description	-					
Project E Description	-					
Project F Description	-					
Project G Description	-					
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Enter brief description of up to seven projects above. For more than seven budgeted projects, please attach additional schedules. Input total amount of all projects 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, 2016 to March 31, 2017

Estimated Total Cost	Fiscal Year Beginning in				
	Current Year Proposed Budget	2017	2018	2019	2020
Project A Description	\$ -	-	-	-	-
Project B Description	-	-	-	-	-
Project C Description	-	-	-	-	-
Project D Description	-	-	-	-	-
Project E Description	-	-	-	-	-
Project F Description	-	-	-	-	-
Project G Description	-	-	-	-	-
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -

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

# 5 Year Capital Improvement Plan Funding Sources

The Housing Authority of the Borough of Buena

For the Period April 1, 2016 to March 31, 2017

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Project A Description	\$ -				\$ -	
Project B Description	-					
Project C Description	-					
Project D Description	-					
Project E Description	-					
Project F Description	-					
Project G Description	-					
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ -					
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.