

State Filing Year

2017

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

Start Year

End Year

Fiscal Year

2017

2018

ADOPTED COPY

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

*For the Period:*

*April 1, 2017*

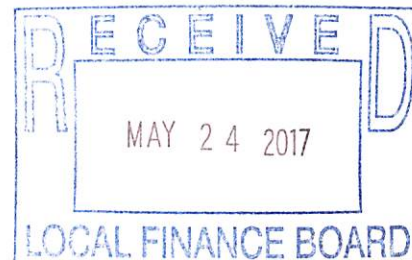
*to*

*March 31, 2018*

JAN 26 2017

[www.buenaha.org](http://www.buenaha.org)

Authority Web Address



**Department Of**



**Community  
Affairs**

*Division of Local Government Services*

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ADDITIONAL INFORMATION

THE FOLLOWING INFORMATION IS FOR YOUR INFORMATION

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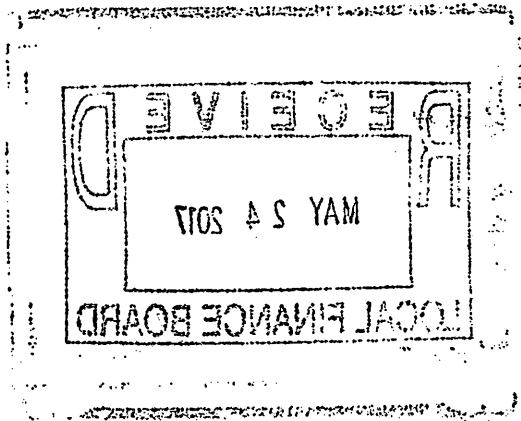
# **2017 HOUSING AUTHORITY BUDGET**

## **Certification Section**



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2017

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

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM APRIL 1, 2017 TO MARCH 31, 2018**

**For Division Use Only**

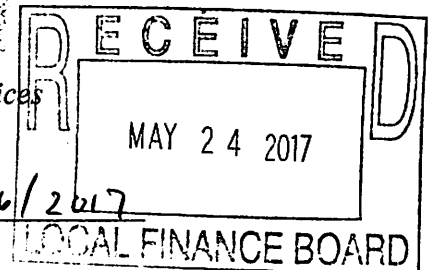
**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Paul D. Cwert CPA, RMA

Date: 2/16/2017



**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: 5/25/2017

# 2017 PREPARER'S CERTIFICATION

## The Housing Authority of the Borough of Buena

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: APRIL 1, 2017 TO: MAR 31, 2018

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

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

Preparer's Signature:	<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		

# 2017 APPROVAL CERTIFICATION

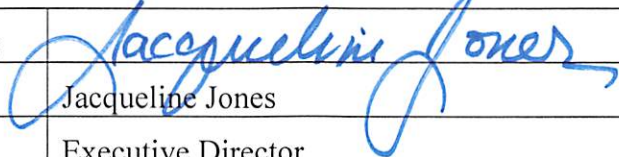
## The Housing Authority of the Borough of Buena

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    APRIL 1, 2017    **TO:**    MAR 31, 2018

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the 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 19<sup>th</sup> day of January, 2017.

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

Officer's Signature:			
Name:	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.

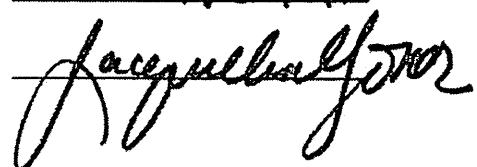
- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, 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

Title of Officer Certifying compliance

Signature

JACQUELINE S. JONES  
EXECUTIVE DIRECTOR  




# 2017 HOUSING AUTHORITY BUDGET RESOLUTION

## The Housing Authority of the Borough of Buena

**FISCAL YEAR: FROM: APRIL 1, 2017 TO: MAR 31, 2018**

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the Borough of Buena for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 has been presented before the governing body of the Housing Authority of the Borough of Buena at its open public meeting of January 19, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$385,310, Total Appropriations, including any Accumulated Deficit if any, of \$382,750 and Total Unrestricted Net Position utilized of 0; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of the Borough of Buena, at an open public meeting held on January 19, 2017 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, 2017 and ending, March 31, 2018 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 20, 2017.

(Secretary's Signature)

(Date)

Governing Body  
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Carla Giovinazzi

Nancy Brunini

Lynn Hoban

Mary Cooper

Jeffery Johnston

Robert Delano

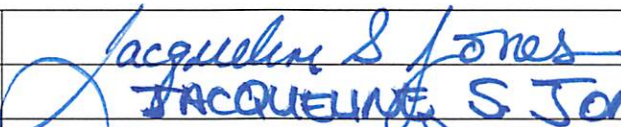
## 2017 ADOPTION CERTIFICATION

### The Housing Authority of the Borough of Buena

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

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 18<sup>th</sup> day of, May, 2017.

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	jjonsevha.org		

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# 2017 ADOPTED BUDGET RESOLUTION

## THE HOUSING AUTHORITY OF THE BOROUGH OF BUENA

### HOUSING AUTHORITY

**FISCAL YEAR:**    **FROM:**    April 1, 2017    **TO:**    March 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the Borough of Buena for the fiscal year beginning April 1, 2017 and ending, March 31, 2018 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 18, 2017; 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 \$385,310, Total Appropriations, including any Accumulated Deficit, if any, of \$382,750 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 Housing Authority of the Borough of Buena, at an open public meeting held on May 18, 2017 that the Annual Budget and Capital Budget/Program of the Housing Authority of the Borough of Buena for the fiscal year beginning, April 1, 2017 and, ending, March 31, 2018 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)

5/18/17  
(Date)

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

✓

✓  
✓

✓

✓

✓

# **2017 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**



# 2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## The Housing Authority of the Borough of Buena

### AUTHORITY BUDGET

FISCAL YEAR: FROM: APRIL 1, 2017 TO: MAR 31, 2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).
6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68**)

SEE ATTACHED PAGE N-1 (2 of 2)

# **2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS**

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

### **AUTHORITY BUDGET**

**FISCAL YEAR: FROM: APRIL 1, 2017 TO: MAR 31, 2018**

1. The 2017 proposed Annual Budget is primarily based on the March 31, 2016 year end and the first six months of the current year (YE 3-31-17). Laundry income was increased from \$4,000 to \$5,000 based on the trend of the current year. Fringe benefits were increased due to increased health insurance costs. Travel expenses decreased based on the current trend. Miscellaneous administrative expenses were increased due to RAD administrative costs of \$33,000, which are new for this budget year. Maintenance salaries were increased to reflect additional duties. Maintenance and Operation expenses were decreased due to the RAD conversion. Other general expenses were increased to provide for an increase in accrued compensated absences. The renewal and replacement reserve is a new appropriation necessary for the RAD program.

2. The proposed Annual Budget will not have a significant impact on Anticipated Revenues. There is a slight decrease in revenues of \$4,520 which is 1.2% and considered immaterial.

3. The local/regional economy is in a recession. The majority of our tenants receive social security and are not currently in the work force; Therefore, their income is not greatly impacted by the local job market/economy. The Capital Budget will be used for operations so the local economy will have little effect on it.

4. N/A

5. N/A

6. The housing authority has a projected deficit of \$(34,063) which it plans to eliminate through the conversion to RAD – Rental Assistance Demonstration Program. The RAD conversion was been approved and will be effective February 1, 2017. The authority will continue to receive operating subsidy and capital funds through 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

## 2017

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>Federal ID Number:</b>	22-2177152		
<b>Address:</b>	600 Central Ave.		
<b>City, State, Zip:</b>	Vineland	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, 2017 TO: MAR 31, 2018

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 2
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 71,824.34
- 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? **(Checked to see if individuals actually filed at [http://fds.state.nj.us/njdca\\_prod/fdssearch.aspx](http://fds.state.nj.us/njdca_prod/fdssearch.aspx) 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? No

*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 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.**

## Attachment for Question 12

### Buena Housing Authority General Ledger Account Ledger Financial Periods: April 2016 To March 2017 Federal Public Housing

Filter Criteria Includes: 1) Program: Federal Public Housing, 2) Project: All Projects, 3) Component: All Components, 4) Account No.: 4150 To 4150, 5) Account Type: All, 6) Show Details: Yes, 7) Show Closing Transactions: Yes, 8) Show Check Numbers: No, 9) Show Zero Balances: No, 10) Grouping: Account Only

Doc Date	Period	Component	Doc Num	Doc Reference	Tran Description	Amount
<b>Account: Travel &amp; Training (4150)</b>						
04/01/16	04/16				Beginning Balance	
05/16/16	05/16	Vendor		(V)Augusto Fierro	Travel Reimburse 3/21/16 thru 5/16/16	132.21
06/22/16	06/16	Vendor		(V)Augusto Fierro	Reimburse Travel 5/17/16 thru 6/22/2016	119.78
07/25/16	07/16	Vendor		(V)Augusto Fierro	Reimburse Travel Exp 6/23/16 to 7/22/16	124.30
09/08/16	09/16	Vendor		(V)Augusto Fierro	Travel Reimbursement 7/23/16 - 9/8/16	94.92
10/17/16	10/16	Vendor		(V)Augusto Fierro	Travel Reimb 9/9/16 to 10/17/16	119.78
12/02/16	12/16	Vendor		(V)Augusto Fierro	Travel Reimbursement 10/18/16 thru 12/2/16	175.15
01/06/17	01/17	Vendor		(V)Augusto Fierro	Travel Expense 12/3/16 to 01/06/2017	109.61
03/31/17	03/17				Ending Balance	875.75
<b>Account: Travel &amp; Training (4150)</b>						
<b>Program: Federal Public Housing Ending Balance</b>						<b>875.75</b>
<b>Grand Total</b>						<b>875.75</b>

- 11) Did the Authority pay for meals or catering during the current fiscal year?   No   *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4?   Yes   *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
  - a. First class or charter travel   No
  - b. Travel for companions   No
  - c. Tax indemnification and gross-up payments   No
  - d. Discretionary spending account   No
  - e. Housing allowance or residence for personal use   No
  - f. Payments for business use of personal residence   No
  - g. Vehicle/auto allowance or vehicle for personal use   No
  - h. Health or social club dues or initiation fees   No
  - i. Personal services (i.e.: maid, chauffeur, chef)   No*If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement?   Yes   *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination?   No   *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses?   No   *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required?   N/A   *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?   No   *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations?   No   *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?   No   *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**  
**The Housing Authority of the Borough of Buena**

**FISCAL YEAR: FROM: APRIL 1, 2017 TO: MAR 31, 2018**

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

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

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

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

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

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

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

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

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

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

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

The Housing Authority of the Borough of Buena  
For the Period April 1, 2017 to March 31, 2018

		Reportable Compensation from Authority (W-2/ 1099)																
Name	Title	Average Hours per Week Dedicated to Position	Position				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	Base Salary/ Stipend	Bonus			Positions held at Other Public Entities Listed in Column O	Positions at Other Public Entities Listed in Column O					
1	Carla Giovinazzi	Chairman	X				None	None	None	None	\$ -	None	N/A	N/A	\$ -		\$ -	
2	Nancy Brunini	Vice Chairman	X				None	None	None	None	0	None	N/A	N/A	0		0	
3	Lynn Hoban	Commissioner	X				None	None	None	None	0	None	N/A	N/A	0		0	
4	Mary Cooper	Commissioner	X				None	None	None	None	0	None	N/A	N/A	0		0	
5	Jeffery Johnston	Commissioner	X				None	None	None	None	0	None	N/A	N/A	0		0	
6	Robert Delano	Commissioner	X				None	None	None	None	0	None	N/A	N/A	0		0	
7	Jacqueline Jones	Executive Director		X			None	None	None	None	0	Vineland HA	Exec. Director	35	124,470	1,002	125,472	
8	Christine Trout	Site Manager			X		29,550	0	0	0	29,550	None	N/A	0			29,550	
9	Augusto Fierro	Maintenance			X		45,750	0	0	0	45,750	None	N/A	0			45,750	
10											0						0	
11											0						0	
12											0						0	
13											0						0	
14											0						0	
15											0						0	
Total:							\$75,300	\$ -	\$ -	\$ -	\$75,300	↑			\$ 124,470	\$ 1,002	\$ 200,772	

(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, 2017 to March 31, 2018

	# 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)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	1	\$ 11,706	\$ 11,706	1	\$ 11,310	\$ 11,310	\$ 396	3.5%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )			1,040			843	197	23.4%
Subtotal	1		12,746	1		12,153	593	4.9%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
<b>GRAND TOTAL</b>	<b>1</b>		<b>\$ 12,746</b>	<b>1</b>		<b>\$ 12,153</b>	<b>\$ 593</b>	<b>4.9%</b>

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

YES Yes or No

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

YES Yes or No

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

## Schedule of Accumulated Liability for Compensated Absences

The Housing Authority of the Borough of Buena

For the Period

April 1, 2017

to

March 31, 2018

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Christine Trout	19	\$ 2,235		X	
Augusto Fierro	68.5	11,108		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 13,343			

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

## Schedule of Shared Service Agreements

For the Period

The Housing Authority of the Borough of Buena  
April 1, 2017 to

March 31, 2018

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Vineland Housing Authority	Buena Housing Authority	Management Services		1/1/2013	12/31/2017	\$ 29,500

If No Shared Services X this Box

☐



# **2017 HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

# SUMMARY

The Housing Authority of the Borough of Buena  
For the Period April 1, 2017 to March 31, 2018

	<b>FY 2017 Proposed Budget</b>				<b>FY 2016 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>REVENUES</b>							
Total Operating Revenues	\$ 310,530	\$ -	\$ -	\$ 69,580	\$ 380,110	\$ 385,630	\$ (5,520) -1.4%
Total Non-Operating Revenues	5,200	-	-	-	5,200	4,200	1,000 23.8%
Total Anticipated Revenues	315,730	-	-	69,580	385,310	389,830	(4,520) -1.2%
<b>APPROPRIATIONS</b>							
Total Administration	126,700	-	-	23,830	150,530	121,670	28,860 23.7%
Total Cost of Providing Services	149,570	-	-	45,750	195,320	262,620	(67,300) -25.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	276,270	-	-	69,580	345,850	384,290	(38,440) -10.0%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Other Non-Operating Appropriations	36,900	-	-	-	36,900	-	36,900 #DIV/0!
Total Non-Operating Appropriations	36,900	-	-	-	36,900	-	36,900 #DIV/0!
Accumulated Deficit	-	-	-	-	-	-	- #DIV/0!
Total Appropriations and Accumulated Deficit	313,170	-	-	69,580	382,750	384,290	(1,540) -0.4%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
Net Total Appropriations	313,170	-	-	69,580	382,750	384,290	(1,540) -0.4%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ 2,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,560</b>	<b>\$ 5,540</b>	<b>\$ (2,980) -53.8%</b>

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

**For the Period                  April 1, 2017                  to                  March 31, 2018**

F-2

# Prior Year Adopted Revenue Schedule

The Housing Authority of the Borough of Buena

## FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	211,000				211,000
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	107,870				107,870
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	318,870	-	-	-	318,870
<i>Other Revenue (List)</i>					
Capital Fund Grant				66,760	66,760
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	-	-	-	66,760	66,760
Total Operating Revenues	318,870	-	-	66,760	385,630
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Laundry Income	4,000				4,000
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	4,000	-	-	-	4,000
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	200				200
Penalties					-
Other					-
Total Interest	200	-	-	-	200
Total Non-Operating Revenues	4,200	-	-	-	4,200
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 323,070</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,760</b>	<b>\$ 389,830</b>

# Appropriations Schedule

The Housing Authority of the Borough of Buena

For the Period April 1, 2017 to March 31, 2018

	<b>FY 2017 Proposed Budget</b>				<b>FY 2016 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	29,550				\$ 29,550	\$ 28,960	\$ 590 2.0%
Fringe Benefits	18,600				18,600	16,730	1,870 11.2%
Legal	5,000				5,000	5,000	- 0.0%
Staff Training					-	-	- #DIV/0!
Travel	1,500				1,500	3,500	(2,000) -57.1%
Accounting Fees	8,680				8,680	8,680	- 0.0%
Auditing Fees	9,800				9,800	9,800	- 0.0%
Miscellaneous Administration*	53,570			23,830	77,400	49,000	28,400 58.0%
Total Administration	126,700	-	-	23,830	150,530	121,670	28,860 23.7%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				45,750	-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation					45,750	39,980	5,770 14.4%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor					-	-	- #DIV/0!
Fringe Benefits	11,400				11,400	11,270	130 1.2%
Tenant Services	2,500				2,500	2,300	200 8.7%
Utilities	81,740				81,740	82,240	(500) -0.6%
Maintenance & Operation	18,000				18,000	90,000	(72,000) -80.0%
Protective Services					-	-	- #DIV/0!
Insurance	20,000				20,000	22,000	(2,000) -9.1%
Payment in Lieu of Taxes (PILOT)	13,030				13,030	13,630	(600) -4.4%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	1,100				1,100	-	1,100 #DIV/0!
Other General Expense	1,800				1,800	1,200	600 50.0%
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	149,570	-	-	45,750	195,320	262,620	(67,300) -25.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	276,270	-	-	69,580	345,850	384,290	(38,440) -10.0%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve	36,900				36,900	-	36,900 #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	36,900	-	-	-	36,900	-	36,900 #DIV/0!
<b>TOTAL APPROPRIATIONS</b>	<b>313,170</b>	<b>-</b>	<b>-</b>	<b>69,580</b>	<b>382,750</b>	<b>384,290</b>	<b>(1,540)</b> -0.4%
<b>ACCUMULATED DEFICIT</b>					-	-	- #DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>313,170</b>	<b>-</b>	<b>-</b>	<b>69,580</b>	<b>382,750</b>	<b>384,290</b>	<b>(1,540)</b> -0.4%
<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>	<b>\$ 313,170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,580</b>	<b>\$ 382,750</b>	<b>\$ 384,290</b>	<b>\$ (1,540)</b> -0.4%

\* 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 \$ 13,813.50 \$ - \$ - \$ 3,479.00 \$ 17,292.50

**2017 Appropriations Schedule-Miscellaneous Administration**

**The Housing Authority of the Borough of Buena  
For the Period April 1, 2017 to March 31, 2018**

*FY 2017 Proposed Budget*

**Miscellaneous Administration**

	<u><b>Public Housing Management</b></u>	<u><b>Section 8</b></u>	<u><b>Housing Voucher</b></u>	<u><b>Other Programs</b></u>	<u><b>Total All Operations</b></u>
Computer Expenses	\$1,200				\$1,200
Computer Program/Support	4,970				4,970
Contracted Services	29,500				29,500
Contracted Services-RAD	9,170			23,830	33,000
Copier Machine	1,650				1,650
Internet	1,760				1,760
Miscellaneous	470				470
Office Supplies	750				750
Payroll Service	2,200				2,200
Telephone	1,900				1,900
Total Miscellaneous	\$53,570	\$0	\$0	\$23,830	\$77,400

# Prior Year Adopted Appropriations Schedule

The Housing Authority of the Borough of Buena

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 28,960				\$ 28,960
Fringe Benefits	16,730				16,730
Legal	5,000				5,000
Staff Training					-
Travel	3,500				3,500
Accounting Fees	8,680				8,680
Auditing Fees	9,800				9,800
Miscellaneous Administration*	22,220			26,780	49,000
Total Administration	94,890	-	-	26,780	121,670
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation				39,980	39,980
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	11,270				11,270
Tenant Services	2,300				2,300
Utilities	82,240				82,240
Maintenance & Operation	90,000				90,000
Protective Services					-
Insurance	22,000				22,000
Payment in Lieu of Taxes (PILOT)	13,630				13,630
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	1,200				1,200
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	222,640	-	-	39,980	262,620
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	317,530	-	-	66,760	384,290
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	317,530	-	-	66,760	384,290
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	317,530	-	-	66,760	384,290
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 317,530	\$ -	\$ -	\$ 66,760	\$ 384,290

\* 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

**Prior Year Adopted Appropriations Schedule  
Analysis of Miscellaneous Administration**

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

*FY 2016 Proposed Budget*

**Miscellaneous Administration**

	<u>Public Housing</u>		<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Computer Expenses	\$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>



## 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 2016	Proposed Budget Year 2017	2018	2019	2020	2021	2022	Thereafter	Total Principal Outstanding
Type in Issue Name	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
<b>TOTAL PRINCIPAL</b>	-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>									
<b>NET PRINCIPAL</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

	<u>Moody's</u>	<u>Fitch</u>	<u>Standard &amp; Poors</u>
Bond Rating			
Year of Last Rating			

## 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>								
	Adopted Budget Year 2016	Proposed Budget Year 2017	2018	2019	2020	2021	2022	Thereafter	Total Interest Payments Outstanding
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>									
<b>NET INTEREST</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# Net Position Reconciliation

The Housing Authority of the Borough of Buena

For the Period

April 1, 2017

to

March 31, 2018

## FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 1,680,167	\$ -	\$ -	\$ -	\$ 1,680,167
Less: Invested in Capital Assets, Net of Related Debt (1)	1,716,790				1,716,790
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(36,623)	-	-	-	(36,623)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	234,089				234,089
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					-
Plus: Estimated Income (Loss) on Current Year Operations (2)	2,560				2,560
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	200,026	-	-	-	200,026
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>	\$ 200,026	\$ -	\$ -	\$ -	\$ 200,026

(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 \$ 13,814 \$ - \$ - \$ 3,479 \$ 17,293

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

2017

The Housing Authority of  
the Borough of Buena

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APRIL 1, 2017 TO: MAR 31, 2018

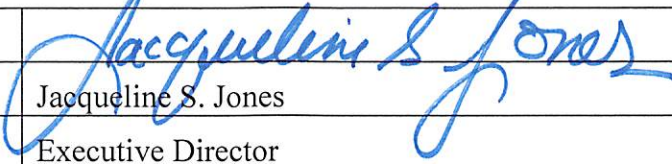
☐ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the \_\_\_\_\_ Housing Authority, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

OR

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

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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		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## The Housing Authority of the Borough of Buena

FISCAL YEAR: FROM: APRIL 1, 2017 TO: MAR 31, 2018

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

**HUD Capital funding is not included in the Capital Budget because the Authority elected to use this funding 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.*

# Proposed Capital Budget

The Housing Authority of the Borough of Buena  
For the Period April 1, 2017 to March 31, 2018

		<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>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

# 5 Year Capital Improvement Plan

The Housing Authority of the Borough of Buena

For the Period April 1, 2017 to March 31, 2018

Fiscal Year Beginning in

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

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



# 5 Year Capital Improvement Plan Funding Sources

The Housing Authority of the Borough of Buena

For the Period

April 1, 2017

to

March 31, 2018

## Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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.