

Authority Budget of:

Bergen County Housing Authority

State Filing Year

2019

For the Period:

April 1, 2019

to

March 31, 2020

www.habcnj.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019

Bergen County Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

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

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: _____

2019 PREPARER'S CERTIFICATION

Bergen County Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

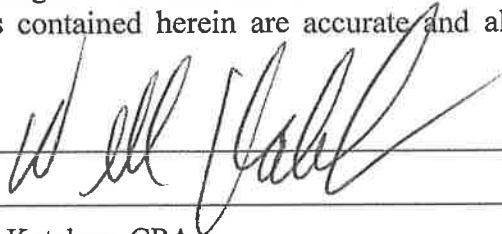
FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

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

Preparer's Signature:			
Name:	William Katchen, CPA		
Title:	Fee Accountant		
Address:	596 Anderson Avenue, Suite 303, Cliffside Park, NJ 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	bill@katchen CPA.com		

2019 APPROVAL CERTIFICATION

Bergen County Housing Authority (Name)

HOUSING AUTHORITY BUDGET

**FISCAL
YEAR:**

FROM:4/1/2019

TO:3/31/2020

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Bergen County Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 24 day of January, 2019,

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

Officer's Signature:			
Name:	Lynn Bartlett		
Title:	Executive Director		
Address:	One Bergen County Plaza, Fl. 2, Hackensack, NJ 07601		
Phone Number:	201-336-7600	Fax Number:	201-336-7660
E-mail address	bartlett@habcnj.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: habcnj.org

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ The budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- ☒ The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying compliance

Lynn Bartlett

Title of Officer Certifying compliance

Executive Director

Signature

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Bergen County Housing Authority
(Name)

AUTHORITY BUDGET

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). **See Attached explanation.**
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. **The proposed budget is not expected to impact tenant charges as the amounts they pay is based on HUD formula utilizing income.**
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **The local economy is stable and not expected to impact the proposed budget.**
4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered. **Unrestricted\restricted net position is anticipated to be utilized to provide rental assistance to additional families with funds received from HUD in 2018 earmarked for this purpose.**
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.). **None, except for PILOT.**
6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68, 45**) **The proposed budget reflects an accumulated deficit as audited. A projected surplus is anticipated in unrestricted funds that will result in reducing the accumulated deficit.**

BERGEN COUNTY HOUSING AUTHORITY

2019 NEW JERSEY BUDGET

PAGE N-1, QUESTION 1

Revenue:

- 1.) Late fees and concessions are projected to be lower based on less prior year and actual year results of operations.
- 2.) Fraud and port in fees are budgeted higher based on current year actuals.
- 3.) HOPWA, TBRA and Shelter Care revenues are expected to be higher based on available grant funds to assist eligible families.
- 4.) HHH Center revenue is expected to be higher in order to include reimbursements for all costs of operations.
- 5.) Interest income is expected to be higher based on rising interest rates.

Appropriations:

- 1.) Legal costs are expected to be higher to provide for additional programs review of the Authority.
- 2.) Tenant services costs is higher to account for operations of the HHH Center.
- 3.) Insurance expense is higher to account for the operations of the HHH center and increased NJJIF premiums.
- 4.) PILOT is higher based on formula.

HOUSING AUTHORITY CONTACT INFORMATION

2019

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

Name of Authority:	Bergen County Housing Authority		
Federal ID Number:	22-1828802		
Address:	One Bergen County Plaza, Flr. 2		
City, State, Zip:	Hackensack	NJ	07601
Phone: (ext.)	201-336-7600	Fax:	201-336-7660

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

Chief Executive Officer:	Lynn Bartlett, Executive Director		
Phone: (ext.)	201-336-7600	Fax:	201-336-7660
E-mail:	bartlett@habcnj.org		

Chief Financial Officer:	Kevin McCann		
Phone: (ext.)	201-336-7622	Fax:	201-336-7660
E-mail:	mccann@habcnj.org		

Name of Auditor:	Richard Larsen, CPA		
Name of Firm:	Novogradac and Company		
Address:	1433 Hooper Avenue, Suite 329		
City, State, Zip:	Toms River	NJ	08753
Phone: (ext.)	732-503-4257	Fax:	732-341-1424
E-mail:	Richard.larsen.novoco.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Bergen County Housing Authority (Name)

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2017 or 2018**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 105
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2017 or 2018**) Transmittal of Wage and Tax Statements: \$ 4,175,517
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. ***Attach a narrative of your Authority's procedures for all employees. Board review and HUD required comparability study.***
- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes 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.***

Housing Authority of Bergen County
Meals for Board Meetings

1/25/2018 Maywood Market	250.00
2/22/2018 Maywood Market	309.00
3/22/2018 Maywood Market	275.00
4/26/2018 Maywood Market	425.00
5/23/2018 Maywood Market	180.00
6/18/2018 Maywood Market	295.00
9/27/2018 Maywood Market	255.00
12/20/2018 Maywood Market	<u>424.99</u>
	2,413.99

Travel Expenses - Calender Year 2018

Payee	Travel Expenses	Date Paid	Amount
Bartlett, Lynn	NAHRO Conference	12/13/2018	413.24
Bartlett, Lynn	NAHRO Conference	4/26/2018	1,272.09
McCann, Kevin	MRI Conference	10/26/2018	152.73
Bartlett, Lynn	MRI Conference	10/12/2018	542.39
Ortega, Daniel	NAHRO Conference (California)	9/7/2018	1,918.91
			<u>4,299.36</u> Total

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Bergen County Housing Authority

(Name)

**FISCAL
YEAR:**

FROM:4/1/2019

TO:3/31/2020

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

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

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

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

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

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

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

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

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

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

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

Bergen County Housing Authority

For the Period April 1, 2019

To March 31, 2020

Reportable Compensation from Authority (W-2/ 1099)																	
Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to 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	
			Commissioner	Officer	Key Employee												Highest Compensated Employee
1 Daniel Ortega	Chairperson		X							\$ -	None					\$ -	
2 Steven Weinstein	Vice-Chairperson		X							0	None					0	
3 Joanne English Rolleson	Treasurer		X							0	None					0	
4 Peter Caminiti, Sr.	Commissioner		X							0	None					0	
5 Junior Hernandez	Commissioner		X							0	None					0	
6 Danielle Peterson	Commissioner		X							0	None					0	
7 Robert Taschler	Commissioner		X							0	None					0	
8 Lynn Bartlett	Executive Director	37.5		X			162,617	48,785	211,402	211,402						211,402	
9 Kevin McCann	Director of Finance	37.5		X			110,922	33,277	144,199	144,199						144,199	
10								0	0	0						0	
11								0	0	0						0	
12								0	0	0						0	
13								0	0	0						0	
14								0	0	0						0	
15								0	0	0						0	
								\$ 273,539	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 355,601	

(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

Bergen County Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

		Annual Cost		# of Covered Members (Medical & Rx)		Total Cost Estimate Proposed Budget		# of Covered Members (Medical & Rx)		Annual Cost per Employee Current Year		Total Prior Year Cost		\$ Increase (Decrease)		% Increase (Decrease)	
		Proposed Budget		Estimate per Employee Proposed Budget		Budget		Proposed Budget		Current Year		Current Year		Cost		(Decrease)	
Active Employees - Health Benefits - Annual Cost																	
Single Coverage		27	\$	12,084	\$	326,268	24	\$	11,407	\$	273,768	\$	52,500	19.2%			
Parent & Child		10		21,636		216,360	8		21,232		169,856		46,504	27.4%			
Employee & Spouse (or Partner)		13		24,168		314,184	13		23,913		310,869		3,315	1.1%			
Family		27		33,720		910,440	26		33,093		860,418		50,022	5.8%			
Employee Cost Sharing Contribution (enter as negative -)						(222,594)					(215,472)		(7,122)	3.3%			
Subtotal		77				1,544,658	71				1,399,439		145,219	10.4%			
Commissioners - Health Benefits - Annual Cost																	
Single Coverage						-					-		-	#DIV/0!			
Parent & Child						-					-		-	#DIV/0!			
Employee & Spouse (or Partner)						-					-		-	#DIV/0!			
Family						-					-		-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)													-	#DIV/0!			
Subtotal		0				-	0				-		-	#DIV/0!			
Retirees - Health Benefits - Annual Cost																	
Single Coverage						-					-		-	#DIV/0!			
Parent & Child						-					-		-	#DIV/0!			
Employee & Spouse (or Partner)						-					-		-	#DIV/0!			
Family						-					-		-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)													-	#DIV/0!			
Subtotal		0				-	0				-		-	#DIV/0!			
GRAND TOTAL																	
		77				\$ 1,544,658	71				\$ 1,399,439		\$ 145,219	10.4%			

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

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

Yes

Yesd

Yes or No

Yes or No

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

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

Yes	Yes or No
Yesd	Yes or No

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

Schedule of Accumulated Liability for Compensated Absences

Bergen County Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

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

Legal Basis for Benefit
(check applicable items)

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Schedule Attached		\$ 450,334		X	
Total liability for accumulated compensated absences at beginning of current year	\$	450,334			

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

HABC COMPENSATED ABSENCE ACCRUAL FOR SICK/VAC FYE 3-31-18

NAME	Vacation	Sick	TOTAL	VOUCHER	Public Housing					COCC	(Chg COCC)	TOTAL COCC
					ER	PP	Mah/Ram	LYN	DU			
Andreula John	3,154.19	3,358.42	6,512.61	-	-	-	-	-	-	-	6,512.61	6,512.61
Antialon Aurelio	614.54	2,188.68	2,803.22	-	-	-	-	-	-	-	2,803.22	2,803.22
Arenas Jocelyn	3,030.81	0.00	3,030.81	3,030.81	-	-	-	-	-	-	0.00	0.00
Bartlett Lynn	7,222.10	0.00	7,222.10	2,599.96	-	-	-	-	-	1,733.30	2,888.84	4,622.14
Boeltcher Kimberly	0.00	0.00	0.00	-	-	-	-	-	-	-	0.00	0.00
Brady Gineen	1,567.87	0.00	1,567.87	-	-	-	-	-	-	-	1,567.87	1,567.87
Bufis Jr. Vincent	4,635.77	16,000.00	20,635.77	-	-	-	-	-	-	-	20,635.77	20,635.77
Bufis Vincent	6,346.33	16,000.00	22,346.33	-	-	-	-	-	-	4,469.27	17,877.06	22,346.33
Burke Colin	4,369.37	0.00	4,369.37	-	2,560.45	-	-	1,773.96	-	-	34.85	34.95
Cabrera Glamiris	795.40	0.00	795.40	-	-	-	-	-	-	795.40	0.00	795.40
Camevale Gail	4,570.98	5,943.93	10,514.91	9,042.82	-	-	-	-	-	946.34	525.75	1,472.09
Cepeda Ramia	1,260.51	0.00	1,260.51	1,260.51	-	-	-	-	-	-	0.00	0.00
Clyburn Monique	835.75	0.00	835.75	835.75	-	-	-	-	-	-	0.00	0.00
Collantes Jose	4,235.07	0.00	4,235.07	-	-	-	-	-	-	-	4,235.07	4,235.07
Collier Daywone B.	511.31	0.00	511.31	-	-	-	-	-	217.82	-	293.49	293.49
Colon-Medina Carmen	3,989.13	0.00	3,989.13	-	-	-	-	-	-	3,989.13	0.00	3,989.13
D'Angelo Joseph	3,935.17	0.00	3,935.17	1,180.55	-	-	-	-	-	1,298.61	1,456.01	2,754.62
Davis Charles W.	1,079.42	0.00	1,079.42	-	632.54	-	-	438.24	-	-	8.64	8.64
Diver Rickia	3,108.35	0.00	3,108.35	-	-	-	-	-	-	-	3,108.35	3,108.35
Dorian Drew	2,680.54	0.00	2,680.54	-	268.05	160.83	134.03	187.84	214.44	1,715.55	0.00	1,715.55
Emmanuel Ashani	4,341.43	0.00	4,341.43	4,341.43	-	-	-	-	-	-	0.00	0.00
Eugenio Liezel	3,462.38	0.00	3,462.38	-	-	349.59	-	-	-	-	3,462.38	3,462.38
Everett Shannon A.	672.28	0.00	672.28	-	-	382.72	265.29	395.77	400.11	-	322.69	322.69
Flot Barbara	4,349.07	0.00	4,349.07	-	574.08	-	-	-	-	-	2,331.10	2,331.10
Frank Thomas	2,940.99	0.00	2,940.99	-	1,723.42	-	-	1,194.04	-	-	23.53	23.53
Gatrla Esther	2,644.47	0.00	2,644.47	-	-	-	-	-	-	2,644.47	0.00	2,644.47
George Desiree	2,815.36	0.00	2,815.36	-	-	-	-	-	-	-	2,815.36	2,815.36
Gianuzzi Noreen	829.29	0.00	829.29	-	-	-	-	-	-	829.29	0.00	829.29
Giel James	6,984.85	16,000.00	22,984.85	-	-	9,193.94	-	-	-	6,412.77	7,378.14	13,790.91
Gilles Janet	0.00	0.00	0.00	-	-	-	-	-	-	-	0.00	0.00
Golemanova Miglena	6,518.67	0.00	6,518.67	-	651.87	391.12	325.93	466.31	521.49	4,171.95	0.00	4,171.95
Graziano Ireda	2,457.78	16,000.00	18,457.78	-	-	-	-	-	4,171.46	-	14,286.32	14,286.32
Grimaldi Aldo	3,785.44	0.00	3,785.44	-	-	-	2,939.28	-	-	-	846.16	846.16
Herschhaft Karinne	3,983.50	0.00	3,983.50	-	-	-	-	-	-	-	3,983.50	3,983.50
Hilarlo Rufino	2,654.61	0.00	2,654.61	2,654.61	-	-	-	-	-	-	0.00	0.00
Hincapie Rosa	1,059.51	0.00	1,059.51	-	-	-	-	-	-	-	1,059.51	1,059.51
Hisen Marianne	5,082.67	3,260.54	8,343.41	8,343.41	-	-	-	-	-	-	0.00	0.00
Holmes Fenesha	3,426.03	0.00	3,426.03	3,426.03	-	-	-	-	-	-	0.00	0.00
Johnson Tia	1,062.45	0.00	1,062.45	-	-	-	74.37	-	-	-	988.08	988.08
Kim Sara	63.38	0.00	63.38	63.38	-	-	-	-	-	-	0.00	0.00
Lara Henry	2,724.98	0.00	2,724.98	2,724.98	-	-	-	-	-	-	0.00	0.00
Lee Youngmi	874.99	0.00	874.99	-	-	96.25	-	-	-	-	778.74	778.74
LoCascio Antonna	2,475.78	0.00	2,475.78	-	123.79	74.27	24.76	74.27	74.27	158.45	1,945.96	2,104.41
Luna Marcos A.	588.11	0.00	588.11	-	-	-	-	-	-	-	588.11	588.11
Martin Eloy	2,996.94	11,724.92	14,721.86	-	-	-	-	-	-	-	14,721.86	14,721.86
Martini Donna	72.54	0.00	72.54	72.54	-	-	-	-	-	-	0.00	0.00
McCann Kevin	10,450.72	0.00	10,450.72	-	-	-	-	-	-	10,450.72	0.00	10,450.72
Moe Wayne	3,338.34	16,000.00	19,338.34	-	-	19,338.34	-	-	-	-	0.00	0.00
Montalvo Abe	1,165.47	0.00	1,165.47	-	116.55	69.93	58.27	81.58	93.24	745.90	0.00	745.90
Moore Robert	5,241.28	0.00	5,241.28	-	-	-	-	-	-	3,144.77	2,096.51	5,241.28
Moura Avellino	3,234.00	1,667.75	5,201.75	-	-	-	-	-	-	-	5,201.75	5,201.75
Orlando Julia	9,302.71	0.00	9,302.71	-	-	-	-	-	-	-	9,302.71	9,302.71
Osorio-Perez Carla	1,050.07	0.00	1,050.07	-	-	-	-	-	-	-	1,050.07	1,050.07
Overton Julian	239.88	0.00	239.88	239.88	-	-	-	-	-	-	0.00	0.00
Palacios Karoline	63.38	0.00	63.38	63.38	-	-	-	-	-	-	0.00	0.00
Palala Domenico	1,546.82	0.00	1,546.82	-	-	1,515.88	-	-	-	-	30.94	30.94
Pasquale Michael	5,423.24	0.00	5,423.24	-	3,178.02	-	-	2,201.84	-	-	43.39	43.39
Pasquale Vito	4,889.18	0.00	4,889.18	-	-	-	-	-	-	4,889.18	0.00	4,889.18
Payne Tiana A.	1,117.55	0.00	1,117.55	-	-	-	-	-	-	1,117.55	0.00	1,117.55
Perez-Blanco Juan	3,753.02	0.00	3,753.02	-	-	-	-	-	3,753.02	-	0.00	0.00
Piccinich John	651.46	0.00	651.46	-	-	-	-	-	-	-	651.46	651.46
Pisco K Fatima	3,352.74	0.00	3,352.74	-	-	-	-	-	-	-	3,352.74	3,352.74
Rahvar Shahin	3,612.25	0.00	3,612.25	3,612.25	-	-	-	-	-	-	0.00	0.00
Ramey Natalie	2,778.29	0.00	2,778.29	-	-	-	-	-	-	1,389.15	1,389.15	2,778.29
Restalno Alfred	638.88	0.00	638.88	-	63.69	38.21	31.84	44.58	50.95	407.80	0.00	407.80
Rodriguez Yanaira	490.57	0.00	490.57	490.57	-	-	-	-	-	-	0.00	0.00
Roughgarden Kerry	2,236.70	0.00	2,236.70	-	223.67	134.20	111.84	156.57	178.94	1,431.49	0.00	1,431.49
Salemme Robert	3,147.24	0.00	3,147.24	-	302.14	-	-	302.14	-	-	2,542.97	2,542.97
Samuels Ivan	2,402.46	0.00	2,402.46	-	-	-	-	-	-	-	2,402.46	2,402.46
Slater Jeffrey	3,300.36	3,826.23	7,126.59	-	-	-	-	-	-	-	7,128.59	7,128.59
Soltis Celia	4,142.09	16,000.00	20,142.09	-	1,933.64	-	-	1,933.64	-	-	16,274.81	16,274.81
Spray Ethel D.	788.10	0.00	1,576.20	-	208.06	138.71	98.15	145.01	143.43	20.49	824.35	844.84
Stavrou George	5,245.77	3,456.01	8,701.78	-	870.18	522.11	435.09	609.12	696.14	5,569.14	0.00	5,569.14
Stein Ann	4,538.73	10,275.41	14,814.14	14,814.14	-	-	-	-	-	-	0.00	0.00
Sylaj Xhevalin	1,805.52	0.00	1,805.52	-	-	-	1,401.08	-	-	-	404.44	404.44
Vasquez Carolyn	1,236.05	0.00	1,236.05	-	-	-	-	-	-	-	1,236.05	1,236.05
Veale William	7,627.97	0.00	7,627.97	-	-	-	-	-	-	-	7,627.97	7,627.97
Vilanova Antonio	4,591.70	0.00	4,591.70	-	-	-	-	-	-	4,591.70	0.00	4,591.70
Wei Heather	4,002.36	0.00	4,002.36	1,440.85	-	-	-	-	-	960.57	1,600.94	2,561.51
Wells Nasir	0.00	0.00	0.00	-	-	-	-	-	-	-	0.00	0.00
Wierzbicki Wieslaw	3,683.87	16,000.00	19,683.87	-	-	-	-	-	-	19,683.87	0.00	19,683.87
Williams Rudolph	2,793.01	0.00	2,793.01	-	-	-	-	-	2,793.01	-	0.00	0.00
Williams Vicky	2,437.63	0.00	2,437.63	2,437.63	-	-	-	-	-	-	0.00	0.00
Wolbert James	2,797.99	12,380.41	15,178.40	3,491.03	-	-	-	-	-	-	11,687.37	11,687.37
Wyche Shanica	0.00	0.00	0.00	-	-	-	-	-	-	-	0.00	0.00
Brown Analia	653.66	0.00	653.66	-	-	-	-	-	-	588.29	65.37	653.66
Burgos Akira	599.86	0.00	599.86	-	-	309.52	-	-	-	-	290.33	290.33
TOTAL Salary	247,159.22	171,172.40	418,331.62	66,166.52	13,430.13	32,715.62	6,897.94	9,994.71	13,308.33	84,154.94	192,663.43	276,818.37
FICA	-	7.65%	32,002.37	5,061.74	1,027.41	2,502.74	451.19	764.60	1,016.09	6,437.85	14,738.75	21,176.61
TOTAL	-	450,333.99	450,333.99	71,228.25	14,457.54	35,218.37	8,349.13	10,759.31	14,326.42	90,592.79	207,402.18	297,994.98

S-T Liability: 7% of Balance 31,523.38 4,985.98 1,012.03 2,465.29 444.44 753.15 1,002.85 6,341.50 14,518.15 20,869.65

	<u>31,523.38</u>	<u>4,985.98</u>	<u>1,012.03</u>	<u>2,465.29</u>	<u>444.44</u>	<u>753.15</u>	<u>1,002.85</u>	<u>6,341.50</u>	<u>14,518.15</u>	<u>20,859.65</u>
	110.2134.1C	102.2134	103.2134	104.2134	105.2134	101.2134				150.2125
L-T Liability:	<u>418,810.61</u>	<u>66,242.28</u>	<u>13,445.51</u>	<u>32,753.08</u>	<u>5,904.69</u>	<u>10,006.16</u>	<u>13,323.57</u>	<u>84,251.30</u>	<u>192,884.03</u>	<u>277,135.33</u>
	110.2808C	102.2434	103.2434	104.2434	105.2434	101.2434				150.2126
	TOTAL	VOUCHER	ER	PP	Meh/Ram	LYN	DU	True COCC	Other	COCC
S/T Balance per Above	31,523.38	4,985.98	1,012.03	2,465.29	444.44	753.15	1,002.85	6,341.50	14,518.15	20,859.65
S/T Balance per Trial Balance		4,072.18	1,491.25	2,336.14	237.09	1,064.02	1,064.34			19,045.40
Adjustment		<u>913.80</u>	<u>(479.22)</u>	<u>129.15</u>	<u>207.35</u>	<u>(330.87)</u>	<u>(51.49)</u>			<u>1,814.25</u>
L/T Balance per Above	418,810.61	66,242.28	13,445.51	32,753.08	5,904.69	10,006.16	13,323.57	84,251.30	192,884.03	277,135.33
L/T Balance per Trial Balance		54,101.81	19,812.34	31,037.28	3,149.95	14,401.92	14,140.48			253,031.70
Adjustment		<u>12,140.47</u>	<u>(6,366.83)</u>	<u>1,715.80</u>	<u>2,754.74</u>	<u>(4,395.78)</u>	<u>(816.91)</u>			<u>24,103.63</u>
Expense/(Income)		<u>13,054.26</u>	<u>(5,846.05)</u>	<u>1,844.95</u>	<u>2,982.09</u>	<u>(4,726.63)</u>	<u>(878.40)</u>	-	-	<u>25,917.88</u>
	110.4110.V	102.4181/(102.4110)	103.4181/(103.4110)	104.4181/(104.4110)	105.4181/(105.4110)	101.4181/(101.4110)				150.6361

Schedule of Shared Service Agreements

Bergen County Housing Authority

April 1, 2019

to

March 31, 2020

For the Period

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

[illegible]

If No Shared Services X this Box

1141

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period April 1, 2019 to March 31, 2020
Bergen County Housing Authority

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted		% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	\$ 5,940,831	\$ -	\$ 42,611,219	\$ 2,719,128	\$ 51,271,178	\$ 48,954,162	\$ 2,317,016	4.7%
Total Non-Operating Revenues	52,400	-	15,400	1,206,525	1,274,325	703,707	570,618	81.1%
Total Anticipated Revenues	5,993,231	-	42,626,619	3,925,653	52,545,503	49,657,869	2,887,634	5.8%
APPROPRIATIONS								
Total Administration	2,809,559	-	3,249,568	900,612	6,959,739	6,753,582	206,157	3.1%
Total Cost of Providing Services	2,489,408	-	40,810,944	3,001,431	46,301,783	42,405,768	3,896,015	9.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	125,062	123,818	1,244	1.0%
Total Operating Appropriations	5,298,967	-	44,060,512	3,902,043	53,386,584	49,283,168	4,103,416	8.3%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	39,360	40,604	(1,244)	-3.1%
Total Other Non-Operating Appropriations	213,500	-	-	-	213,500	208,300	5,200	2.5%
Total Non-Operating Appropriations	213,500	-	-	-	252,860	248,904	3,956	1.6%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	5,512,467	-	44,060,512	3,902,043	53,639,444	49,532,072	4,107,372	8.3%
Less: Total Unrestricted Net Position Utilized	-	-	1,093,941	-	1,093,941	-	1,093,941	#DIV/0!
Net Total Appropriations	5,512,467	-	42,966,571	3,902,043	52,545,503	49,532,072	3,013,431	6.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ 480,764	\$ -	\$ (339,952)	\$ 23,610	\$ -	\$ 125,797	\$ (125,797)	-100.0%

Revenue Schedule

Bergen County Housing Authority
For the Period April 1, 2019 to March 31, 2020

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	1698644		15144		1,713,788	1,662,228	51,560 3.1%
Excess Utilities					-	-	#DIV/0!
Non-Dwelling Rental					-	-	#DIV/0!
HUD Operating Subsidy	2310913		75504		2,386,417	2,296,437	89,980 3.9%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher			42587819		42,587,819	40,792,347	1,795,472 4.4%
Total Rental Fees	4,009,557	-	42,587,819	90,648	46,688,024	44,751,012	1,937,012 4.3%
<i>Other Operating Revenues (List)</i>							
Management Fees	1873174				1,873,174	1,863,228	9,946 0.5%
Late Fees\Concessions	58100			100	58,200	65,500	(7,300) -11.1%
Fraud\Port In Fees			23400		23,400	20,000	3,400 17.0%
HOPWA, TBRA and Shelter Care				2521652	2,521,652	2,147,694	373,958 17.4%
County of Bergen Operating Grant				106728	106,728	106,728	- 0.0%
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Total Other Revenue	1,931,274	-	23,400	2,628,480	4,583,154	4,203,150	380,004 9.0%
Total Operating Revenues	5,940,831	-	42,611,219	2,719,128	51,271,178	48,954,162	2,317,016 4.7%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
HHH Center Salaries, benefits, operations				1,205,225	1,205,225	646,457	558,768 86.4%
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	1,205,225	1,205,225	646,457	558,768 86.4%
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	52,400		15,400	1,300	69,100	57,250	11,850 20.7%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	52,400	-	15,400	1,300	69,100	57,250	11,850 20.7%
Total Non-Operating Revenues	52,400	-	15,400	1,206,525	1,274,325	703,707	570,618 81.1%
TOTAL ANTICIPATED REVENUES	\$ 5,993,231	\$ -	\$ 42,626,619	\$ 3,925,653	\$ 52,545,503	\$ 49,657,869	\$ 2,887,634 5.8%

Bergen County Housing Authority

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
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45,400		11,000	850	57,250
				-
				-
45,400	-	11,000	850	57,250
45,400	-	11,000	647,307	703,707
\$ 5,843,685	\$ -	\$ 40,823,347	\$ 2,990,837	\$ 49,657,869

Appropriations Schedule

Bergen County Housing Authority
For the Period April 1, 2019 to March 31, 2020

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages	1,255,095		956,526	579,571	\$ 2,791,192	\$ 2,761,865	\$ 29,327 1.1%
Fringe Benefits	684,295		618,426	239,329	1,542,050	1,518,211	23,839 1.6%
Legal	23,000		50,000	150	73,150	58,550	14,600 24.9%
Staff Training	50,000		30,000	3,200	83,200	80,500	2,700 3.4%
Travel	15,200		40,000	5,200	60,400	55,000	5,400 9.8%
Accounting Fees	24,750				24,750	24,750	- 0.0%
Auditing Fees	15,100		15,000	225	30,325	30,284	41 0.1%
Miscellaneous Administration*	742,119		1,539,616	72,937	2,354,672	2,224,422	130,250 5.9%
Total Administration	2,809,559	-	3,249,568	900,612	6,959,739	6,753,582	206,157 3.1%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	594,297			59,766	654,063	582,622	71,441 12.3%
Salary & Wages - Protective Services					-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	#DIV/0!
Fringe Benefits	321,045			11,499	332,544	340,112	(7,568) -2.2%
Tenant Services	15,080			388,291	403,371	15,180	388,191 2557.3%
Utilities	674,000			22,375	696,375	742,186	(45,811) -6.2%
Maintenance & Operation	636,250			32,150	668,400	671,473	(3,073) -0.5%
Protective Services					-	-	#DIV/0!
Insurance	129,523		11,244	27,584	168,351	121,735	46,616 38.3%
Payment in Lieu of Taxes (PILOT)	99,213			69,306	168,519	92,005	76,514 83.2%
Terminal Leave Payments					-	-	#DIV/0!
Collection Losses	20,000				20,000	20,000	- 0.0%
Other General Expense			78,600		78,600	78,600	- 0.0%
Rents			40,721,100	2,390,460	43,111,560	39,741,855	3,369,705 8.5%
Extraordinary Maintenance					-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	#DIV/0!
Property Betterment/Additions					-	-	#DIV/0!
Miscellaneous COPS*					-	-	#DIV/0!
Total Cost of Providing Services	2,489,408	-	40,810,944	3,001,431	46,301,783	42,405,768	3,896,015 9.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	125,062	123,818	1,244 1.0%
Total Operating Appropriations	5,298,967	-	44,060,512	3,902,043	53,386,584	49,283,168	4,103,416 8.3%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	39,360	40,604	(1,244) -3.1%
Operations & Maintenance Reserve					-	-	#DIV/0!
Renewal & Replacement Reserve	213,500				213,500	208,300	5,200 2.5%
Municipality/County Appropriation					-	-	#DIV/0!
Other Reserves					-	-	#DIV/0!
Total Non-Operating Appropriations	213,500	-	-	-	252,860	248,904	3,956 1.6%
TOTAL APPROPRIATIONS	5,512,467	-	44,060,512	3,902,043	53,639,444	49,532,072	4,107,372 8.3%
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	5,512,467	-	44,060,512	3,902,043	53,639,444	49,532,072	4,107,372 8.3%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation					-	-	#DIV/0!
Other			1,093,941		1,093,941	-	1,093,941 #DIV/0!
Total Unrestricted Net Position Utilized			1,093,941	-	1,093,941	-	1,093,941 #DIV/0!
TOTAL NET APPROPRIATIONS	\$ 5,512,467	\$ -	\$ 42,966,571	\$ 3,902,043	\$ 52,545,503	\$ 49,532,072	\$ 3,013,431 6.1%

* 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 \$ 264,948.35 \$ - \$ 2,203,025.60 \$ 195,102.15 \$ 2,669,329.20

Prior Year Adopted Appropriations Schedule

Bergen County Housing Authority

FY 2018 Adopted Budget

OPERATING APPROPRIATIONS

Administration

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
Salary & Wages	\$ 1,215,007		\$ 973,275	\$ 573,583	\$ 2,761,865
Fringe Benefits	722,740		543,118	252,353	1,518,211
Legal	8,450		50,000	100	58,550
Staff Training	50,000		30,000	500	80,500
Travel	14,700		40,000	300	55,000
Accounting Fees	24,750				24,750
Auditing Fees	15,000		15,000	284	30,284
Miscellaneous Administration*	735,160		1,423,234	66,028	2,224,422
Total Administration	2,785,807	-	3,074,627	893,148	6,753,582

Cost of Providing Services

Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	580,773			1,849	582,622
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	340,112				340,112
Tenant Services	14,680			500	15,180
Utilities	724,265			17,921	742,186
Maintenance & Operation	638,400			33,073	671,473
Protective Services					-
Insurance	105,604		12,571	3,560	121,735
Payment in Lieu of Taxes (PILOT)	84,936			7,069	92,005
Terminal Leave Payments					-
Collection Losses	20,000				20,000
Other General Expense			78,600		78,600
Rents			37,712,805	2,029,050	39,741,855
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,508,770	-	37,803,976	2,093,022	42,405,768

Total Principal Payments on Debt Service in Lieu of Depreciation

XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	123,818
----------------	----------------	----------------	----------------	---------

Total Operating Appropriations

5,294,577	-	40,878,603	2,986,170	49,283,168
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NON-OPERATING APPROPRIATIONS

Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	40,604
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve	208,300				208,300
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	208,300	-	-	-	248,904

TOTAL APPROPRIATIONS

5,502,877	-	40,878,603	2,986,170	49,532,072
-----------	---	------------	-----------	------------

ACCUMULATED DEFICIT

				-
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TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT

5,502,877	-	40,878,603	2,986,170	49,532,072
-----------	---	------------	-----------	------------

UNRESTRICTED NET POSITION UTILIZED

Municipality/County Appropriation	-	-	-	-
Other	(55,256)	55,256		-

Total Unrestricted Net Position Utilized

(55,256)	-	55,256	-	-
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TOTAL NET APPROPRIATIONS

\$ 5,558,133	\$ -	\$ 40,823,347	\$ 2,986,170	\$ 49,532,072
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* 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 \$ 264,728.85 \$ - \$ 2,043,930.15 \$ 149,308.50 \$ 2,464,158.40

Debt Service Schedule - Principal

Bergen County Housing Authority

If Authority has no debt X this box

☐

Fiscal Year Ending in

	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
RAD Financing	\$ 123,818	\$ 125,062	\$ 126,319	\$ 127,586	\$ 128,868	\$ 130,164	\$ 131,471	\$ 3,223,814	\$ 3,993,284
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	123,818	125,062	126,319	127,586	128,868	130,164	131,471	3,223,814	3,993,284
LESS: HUD SUBSIDY									
NET PRINCIPAL	\$ 123,818	\$ 125,062	\$ 126,319	\$ 127,586	\$ 128,868	\$ 130,164	\$ 131,471	\$ 3,223,814	\$ 3,993,284

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

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

If no Rating type in Not Applicable

Debt Service Schedule - Interest

Bergen County Housing Authority

If Authority has no debt X this box

☐

	Fiscal Year Ending in							Total Interest Payments Outstanding
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter
RAD Financing	40,604	39,360	38,103	36,836	35,554	34,258	32,951	366,069
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
TOTAL INTEREST								
LESS: HUD SUBSIDY								
NET INTEREST	\$ 40,604	\$ 39,360	\$ 38,103	\$ 36,836	\$ 35,554	\$ 34,258	\$ 32,951	\$ 366,069

Net Position Reconciliation

Bergen County Housing Authority
For the Period April 1, 2019 to March 31, 2020

FY 2019 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 7,821,673	\$ -	\$ (1,089,913)	\$ 3,041,557	\$ 9,773,317
6,989,219		82,738	2,272,363	9,344,320
6,308,121		204,977		6,308,121
(5,475,667)	-	(1,377,628)	769,194	(6,084,101)
7,355,364		4,228,126		11,583,490
121,130			4,667	125,797
316,342		(339,952)	23,610	-
2,317,169	-	2,510,546	797,471	5,625,186
-	-	1,093,941	-	1,093,941
-	-	-	-	-
-	-	-	-	-
-	-	1,093,941	-	1,093,941
\$ 2,317,169	\$ -	\$ 1,416,605	\$ 797,471	\$ 4,531,245

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)
Less: Invested in Capital Assets, Net of Related Debt (1)
Less: Restricted for Debt Service Reserve (1)
Less: Other Restricted Net Position (1)
Total Unrestricted Net Position (1)
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)
Plus: Other Adjustments (attach schedule)

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

Unrestricted Net Position Utilized to Balance Proposed Budget
Unrestricted Net Position Utilized in Proposed Capital Budget
Appropriation to Municipality/County (3)

Total Unrestricted Net Position Utilized in Proposed Budget

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

(4)

(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 \$ 264,948 \$ - \$ 2,203,026 \$ 195,102 \$ 2,669,329
(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2019
Bergen County
Housing Authority
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

Bergen County Housing Authority (Name)

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

[X] 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 Bergen County Housing Authority, on the 24 day of January, 2019.

OR

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

Officer's Signature:			
Name:	Lynn Bartlett		
Title:	Executive Director		
Address:	One Bergen County Plaza, Fl. 2, Hackensack, NJ 07601		
Phone Number:	201-336-7600	Fax Number:	201-336-7660
E-mail address	<u>bartlett@habcnj.org</u>		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Bergen County Housing Authority

(Name)

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

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

Yes.

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

Yes.

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

Yes.

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

No.

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

There will not be an impact on the schedule of charges to tenants as their payments are based on formula set by HUD.

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

Yes.

Add additional sheets if necessary.

Proposed Capital Budget

Bergen County Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Various Capital Projects	\$ 225,092	\$ 225,092				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	225,092	-	225,092	-	-	-
Section 8						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Housing Voucher						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Other Programs						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 225,092	\$ -	\$ 225,092	\$ -	\$ -	\$ -

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

Bergen County Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
Public Housing Management							
Various Capital Projects	\$ 1,626,658	\$ 225,092	\$ 320,964	\$ 241,365	\$ 307,054	\$ 231,874	\$ 300,309
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	1,626,658	225,092	320,964	241,365	307,054	231,874	300,309
Section 8							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Housing Voucher							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Other Programs							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 1,626,658	\$ 225,092	\$ 320,964	\$ 241,365	\$ 307,054	\$ 231,874	\$ 300,309

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

Bergen County Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Various Capital Projects	\$ 1,626,658		\$ 1,626,658			
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	1,626,658	-	1,626,658	-	-	-
Section 8						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Housing Voucher						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Other Programs						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 1,626,658	\$ -	\$ 1,626,658	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 1,626,658					
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.