

# 2017 Wildwood Housing Authority

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## Housing Authority Budget

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

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Department Of



Community  
Affairs

Division of Local Government Services

**TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE  
WILDWOOD HOUSING AUTHORITY BUDGET FOR THE FISCAL YEAR ENDED  
MARCH 31, 2017 TO MARCH 31, 2018  
(FEBRUARY 22, 2017)**

WHEREAS, the regulatory deadline for introduction of the Authority's Budget (February 1, 2017) is two months prior to the beginning of the Authority's fiscal year (April 1, 2017), and

WHEREAS, the Authority's budget projections are substantially affected by HUD's operating subsidy calculations and formulas and capital fund appropriations, and

WHEREAS, changes in the HUD annual appropriations slowed the analysis of revenue, and thereby delaying introduction of the Housing Authority's budget until its February 22, 2017 Board Meeting, and

WHEREAS, said housing authority budgets are now ready for introduction,

NOW THEREFORE, BE IT RESOLVED, BY THE Commissioners of the Wildwood Housing Authority as follows:

1. The above recitals are incorporated herein.
2. The Board authorizes the late introduction and submission of the Budget of the Wildwood Housing Authority for the Fiscal Year April 1, 2017 to March 31, 2018.

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Ronald Hardwood	✓			
Patricia Campbell	✓			
Juanita Jones				✓
Sanrda Harris	✓			
Sue Maxwell	✓			

**2017 HOUSING AUTHORITY BUDGET**

**Certification Section**

2017

Wildwood Housing Authority

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 Gwert CPA, RMA Date: 3/27/2017

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: \_\_\_\_\_ Date: \_\_\_\_\_

# 2017 PREPARER'S CERTIFICATION


## Wildwood Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 TO: March 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:			
Name:	RALPH A. POLCARI, CPA		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike, Unit H Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	ralph@polcarico.com		

# 2017 APPROVAL CERTIFICATION

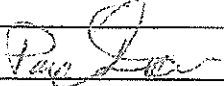
## Wildwood Housing Authority

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 TO: March 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 Wildwood Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 22nd day of February, 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:	Paul Dice		
Title:	Executive Director		
Address:	3700 New Jersey Avenue Wildwood, NJ 08260		
Phone Number:	609-729-0220	Fax Number:	609-729-4168
E-mail address	<a href="mailto:pdice@wildwoodhousing.org">pdice@wildwoodhousing.org</a>		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.wildwoodhousing.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

Paul Dice

Title of Officer Certifying compliance

Executive Director

Signature



# 2017 HOUSING AUTHORITY BUDGET RESOLUTION

## Wildwood Housing Authority

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

WHEREAS, the Annual Budget and Capital Budget for the Wildwood Housing Authority for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 has been presented before the governing body of the Wildwood Housing Authority at its open public meeting of February 22, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,447,443 Total Appropriations, including any Accumulated Deficit if any, of \$1,441,172 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$150,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

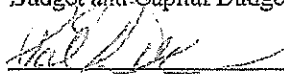
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Wildwood Housing Authority, at an open public meeting held on February 22, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Wildwood Housing Authority 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 Wildwood Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 22, 2017.

  
 \_\_\_\_\_  
 (Secretary's Signature)

2/22/17  
 \_\_\_\_\_  
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Ronald Harwood	✓			
Patricia Campbell	✓			
Juanita Jones				✓
Sandra Harris	✓			
Sue Maxwell	✓			



# 2017 ADOPTION CERTIFICATION

## Wildwood Housing Authority

### 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 Wildwood Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 22nd day of March 2017.

Officer's Signature:			
Name:	Paul Dice		
Title:	Executive Director		
Address:	3700 New Jersey Avenue Wildwood, New Jersey 08260		
Phone Number:	609-729-0220	Fax Number:	609-729-4168
E-mail address	<a href="mailto:pdice@wildwoodhousing.org">pdice@wildwoodhousing.org</a>		

# 2017 ADOPTED BUDGET RESOLUTION

## Wildwood Housing Authority

Fiscal Year From April 1, 2017 to March 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Wildwood Housing Authority for the fiscal year beginning April 1, 2017 and ending March 31, 2018 has been presented for adoption before the governing body of the Wildwood Housing Authority at its open public meeting of March 22, 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 \$1,447,443, Total Appropriations, including any Accumulated Deficit, if any, of \$1,441,172 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$150,000 and Total Unrestricted Net Position planned to be utilized of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Wildwood Housing Authority, at an open public meeting held on March 22, 2017 that the Annual Budget and Capital Budget/Program of the Wildwood Housing Authority 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)

\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Ronald Harwood				
Patricia Campbell				
Juanita Jones				
Sandra Harris				
Sue Maxwell				

# **2017 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Wildwood Housing Authority

### AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 TO: March 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).

*Budgeted revenues are anticipated to be adequate to cover projected expenses for the budget year ended March 31, 2018, resulting in a moderate budget surplus from operations of \$6,271. Anticipated revenues total \$1,447,443; a decrease of \$36,171 (2.4%) as compared to the prior year. Total appropriations budgeted for the fiscal year ended March 31, 2018 are \$1,441,172; a decrease of \$2,192 (0.2%) versus the prior year.*

*Significant changes in budgeted revenues (variances of +/- 10%) are as follows:*

*Other Operating Revenues (mostly attributable to the Congregate Services Program) decreased from \$116,000 in the prior year budget to \$69,600 in the current year budget, a decrease of \$46,400, or 40.0%. The current year budget amount is more in line with the actual results of the current fiscal year; the prior year budgeted revenues for the Congregate Services Program was too high.*

*Significant changes in budgeted expenses (variances of +/- 10%) are as follows:*

*Legal expenses decreased \$40,000, or 63.5%, primarily because the Authority no longer requires the legal costs it incurred in prior fiscal years. The Authority incurred high legal costs in prior years related to its RAD submission and other tenant related matters.*

*Staff training decreased \$9,300 (53.8%) and travel decreased \$5,000 (62.5%) to be more in-line with the current fiscal year actual results. These cost savings are part of the Authority's attempt to reduce operating expenses.*

*Protective services salaries increased \$6,860, or 20.8%, as the Authority employs a full time security officer on its premises. This increase in salaries is offset by the \$5,000 (100.0%) decrease in other protective services costs.*

*Fringe benefits increased \$42,109, or 80.6%, as employees who did not receive medical benefits in previous years now receive benefits. In addition, some employees now receive full family coverage instead of single person coverage.*

*Tenant services expenses decreased \$51,325, or 41.7%, because the Congregate Services Program budgeted expenses are now more in-line with actual results. This decrease in expenses coincides with the decrease in revenues mentioned above.*

*Maintenance expenses increased \$76,899, or 41.4%, as the Authority anticipates extensive repairs and improvements to its tenant living areas.*

*Collection losses decreased \$1,000, or 33.3%, as the Authority expects less bad debts in the upcoming fiscal year. Although the percentage is greater than 10%, the dollar amount is not significant in the overall budget.*

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 annual budget will have no significant impact on rents or service fees charged. Rental income is set by federal regulations at 30% of adjusted tenant income. As previously discussed, other increased or decreases in budget revenue are primarily a result in changes in HUD's level of subsidy funding. As a result, the proposed budget will not significantly impact the housing authority's financial statements.*

*Other Operating Revenues (mostly attributable to the Congregate Services Program) decreased from \$116,000 in the prior year budget to \$69,600 in the current year budget, a decrease of \$46,400, or 40.0%. The current year budget amount is more in line with the actual results of the current fiscal year; the prior year budgeted revenues for the Congregate Services Program was too high.*

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 / regional economy is weak, but stable. The effects of the economy have been considered in projecting tenant income and resulting rental income and housing assistance payments expense in the public housing and housing choice voucher programs. Thus, the state of the local / regional economy does not have a significant impact on 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.

*N/A – an increase in unrestricted net position of approximately \$6,000 is budgeted.*

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.).

*N/A – there are no shared services that result in revenue for the Authority. The only shared services agreement is with the Millville Housing Authority for Executive Director services expense.*

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)

*N/A – the Authority does not have an accumulated deficit and does not anticipate a deficit in the proposed budget.*

## 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>	Wildwood Housing Authority		
<b>Federal ID Number:</b>	22-1922770		
<b>Address:</b>	3700 New Jersey Avenue		
<b>City, State, Zip:</b>	Wildwood	NJ	08260
<b>Phone: (ext.)</b>	609-729-0220	<b>Fax:</b>	609-729-4168

<b>Preparer's Name:</b>	Ralph A. Polcari, CPA Fee Accountant		
<b>Preparer's Address:</b>	Polcari & Co., CPAs 2035 Hamburg Turnpike – Unit H		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	973-831-6972
<b>E-mail:</b>	ralph@polcarico.com		

<b>Chief Executive Officer:</b>	Paul Dice		
<b>Phone: (ext.)</b>	856-825-8860x1011	<b>Fax:</b>	609-729-4168
<b>E-mail:</b>	pdice@millvillehousing.org		

<b>Chief Financial Officer:</b>	Mitch Moore		
<b>Phone: (ext.)</b>	856-825-8860x1008	<b>Fax:</b>	609-729-4168
<b>E-mail:</b>	mmoore@millvillehousing.org		

<b>Name of Auditor:</b>	Anthony Giampaolo		
<b>Name of Firm:</b>	Hymanson, Parnes & Giampaolo		
<b>Address:</b>	467 Middletown-Lincroft Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	732-842-4550	<b>Fax:</b>	732-842-4551
<b>E-mail:</b>	hpgcpa@comcast.net		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Wildwood Housing Authority

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

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

- 1) Provide the number of individuals employed in calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 10
- 2) Provide the amount of total salaries and wages for calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$271,339
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: Nonr
- 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://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? 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. *The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increased granted during the fiscal year require Board approval, at which time an additional comparability analysis is performed. All employees are evaluated annually by their immediate supervisor and those evaluations are considered when determining compensation for the next fiscal year.*

- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes – only for meals that were consumed during the travel detailed in item #12 below *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 – see detailed schedule attached *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. Under the housing authority’s travel policy, staff and commissioners are given a standard per diem rate to cover meals and incidental expenses. That rate is consistent with rates paid to federal employees for daily subsistence. Airline and hotel costs are reimbursed to the employee after travel or paid directly by the housing authority prior to the date of travel if required. 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 no debt outstanding. *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.*



**Wildwood Housing Authority**  
**Detail of Travel Expense**  
**For the Fiscal Year Ended March 31, 2016**

**Information in support of Question 12 of Page N-3**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>EXPENSE</b>
J. Vinson	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	\$ 2,043
J. Jones	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	2,043 **
P. Campbell	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	2,043 **
R. Johnson	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	2,043
S. Harris	NAHRO Revenue Recognition Award - 7/29/15 - 8/2/15, Lodging, Flight, Per Diem - Austin, TX	2,043 **
Beach Vans Service	Transport to and from Philadelphia airport	734
P. Dice	Florida - NAHRO Training - Lodging, Flight, Per Diem	995 *
Y. and S. Dorta	RAD Training - Course Fees, Mileage, Lodging, Per Diem	855 *
F. Daniels, J. Rivera, T. Young	Maintenance Training - Basic Home Repair Course - Mays Landing, NJ	1,170 *
Y. Dorta	Mileage - To/From Salem/Millville Housing Authorities - Various Dates	1,069 *
	NJMVC - Multiple Vehicle Registrations	509
		<u>\$ 15,549</u>

\* Denotes employee included on Schedule N-4 of budget for FYE 6/30/17.

\*\* Denotes Board Member.

NOTE - J. Vinson and R. Johnson are no longer Board members as of 1/31/16.

**Wildwood Housing Authority**  
**Detail of Travel Expense**  
**As of December 31, 2016 (9 Months of Current Fiscal Year)**

**Information in support of Question 12 of Page N-3**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>EXPENSE</b>
S. Harris	PHADA Conference - Las Vegas, Nevada - May 2016 - Hotel, Airfare, Per Diem, Ground Transportation	\$ 2,306 **
J. Jones	PHADA Conference - Las Vegas, Nevada - May 2016 - Hotel, Airfare, Per Diem, Ground Transportation	2,306 **
P. Campbell	PHADA Conference - Las Vegas, Nevada - May 2016 - Hotel, Airfare, Per Diem, Ground Transportation	2,306 **
S. Maxwell	LHARA Training	684 ***
Y. Dorta, E. Lopizzo and T. Osler	Mileage - To/From Salem/Millville Housing Authorities - Various Dates	483 *
	NJMVC - Multiple Vehicle Registrations	110
		<u>\$ 8,194</u>

\* Denotes employee included on Schedule N-4 of budget for FYE 6/30/17.

\*\* Denotes Board Member.

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

**Wildwood Housing Authority  
Fiscal Year From April 1, 2017 to March 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, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 being the most recent calendar year ended).

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

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

For the Period April 1, 2017 to March 31, 2018 Willard Housing Authority

Line	Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/1099)				Total Compensation from Authority (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
				Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/Stipend	Bonus								Other (auto allowance, expense account, payment in lieu of health benefits, etc.)
1	Ynelka Dorta	Asst. Exec. Director	35			X											60,690	
2	Ronald Harwood	Commissioner		X													112,500	
3	Patricia Campbell	Commissioner		X														
4	Junita Jones	Commissioner		X														
5	Sandra Harris	Commissioner		X														
6	Sue Maxwell	Commissioner		X														
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
Total:										\$ 48,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 60,690
										\$ 90,000	\$ -	\$ 22,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,500

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

# Schedule of Health Benefits - Detailed Cost Analysis

Wildwood Housing Authority  
 For the Period April 1, 2017 to March 31, 2018

	# of Covered Members (Medical & Rx)		Annual Cost Estimate		# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget					
<b>Active Employees - Health Benefits - Annual Cost</b>									
Single Coverage	3	\$ 14,169	\$ 42,507		3	\$ 12,321	\$ 36,963	\$ 5,544	15.0%
Parent & Child	1	37,209	37,209		1	32,355	32,355	4,854	15.0%
Employee & Spouse (or Partner)	1	53,029	53,029		1	46,112	46,112	6,917	15.0%
Family	0	-	-		0	-	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	5		132,745		5		115,430	17,315	15.0%
<b>Commissioners - Health Benefits - Annual Cost</b>									
Single Coverage	0	-	-		0	-	-	-	#DIV/0!
Parent & Child	0	-	-		0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	0	-	-		0	-	-	-	#DIV/0!
Family	0	-	-		0	-	-	-	#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	2	26,363	52,726		2	22,925	45,850	6,876	15.0%
Parent & Child	0	-	-		0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	0	-	-		0	-	-	-	#DIV/0!
Family	0	-	-		0	-	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(4,231)				(3,679)	(552)	15.0%
Subtotal	2		48,495		2		42,171	6,324	15.0%
<b>GRAND TOTAL</b>	<b>7</b>		<b>\$ 181,240</b>		<b>7</b>		<b>\$ 157,601</b>	<b>\$ 23,639</b>	<b>15.0%</b>

Is medical coverage provided by the SHBP (Yes or No)?  
 Is prescription drug coverage provided by the SHBP (Yes or No)?

Yes  
 Yes



**WILDWOOD HOUSING AUTHORITY  
MARCH 31, 2016  
ACCRUED COMPENSATED ABSENCES**

Employee Name	Vacation	Sick	Comp	Daily	Accrual			TOTAL
	Days	Days	Days	Rate	Vacation	Sick	Comp	
JULIO RIVERA	6.50	9.00	11.00	90.00	585.00	405.00	990.00	1,980.00
TRACEY YOUNG	8.00	43.00	60.00	101.55	812.40	2,183.33	6,093.00	9,088.73
MELISSA WHEELER	8.00	38.00	26.00	96.25	770.01	1,828.77	2,502.53	5,101.30
YINELDA DORTA	5.00	41.50	21.50	183.61	918.05	3,809.91	3,947.62	8,675.57
SUHEIL DORTA	8.00	94.00	0.50	131.32	1,050.56	6,172.04	66.66	7,288.26
<b>SUBTOTAL</b>					<b>4,136.02</b>	<b>14,399.04</b>	<b>13,598.80</b>	<b>32,133.86</b>
FICA EXPENSE					316.41	1,101.53	1,040.31	2,458.24
<b>TOTAL ACCRUAL</b>					<b>\$4,452.42</b>	<b>\$ 15,500.57</b>	<b>\$14,639.11</b>	<b>\$ 34,592.10</b>
Current Portion					\$ 445.24	\$ 1,550.06	\$ 1,463.91	\$ 3,459.21
Non-Current Portion					4,007.18	13,950.51	13,175.20	31,132.89
					<b>\$4,452.42</b>	<b>\$ 15,500.57</b>	<b>\$14,639.11</b>	<b>\$ 34,592.10</b>
					<b>CURRENT</b>	<b>NON-CURR.</b>		
COCC					1,718.51	15,466.56		17,185.07
AMP 1					381.15	3,430.36		3,811.51
AMP 2					1,359.55	12,235.97		13,595.52
					<b>\$3,459.21</b>	<b>\$ 31,132.89</b>		<b>\$ 34,592.10</b>

NOTE LIABILITY FOR SICK DAY'S ARE 1/2 OF TOTAL DAY'S DUE.

COMPARISON			
Current			
	2016	2015	Var
COCC	1,718.51	1,884.95	(166.44)
AMP 1	381.15	436.78	(55.63)
AMP 2	1,359.55	1,319.33	40.22
	<u>3,459.21</u>	<u>3,641.06</u>	<u>(181.85)</u>
NonCurrent			
	2016	2015	Var
COCC	15,466.56	16,964.55	(1,497.99)
AMP 1	3,430.36	3,930.99	(500.63)
AMP 2	12,235.97	11,873.98	361.99
	<u>31,132.89</u>	<u>32,769.52</u>	<u>(1,636.63)</u>
Total			
	2016	2015	Var
COCC	17,185.07	18,849.50	(1,664.43)
AMP 1	3,811.51	4,367.77	(556.26)
AMP 2	13,595.52	13,193.32	402.20
	<u>34,592.10</u>	<u>36,410.59</u>	<u>(1,818.49)</u>





**2017 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

## 2017 Budget Summary

For the Period Wichwood Housing Authority to March 31, 2018  
April 1, 2017

REVENUES	Proposed Budget				Current Year Adopted Budget	All Operations All Operations	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		
Total Operating Revenues	\$ 1,373,643	\$ -	\$ -	\$ 69,600	\$ 1,443,243	\$ 1,479,389	\$ (36,146)	-2.4%
Total Non-Operating Revenues	4,000	-	-	200	4,200	4,225	(25)	-0.6%
Total Anticipated Revenues	1,377,643	-	-	69,800	1,447,443	1,483,614	(36,171)	-2.4%
<b>APPROPRIATIONS</b>								
Total Administration	438,251	-	-	-	438,251	493,861	(55,610)	-11.3%
Total Cost of Providing Services	933,121	-	-	69,800	1,002,921	949,503	53,418	5.6%
Net Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	1,371,372	-	-	69,800	1,441,172	1,443,364	(2,192)	-0.2%
Net Interest Payments on Debt	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,371,372	-	-	69,800	1,441,172	1,443,364	(2,192)	-0.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,371,372	-	-	69,800	1,441,172	1,443,364	(2,192)	-0.2%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 6,271	\$ -	\$ -	\$ -	\$ 6,271	\$ 40,250	\$ (33,979)	\$ -84.4%

**2017**  
**Revenue Schedule**

Wildwood Housing Authority  
For the Period April 1, 2017 to March 31, 2018

	<i>Proposed Budget</i>				Total All Operations	<i>Current Year Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Current Year</i>	<i>% Increase (Decrease) Proposed vs. Current Year</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs		Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	559,000	-	-	-	559,000	568,360	(9,360)	-1.6%
Excess Utilities	-	-	-	-	-	-	-	#DIV/0!
Non-Dwelling Rental	72,624	-	-	-	72,624	72,624	-	0.0%
HUD Operating Subsidy	671,019	-	-	-	671,019	657,655	13,364	2.0%
New Construction - Acc Section 8	-	-	-	-	-	-	-	#DIV/0!
Voucher - Acc Housing Voucher	-	-	-	-	-	-	-	#DIV/0!
Total Rental Fees	1,302,643	-	-	-	1,302,643	1,298,639	4,004	0.3%
<i>Other Operating Revenues (List)</i>								
Antenna Revenue and Laundry	71,000	-	-	-	71,000	64,750	6,250	9.7%
Congregate Services Program (St. of NJ)	-	-	-	69,600	69,600	116,000	(46,400)	-40.0%
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Total Other Revenue	71,000	-	-	69,600	140,600	180,750	(40,150)	-22.2%
Total Operating Revenues	1,373,643	-	-	69,600	1,443,243	1,479,389	(36,146)	-2.4%
<b>NON-OPERATING REVENUES</b>								
<i>Grants &amp; Entitlements (List)</i>								
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Total Grants & Entitlements	-	-	-	-	-	-	-	#DIV/0!
<i>Local Subsidies &amp; Donations (List)</i>								
Local Subsidy #1	-	-	-	-	-	-	-	#DIV/0!
Local Subsidy #2	-	-	-	-	-	-	-	#DIV/0!
Local Subsidy #3	-	-	-	-	-	-	-	#DIV/0!
Local Subsidy #4	-	-	-	-	-	-	-	#DIV/0!
Total Local Subsidies & Donations	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits</i>								
Investments	4,000	-	-	200	4,200	4,225	(25)	-0.6%
Security Deposits	-	-	-	-	-	-	-	#DIV/0!
Penalties	-	-	-	-	-	-	-	#DIV/0!
Other Investments	-	-	-	-	-	-	-	#DIV/0!
Total Interest	4,000	-	-	200	4,200	4,225	(25)	-0.6%
<i>Other Non-Operating Revenues (List)</i>								
Other Non-Operating #1	-	-	-	-	-	-	-	#DIV/0!
Other Non-Operating #2	-	-	-	-	-	-	-	#DIV/0!
Other Non-Operating #3	-	-	-	-	-	-	-	#DIV/0!
Other Non-Operating #4	-	-	-	-	-	-	-	#DIV/0!
Other Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Revenues	4,000	-	-	200	4,200	4,225	(25)	-0.6%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 1,377,643</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,800</b>	<b>\$ 1,447,443</b>	<b>\$ 1,483,614</b>	<b>\$ (36,171)</b>	<b>-2.4%</b>

## 2016 Revenue Schedule

Wildwood Housing Authority  
For the Period April 1, 2017 to March 31, 2018

	<i>Current Year Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Dwelling Rental	568,360	-	-	-	568,360
Excess Utilities	-	-	-	-	-
Non-Dwelling Rental	72,624	-	-	-	72,624
HUD Operating Subsidy	657,655	-	-	-	657,655
New Construction - Acc Section 8	-	-	-	-	-
Voucher - Acc Housing Voucher	-	-	-	-	-
Total Rental Fees	1,298,639	-	-	-	1,298,639
<i>Other Operating Revenues (List)</i>					
Antenna Revenue and Laundry	64,750	-	-	-	64,750
Congregate Services Program (St. of NJ)	-	-	-	116,000	116,000
	-	-	-	-	-
	-	-	-	-	-
Total Other Revenue	64,750	-	-	116,000	180,750
Total Operating Revenues	1,363,389	-	-	116,000	1,479,389
<b>NON-OPERATING REVENUES</b>					
<i>Grants &amp; Entitlements (List)</i>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total Grants & Entitlements	-	-	-	-	-
<i>Local Subsidies &amp; Donations (List)</i>					
Local Subsidy #1	-	-	-	-	-
Local Subsidy #2	-	-	-	-	-
Local Subsidy #3	-	-	-	-	-
Local Subsidy #4	-	-	-	-	-
Total Local Subsidies & Donations	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Investments	4,100	-	-	125	4,225
Security Deposits	-	-	-	-	-
Penalties	-	-	-	-	-
Other Investments	-	-	-	-	-
Total Interest	4,100	-	-	125	4,225
<i>Other Non-Operating Revenues (List)</i>					
a	-	-	-	-	-
Other Non-Operating #2	-	-	-	-	-
Other Non-Operating #3	-	-	-	-	-
Other Non-Operating #4	-	-	-	-	-
Other Non-Operating Revenues	-	-	-	-	-
Total Non-Operating Revenues	4,100	-	-	125	4,225
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 1,367,489	\$ -	\$ -	\$ 116,125	\$ 1,483,614

## 2017 Appropriations Schedule

Wildwood Housing Authority  
For the Period April 1, 2017 to March 31, 2018

	Proposed Budget				Current Year Adapted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	All Operations	All Operations
					Total All Operations		
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	\$ 115,097				\$ 115,097	\$ 109,045	\$ 6,052 5.6%
Fringe Benefits	92,024				92,024	86,736	5,288 6.1%
Legal	23,000				23,000	63,000	(40,000) -63.5%
Staff Training	8,000				8,000	17,300	(9,300) -53.8%
Travel	3,000				3,000	8,000	(5,000) -62.5%
Accounting Fees	35,000				35,000	36,000	(1,000) -2.8%
Auditing Fees	10,000				10,000	10,000	-
Miscellaneous Administration*	152,130				152,130	163,780	(11,650) -7.1%
Total Administration	438,251	-	-	-	438,251	493,861	(55,610) -11.3%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	-				-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	122,819				122,819	119,658	3,161 2.6%
Salary & Wages - Protective Services	39,780				39,780	32,920	6,860 20.8%
Salary & Wages - Utility Labor	-				-	-	#DIV/0!
Fringe Benefits	94,322				94,322	52,213	42,109 80.6%
Tenant Services	2,000			69,800	71,800	123,125	(51,325) -41.7%
Utilities	291,900				291,900	309,750	(17,850) -5.8%
Maintenance & Operation	262,500				262,500	185,601	76,899 41.4%
Protective Services	-				-	5,000	(5,000) -100.0%
Insurance	91,000				91,000	92,300	(1,300) -1.4%
Payment in Lieu of Taxes (PILOT)	26,800				26,800	25,936	864 3.3%
Terminal Leave Payments	-				-	-	#DIV/0!
Collection Losses	2,000				2,000	3,000	(1,000) -33.3%
Other General Expense	-				-	-	#DIV/0!
Rents	-				-	-	#DIV/0!
Extraordinary Maintenance	-				-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-				-	-	#DIV/0!
Property Betterment/Additions	-				-	-	#DIV/0!
Miscellaneous COPS*	-				-	-	#DIV/0!
Total Cost of Providing Services	933,121	-	-	69,800	1,002,921	949,503	53,418 5.6%
Net Principal Payments on Debt Services in Lieu of Depreciation	-				-	-	#DIV/0!
Total Operating Appropriations	1,371,372	-	-	69,800	1,441,172	1,443,364	(2,192) -0.2%
<b>NON-OPERATING APPROPRIATIONS</b>							
Net Interest Payments on Debt	-				-	-	#DIV/0!
Operations & Maintenance Reserve	-				-	-	#DIV/0!
Renewal & Replacement Reserve	-				-	-	#DIV/0!
Municipality/County Appropriation	-				-	-	#DIV/0!
Other Reserves	-				-	-	#DIV/0!
Total Non-Operating Appropriations	-				-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	1,371,372	-	-	69,800	1,441,172	1,443,364	(2,192) -0.2%
<b>ACCUMULATED DEFICIT</b>	-				-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	1,371,372	-	-	69,800	1,441,172	1,443,364	(2,192) -0.2%
<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>	\$ 1,371,372	\$ -	\$ -	\$ 69,800	\$ 1,441,172	\$ 1,443,364	\$ (2,192) -0.2%

\* 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 \$ 68,568.60 \$ - \$ - \$ 3,490.00 \$ 72,058.60

**WILDWOOD HOUSING AUTHORITY  
MISCELLANEOUS ADMINISTRATIVE EXPENSES  
FOR THE FISCAL YEAR ENDED MARCH 31, 2018**

	<u>COCC</u>	<u>AMP 1</u>	<u>AMP 2</u>	<u>Total</u>
Management Contract - Millville HA (1)	\$ 34,187	\$ 23,424	\$ 23,989	\$ 81,600
Tenant Background Checks	-	1,000	1,000	2,000
Equipment Leasing & Service	2,000	1,000	1,000	4,000
Office Supplies	1,000	1,000	1,000	3,000
Postage	500	500	500	1,500
Memberships / Dues	1,500	1,500	1,500	4,500
Payroll Processing Fees	3,380	3,900	3,900	11,180
Internet Service	1,000	1,000	1,000	3,000
Additional Services from Millville HA	1,000	8,000	8,000	17,000
Sundry Administrative Expense	500	1,000	1,000	2,500
<b>Total Sundry Administrative Expenses</b>	<b>\$ 45,067</b>	<b>\$ 42,324</b>	<b>\$ 42,889</b>	<b>\$ 130,280</b>
Telephone	4,000	5,500	5,500	15,000
Computer Operations	5,000	925	925	6,850
<b>Total</b>	<b>\$ 54,067</b>	<b>\$ 48,749</b>	<b>\$ 49,314</b>	<b>\$ 152,130</b>

## 2016 Appropriations Schedule

Wildwood Housing Authority  
For the Period April 1, 2017 to March 31, 2018

	<i>Current Year Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 109,045	\$ -	\$ -	\$ -	\$ 109,045
Fringe Benefits	86,736	-	-	-	86,736
Legal	63,000	-	-	-	63,000
Staff Training	17,300	-	-	-	17,300
Travel	8,000	-	-	-	8,000
Accounting Fees	36,000	-	-	-	36,000
Auditing Fees	10,000	-	-	-	10,000
Miscellaneous Administration*	163,780	-	-	-	163,780
Total Administration	493,861	-	-	-	493,861
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	-	-	-	-	-
Salary & Wages - Maintenance & Operation	119,658	-	-	-	119,658
Salary & Wages - Protective Services	32,920	-	-	-	32,920
Salary & Wages - Utility Labor	-	-	-	-	-
Fringe Benefits	52,213	-	-	-	52,213
Tenant Services	7,000	-	-	116,125	123,125
Utilities	309,750	-	-	-	309,750
Maintenance & Operation	185,601	-	-	-	185,601
Protective Services	5,000	-	-	-	5,000
Insurance	92,300	-	-	-	92,300
Payment in Lieu of Taxes (PILOT)	25,936	-	-	-	25,936
Terminal Leave Payments	-	-	-	-	-
Collection Losses	3,000	-	-	-	3,000
Other General Expense	-	-	-	-	-
Rents	-	-	-	-	-
Extraordinary Maintenance	-	-	-	-	-
Replacement of Non-Expendible Equipment	-	-	-	-	-
Property Betterment/Additions	-	-	-	-	-
Miscellaneous COPS*	-	-	-	-	-
Total Cost of Providing Services	833,378	-	-	116,125	949,503
Net Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-
Total Operating Appropriations	1,327,239	-	-	116,125	1,443,364
<b>NON-OPERATING APPROPRIATIONS</b>					
Net Interest Payments on Debt	-	-	-	-	-
Operations & Maintenance Reserve	-	-	-	-	-
Renewal & Replacement Reserve	-	-	-	-	-
Municipality/County Appropriation	-	-	-	-	-
Other Reserves	-	-	-	-	-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	1,327,239	-	-	116,125	1,443,364
<b>ACCUMULATED DEFICIT</b>	-	-	-	-	-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	1,327,239	-	-	116,125	1,443,364
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other	-	-	-	-	-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 1,327,239	\$ -	\$ -	\$ 116,125	\$ 1,443,364

\* 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	\$ 66,361.95	\$ -	\$ -	\$ 5,806.25	\$ 72,168.20
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# 5 Year Debt Service Schedule - Principal

Wildwood Housing Authority

	Current Year (2014)	Fiscal Year Beginning in							Total Principal Outstanding
		2015	2016	2017	2018	2019	2020	Thereafter	
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	N/A	N/A	N/A



# 5 Year Debt Service Schedule - Interest

Withwood Housing Authority

*Fiscal Year Beginning in*

	2015	2016	2017	2018	2019	2020	Thereafter	Total Interest Payments Outstanding
NONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INTEREST	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# 2016 Net Position Reconciliation

Wildwood Housing Authority

For the Period April 1, 2017

to March 31, 2018

	<i>Proposed Budget</i>
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	<b>Total All Operations</b>
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 2,051,420
Less: Restricted for Debt Service Reserve (1)	1,691,842
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	359,578
Less: Designated for Non-Operating Improvements & Repairs	-
Less: Designated for Rate Stabilization	-
Less: Other Designated by Resolution	-
Plus: Accrued Unfunded Pension Liability (1)	807,205
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	230,987
Plus: Estimated Income (Loss) on Current Year Operations (2)	6,271
Plus: Other Adjustments (attach schedule)	-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>1,404,041</b>
Unrestricted Net Position Utilized to Balance Proposed Budget	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-
Appropriation to Municipality/County (3)	-
Total Unrestricted Net Position Utilized in Proposed Budget	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	<b>\$ 1,404,041</b>

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 68,569

(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  
WILDWOOD  
HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

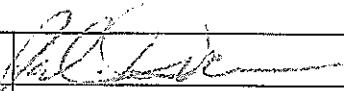
## Wildwood Housing Authority

FISCAL YEAR: FROM: April 1, 2017 TO: March 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 Wildwood Housing Authority, on the 22nd day of February, 2017.

OR

It is hereby certified that the governing body of the Wildwood 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:	Paul Dice		
Title:	Executive Director		
Address:	3700 New Jersey Avenue Wildwood, NJ 08260		
Phone Number:	609-729-0220 x 3115	Fax Number:	609-729-4168
E-mail address	pdice@wildwoodhousing.org		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## Wildwood Housing Authority

Fiscal Year From April 1, 2017 to March 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? *Yes – reviewed and approved by municipal government and residents of the developments affected.*
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. The capital projects have been developed in conjunction with the Authority's Capital Fund Program, a comprehensive program considering the capital needs of all its projects.*
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment? *In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.*
4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives. *N/A*
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.  
*As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. All planned capital projects are funded by HUD's capital fund program and will not be affected by fluctuations in rental income. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.*
6. Have the projects been reviewed and approved by HUD? *Yes, all capital fund budgets have been approved by HUD.*

*Add additional sheets if necessary.*

# 2017 Proposed Capital Budget

Wildwood Housing Authority  
 For the Period April 1, 2017 to March 31, 2018

	Estimated Total Cost	Funding Sources			
		Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Elevator Upgrades	\$ 100,000			\$ 100,000	
Building Exterior Upgrades	50,000			50,000	
	-				
	-				
	-				
	-				
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 150,000</b>	<b>- \$</b>	<b>- \$</b>	<b>150,000 \$</b>	<b>-</b>

*Enter brief description of up to seven projects above. For more than seven budgeted projects, please attach additional schedules. Input total amount of all projects on single line and enter "See Attached Schedule" instead of project description.*

# 5 Year Capital Improvement Plan

Wildwood Housing Authority

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

	Estimated Total Cost	Fiscal Year Beginning in				
		2016	2017	2018	2019	2020
Elevator Upgrades	\$ 100,000	100,000 \$	-	-	-	-
Building Exterior Upgrades	50,000	50,000	-	-	-	-
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ 150,000</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

Wildwood Housing Authority

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

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
Elevator Upgrades	\$ 100,000				\$ 100,000
Building Exterior Upgrades	50,000				50,000
	-				
	-				
	-				
	-				
	-				
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>150,000 \$</b>
Total 5 Year Plan per CB-4	\$ 150,000				-
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.