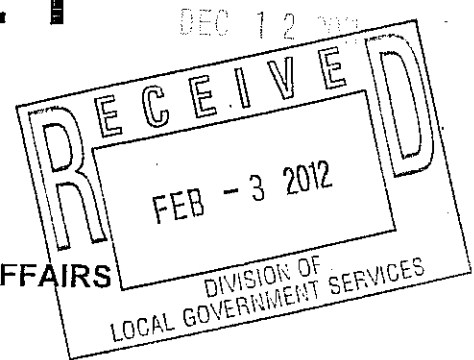


2012

TOWN OF  
DOVER HOUSING  
AUTHORITY  
BUDGET

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS



DIVISION of LOCAL GOVERNMENT SERVICES

2012  
TOWN OF DOVER HOUSING AUTHORITY

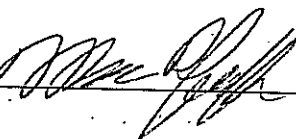
FISCAL YEAR PERIOD October 1, 2011 TO September 30, 2012

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:SA-II.

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

By 

Date 12/27/11

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. 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 03/20/2012

DEC 7 2 011

# PREPARER'S CERTIFICATION

of the

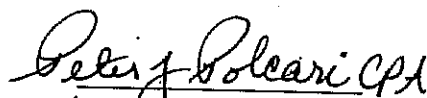
2012

## TOWN OF DOVER HOUSING AUTHORITY

FISCAL YEAR PERIOD Oct. 1, 2011 TO Sept. 30, 2012

It is hereby certified that the Housing Authority Budget annexed hereto represents 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, and the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all amounts and totals are correct, provides reasonable assurance that all assertions contained herein are accurate and all supplemental schedules are completed and attached.

  
(preparer's signature)

PETER J. POLCARI, CPA  
(name)

FEE ACCOUNTANT  
(title)

216 Sollas Court  
(address)

Ridgewood, New Jersey 07450  
(address)

(201)650-0618 / (973) 831-6972  
(phone number) (fax number)

# APPROVAL CERTIFICATION

of the

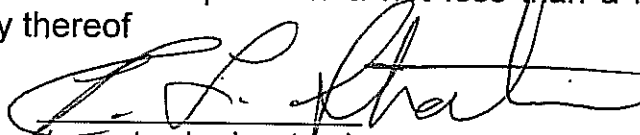
2012

## HOUSING AUTHORITY OF THE TOWN OF DOVER BUDGET

FISCAL YEAR PERIOD Oct. 1, 2011 TO Sep. 31, 2012

It is hereby certified that the Housing Authority Budget, including supplemental Schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by the Members of the Housing Authority of the Town of Dover, at an open public meeting, held pursuant to N.J.A.C. 5:31-23 on the 4th day of October, 2011.

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



(secretary's signature)

Roberta Strater  
(name)

Executive Director  
(title)

215 Blackwell Street  
(address)

Dover, New Jersey 07801  
(address)

(973) 361-9445 / (973) 361- 6204  
(phone number) (fax number)

RESOLUTION 2011-10-17  
2012

TOWN OF DOVER HOUSING AUTHORITY  
BUDGET RESOLUTION

FISCAL YEAR PERIOD OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority for the fiscal year period beginning October 1, 2011 and ending September 30, 2012 has been presented before the Members of the Housing Authority at its meeting of October 4, 2011; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of 2,742,087 Total appropriations, including any Accumulated Deficit if any, of \$ 2,805,967 and Total Fund Balance decrease of \$63,880 and;

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$150,991 Fund Balance planned to be utilized as funding thereof, of \$-0- and;

WHEREAS, the schedule of rates, 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

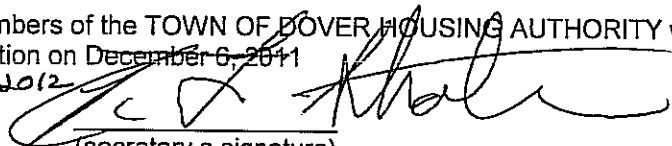
WHEREAS, the Capital Budget/Program, pursuant to NJAC 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section 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 Members of the Town of Dover Housing Authority, at a meeting held on October 4, 2011 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/ Program of the Housing Authority of the TOWN OF DOVER for the fiscal year period beginning Oct. 1, 2011 and ending Sept. 30, 2012 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 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 members of the TOWN OF DOVER HOUSING AUTHORITY will consider the Annual Budget and Capital Budget for adoption on December 6, 2011

*January 3, 2012*



(secretary's signature)

October 4, 2011  
(date)

Member Recorded Vote Aye Nay Abstain Absent

Chairman Rich	X			
Vice-Chairman Inglis				X
Commissioner Ramirez	X			
Commissioner Bentrovato				X
Commissioner Mullin	X			
Commissioner Picciallo				X
Commissioner Toohey	X			

# TOWN OF DOVER HOUSING AUTHORITY

FISCAL YEAR FROM OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

## BUDGET MESSAGE

1. Complete a brief statement on the 2011 proposed Annual Budget and make comparison to the prior year's budget. Explain significant increases or decreases, if any.

Annual revenues per the approved operating budget are adequate to meet normal budgeted operating expenses. The authority, however, is also budgeting to use a portion of its operating reserves in order to replace the generator and solar panels at an estimated cost \$150,000. Increases in normal operating expenses as compared to the adopted budget are primarily minor increases based on inflation.

2. Complete a brief statement on the impact the proposed Annual Budget will have on rents and other fees and on the general purpose financial statements. Explain significant increases or decreases, if any.

Operating fund balances are expected to decrease by approx. \$63,880 as a result of the proposed budget

3. Describe the state of the local/regional economy and how it may impact the Annual Budget, including the planned Capital Budget/Program.

The local and regional economy is stable. The economy does not have a significant impact on the proposed annual budget.

4. Describe the reasons for utilizing Fund Balance in the proposed Annual Budget, is rate stabilization, debt service reduction, to balance the budget, etc.

Fund balance will decrease as noted above.

5. If the proposed Annual Budget contains an Accumulated Fund Balance Deficit either existing or anticipated, pursuant to N.J.S.A. 40A:5A-12, then an explanation as to reasons for occurrence must be disclosed.

N/A

TOWN OF DOVER HOUSING AUTHORITY  
 FISCAL YEAR ENDING SEPTEMBER 30, 2012

FISCAL PERIOD 10/1/11 - 9/30/12

ANTICIPATED REVENUES

OPERATING REVENUES	CROSS REF.	PROPOSED BUDGET	CURRENT YEAR'S ADOPTED BUDGET
TOTAL RENTAL FEES	* A-1 *	\$ 2,736,667	\$ 2,752,192
TOTAL OTHER OPERATING REVENUES	* A-2 *	-	0
	* *	-	0
	* *	-	0
	* *	-	0
TOTAL OPERATING REVENUES	* R-1 *	<u>\$ 2,736,667</u>	<u>\$ 2,752,192</u>

NON-OPERATING REVENUES

NON-OPERATING REVENUES	CROSS REF.	PROPOSED BUDGET	CURRENT YEAR'S ADOPTED BUDGET
TOTAL GRANTS & ENTITLEMENTS	* A-3 *	-	-
TOTAL LOCAL SUBSIDIES & DONATIONS	* A-4 *	-	0
TOTAL INTEREST ON INVESTMENTS	* A-5 *	\$ 5,420	5,100
TOTAL OTHER NON-OPERATING REVENUES	* A-6 *	-	-
TOTAL NON-OPERATING REVENUES	* R-2 *	<u>5,420</u>	<u>5,100</u>
TOTAL ANTICIPATED REVENUES (R-1 + R-2)	* R-3 *	<u>\$ 2,742,087</u>	<u>\$ 2,757,292</u>

2012

## HOUSING AUTHORITY ADOPTED BUDGET RESOLUTION

FISCAL YEAR PERIOD OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Dover Housing Authority for the fiscal year period beginning October 1, 2011 and ending September 30, 2012 has been presented for adoption before the Members of the Housing Authority at its meeting of December 6, 2011 and

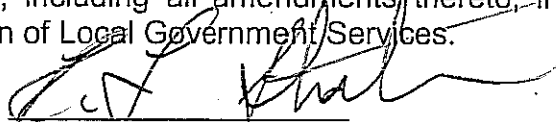
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$2,742,087 Appropriations of \$2,805,967 and Total Fund Balance decrease of \$63880 ; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$150,991 and Total Fund Balance planned to be utilized of \$-0- ; and

NOW, THEREFORE BE IT RESOLVED, by the Members of the Town of Dover Housing Authority, at a meeting that the Annual Budget and Capital Budget/Program of the Housing Authority for the fiscal year period beginning October 1, 2011 and ending September 30, 2012 is hereby adopted and shall constitute an appropriation 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)

January 3, 2012  
(date)

Recorded Vote Member	Aye	Nay	Abstain	Absent
Chairman Rich	X			
Vice-Chairman Inglis	X			X
Commissioner Ramirez	X			
Commissioner Donaghy				X
Commissioner Mullin	X			
Commissioner Toohey	X			
Commissioner Piciallo	X			



2012

HOUSING  
AUTHORITY TOWN  
OF DOVER

SUPPLEMENTAL  
SCHEDULES

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION of LOCAL GOVERNMENT SERVICES

TOWN OF DOVER HOUSING AUTHORITY  
 FISCAL YEAR ENDING SEPTEMBER 30, 2012  
 FISCAL PERIOD 10/1/11 - 9/30/12

OPERATING REVENUES			<u>ANTICIPATED REVENUES</u>			
<u>RENTAL FEES</u>	CROSS REF	<u>TOTAL</u>	PUBLIC HOUSING	SECT. 8 CERTS.	HOUSING VOUCHER	OTHER PROG.
HOMEBUYERS MONTHLY PAYMENTS	*	\$ -	-	-	-	-
DWELLING RENTAL	*	234,816	234,816	-	-	-
EXCESS UTILITIES	*	4,956	4,956	-	-	-
NONDWELLING RENTAL	*	-	-	-	-	-
HUD OPERATING SUBSIDY	*	166,690	166,690	-	-	-
OTHER INCOME	*	62,963	31,186	-	31,777	-
CERTIFICATE-ACC SECTION 8	*	-	-	-	-	-
VOUCHER-ACC HOUSING VOUCHER	*	2,014,560	-	-	2,014,560	-
ADMINISTRATIVE FEES	*	252,682	-	-	252,682	-
TOTAL RENTAL FEES	* A-1	<u>\$ 2,736,667</u>	<u>\$ 437,648</u>	<u>\$ -</u>	<u>\$ 2,299,019</u>	<u>\$ -</u>

<u>OTHER OPERATING REVENUES</u>			<u>TOTAL</u>	PUBLIC HOUSING	SECT. 8 CERTS.	HOUSING VOUCHER	OTHER PROG.
LIST IN DETAIL:							
FSS COORDINATOR GRANT	*	-	-	-	-	-	-
HARD TO HOUSE FEES	*	-	-	-	-	-	-
	*	-	-	-	-	-	-
	*	-	-	-	-	-	-
	*	-	-	-	-	-	-
	*	-	-	-	-	-	-
TOTAL OTHER OPERATING REVENUES	* A-2	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**TOWN OF DOVER HOUSING AUTHORITY**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2012**

**FISCAL PERIOD 10/1/11 - 9/30/12**

<u>GRANTS &amp; ENTITLEMENTS</u>			NON-OPERATING REVENUES				
			<u>TOTAL</u>	<u>PUBLIC HOUSING</u>	<u>SECT. 8 CERTS.</u>	<u>HOUSING VOUCHER</u>	<u>OTHER PROG.</u>
LIST IN DETAIL:							
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
<b>TOTAL GRANTS &amp; ENTITLEMENTS</b>	*	A-3 *	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

<u>LOCAL SUBSIDIES &amp; DONATIONS</u>							
			<u>TOTAL</u>	<u>PUBLIC HOUSING</u>	<u>SECT. 8 CERTS.</u>	<u>HOUSING VOUCHER</u>	<u>OTHER PROG.</u>
LIST IN DETAIL:							
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
	*	*	-	-	-	-	-
<b>TOTAL SUBSIDIES &amp; DONATIONS</b>	*	A-4 *	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

TOWN OF DOVER HOUSING AUTHORITY

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FISCAL PERIOD 10/1/11 - 9/30/12

NON-OPERATING REVENUES

<u>INTEREST ON INVESTMENTS AND DEPOSITS</u>	CROSS REF	TOTAL	PUBLIC HOUSING	SECT. 8 CERTS.	HOUSING VOUCHER	OTHER PROG.
INVESTMENTS	*	5,420	5,420	-	-	-
SECURITY DEPOSITS	*	-	-	-	-	-
PENALTIES	*	-	-	-	-	-
OTHER INVESTMENTS	*	-	-	-	-	-
	*	-	-	-	-	-
TOTAL INTEREST ON INVESTMENTS & DEPOSITS	* A-5	<u>5,420</u>	<u>5,420</u>	<u>-</u>	<u>-</u>	<u>-</u>

OTHER NON-OPERATING REVENUES

LIST IN DETAIL:		TOTAL	PUBLIC HOUSING	SECT. 8 CERTS.	HOUSING VOUCHER	OTHER PROG.
Other Income	*	-	-	-	-	-
	*	-	-	-	-	-
	*	-	-	-	-	-
	*	-	-	-	-	-
	*	-	-	-	-	-
	*	-	-	-	-	-
TOTAL OTHER NON-OPERATING REVENUES	* A-6	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

TOWN OF DOVER HOUSING AUTHORITY

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FISCAL PERIOD 10/1/11 - 9/30/12

OPERATING EXPENSES

ADMINISTRATION	CROSS REF	TOTAL	OPERATING EXPENSES			
			PUBLIC HOUSING	SECT. 8 CERTS.	HOUSING VOUCHER	OTHER PROG.
Salaries & Wages	* B-1	\$ 95,033	\$ 55,510	\$ -	\$ 39,523	\$ -
Fringe Benefits	* B-2	95,994	52,797	-	43,197	-
Other Administrative	* B-3	197,987	62,638	-	135,350	-
<b>TOTAL ADMINISTRATION</b>	<b>* E-1</b>	<b>\$ 389,014</b>	<b>\$ 170,944</b>	<b>\$ -</b>	<b>\$ 218,070</b>	<b>\$ -</b>
COST OF PROVIDING SERVICES	CROSS REF	TOTAL	PUBLIC HOUSING	SECT. 8 CERTS.	HOUSING VOUCHER	OTHER PROG.
Salaries & Wages						
Tenant Services	* *	12,680	-	-	\$ 12,680	-
Maintenance & Operation	* *	8,019	8,019	-	-	-
Protective Services	* *	-	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>* B-4</b>	<b>20,699</b>	<b>8,019</b>	<b>-</b>	<b>12,680</b>	<b>-</b>
Fringe Benefits	* B-5	-	-	-	-	-
Other Costs						
Tenant Services	* *	5,000	5,000	-	-	-
Utilities	* *	133,830	133,830	-	-	-
Maintenance & Operation						
Materials & Contract Cost	* *	64,330	64,330	-	-	-
Protective Services						
Materials & Contract Cost	* *	2,000	2,000	-	-	-
Insurance	* *	28,740	28,740	-	-	-
P.I.L.O.T	* *	10,594	10,594	-	-	-
Terminal Leave Payments	* *	1,000	1,000	-	-	-
Collection Losses	* *	-	-	-	-	-
Other General Expense	* *	-	-	-	-	-
Rents	* *	-	-	-	-	-
Extraordinary Maintenance	* *	136,200	136,200	-	-	-
Replace. of Non-Expendible Equip.	* *	-	-	-	-	-
Property Betterment/Additions	* *	-	-	-	-	-
Other Costs	* *	-	-	-	-	-
<b>Total Other Costs</b>	<b>* B-6</b>	<b>381,694</b>	<b>381,694</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Housing Assistance Payments</b>	<b>* B-7</b>	<b>2,014,560</b>	<b>-</b>	<b>-</b>	<b>2,014,560</b>	<b>-</b>
<b>TOTAL COST OF PROVIDING SERVICES</b>	<b>E-2</b>	<b>\$ 2,416,953</b>	<b>\$ 389,713</b>	<b>\$ -</b>	<b>\$ 2,027,240</b>	<b>\$ -</b>

TOWN OF DOVER HOUSING AUTHORITY

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FISCAL PERIOD 10/1/11 - 9/30/12

PROPOSED YEARS DEBT SERVICE REQUIREMENTS

PRINCIPAL PAYMENTS

		CROSS REF.		PROPOSED BUDGET		CURRENT YEAR'S ADOPTED BUDGET
AUTHORITY BONDS	*	P-1	*	10,000.00	*	10,000.00
AUTHORITY NOTES	*	P-2	*	-	*	-
CAPITAL LEASES	*	P-3	*	-	*	-
INTERGOVERNMENTAL LOANS	*	P-4	*	-	*	-
OTHER BONDS OR NOTES	*	P-5	*	-	*	-
TOTAL PRINCIPAL DEBT PAYMENTS	*		*	<u>10,000.00</u>	*	<u>10,000.00</u>
LESS: HUD SUBSIDY	*	P-6	*	10,000.00	*	10,000.00
NET PRINCIPAL DEBT PAYMENTS	*	D-1	*	<u>-</u>	*	<u>-</u>

INTEREST PAYMENTS

		CROSS REF.		PROPOSED BUDGET		CURRENT YEAR'S ADOPTED BUDGET
AUTHORITY BONDS	*	I-1	*	9,715.00	*	10,100.00
AUTHORITY NOTES	*	I-2	*	-	*	-
CAPITAL LEASES	*	I-3	*	-	*	-
INTERGOVERNMENTAL LOANS	*	I-4	*	-	*	-
OTHER BONDS OR NOTES	*	I-5	*	-	*	-
TOTAL INTEREST DEBT PAYMENTS	*		*	<u>9,715.00</u>	*	<u>10,100.00</u>
LESS: HUD SUBSIDY	*	I-6	*	9,715.00	*	10,100.00
NET INTEREST DEBT PAYMENTS	*	D-2	*	<u>-</u>	*	<u>-</u>

**TOWN OF DOVER HOUSING AUTHORITY**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2012**

FISCAL PERIOD 10/1/11 - 9/30/12

5 YEAR DEBT SERVICE SCHEDULE

PRINCIPAL PAYMENTS

		2012	2013	2014	2015	2016
AUTHORITY BONDS						
	*	10000	10000	10000	10000	10000
	*	0	0	0	0	0
	*	0	0	0	0	0
TOTAL PAYMENTS	* P-1	10000	10000	10000	10000	10000
		-	-	-	-	-
AUTHORITY NOTES						
FFB	*	0	0	0	0	0
	*	0	0	0	0	0
	*	0	0	0	0	0
TOTAL PAYMENTS	* P-2	0	0	0	0	0
		-	-	-	-	-
AUTHORITY CAPITAL LEASES						
	*	0	0	0	0	0
	*	0	0	0	0	0
	*	0	0	0	0	0
TOTAL PAYMENTS	* P-3	0	0	0	0	0
		-	-	-	-	-
AUTHORITY INTERGOVERNMENTAL LOANS						
	*	0	0	0	0	0
	*	0	0	0	0	0
	*	0	0	0	0	0
TOTAL PAYMENTS	* P-4	0	0	0	0	0
		-	-	-	-	-
AUTHORITY OTHER BONDS OR NOTES						
	*	0	0	0	0	0
	*	0	0	0	0	0
	*	0	0	0	0	0
TOTAL PAYMENTS	* P-5	0	0	0	0	0
		-	-	-	-	-
TOTAL PRINCIPAL DEBT PAYMENTS	*	10000	10000	10000	10000	10000
Less: HUD Subsidy	*	10000	10000	10000	10000	10000
		-	-	-	-	-
NET PRINCIPAL DEBT PAYMENTS	* D-1	0	0	0	0	0

**TOWN OF DOVER HOUSING AUTHORITY**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2012**

**FISCAL PERIOD 10/1/11 - 9/30/12**

**5 YEAR DEBT SERVICE SCHEDULE**

**INTEREST PAYMENTS**

2012                      2013                      2014                      2015                      2016

**AUTHORITY BONDS**

**TOTAL PAYMENTS**

**AUTHORITY NOTES  
FFB**

**TOTAL PAYMENTS**

**AUTHORITY CAPITAL LEASES**

**TOTAL PAYMENTS**

**AUTHORITY INTERGOVERNMENTAL LOANS**

**TOTAL PAYMENTS**

**AUTHORITY OTHER BONDS OR NOTES**

**TOTAL PAYMENTS**

**TOTAL INTEREST  
DEBT PAYMENTS**

Less: HUD Subsidy

**NET INTEREST  
DEBT PAYMENTS**

*	*	9715	9315	8910	8495	8075			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	I-1	9715	9315	8910	8495	8075			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	I-2	0	0	0	0	0			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	I-3	0	0	0	0	0			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	I-4	0	0	0	0	0			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	*	0	0	0	0	0			
*	I-5	0	0	0	0	0			
*	*	9715	9315	8910	8495	8075			
*	*	9715	9315	8910	8495	8075			
*	D-2	0	0	0	0	0			



**TOWN OF DOVER HOUSING AUTHORITY**

**FISCAL YEAR ENDING SEPTEMBER 30, 2012**

**FISCAL PERIOD 10/1/11 - 9/30/12**

**UNRESERVED FUND BALANCE**

		<u>CROSS REF.</u>		<u>PROPOSED BUDGET</u>
(1) BEGINNING BALANCE OCTOBER 1, 2010	*	AUDIT	*	\$ 1,000,226
(2) UTILIZED IN CURRENT YEARS ADOPTED BUDGET	*		*	-
(3) PROPOSED BALANCE AVAILABLE	*		*	<u>1,000,226</u>
(4) ESTIMATED RESULTS OF CURRENT YEAR ADOPTED BUDGET*			*	(75,005)
(5) ESTIMATED AVAILABLE BALANCE	*		*	<u>936,346</u>
(6) ESTIMATED RESULTS OF PROPOSED BUDGET	*		*	(63,880)
(7) PROPOSED BALANCE AFTER UTILIZATION IN BUDGET	*		*	<u>\$ 872,466</u>

**RESTRICTED FUND BALANCE**

		<u>CROSS REF.</u>		<u>PROPOSED BUDGET</u>
(1) BEGINNING BALANCE APRIL 1, 2010	*	AUDIT	*	\$ 465,496
(2) UTILIZED IN CURRENT YEARS ADOPTED BUDGET	*		*	-
(3) PROPOSED BALANCE AVAILABLE	*		*	<u>465,496</u>
(4) ESTIMATED RESULTS OF OPERATION CURRENT BUDGET	*		*	-
(5) ESTIMATED AVAILABLE BALANCE	*		*	<u>465,496</u>
(6) RESULTS OF / (UTILIZED IN) PROPOSED BUDGET	*		*	-
(7) PROPOSED BALANCE AFTER UTILIZATION IN BUDGET	*		*	<u>\$ 465,496</u>

**OPERATING BUDGET**  
**US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**TOWN OF DOVER HOUSING AUTHORITY**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2012**  
**FISCAL PERIOD 10/1/11 - 9/30/12**

Line No.	Acct. No.	Description	TOTAL HOUSING AUTHORITY PROPOSED BUDGET	Public Housing Mangement Proposed Budget	Section 8 Proposed Budget	Housing Voucher Proposed Budget	Other Programs Proposed Budget
<b>Homebuyers Monthly Payments For</b>							
10	7710	Operating Expense	-	-	-	-	-
20	7712	Earned Home Payments	-	-	-	-	-
30	7714	Nonroutine Maintenance Reserve	-	-	-	-	-
40	Total	Break Even Amount	-	-	-	-	-
50	7716	Excess ( Deficit)	-	-	-	-	-
60	7790	Homebuyers Monthly Payments	-	-	-	-	-
<b>Operating Receipts</b>							
65	2210	Section 8/Voucher Payments	-	-	-	-	-
70	3110	Dwelling Rental	234,816	234,816	-	-	-
80	3120	Excess Utilities	4,956	4,956	-	-	-
90	3190	Nondwelling Rental	-	-	-	-	-
100	Total	Rental Income	239,772	239,772	-	-	-
110	3610	Interest Income	5,420	5,420	-	-	-
120	3690	Other Income	31,186	31,186	-	-	-
130	Total	Operating Income	276,378	276,378	-	-	-
<b>Operating Expenditures - Administration</b>							
140	4110	Administrative Salaries	95,033	55,510	-	39,523	-
150	4130	Legal	7,350	2,573	-	4,778	-
160	4140	Staff Training	2,750	1,375	-	1,375	-
170	4150	Travel	3,100	1,550	-	1,550	-
180	4170	Accounting Fees	28,320	14,160	-	14,160	-
190	4171	Auditing Fees	9,980	4,990	-	4,990	-
200	4190	Other Admin. Expenses	146,487	37,990	-	108,497	-
210	Total	Administrative Expense	293,020	118,147	-	174,873	-
<b>Tenant Services</b>							
220	4210	Salaries	12,680	-	-	12,680	-
230	4220	Recreation, Public. & Other	5,000	5,000	-	-	-
240	4230	Contract Cost	-	-	-	-	-
250	Total	Tenant Service Expense	17,680	5,000	-	12,680	-
<b>Utilities</b>							
260	4310	Water	11,830	11,830	-	-	-
270	4320	Electricity	122,000	122,000	-	-	-
280	4330	Gas	-	-	-	-	-
290	4340	Fuel Oil	-	-	-	-	-
300	4350	Labor	-	-	-	-	-
310	4390	Other	-	-	-	-	-
320	Total	Utilities Expense	133,830	133,830	-	-	-

**OPERATING BUDGET**  
**US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**TOWN OF DOVER HOUSING AUTHORITY**  
**FISCAL YEAR ENDING SEPTEMBER 30, 2012**  
**FISCAL PERIOD 10/1/11 - 9/30/12**

Line No.	Acct. No.	Description	TOTAL HOUSING AUTHORITY PROPOSED BUDGET	Public Housing Mangement Proposed Budget	Section 8 Proposed Budget	Housing Voucher Proposed Budget	Other Programs Proposed Budget
<b>Ordinary Maintenance &amp; Operations</b>							
330	4410	Labor	8,019	8,019	-	-	-
340	4420	Materials	7,900	7,900	-	-	-
350	4430	Contract Cost	56,430	56,430	-	-	-
360	<b>Total</b>	<b>Ordinary Maint &amp; Oper. Expense</b>	<b>72,349</b>	<b>72,349</b>	-	-	-
<b>Protective Services</b>							
370	4460	Labor	-	-	-	-	-
380	4470	Materials	-	-	-	-	-
390	4480	Contract Cost	2,000	2,000	-	-	-
400	<b>Total</b>	<b>Protective Services Expense</b>	<b>2,000</b>	<b>2,000</b>	-	-	-
<b>General Expense</b>							
410	4510	Insurance	28,740	28,740	-	-	-
420	4520	Payment in Lieu of Taxes	10,594	10,594	-	-	-
430	4530	Terminal Leave Payments	1,000	1,000	-	-	-
440	4540	Employee Benefits	95,994	52,797	-	43,197	-
450	4570	Collection Losses	-	-	-	-	-
460	4590	Other General Expense	-	-	-	-	-
470	<b>Total</b>	<b>General Expense</b>	<b>136,328</b>	<b>93,131</b>	-	<b>43,197</b>	-
480	<b>Total</b>	<b>Sum of Routine Expenses</b>	<b>655,207</b>	<b>424,457</b>	-	<b>230,750</b>	-
<b>Rent for Leased Dwellings</b>							
490	4710	Rents to Owners	-	-	-	-	-
495	4715	Section 8/Housing Voucher Payments	2,014,560	-	-	2,014,560	-
500	<b>Total</b>	<b>Operating Expense (sum 480 + 490)</b>	<b>2,669,767</b>	<b>424,457</b>	-	<b>2,245,310</b>	-
<b>Nonroutine Expenditures</b>							
510	4610	Extraordinary Maintenance	136,200	136,200	-	-	-
520	7520	Replacement of Nonexpendable Equip.	-	-	-	-	-
530	7540	Property Betterment & Additions	-	-	-	-	-
540	<b>Total</b>	<b>Nonroutine Expenditures</b>	<b>136,200</b>	<b>136,200</b>	-	-	-
550	<b>Total</b>	<b>Operating Expenditures (500+540)</b>	<b>2,805,967</b>	<b>560,657</b>	-	<b>2,245,310</b>	-
<b>Prior Period Adjustments</b>							
560	6010	Prior Period Adjustments	-	-	-	-	-
<b>Other Expenditures</b>							
570		Deficiency	-	-	-	-	-
580	<b>Total</b>	<b>Operating Expenditures</b>	<b>2,805,967</b>	<b>560,657</b>	-	<b>2,245,310</b>	-
590		Residual Receipts	(2,529,589)	(284,279)	-	(2,245,310)	-
<b>HUD Contributions</b>							
600	8010	Basic Annual Contribution	2,299,019	-	-	2,299,019	-
610	8011	Prior Year Adjustment	-	-	-	-	-
620	<b>Total</b>	<b>Basic Annual Contribution</b>	<b>2,299,019</b>	-	-	<b>2,299,019</b>	-
630	8020	Contribution Earned	164,690	164,690	-	-	-
640		Mandatory	-	-	-	-	-
650		Other	2,000	2,000	-	-	-
660		Other	-	-	-	-	-
670		Total Year End Adjustments	2,000	-	-	-	-
680	8020	<b>Total Operating Subsidy - Current</b>	<b>166,690</b>	<b>166,690</b>	-	-	-
690	<b>Total</b>	<b>HUD Contributions</b>	<b>2,465,709</b>	<b>166,690</b>	-	<b>2,299,019</b>	-
700		Residual Receipts	(63,800)	(117,800)	-	33,700	-

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 HOUSING VOUCHER ASSISTANCE PAYMENTS  
 SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
 FISCAL YEAR ENDING SEPTEMBER 30, 2012

FISCAL PERIOD 10/1/11 - 9/30/12

TOWN OF DOVER HOUSING AUTHORITY

PROJECT NO. NJ68-VO 32

NO. OF DWELLING UNITS 248  
 NO. OF UNIT MONTHS 2,976

PART I ESTIMATE	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
6	0BR	5	883	390.00	500.00	60.00	30,000.00	
7	1BR	157	1,079	485.00	598.00	1,884.00	1,126,632.00	
8	2BR	58	1,233	495.00	745.00	696.00	518,520.00	
9	3BR	26	1,476	500.00	1,000.00	312.00	312,000.00	
10	4BR	2	1,632	510.00	1,125.00	24.00	27,000.00	
11	INT FOR HUD FUNDING						408.00	
12								
13								
14								
15	TOTAL						2,014,560.00	

SUBTOTAL 2,014,560.00

VACANCY FACTOR 0

PART II ADMIN FEE	UAR #	HUD %	PRODUCT	%	ADMIN FEE
	(a)	(b)	(c)	(d)	(e)
16	AS PER HUD FUNDING	SCHEDULE	(CURRENT)		252,682.00
17					
18	TOTAL 252,682.00				

PART III HARD TO HOUSE FEE	# OF FAMILIES	FEE PER FAMILY
19	0	0

PART IV ADMINISTRATIVE EXPENSES	PHA ESTIMATES (a)	HUD MODIFICATIONS (b)
20 SALARIES	-	-
21 EMPL. BEN.	-	-
22 LEGAL	-	-
23 TRAVEL	-	-
24 SUNDRY	-	-
25 OFFICE RENT	-	-
26 ACCT. FEE	-	-
27 TOTAL ADMIN. EXPENSES	-	-
NON-EXPENDABLE EQUIPMENT EXPENSES		
28 OFFICE EQUIPMENT	-	-
29 OFFICE FURNISHINGS	-	-
30 AUTOMOTIVE	-	-
31 OTHER	-	-
32 TOTAL NON-EXPENDABLE EQUIPMENT	-	-
GENERAL EXPENSES		
33 MAJNT. & OPER.	-	-
34 INSURANCE	-	-
35 SUNDRY	-	-
36 TOTAL GENERAL EXPENSE	-	-
TOTAL PRELIMIANRY EXPENSES		
37 SUM OF LINES 27,32,AND 36	-	-

HOUSING VOUCHER ASSISTANCE PAYMENTS  
SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
TOWN OF DOVER HOUSING AUTHORITY

PROJECT NO.

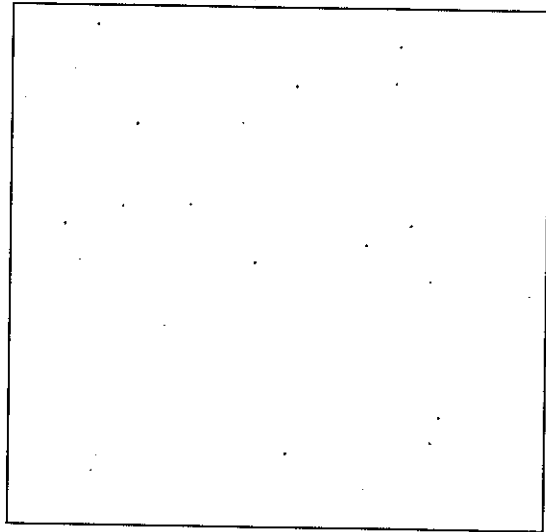
NJ68-VO 32

NO. OF DWELLING UNITS  
NO. OF UNIT MONTHS

248  
2976

11 MAXIMUM ANNUAL CONTRIBUTIONS COMMITMENT	2,014,560.
12 PRORATA MAXIMUM ANNUAL CONTRIBUTION	-
13 FISCAL YEAR TOTAL	<u>2,014,560</u>
14 PROJECT ACCOUNT BALANCE	-
15 TOTAL ANNUAL CONTRIBUTIONS	<u><u>2,014,560</u></u>

NJ 068 VO 00032 RENEWAL



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 HOUSING VOUCHER ASSISTANCE PAYMENTS  
 SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
 TOWN OF DOVER HOUSING AUTHORITY

PROJECT NUMBER:  
 NJ68-VO 32

NO. OF DWELLING UNITS	248
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NO. OF UNIT MONTHS	2,976
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16 ESTIMATE OF ANNUAL ASSISTANCE ( line 15 HUD 52672)		2,014,560
17 ESTIMATE ONGOING ADMINISTRATIVE FEE (line 18 HUD 52672)		252,682
18 ESTIMATE HARD TO HOUSE FEE (line 19 HUD 52672)		-
19 ESTIMATED INDEPENDENT PUBLIC ACCOUNTANT COSTS		-
20 ESTIMATED PRELIMINARY ADMIN. & GEN. EXPENSE (line 27 +36)	FSS COORDINATOR	31,777
21 CARRYOVER OF PRELIMINARY ADMINISTRATIVE EXPENSE		-
22 ESTIMATED NON-EXPENDABLE EQUIPMENT EXPENSE (line 22)		-
23 CARRYOVER OF NON-EXPENDABLE EXPENSE		-
24 TOTAL ANNUAL CONTRIBUTIONS REQUIRED		2,299,019
25 DEFICIT AT END OF CURRENT FISCAL YEAR		-
26 TOTAL ANNUAL CONTRIBUTIONS REQUIRED		2,299,019
27 ESTIMATED PROJECT ACCOUNT BALANCE (line 15 - line 26)		(284,459)
28 PROVISION FOR PROJECT ACCOUNT REQUESTED (line 27 - line 14)		(284,459)
ANNUAL CONTRIBUTIONS APPROVED		
29 TOTAL ANNUAL CONTRIBUTIONS APPROVED		2,014,560
SOURCE OF TOTAL CONTRIBUTIONS		
30a REQUESTED FISCAL YEAR MAXIMUM ANNUAL CONTRIBUTIONS		2,014,560
30b PROJECT ACCOUNT		

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 HOUSING VOUCHER ASSISTANCE PAYMENTS  
 SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
 TOWN OF DOVER HOUSING AUTHORITY

PROJECT NO.

ATTACHMENT I  
 NJ68-VO 32

NO. OF DWELLING UNITS 248  
 NO. OF UNIT MONTHS 2,976

	# UNITS LEASED	AVERAGE PAYMENT	EST. # OF UNITS	UNIT MTHS LEASED	AVERAGE PAYMENT	
	248	549	248		549	
12	PRELIMINARY ADMIN. & GEN. EXPENSE FSS COORDINATOR					31,777
13	ESTIMATED HOUSING ASSISTANCE PAYMENTS					2,014,560
14	ESTIMATED ONGOING ADMIN. FEE					252,682
15	ESTIMATED HARD TO HOUSE FEE					-
16	INDEPENDENT PUBLIC ACCT. FEE					-
17	TOTAL FUNDS REQUIRED					<u>2,299,019</u>
18	PAYMENTS PREVIOUSLY APPROVED					-
19	ADJUSTMENT TO REQUISITION					-
20	TOTAL PAYMENT REQUIREMENT					<u>2,299,019</u>
21	EQUAL INSTALLMENTS		UNEQUAL INSTALLMENTS			
22	INSTALLMENTS					

1	2	3	4	5	6
191,585.00	191,585.00	191,585.00	191,585.00	191,585.00	191,585.00
7	8	9	10	11	12
191,585.00	191,585.00	191,585.00	191,585.00	191,585.00	191,585.00
2,299,020.00					

23a TOTAL

2012

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TOWN OF  
DOVER HOUSING  
AUTHORITY

CAPITAL  
BUDGET/  
PROGRAM



# CERTIFICATION

of the

2012

## DOVER HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM


FISCAL YEAR PERIOD Oct. 1, 2011 TO Sept. 30, 2012

( X )

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget approved along with the Annual Budget by the Members of the Housing Authority on the 4th day of October, 2011.

OR

It is further certified that the Members 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(c) for the following reasons:



(secretary's signature)

Roberta Strater  
(name)

Executive Director  
(title)

(973) 361-9445 / (973) 361-6204  
(phone number) / (fax number)

CB-1

# TOWN OF DOVER HOUSING AUTHORITY CAPITAL BUDGET

FISCAL YEAR PERIOD October 1, 2011 TO September 30, 2012

## CAPITAL BUDGET / PROGRAM MESSAGE

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 spend 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 boards, governing body(ies) or other affected governmental entity (ies) of the jurisdiction(s) served by the 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.
- 3) Has the authority prepared a long term (10-20 years) infrastructure needs assessment?  
N/A
- 4) Are any of the capital projects/project financing being undertaken in a community which has a State Plan designated center? If so, please describe the relationship of the same to the centers 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 impact on current and future year s schedules. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.  
N/A - Rents will be unaffected since no apartments will have to be vacated in order to complete work.
- 6) Has project been reviewed and approved by HUD? Yes





