

Report On Audit

THE HOUSING AUTHORITY
TOWN OF DOVER

For the Year Ended
September 30, 2012

Housing Authority Town of Dover
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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Housing Authority Town of Dover
215 East Blackwell Street
Dover, New Jersey 07801

We have audited the Statement of Net Assets of Housing Authority Town of Dover, hereafter referred to as the Authority, for the fiscal year ended September 30, 2012, and 2011, and the related statement of revenue, expenses and changes in net assets and cash flows for the year's then ended, which collectively comprise Housing Authority Town of Dover's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards required that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes the examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respect, the financial position of Housing Authority Town of Dover, as of September 30, 2012, and 2011 and the changes in financial position and, where applicable, cash flows thereof for the year's then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 21, 2013, on our consideration of Housing Authority Town of Dover's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and budgetary comparison information on pages 3 through 14 and page 46 thru 47 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards accepted in the United States of America, which consisted of inquiries of management about the method of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Housing Authority Town of Dover. The accompanying Schedule of Federal Awards, as required by the Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, are presented for purpose of additional analysis and are not a required part of the financial statements. Lastly, the supplemental information on the accompanying Financial Data Schedule is presented for the purpose of additional analysis and is not a required part of the financial statements. The Schedule of Federal Awards and the Financial Data Schedule are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Hymanson, Parnes & Giampaolo

Date: January 21, 2013

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

As Management of the Housing Authority Town of Dover (the Authority), present the following discussion and analysis which is supplementary information required by the Governmental Accounting Standards Board (GASB), and is intended to provide an easily readable explanation of the information provided in the attached financial statements. Management Discussion and Analysis is designed to focus on the current year activities, resulting changes, and current known facts. It is by necessity highly summarized, and in order to gain a thorough understanding of the Authority's financial position, the financial statements and footnotes should be viewed in their entirety beginning on page 15 of this report. New standards issued by GASB have significantly changed the format of the financial statements. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements as presented elsewhere in this report.

FINANCIAL HIGHLIGHTS

Assets of the Authority's enterprise fund were \$2,015,906 greater than the liabilities, a decrease in the financial position of \$89,834 or a 4% percent decrease.

As noted above, the assets of the Authority exceeded its liabilities by \$2,015,906 as of September 30, 2012. Of this amount, the unrestricted net asset portion is \$1,005,792 representing a decrease of \$28,640 or 3% percent from the previous fiscal year. The investment in fixed assets increased \$18,411 or 3% percent for an ending balance of \$618,094. The restricted net assets decreased \$79,605 from the previous fiscal year. Additional information on the Authority's restricted and unrestricted net assets can be found in Note 21 and 22 to the financial statements, which is included in this report.

The Authority's cash, and cash equivalent at September 30, 2012 is \$1,387,571 representing a decrease of \$41,083 or 3% percent from the prior fiscal year. The full detail of this amount can be found in the Statement of Cash Flow on page 17 of this report.

The Authority's total assets are \$2,546,114 of which capital assets net book value is \$813,094, total non-current other assets at \$190,233, leaving total current assets at \$1,452,787. Total current assets decreased from the previous year by \$32,905 or 2% percent. Cash and cash equivalents decreased by \$41,083, accounts receivables decreased by \$5,769, and prepaid expenses increased by \$13,947. Total non-current other assets in the form of grant receivables and other assets decreased \$10,620 or 5% from the previous fiscal year.

The Authority's total liabilities are reported at \$440,208, of which noncurrent liabilities are stated at \$294,427. Total liabilities increased during the fiscal year as compared to the prior year in the amount of \$54,720 or 14% percent. Total current liabilities increased from the previous fiscal year by \$41,518 or 40% percent, leaving noncurrent liabilities for an increase of \$13,202 or 5% percent as compared to the prior fiscal year.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

FINANCIAL HIGHLIGHTS - CONTINUED

Total current liabilities increased from the previous fiscal year by \$41,518 or 40% percent. Accounts payables increased by \$41,448, accrued liabilities decreased by \$155, tenant security deposit payable increased by \$225, and the current portion of the Capital Project Bonds remained unchanged.

Total noncurrent liabilities increased by \$13,202 or 5% percent. The increase was made up of four accounts, noncurrent compensated absences with an ending balance of \$13,998, with no offsetting assets, increased \$419 from the prior fiscal year. Other noncurrent liabilities increased \$19,043 from the prior year, and accrued other post-employment benefits (OPEB) liabilities increased \$3,740. This was all offset by long-term capital bonds which decreased by \$10,000 for an ending balance of \$185,000. Additional information on the Authority's accrued other post-employment benefits (OPEB) liabilities at September 30, 2012 can be found in Note 20 to the financial statements, which is included in this report.

The Authority had total operating revenue of \$2,764,224 as compared to \$2,814,313 from the prior fiscal year for a decrease of \$50,089 or 2% percent. Total operating expenses of \$2,921,630 as compared to \$2,906,737 from the previous fiscal year increased \$14,893 or 1% percent, resulting in a loss from operations in the amount of \$157,406 for the current fiscal year as compared to a loss from operations of \$92,424 from the previous fiscal year for an increase in expenses over revenue of \$64,982 or 70% percent.

Total capital improvements contributions from HUD were in the amount of \$74,846 as compared to \$10,575 from the previous fiscal year for an increase of \$64,271 or 608% percent.

The Authority's Expenditures of Federal Awards amounted to \$2,525,697 for the fiscal year as compared to \$2,527,688 for the previous fiscal year.

USING THIS ANNUAL REPORT

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

1. Low Rent Public Housing
2. Housing Choice Vouchers
3. Public Housing Capital Fund Program

The Housing Authority's auditors provided assurance in their independent auditors' report with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

This discussion and analysis are intended to serve as an introduction to the Housing Authority's basic financial statements. The basic financial statements are prepared on an entity wide basis and consist of

- 1) Statement of Net Assets,
- 2) Statement of Revenue, Expenses and Net Assets,
- 3) Statement of Cash Flow, and
- 4) Notes to the Financial Statements.

The Authority's financial statements and notes to financial statements included in this Report were prepared in accordance with generally accepted accounting principles (GAAP) applicable to governmental entities in the United States of America for the Enterprise Fund types. The Authority activities are primarily supported by HUD subsidies and grants. The Authority's function is to provide decent, safe, and sanitary housing to low income and special needs populations. The financial statements can be found on pages 15 through 17.

Statement of Net Assets - This statement presents information on all of the Housing Authority's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial health of the Housing Authority is improving or deteriorating.

Statement of Revenue, Expenses, and Net Assets - This statement presents information showing how the Housing Authority's net assets increased or decreased during the current fiscal year. All changes in net assets are reported as soon as the underlying event-giving rise to the change occurs, regardless of when cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will result in cash inflows and cash outflows in future periods.

Statement of Cash Flow - This statement presents information showing the total cash receipts and cash disbursements of the Housing Authority during the current fiscal year. The statement reflects the net changes in cash resulting from operations plus any other cash requirements during the current year (i.e. capital additions, debt payments, prior period obligations, etc.). In addition, the statement reflects the receipt of cash that was obligated to the Housing Authority in prior periods and subsequently received during the current fiscal year (i.e. accounts receivable, notes receivable etc.).

Notes to the Financial Statements - Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided. These notes give greater understanding on the overall activity of the Housing Authority and how values are assigned to certain assets and liabilities and the longevity of these values. In addition, notes reflect the impact (if any) of any uncertainties the Housing Authority may face. The Notes to Financial Statements can be found in this Report beginning on page 18 through 44.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION – CONTINUED

In addition to the basic financial statements listed above, our report includes supplemental information. This information is to provide more detail on the Housing Authority's various programs and the required information mandated by regulatory bodies that fund the Housing Authority's various programs.

The Schedule of Expenditures of Federal Awards is presented for purpose of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-profit Organizations. The schedule of Expenditures of Federal Awards can be found on page 45 of this report.

The comparison of actual results to the Authority's adopted budget for the Low Income Public Housing Program found on page 46 the Section Eight Housing Choice Voucher Program on page 47.

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE)

The following summarizes the computation of Net Assets between September 30, 2012 and September 30, 2011.

Computations of Net Assets are as follows:

	<u>Year Ended</u>		Increase
	September-12	September-11	(Decrease)
Cash	\$ 1,387,571	\$ 1,428,654	\$ (41,083)
Other Current Assets	65,216	57,038	8,178
Capital Assets - Net	813,094	804,683	8,411
Other Assets	190,233	200,853	(10,620)
Total Assets	2,456,114	2,491,228	(35,114)
Less: Current Liabilities	(145,781)	(104,263)	(41,518)
Less: Non Current Liabilities	(294,427)	(281,225)	(13,202)
Net Assets	<u>\$ 2,015,906</u>	<u>\$ 2,105,740</u>	<u>\$ (89,834)</u>
Invested in Capital Assets	\$ 618,094	\$ 599,683	\$ 18,411
Restricted Net Assets	392,020	471,625	(79,605)
Unrestricted Net Assets	1,005,792	1,034,432	(28,640)
	<u>\$ 2,015,906</u>	<u>\$ 2,105,740</u>	<u>\$ (89,834)</u>

Cash decreased by \$41,083 or 3% percent. Net cash provided by operating activities was \$32,477, net cash used by capital and related financing activities was \$79,292, and net cash provided by investing activities was \$5,732. The full detail of this amount can be found in the Statement of Cash Flow on page 17 of this audit report.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) – CONTINUED

Accounts receivables net of allowances decreased \$5,769 mainly due to a decrease in a receivable from HUD for subsidy. Prepaid expenses increased \$13,947 mainly due to an increase in other prepaid expenses for the cost of the Tenmast Software.

Capital assets report an increase in the net book value of the capital assets in the amount of \$8,411 or 1% percent. The major factor that contributed to the increase was the recording of construction in progress in the amount of \$164,674 which was offset by depreciation expense in the amount of \$156,148. A full detail of capital outlays can be found in the Notes to the Financial Statements section Note – 10 Fixed Assets.

The Authority reported a decrease in other assets in the amount of \$10,620. The amount consists of two accounts, the future HUD funding on the capital grant program in the amount of \$180,808 decreased \$10,000, and the amortization of the underwriters cost for the financing of the capital leveraging program in the amount of \$9,425 decreased \$620. A full detail of these accounts can be found in the Notes to the Financial Statements section Note – 11 & 12.

Total current liabilities increased from the previous fiscal year by \$41,518 or 40% percent. Accounts payables increased by \$41,448, accrued liabilities decreased by \$155, tenant security deposit payable increased by \$225, and the current portion of the Capital Project Bonds remained unchanged.

Total noncurrent liabilities increased by \$13,202 or 5% percent. The increase was made up of four accounts, noncurrent compensated absences with an ending balance of \$13,998, with no offsetting assets, increase \$419 from the prior fiscal year, other noncurrent liabilities increased \$19,043 from the prior year, and accrued other post-employment benefits (OPEB) liabilities increased \$3,740. This was all offset by long-term capital bonds which decreased by \$10,000 for an ending balance of \$185,000.

By far the largest portion of the Authority's net assets, 50% percent reflects its Unrestricted Net Assets in the amount of \$1,005,792. The Housing Authority of the Town of Dover operating results for September 30, 2012 reported a decrease in Unrestricted Net Assets of \$28,640 or 3% percent. Additional information on the Authority's unrestricted net assets can be found in Note 22 to the financial statements, which is included in this report.

The restricted net assets balance of \$392,020 represents 19% of the Authority's Net Assets. The amount of \$198,676 represents the amount of cash that is restricted for the Housing Choice Voucher program. The remaining balance of \$193,344 represents restricted assets related to the New Jersey Pooled Leveraging Program the Authority participated in. Additional information on these funds can be found in Note 21 Restricted Net Assets.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED

The investment in capital assets represents 31% of the Authority Net Assets (e.g., land, buildings, vehicles, equipment, and construction in process); less any related debt used to acquire those assets that are still outstanding. The Authority uses these capital assets to provide housing services to the tenants; consequently, these assets are not available for future spending. The schedule below reflects the activity in this account for the current fiscal year.

Balance September 30, 2011	\$ 599,683
Acquisition in Fixed Assets	164,559
Depreciation Expense	(156,148)
Payment of Debt	10,000
Balance September 30, 2012	<u>\$ 618,094</u>

At the end of the current fiscal year, the Authority is able to report positive balances in all three categories of net assets. The same situation held true for the prior year.

The following summarizes the changes in Net Assets between September 30, 2012 and September 30, 2011.

Computation of Changes in Net Assets are as follows:

	<u>Year Ended</u>		<u>Increase</u>
	<u>September-12</u>	<u>September-11</u>	<u>(Decrease)</u>
<u>Revenues</u>			
Tenant Revenues	\$ 230,690	\$ 244,972	\$ (14,282)
HUD Operating Grants	2,450,851	2,517,113	(66,262)
Fraud Recovery	625	1,660	(1,035)
Other Revenues	82,058	50,568	31,490
Total Operating Income	<u>2,764,224</u>	<u>2,814,313</u>	<u>(50,089)</u>
<u>Expenses</u>			
Operating Expenses	2,765,481	2,745,773	19,708
Depreciation Expense	156,149	160,964	(4,815)
Total Operating Expenses	<u>2,921,630</u>	<u>2,906,737</u>	<u>14,893</u>
Operating Income (Loss)			
Before Capital Grants	(157,406)	(92,424)	(64,982)
Interest Income	5,507	7,924	(2,417)
Extraordinary Maintenance	(12,781)	(36,703)	23,922
HUD Capital Grants	<u>74,846</u>	<u>10,575</u>	<u>64,271</u>
Change in Net Assets	(89,834)	(110,628)	20,794
Net Assets Prior Year	2,105,740	2,216,368	(110,628)
Total Net Assets	<u>\$ 2,015,906</u>	<u>\$ 2,105,740</u>	<u>\$ (89,834)</u>

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED

Approximately 89% of the Authority's total revenue was provided by HUD operating subsidy, while 8% resulted from tenant revenue. Charges for various services, fraud recovery, and portability income for the HCV program provided 3% of the total income.

The Housing Authority of the Town of Dover received from the capital fund program \$74,846 in grant money an increase of \$64,271 or 608% percent from the prior fiscal year. Capital expenditures of \$64,271 were used towards replacement of kitchens.

The Authority operating expenses cover a range of expenses. The largest expense was for housing assistance payments representing 71% percent of total operating expenses. Administrative expenses accounted for 12% percent, tenant services accounted for 1% percent, utilities accounted for 4% percent, maintenance accounted for 2% percent, and other operating expenses, protective service expenses, and depreciation accounted for the remaining 10% percent of the total operating expenses.

The Authority operated at a loss in the amount of \$157,406 as compared to a loss in the prior year in the amount of \$92,424. The key elements of this increase in expenses are as follows:

- The Authority experienced an increase in Housing Assistance Payments in the amount of \$30,946, administrative expenses in the amount of \$53,475. These increases were offset by decreases in tenant services expenses in the amount of \$29,486 and in maintenance expenses in the amount of \$11,713.
- The Authority experienced a decrease in HUD operating grant revenue in the amount of \$66,262.

Total net cash provided by operating activities during the year was \$32,477 as compared to \$67,179 from the prior fiscal year. Full detail of this amount can be found on the Statement of Cash Flow on page 18 of this report.

Overall the Authority reported a decrease in Unrestricted Net Assets of \$28,640 or a decrease of 3% percent for an ending balance of \$1,005,792. Additional information on the Authority's unrestricted net assets can be found in Note 22 to the financial statements, which is included in this report.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

BUDGETARY HIGHLIGHTS

For the year ended September 30, 2012, individual program or grant budgets were prepared by the Authority and adopted by the Board of Commissioners. The budgets were primarily used as a management tool and have no legal stature. The budgets were prepared in accordance with the accounting procedures prescribed by the applicable funding agency.

The budget for the Low Rent Public Housing was adopted on the basis of accounting practices prescribed by the U.S. Department of Housing and Urban Development (HUD), which differ in some respects from generally accepted accounting principles. The full detail can be found in the Budget comparison to actual results for the Low Rent Public Housing Program on page 46 of this report.

The budget for the Housing Choice Voucher Program was adopted on the basis of accounting practices prescribed by the U.S. Department of Housing and Urban Development (HUD), which differ in some respects from generally accepted accounting principles. The Housing Choice Voucher program Housing Assistance Payments (HAP) funds were approved by the U.S. Department of Housing and Urban Development (HUD) on a basis consistent with the grant application covering HAP programs. The full detail can be found in the Budget comparison to actual results for the Housing Choice Voucher Program on page 47 of this report.

THE AUTHORITY AS A WHOLE

The Authority's revenues consist primarily of rents and subsidies and grants received from HUD. The Authority receives subsidies each month based on a pre-approved amount by HUD. Grants are drawn down based on need against a pre-authorized funding level. The Authority's operating revenues were not sufficient to cover all operating expenses.

The Authority's Unrestricted Net Assets appear sufficient to cover any foreseeable shortfall rising from a possible economic turndown and reduced subsidies and grants.

The second largest portion of the Authority's net assets reflects its investment in capital assets (e.g., land, buildings, equipment, and construction in progress). The Authority uses these capital assets to provide housing services to its tenants. Consequently, these assets are reported as "Investment in Capital Assets" and are not available for future spending. The unrestricted net assets of the Authority are available for future use to provide program services.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

FINANCIAL HIGHLIGHTS AND SIGNIFICANT ITEMS

The following is financial highlights of significant items for a four year period of time ending on September 30, 2012.

	September-12	September-11	September-10	September-09
Significant Income				
Total Tenant Revenue	\$ 230,690	\$ 244,972	\$ 249,724	\$ 249,117
HUD Operating Grants	2,450,851	2,517,113	1,876,598	2,445,944
HUD Capital Grants	74,846	10,575	167,701	29,209
Investment Income	5,507	7,924	7,958	9,051
Other Revenue	82,058	50,568	712,201	63,715
Total	<u>\$ 2,843,952</u>	<u>\$ 2,831,152</u>	<u>\$ 3,014,182</u>	<u>\$ 2,797,036</u>
Payroll Expense				
Administrative Salaries	\$ 93,792	\$ 92,791	\$ 61,482	\$ 65,002
Tenant Services Salaries	15,000	35,000	63,554	63,397
Maintenance Labor	8,447	7,982	7,794	7,505
Employee Benefits Expense	98,380	87,604	91,413	79,530
Total Payroll Expense	<u>\$ 215,619</u>	<u>\$ 223,377</u>	<u>\$ 224,243</u>	<u>\$ 215,434</u>
Other Significant Expenses				
Other Administrative Expenses	\$ 178,159	\$ 144,496	\$ 80,625	\$ 113,506
Utilities Expense	115,378	134,163	135,575	131,583
Maintenance Contract Cost	51,335	61,571	80,306	454,108
Insurance Premiums	27,048	27,366	28,037	29,068
Housing Assistance Payments	2,067,708	2,036,762	2,011,952	1,947,061
Total	<u>\$ 2,439,628</u>	<u>\$ 2,404,358</u>	<u>\$ 2,336,495</u>	<u>\$ 2,675,326</u>
Total Operating Expenses	<u>\$ 2,921,630</u>	<u>\$ 2,906,737</u>	<u>\$ 2,882,549</u>	<u>\$ 2,758,709</u>
Total of Federal Awards	<u>\$ 2,525,697</u>	<u>\$ 2,527,688</u>	<u>\$ 2,693,697</u>	<u>\$ 2,411,756</u>

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

THE HOUSING AUTHORITY TOWN OF DOVER'S PROGRAMS

Public Housing Program:

Under the Public Housing Program, the Authority rents units that it owns to low-income households. This program is operated under an Annual Contributions Contract (ACC) with HUD. HUD's rent subsidy program provides housing assistance to low income families so that they are able to lease "decent, safe, and sanitary" housing for specific eligible tenants. The rent paid by the tenant is a percentage of tenant gross income subject to a \$50 minimum; it cannot exceed the greater of the following amounts: (a) 30% of the family's adjusted monthly income, (b) 10% of the family's monthly income, or (c) the Housing Authority of the Town of Dover flat rent amount.

Housing Choice Voucher Program:

Under the Housing Choice Voucher Program, the Authority administers contracts with independent landlords to provide housing to Section 8 tenants. The Authority subsidizes the tenant's rent through Housing Assistance Payment made to the landlord. This program is also administered under an Annual Contributions Contract (ACC) with HUD. HUD provides annual contributions funding to enable the Authority to structure a lease that sets the participants' rent at approximately 30% of household income subject to certain restrictions.

Capital Fund Program:

The public Housing Capital Fund was established under the Quality Housing & Work Responsibility Act of 1998 (QHWRA). This fund is used for repairs, major replacements, upgrading and other non-routine maintenance work that needs to be done on the Authority's apartments and homes to keep them clean, safe and in good condition.

NEW INITIATIVES

The current administration of the Authority is determined to improve the financial results of the Authority's operations. The Authority has made steady progress in various phases of our operations, all the while maintaining a strong occupancy percentage in the public housing units and a high utilization rate in Housing Assistance Programs. Interactions with the residents are a constant reminder of the need of the services. Regardless of the constraints (financial or regulatory) placed on this Housing Authority, the Authority will continuously look for ways to better provide or expand housing and housing assistance to qualified residents of the Town of Dover all the while being mindful of our responsibility to be good stewards of the public's tax dollars.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of September 30, 2012, the Authority's investment in capital assets was \$813,094 (net of accumulated depreciation) reflected in the following schedule which represents an increase of \$8,411 from the previous year. This investment in capital assets includes land, buildings, equipment, and construction in progress.

Major capital expenditures of \$164,559 were made during the fiscal year. Major capital assets events during the fiscal year included the following:

- Solar Panels upgrades
- Kitchen Replacements
- New Hot Water Heaters

	September-12	September-11	Increase (Decrease)
Land	\$ 68,000	\$ 68,000	\$ -
Building	3,003,938	2,904,053	99,885
Furniture, Equipment - Dwelling	78,309	78,309	-
Furniture, Equipment - Administration	104,333	104,333	-
Construction in Process	64,674	-	64,674
Total Fixed Assets	3,319,254	3,154,695	164,559
Accumulated Depreciation	(2,506,160)	(2,350,012)	(156,148)
Net Book Value	\$ 813,094	\$ 804,683	\$ 8,411

Additional information on the Authority's capital assets can be found in Note 10 to the financial statements, which is included in this report.

2 - Long Term Debt

The Authority in 2007 participated in the New Jersey Pooled Leveraging Program. Through this financing of majority capital projects will be completed on an expedited basis. Restricted Cash relating to the bonded debt stood at \$210 at the end of the fiscal year, with Capital Project Bond payable of \$195,000 in outstanding debt. A full disclosure of loans payable at September 30, 2012 can be found in Note-18.

**HOUSING AUTHORITY TOWN OF DOVER
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT SEPTEMBER 30, 2012**

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Housing Authority Town of Dover is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by Federal budget than by local economic conditions. The need for Congress to fund the war on terrorism and other impending military activities, and the impact these activities may have on federal funds available for HUD subsidies and grants.

The capital budgets for the 2012 fiscal year have already been submitted to HUD for approval and no major changes are expected. The Capital fund programs are multiple year budgets and have remained relatively stable. Capital Funds are used for the modernization of public housing property including administrative fees involved in the modernization.

The following factors were considered in preparing the Authority's budget for the fiscal year ending September 30, 2013.

- State of New Jersey economy including the impact on tenant income. Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income. Tenant rental payments are based on tenant income.
- The need for Congress to fund the war on terrorism and other impending military activities, and the impact these activities may have on federal funds available for HUD subsidies and grants.
- Inflationary pressure on utility rates, supplies and other cost.
- Continued increases in health care insurance are expected to impact employee benefits cost over the next several years.
- Trends in the housing market which affect rental housing available for the Section 8 tenants, along with the amount of the rents charged by the private landlords, are expected to have a continued impact on Section 8 HAP payments.
- The Authority's Unrestricted Net Assets appear sufficient to cover any foreseeable shortfall rising from a possible economic turndown and reduced subsidies and grants.

CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Ms. Roberta Strater, Executive Director, Housing Authority Town of Dover, 215 East Blackwell Street, Dover, NJ 07801, or call (973) 361-9444.

HOUSING AUTHORITY TOWN OF DOVER
STATEMENT OF NET ASSETS
AS OF SEPTEMBER 30, 2012 AND 2011

	September 30,	
	2012	2011
Assets		
Current Assets:		
Cash and Cash Equivalents	\$ 1,387,571	\$ 1,428,654
Accounts Receivables, Net of Allowances	26,976	32,745
Prepaid Expenses	38,240	24,293
Total Current Assets	<u>1,452,787</u>	<u>1,485,692</u>
Noncurrent Assets:		
Capital Assets:		
Land	68,000	68,000
Building	3,003,938	2,904,053
Furniture, Equipment - Dwellings	78,309	78,309
Furniture, Equipment - Administration	104,333	104,333
Construction in Process	64,674	-
Total Capital Assets	<u>3,319,254</u>	<u>3,154,695</u>
Less: Accumulated Depreciation	<u>(2,506,160)</u>	<u>(2,350,012)</u>
Net Book Value	<u>813,094</u>	<u>804,683</u>
Other Assets		
Grants Receivable	180,808	190,808
Other Assets	9,425	10,045
Total Other Assets	<u>190,233</u>	<u>200,853</u>
 Total Assets	 <u><u>\$ 2,456,114</u></u>	 <u><u>\$ 2,491,228</u></u>
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable	\$ 110,179	\$ 68,731
Accrued Expenses	5,558	5,713
Tenant Security Deposit Payable	20,044	19,819
Long Term Debt - Current	10,000	10,000
Total Current Liabilities	<u>145,781</u>	<u>104,263</u>
Noncurrent Liabilities:		
Long Term Debt - Non Current	185,000	195,000
Accrued Compensated Absences - Long-Term	13,998	13,579
Noncurrent Liabilities - Other	87,949	68,906
Other Post-Employment Benefits (OPEB) Liabilities	7,480	3,740
Total Noncurrent Liabilities	<u>294,427</u>	<u>281,225</u>
 Total Liabilities	 <u>440,208</u>	 <u>385,488</u>
Net Assets:		
Investment in Capital Assets, Net of Related Debt	618,094	599,683
Restricted Net Assets	392,020	471,625
Unrestricted Net Assets	1,005,792	1,034,432
Total Net Assets	<u>2,015,906</u>	<u>2,105,740</u>
 Total of Liabilities and Net Assets	 <u><u>\$ 2,456,114</u></u>	 <u><u>\$ 2,491,228</u></u>

See accompanying notes to the financial statements.

HOUSING AUTHORITY TOWN OF DOVER
STATEMENT OF REVENUE, EXPENSES AND
CHANGES IN NET ASSETS
FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2012 AND 2011

	September 30,	
	2012	2011
Revenue:		
Tenant Rental Revenue	\$ 230,690	\$ 244,972
HUD PHA Operating Grants	2,450,851	2,517,113
Fraud Recovery	625	1,660
Other Revenue	82,058	50,568
Total Revenue	<u>2,764,224</u>	<u>2,814,313</u>
Operating Expenses:		
Administrative Expenses	350,541	297,066
Tenant Services	29,983	59,469
Utilities Expense	115,378	134,163
Maintenance Expense	69,824	81,537
Protective Services	4,855	1,530
Other Operating Expenses	127,192	135,246
Housing Assistance Payments	2,067,708	2,036,762
Depreciation Expense	156,149	160,964
Total Operating Expenses	<u>2,921,630</u>	<u>2,906,737</u>
Excess Revenue Over Expenses From Operations	<u>(157,406)</u>	<u>(92,424)</u>
Nonoperating Revenue (Expenses)		
Investment Income	5,507	7,924
Extraordinary Maintenance	(12,781)	(36,703)
Total Nonoperating Revenue (Expenses)	<u>(7,274)</u>	<u>(28,779)</u>
Revenue Before Contributions	(164,680)	(121,203)
Capital Grant Contributions	<u>74,846</u>	<u>10,575</u>
Change in Net Assets	(89,834)	(110,628)
Beginning Net Assets	<u>2,105,740</u>	<u>2,216,368</u>
Ending Net Assets	<u>\$ 2,015,906</u>	<u>\$ 2,105,740</u>

See accompanying notes to the financial statements.

HOUSING AUTHORITY TOWN OF DOVER
STATEMENT OF CASH FLOW
FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2012 AND 2011

	September 30,	
	2012	2011
Cash Flow From Operating Activities		
Receipts from Tenants	\$ 230,690	\$ 244,972
Receipts from Federal Grants	2,450,851	2,517,113
Receipts from Fraud Recovery	625	1,660
Receipts from Misc. Sources	82,058	50,568
Payments to Vendors and Suppliers	(448,420)	(483,255)
Housing Assistance Payments	(2,067,708)	(2,036,762)
Payments to Employees	(117,239)	(135,773)
Payment of Employee Benefits	(98,380)	(91,344)
Net Cash Provided by Operating Activities	<u>32,477</u>	<u>67,179</u>
Cash Flow From Capital and Related Financing Activities		
Receipts from Capital Grants	74,846	10,575
Acquisitions and Construction of Capital Assets	(164,559)	-
Payment of Extraordinary Maintenance	(12,781)	(36,703)
Increase in Compensated Absences - Long term	419	3,192
Increase of Noncurrent Liabilities	19,043	8,839
Receipt in Capital Project Bonds Receivable	10,000	10,000
Payment of Debt	(10,000)	(10,000)
Increase in Other Post-Employment Benefits (OPEB) Liabilities	3,740	3,740
Net Cash (Used) by and Related Financing Activities	<u>(79,292)</u>	<u>(10,357)</u>
Cash Flow From Investing Activities		
Interest Income	5,507	7,924
Receipt (Payment) of Tenant Security Deposit	225	(1,866)
Net Cash Provided by Investing Activities	<u>5,732</u>	<u>6,058</u>
Net (Decrease) Increase in Cash and Cash Equivalents	(41,083)	62,880
Beginning Cash	<u>1,428,654</u>	<u>1,365,774</u>
Ending Cash	<u>\$ 1,387,571</u>	<u>\$ 1,428,654</u>
Reconciliation of Operating Income to Net Cash		
(Used) by Operating Activities		
Excess of Revenue Over Expenses	\$ (157,406)	\$ (92,424)
Adjustments to reconcile excess revenue over expenses to net cash provided by operating activities:		
Depreciation Expense	156,148	160,964
Amortization of Other Assets	620	619
(Increase) Decrease in:		
Accounts Receivables - Net of Adjustments	5,769	(15,585)
Prepaid Expenses	(13,947)	(906)
Increase (Decrease) in:		
Accounts Payable	41,448	15,391
Accrued Expenses	(155)	(880)
Net Cash Provided By Operating Activities	<u>\$ 32,477</u>	<u>\$ 67,179</u>

See accompanying notes to the financial statements.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 1 - SUMMARY OF ORGANIZATION, ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

1. Organization - The Authority is a non-profit corporation which was organized under the laws public corporation created under federal and state housing laws as defined by State statute (N.J., S.A. 4A: 12A-1, et. Seq. the Housing Authority Act) for the purpose of engaging in the development, acquisition and administrative activities of the low-income housing program and other programs with similar objectives for low and moderate income families residing in the Town of Dover. The United States Department of Housing and Urban Development ("HUD") as outlined under the United States Housing Act of 1937 and subsequent amendments has direct responsibility for administering low-income housing programs in the United States. As such the Authority has entered into various annual contribution contracts ("ACC") with HUD for the purpose of providing significant funding to the Authority's various low income housing programs.

The Authority is governed by a Board of Commissioners which is essentially autonomous but is responsible to the U.S. Department of Housing and Urban Development. An Executive Director is appointed by the Housing Authority's Board to manage the day-to-day operations of the Authority. The Authority is responsible for the development, maintenance, and management of public housing for low and moderate income families residing in the Town of Dover. Operating and modernization subsidies are provided to the Authority by the federal government.

The financial statements include all the accounts of the Authority. The Authority is the lowest level of government over which the Authority's Board of Commissioners and Executive Director exercise oversight responsibility. The Authority is not included in any governmental "reporting entity" since its board members; while they are appointed primarily by the Mayor of Dover, the Board of Commissioners have decision making authority, the power to designate management, the responsibility to significantly influence operations, and primary responsibility for accounting and fiscal matters. The Authority has also concluded that it is excluded from the Town of Dover reporting entity.

Based on the following criteria, the Authority has not identified any entities which should be subject to evaluation for inclusion in the Authority's reporting entity. The criteria for including or excluding a component unit relationship as set forth in Section 2100 of GASB's Codification of governmental Accounting and Financial Reporting Standards, include whether:

- A. The organization is legally separate.
- B. The primary government holds the corporate powers of the organization.
- C. The primary government appoints a voting majority of the organization's board.
- D. The primary government is able to impose its will on the organization.
- E. There is fiscal dependency by the organization on the primary government.
- F. The organization has potential to impose a financial benefit or burden on the primary government.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

2. Significant Accounting Policies

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying financial statements are presented in conformity with accounting principles generally accepted in the United States of America for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources. The Authority has determined that the applicable measurement focus (flow of economic resources) and accounting basis (accrual) is similar to that of a commercial enterprise. As such, the use of proprietary funds best reflects the activities of the Authority. Entities using this method observe all Financial Accounting Standards Board (FASB) Statements and Interpretations in the preparation of financial statements, unless the GASB has specifically addressed the accounting issue in one of its own pronouncements. GASB-20-“Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting” addresses the applicability of the various FASB’s, and allows several options in the use of the FASB’s. The Authority has elected to use Alternative 2 of GASB-20 which states that “a proprietary activity may also apply all FASB Statements and Interpretations issued after November 30, 1989, except for those that conflict with or contradict GASB pronouncements”. Also, the Authority has elected to not follow FASB-106, FASB-112, and FASB-132, which all deal with pension reporting. Instead, the Authority follows GASB-45-“Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pension”.

New Accounting Standards Adopted

Statement No. 45 of the Government Accounting Standards Board (“GASB 45”) *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pension* was issued in June 2004. This Statement requires the Authority to account for its “other postemployment benefits”(OPEB) in essentially the same way as it accounts for pension benefits. OPEB include medical, prescription drug, dental, vision, life insurance and disability benefits provided to retirees and certain terminated employees.

This Statement will improve the relevance and usefulness of financial reporting by requiring systematic, accrual-basis measurement and recognition of OPEB costs over a period that approximates employees’ years of service.

Basis of Accounting

The financial statements of the Authority are prepared under the accrual basis of accounting in order to recognize the flow of economic resources. Under the accrual basis of accounting, transactions are recognized when they occur, regardless of when cash is received or disbursed. Revenues and expenses are recognized on the accrual basis, with revenues recognized in the accounting period in which they are earned and become measurable, and expenses recognized in the period incurred, if measurable.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

Basis of Accounting – Continued

The financial statements of the Authority are prepared under the accrual basis of accounting in order to recognize the flow of economic resources. Under the accrual basis of accounting, transactions are recognized when they occur, regardless of when cash is received or disbursed. Revenues and expenses are recognized on the accrual basis, with revenues recognized in the accounting period in which they are earned and become measurable, and expenses recognized in the period incurred, if measurable. Operating revenue and expenses consist of those revenue and expenses that result from ongoing principal operations of the Authority. Non-operating revenue and expenses consist of those revenues and expenses that are related to financing and investing activities and result from non exchange transactions or ancillary activities. All assets, liabilities, net assets, revenue, and expenses are accounting for through a single enterprise fund for the primary government.

The major sources of revenue are tenants dwelling rentals, HUD operating subsidy, capital grants, and other revenue.

HUD's rent subsidy program provides housing to low income families so that they are able to lease "decent, safe, and sanitary" housing for specific eligible tenants. The rent paid by the tenant is a percentage of tenant gross income subject to a \$50 minimum; it cannot exceed the greater of the following amounts:

- (a) 30% of the family's adjusted monthly income,
- (b) 10% of the family's monthly income, or
- (c) Housing Authority of the Town of Dover's flat rent amount.

Tenants dwelling rental charges are determined and billed monthly and are recognized as revenue when assessed because they are measurable and are collectible within the current period. The amounts not received by September 30, are considered to be accounts receivable and any amounts received for subsequent period are recorded as deferred revenue.

HUD operating, capital grants which finance capital and current operations are susceptible to accrual and recognized during the year earned in accordance with applicable HUD program guidelines. The Capital Fund Grant program contributions are expenditure driven grants with the revenue from the grant classified based on the expenditure. If the funds were expended for capital activities, the revenue is reported as capital contribution; if the funds are expended for other than capital, the revenue is reported as operating revenue.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

Basis of Accounting - Continued

HUD Section 8 Housing Choice Voucher Assistance Program receives from HUD an Annual Budget Amount (ABA) during the year in accordance with applicable HUD program guidelines. As of January 1, 2005 excess funds disbursed by HUD to the Authority for the payment of HAP's that are not utilized are not returned to HUD, but become part of the undesignated fund balance and may only be used to assist additional families up to the number of units under contract.

In November 2007, HUD amended this notice and stated that HAP equity account is restricted. The Authority followed HUD direction and transfer the excess funds from unrestricted to restricted net assets.

Administrative fee paid by HUD to the Authority in excess of administrative expenses are a part of the undesignated fund balance and are considered to be administrative fee reserves.

Other revenue is income composed primarily of miscellaneous services fees and residents late charges. The revenue is recorded as earned since it is measurable and available.

Non-operating revenue and expenses consist of those revenues and expenses that are related to financing and investing activities and result from non exchange transactions or ancillary activities.

Financial transactions are recorded and organized in accordance with the purpose of the transaction. Each program is an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. All material inter-program accounts and transactions are eliminated in the preparation of the basic financial statements. Because the Authority's activity is considered self-financing and does not rely on specific taxes or fines (i.e. property taxes, sales and use tax etc.) no activity will be maintained as governmental funds but will be recorded as proprietary funds under the Enterprise Fund.

In enterprise funds, activity is recorded using the accrual basis of accounting. Under the accrual basis of accounting revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. This requires the Housing Authority to account for operations in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

Report Presentation

The Authority's basic financial statements are presented on an entity-wide basis consisting of various housing programs. The financial statements included in this report were prepared in accordance with generally accepted accounting principles (GAAP) in the United States of America. In accordance with GASB Statement No. 34, the report includes Management's Discussion and Analysis. The Authority has implemented the general provisions of GASB Statement No. 34.

Also the Authority adopted the provisions of Statement No. 37 "Basic Financial Statement and Management's Discussion and Analysis for State and Local Governments" and Statement No.38 "Certain Financial Statement Note Disclosures" which supplements GASB Statement No. 34.

GASB Statement No. 34 established standards for external financial reporting for all State and Local Governments entities that includes a statement of net assets, a statement of revenue, expenses and changes in net assets, and a statement of cash flow.

GASB Statement No. 34 requires the classification of net assets into three components, Investment in Capital Assets, Net of Related Debt Restricted Net Assets, and Unrestricted Net Assets.

Net Assets Invested in Capital Assets Net of Related Debt.

The net assets consists of capital assets, net of accumulated depreciation and reduced by outstanding balances of debt issued to finance the acquisition, improvement, or construction of those assets.

Restricted Net Assets.

The net assets less that are subject to constraints on their use by creditors, grantors, contributors, legislation, or other governmental laws or regulations. When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, and then unrestricted resources as they are needed, or when an expense is incurred for purposes for which both restricted and unrestricted net assets are available, the Authority's policy is to apply restricted net assets first.

Unrestricted Net Assets.

The net assets consist of net assets that do not meet the definition of Restricted Net Assets or Invested in Capital Assets, Net of Related Debt.

The adoptions of Statement No. 34, Statement No. 37, and Statement No. 38 have no significant effect on the financial statements except, for the classification of net assets in accordance with Statement No. 34.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

Report Presentation – Continued

The Enterprise Fund is used for activities which are financed and operated in a manner similar to a private business enterprise where the intent is that the costs (expenses, including depreciation) of providing goods or services to its clients on a continuing basis be financed or recovered primarily through user charges or operating subsidies.

The federally funded programs administered by the Authority are detailed in the Financial Data Schedule and the Schedule of Expenditures of Federal Awards; both are which are included as Supplemental information.

Other accounting policies are as follows

1 – Cash and cash equivalents are stated at cost, which approximates market. Cash and cash equivalents include cash in banks, petty cash and certificates of deposit, and other investments with original maturities of less than three months from the date of purchase. Investments are recorded at fair value based on quoted market prices. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

2 – Collection losses on accounts receivable are charged against an allowance for doubtful accounts.

3 – Buildings and equipment are recorded at cost for all programs and depreciation is computed on the straight line basis.

4 – Repairs funded out of operations, such as painting, roofing and plumbing, are charged against income for all programs.

5 – Operating subsidies received from HUD are recorded as income when earned.

6 – The cost of accumulated unpaid compensated absences, including fringe benefits, is reported in the period earned rather than in the period paid.

7 – Prepaid expenses represent payments made by the Authority in the current year to provide services occurring in the subsequent fiscal year.

8 - The Authority has elected not to apply to its proprietary activities Financial Accounting Standards Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee of accounting Procedure issued after November 30, 1989.

9 – The Authority does not have any infrastructure assets for its Enterprise Fund.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

Other accounting policies are as follows - continued

10 – Inter-fund receivable and payables arise from inter-fund transactions and are recorded by all funds in the period in which the transactions are executed.

11- Certain conditions may exist as of the date the financial statements are issued, which may result in a loss to the Authority but which will only be resolved when one or more future events occur or fail to occur. The Authority's management and its legal counsel assess such contingent liabilities, and such assessment inherently involves an exercise of judgment. In assessing loss contingencies related to legal proceedings that are pending against the Authority or unasserted claims that may result in such proceedings, the Authority's legal counsel evaluates the perceived merits of any legal proceedings or unasserted claims as well as the perceived merits of the amount of relief sought or expected to be sought therein. If the assessment of a contingency indicates that it is probable that a material loss has been incurred and the amount of the liability can be estimated, then the estimated liability would be accrued in the Authority's financial statements. If the assessment indicates that a potentially material loss contingency is not probable but is reasonably possible, or is probable but cannot be estimated, then the nature of the contingent liability, together with an estimate of the range of possible loss if determinable and material, would be disclosed. Loss contingencies considered remote are generally not disclosed unless they involve guarantees, in which case the nature of the guarantee would be disclosed.

12- Costs related to environmental remediation are charged to expense. Other environmental costs are also charged to expense unless they increase the value of the property and/or provide future economic benefits, in which event they are capitalized. Liabilities are recognized when the expenditures are considered probable and can be reasonably estimated. Measurement of liabilities is based on currently enacted laws and regulations, existing technology, and undiscounted site-specific costs. Generally, such recognition coincides with the Authority's commitment to a formal plan of action.

13- When expenses are incurred where both restricted and unrestricted net assets are available the Authority will first use the restricted funds until they are exhausted and then the unrestricted net assets will be used.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

Budgetary and Policy Control -

The Authority submits its annual operating and capital budgets to the State of New Jersey Department of Community Affairs in accordance with New Jersey statute. After the New Jersey Department of Community Affairs approves the budget, it is formally adopted by resolution of the Housing Authority's Board of Commissioners. Once adopted, the Board of Commissioners may amend the legally adopted budget when unexpected modifications are required in estimated revenues and expenses. Each fund's budget is prepared on a detailed line item basis. Revenues are budgeted by source and expenditures are budgeted by expense classification within each revenue source. Budgetary Comparison under GASB No. 34, budgetary comparison information is required to be presented for the Low Rent Housing Program and the Housing Choice Voucher Program which the Board of Commissions has legally adopted the budget during the year. The budgetary comparison schedules have been provided for these programs to demonstrate compliance with the budgets. The comparison of actual results to the Authority's for the Low Income Public Housing Program found on page 46 the Section Eight Housing Choice Voucher Program on page 47.

3. Activities - The only programs or activities administered by the Authority were:

Program	CFDA #	Project #	Units Authorized
<hr/>			
Public Housing			
Low Rent Housing	14.850	NJ-68	59
Capital Fund	14.872		
Formula Capital Fund Stimulus	14.885		
Section 8 Housing			
Housing Choice Vouchers	14.871	NJ-39V0-68	248

4. Taxes - Under federal, state, and local law, the Authority's program are exempt from income, property and excise taxes. However, the Authority is required to make payments in lieu of taxes (PILOT) for the low-income housing program in accordance with the provision of a Cooperation Agreement. Under the Cooperation Agreement, the Authority must pay the municipality the lesser of 10% of its net shelter rent or the approximate full real property taxes.

5. Grants - The Authority receives reimbursement from various grantors for the cost of sponsored projects, including administrative cost. Grant revenues are recognized as income when earned. Grant expenditures are recognized on the accrual basis.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

6. Board of Commissioners - The criteria used in determining the scope of the entity for financial reporting purposes are as follows:

1. The ability of the Board to exercise supervision of a component unit's financial independence.
2. The Board's governing authority extends to financial decision making authority and is held primarily accountable for decisions.
3. The Board appoints the management of the Authority who is responsible for the day-to-day operations and this management are directly accountable to the Board.
4. The ability of the Board to significantly influence operations through budgetary approvals, signing and authorizing contracts, exercising control over facilities, and approving the hiring or retention of key managerial personnel.
5. The ability of the Board to have absolute authority over all funds of the Authority and have accountability in fiscal matters.

NOTE 2 – ESTIMATES

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include assessing the collectibility of accounts receivable, the use, and recoverability of inventory, and the useful lives and impairment of tangible and intangible assets, among others. Estimates and assumptions are reviewed periodically and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from the estimates.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 3 - PENSION PLAN

The Authority participates in the Public Employees Retirement System (PERS), a cost-sharing multiple employer defined benefit pension plan administered by the Division of Pensions within the Department of Treasury, State of New Jersey. It is a cost sharing, multiple-employer defined benefit pension plan. The PERS was established on January 1, 1955 under the provisions of N.J.S.A. 43:15A. to provide coverage, including post-retirement health care, for substantially all full time employees of the state, its counties, municipalities, school districts or public agencies, provided the employee is not a member of another state administered retirement system. Membership is mandatory for such employees.

The State of New Jersey, Department of Treasury, Division of Pensions and Benefits, issued publicly available financial reports that include the financial statements and required supplementary information for PERS. The financial reports may be obtained by writing to the State of New Jersey, Department of Treasury, Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0925.

Funding Policy

The contribution policy is set by N.J.S.A. 43:15A, Chapter 62, P.L. of 1994 and Chapter 115, P.L. of 1998, and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. Employer's contributions are actuarially determined annually by the Division of Pensions. Employee contributions are currently 5% of base wages. The annual employer contribution includes funding for basic retirement allowances, cost-of-living adjustments, the cost of medical premiums after retirement for qualified retirees, and noncontributory death benefits. The Authority's contribution for 2012 and 2011 amounted to \$33,924 and \$32,006.

Post Employment Retirement Benefits

The Authority also provides post employment health care benefits and life insurance to all eligible retirees. Eligibility requires that employees be 55 years or older with at least 25 years of service.

NOTE 4 – CASH, CASH EQUIVALENTS

The Authority's cash, cash equivalents are stated at cost, which approximates market. Cash, cash equivalents and investment includes cash in banks, petty cash and a money market checking account and certificates of deposit, and other investments with original maturities of less than three months from the date of purchase. For the statement of cash flows, cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less at time of purchase. It is the Authority's policy to maintain collateralization in accordance with the State of New Jersey and HUD requirements.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 4 – CASH, CASH EQUIVALENTS - CONTINUED

HUD requires housing authorities to invest excess funds in obligations of the United States, Certificates of Deposit or any other federally insured investment. HUD also requires that deposits be fully collateralized at all times. Acceptable collateralization includes FDIC/FSLIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority. These funds at various banks are collateral pledge under the New Jersey Government Code of the Banking Law.

Collateral for Deposits

New Jersey Authorities are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States or State of New Jersey or the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of securities which may be purchased by New Jersey Authorities. The Authority is required to deposit funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey.

N.J.S.A. 17:9-42 requires governmental units to deposit public funds only in public depositories located in New Jersey, when the funds are secured in accordance with the act. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. The market value of the pledged securities must equal at least 110% of the Authority's deposits.

The bank balances at September 30, 2012 were \$1,387,572. The bank balances at September 30, 2011 were \$1,428,654 which were either insured or collateralized with securities held by the pledging financial institutions in the Authority's name as discussed below:

	September-12	September-11
Bank of America	\$ 1,269,062	\$ 1,310,618
The Provident	118,250	117,808
Wells Fargo	210	178
Petty Cash	50	50
Total	<u>\$ 1,387,572</u>	<u>\$ 1,428,654</u>

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

NOTE 4 – CASH, CASH EQUIVALENTS - CONTINUED

The Authority's checking accounts are categorized to give indication of the level of credit risk assumed by the Authority. Custodial credit risk is the risk in the event of a bank failure, the Authority's deposits may not be returned to it. The custodial credit risk categories are described as follows:

<u>Depository Accounts</u>	<u>Bank Balances</u>	
	September-12	September-11
Insured	\$ 368,460	\$ 367,986
Collateralized held by pledging bank's trust department in the Authority's name	1,019,112	1,060,668
Total	<u>\$ 1,387,572</u>	<u>\$ 1,428,654</u>

NOTE 5 – TENANT SECURITY DEPOSIT

The authority has restricted cash at September 30, 2012 in the amount of \$20,044. The Authority has restricted cash at September 30, 2011 in the amount of \$19,819. Both of these amounts were accounted for in cash and cash equivalents in Note 4. This amount is held as security deposits for the tenants of the Low Income Housing in an interest bearing account at Bank of America.

NOTE 6 – RESTRICTED CASH

The Authority also has restricted cash in the amount of \$303,661 and \$353,545 for September 30, 2012 and 2011, respectively, and was also accounted for in cash and cash equivalents in Note 4. These funds consist of the following:

	September-12	September-11
CFP Leveraging	\$ 210	\$ 178
HAP Reserves	198,676	268,075
FSS Escrow	84,731	65,473
Total	<u>\$ 283,617</u>	<u>\$ 333,726</u>

The restricted cash in the amount of \$198,676 for September 30, 2012 and \$268,075 for 2011 was reported under the Housing Choice Voucher Program as a HAP reserve for future use. The restricted cash in the amount of \$84,731 as of September 30, 2012 and \$65,473 for 2011 are held as escrow and reserve accounts. The Capital Fund Leveraging reserves are held in a trust at the Wells Fargo Bank with investments consisting of Morgan Stanley Prime Installment Investments. These funds at Wells Fargo Bank are controlled by the New Jersey Housing Mortgage Finance Agency (NJHMFA) for the capital leveraging project which the Authority is under taking.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

NOTE 7 - ACCOUNTS RECEIVABLE

The Housing Authority of the Town of Dover carries its accounts receivable at cost less an allowance for doubtful accounts. On a periodic basis, the Authority evaluates its accounts receivable and establishes an allowance for doubtful accounts based on history of past write off's, collections, and current credit conditions. Accounts are written off as uncollectible when management determines that a sufficient period of time has elapsed without receiving payment and the individual do not exhibit the ability to meet their obligations.

Accounts Receivable at September 30, 2012 and 2011 consisted of the following:

	September-12	September-11
Morris County Receivable	\$ 16,140	\$ 13,102
HUD Receivable	-	7,289
Municipal Alliance Receivable	835	2,354
Debt Leveraging Receivable	10,000	10,000
Total	<u>\$ 26,976</u>	<u>\$ 32,745</u>

These funds were received in October 2012 and 2011 respectively and the Authority's management elected not to make an allowance for doubtful account.

NOTE 8 - PREPAID EXPENSES

Certain payments to vendors reflect cost applicable to future accounting periods and are recorded as prepaid items. All purchases of insurance premiums are written off on a monthly basis. Acquisition of materials and supplies are accounted for on the consumption method, that is, the expenses are charged when the items are consumed. Prepaid expenses at September 30, 2012 and 2011 consisted of prepaid insurance in the amount of \$38,241 and \$24,293, respectively. Prepaid Expenses at September 30, 2012 and 2011 consisted of the following:

	September-12	September-11
Prepaid Insurance	\$ 24,206	\$ 24,293
Prepaid Expense - Tenmast	14,035	-
Total Prepaid Expenses	<u>\$ 38,241</u>	<u>\$ 24,293</u>

NOTE 9 - INTERFUND ACTIVITY

Interfund activity is reported as short term loans, services provided during the course of operations, reimbursements, or transfers. Short term loans are reported as interfund short term receivables and payable as appropriate. Services provided, deemed to be at market, or near market rates, are treated as revenue and expenses. Interfund receivables and payables between funds are eliminated in the Statement of Net Assets.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 10 - FIXED ASSETS

Fixed assets consist primarily of expenditures to acquire, construct, place in operations, and improve the facilities of the Authority and are stated at cost as determined by an appraisal.

Expenditures for repairs, maintenance and minor renewals are charged against income in the year they are incurred. Major renewals and betterment are capitalized.

Expenditures are capitalized when they meet the Capitalization Policy requirements. Under the policy, assets purchased or constructed at a cost not exceeding \$1,000 are expensed when incurred. Property and equipment are stated at cost. Donated fixed assets are stated at their fair value on the date donated. Depreciation is provided using the straight line method over the estimated useful lives of the assets.

1. Building and Structure	40 years
2. Office Improvements	7 years
3. Site Improvements	15 years
4. Building Components	15 years
5. Office Equipment	5 years

The Dover Housing Authority has given consideration to the Statement of Financial Accounting Standards No. 144, Accounting for the Impairment or Disposal of Long-Lived Assets, (SFAS No. 144) in the preparation of these financial statements. The carrying value of long-live assets in accordance with SFAS No. 144, when indications of an impairment are present, the recoverability of the carrying value of the asset in question are assessed based on the future undiscounted cash flow expected to result from their use. If the carrying value cannot be recovered, impairment losses would be recognized to the extent the carrying value exceeds fair value. The Authority has not recognized any impairment in the carry value of its fixed assets at September 30, 2012.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

NOTE 10 - FIXED ASSETS – CONTINUED

Below is a schedule of changes in fixed assets for the twelve months ending September 30, 2012 and 2011:

	September-11	Additions	Transfers	September-12
Land	\$ 68,000	\$ -	\$ -	\$ 68,000
Building	2,904,053	99,885	-	3,003,938
Furniture, Equipment - Dwelling	78,309	-	-	78,309
Furniture, Equipment - Administration	104,333	-	-	104,333
Construction in Process	-	64,674	-	64,674
Total Fixed Assets	3,154,695	164,559	\$ -	3,319,254
Accumulated Depreciation	(2,350,012)	(156,148)	-	(2,506,160)
Net Book Value	\$ 804,683	\$ 8,411	\$ -	\$ 813,094

	September-10	Additions	Transfers	September-11
Land	\$ 68,000	\$ -	\$ -	\$ 68,000
Building	2,747,323	1	156,729	2,904,053
Furniture, Equipment - Dwelling	78,309	-	-	78,309
Furniture, Equipment - Administration	104,333	-	-	104,333
Construction in Process	156,729	-	(156,729)	-
Total Fixed Assets	3,154,694	1	\$ -	3,154,695
Accumulated Depreciation	(2,189,048)	(160,964)	-	(2,350,012)
Net Book Value	\$ 965,646	\$ (160,963)	\$ -	\$ 804,683

NOTE 11- GRANTS RECEIVABLE – NON CURRENT

The Authority participated on August 2, 2007 with other New Jersey Housing Authorities in the issuance of \$18,585,000 in Series 2007 HMFA Bonds. The Authority portion of the Series 2007 HMFA Bonds is \$10,000,000. The Authority received a net amount of \$235,000. The funds received were deposited with the Wells Fargo Bank which is acting as the Trustee. All funds must be expended within a four year period. The Trustee must receive copies of all invoices prior to release of funds. The Trustee may only draw funds from HUD E-LOCCS for repayment of debt and related interest. The amount of HUD future CFP State Leveraging Program funds receivable at September 30, 2012 and 2011 are as follows:

	September-12	September-11
HUD CFP Future Funds Receivable	\$ 190,808	\$ 200,808
Less Current Receivable	(10,000)	(10,000)
Net of Current Receivable	\$ 180,808	\$ 190,808

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 12- OTHER ASSETS - NON CURRENT

During 2007, the Authority entered into a Capital Fund leveraging pool and incurred underwriters cost at the closing with the Capital Program Revenue Bonds. The leveraging cost is recorded as other assets and amortized over the life of the bond using the straight line method.

	September-12	September-11
Capital Fund Leveraging - Underwriter's Cost	\$ 12,937	\$ 12,937
Less Amortization - Underwriter's Cost	(3,512)	(2,892)
Net Book Value - Underwriter's Cost	<u>\$ 9,425</u>	<u>\$ 10,045</u>

NOTE 13 - ACCOUNTS PAYABLE

The Authority reported accounts payable on its balance sheet as of September 30, 2012 and 2011. Accounts payable vendors are amount owing to creditors or generally on open accounts, as a result of delivered goods and completed services. Accounts payable at September 30, 2012 and 2011 in the amount of \$110,179 and \$68,731 respectively consists of the following:

	September-12	September-11
Accounts Payable Vendors	\$ 76,116	\$ 46,199
Accounts Payable - Other Government	34,063	22,532
Total Accounts Payable	<u>\$ 110,179</u>	<u>\$ 68,731</u>

NOTE 14 - ACCOUNTS PAYABLE - OTHER GOVERNMENT (PILOT PAYABLE)

Under Federal, State and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make a payment in lieu of taxes (PILOT) for the PHA Owned Program in accordance with the provisions of its Cooperation Agreement with the Town of Dover. Under the Cooperation Agreements, the Authority must pay the municipality the smallest of 10% of its net shelter rent or the approximate full real property taxes. PILOT payable at September 30, 2012 and 2011 consist of the following:

	September-12	September-11
Pilot Expense September 2010	11,451	11,451
Pilot Expense September 2011	11,081	11,081
Pilot Expense September 2012	11,531	
Total P.I.L.O.T. Payable	<u>\$ 34,063</u>	<u>\$ 22,532</u>

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

NOTE 15 – ACCRUED EXPENSES

The Authority reported accrued expenses on its balance sheet in the amount of \$5,558 for September 30, 2012 and \$5,713 for September 30, 2011. Accrued expenses are liabilities covering expenses incurred on or before September 30, and are payable at some future date. Accrued liabilities at September 30, 2012 and 2011 consist of the following:

	September-12	September-11
Compensated Absences - Current Portion	\$ 1,555	\$ 1,508
Accrued Payroll Taxes	122	157
Accrued Interest Payable	3,881	4,048
Total Accrued Liabilities	<u>\$ 5,558</u>	<u>\$ 5,713</u>

NOTE 16 – ACCRUED COMPENSATED ABSENCES

Compensated absences are those for which employees will be paid, such as vacation and sick leave. A liability for compensated absences that is attributable to services already rendered and that is not contingent on a specific event that is outside the control of the Authority will be accounted for in the period in which such services were rendered.

Unused sick leave may be carried to future periods and used in the event of extended illness. In the event of retirement, an employee is compensated for unused vacation days with a maximum amount of forty percent (40%) of gross pay under the current personnel policy. Generally, unused vacation may be carried over for a twenty four month period and then must be used. In the event of separation from the Authority, the employee is eligible for compensation for any unused allowed vacation time earned in the year of separation.

For September 30, 2012 and 2011, the Authority has determined that the potential liability for accumulated vacation time, sick leave, and terminal pay to be as follows:

	September-12	September-11
Accumulated Sick Time	\$ 4,239	\$ 3,540
Accumulated Vacation Time	10,209	10,475
Accrued Payroll Taxes	1,105	1,072
Total	<u>15,553</u>	<u>15,087</u>
Compensated Absences - Current Portion	<u>(1,555)</u>	<u>(1,508)</u>
Total Compensated Absences - Noncurrent	<u>\$ 13,998</u>	<u>\$ 13,579</u>

The Authority's management estimated that ten percent (10%) is a reasonable amount for the current portion of accrued compensated absences.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 17 – LONG TERM DEBT

At September 30, 1999, the Authority's Long Term Debt (guaranteed by HUD), in accordance with HUD's GAAP Conversion Guide, the Long Term Debt and related debt service accounts were written off.

GASB Interpretation No. 2, "Disclosure of Conduit Debt Obligations," provided guidance as to the proper GAAP treatment of this HUD-guaranteed debt. The debt transactions between the Authority and HUD are similar to conduit debt obligations, which are "certain limited-obligation revenue bonds, certificates of participation, or similar debt instruments issued by the state or local governmental entity for the express purpose of providing capital financing for a specific third party that is not a part of the issuer" financial reporting entity.

The transaction between the Authority and HUD is similar to HUD giving funds to the Authority to operate and the funds are a capital contribution. HUD has essentially made an investment in the Authority. Therefore, the liability was reclassified as a capital contribution. Since HUD is paying the obligations directly, the outstanding Long Term Debt balance at September 30, 2012 and 2011 could not be readily determined.

NOTE 18 – LONG TERM DEBT – STATE LEVERAGING CAPITAL PROJECT BOND

The Authority participated on August 2, 2007 with other New Jersey Housing Authorities in the issuance of \$18,585,000 in Series 2007 HMFA Bonds. The Authority portion of the Series 2007 HMFA Bonds is \$235,000. The purpose of the Bonds is restricted. The proceeds from the Bonds must be used in the renovations and capital improvements to the Authority assets in the Low Income Housing Program. The Bonds are fully registered in denominations of \$5,000. The term of the Bonds is twenty (20) years expiring on November 1, 2027.

The faith and credit of the Housing Authority of the Town of Dover was not pledged for payment of principal and interest on the Bonds. Additionally, the Bonds are not an obligation of the State of New Jersey, The United States, or the Housing and Urban Development (HUD). The Bonds are not secured directly or indirectly by any collateral in the Authority Low Income Housing Program.

Interest on the Bonds is payable on May 1 and November 1 commencing on May 1, 2008. The interest is calculated on a basis of three hundred sixty (360) day year of twelve (12) thirty (30) day month.

The Bonds are payable and secured by the Authority Capital Fund Program (CFP), which is subject to the availability of appropriations, and paid to the Authority by HUD.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

NOTE 18 – LONG TERM DEBT – STATE LEVERAGING CAPITAL PROJECT BOND - CONTINUED

Under the Bond Agreement, the Authority is required to maintain a Debt Service Reserve Fund located at the Wells Fargo Bank, an amount equal to the debt service reserve fund requirement. If at any time, the amount on deposit in the debt service reserve fund is insufficient to pay the principal and interest when due, the Trustee is authorized to withdraw the amount due from the reserve fund.

The interest payable for November 1, 2012 is \$4,657 and May 1, 2013 is \$4,657.

The debt requirements as to principal reduction of the mortgages for long term debt until exhausted are as follows:

September 30, 2013	\$ 10,000
September 30, 2014	10,000
September 30, 2015	10,000
September 30, 2016	10,000
Sub Total	<hr/> 40,000
Next Five Years Ending September, 2021	60,000
Next Five Years Ending September, 2026	75,000
Till Maturity September, 2027	20,000
Total Capital Project Bonds	<hr/> <hr/> \$ 195,000

NOTE 19 – NON CURRENT LIABILITY - FSS ESCROW PAYABLE

The Authority under the Section 8 Housing Choice Voucher program is administering a Family Self-Sufficiency (FSS) program. An interest-bearing FSS escrow account is established by the PHA for each participating family. An escrow credit, based on increases in earned income of the family, is credited to this account by the PHA during the term of the FSS contract. The PHA may make a portion of this escrow account available to the family during the term of the contract to enable the family to complete an interim goal such as education. If the family completes the contract and no member of the family is receiving welfare, the amount of the FSS account is paid to the head of the family. If the PHA terminates the FSS contract, or if the family fails to complete the contract before its expiration, the family's FSS escrow funds are forfeited.

The bank account balance at September 30, 2012 is \$84,731. The bank account balance at September 30, 2011 is \$65,473.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 20 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION

The Authority's annual other postemployment benefit ("OPEB") cost (expense) is calculated based on the annual required contribution of employer ("ARC"), an amount actuarially determined in accordance with parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty (30) years.

The following table shows the components of the Authority's annual OPEB costs for the fiscal year, the amount actually contributed to the plan and changes in the Authority's net OPEB obligation to the plan:

	September-12
Annual Required Contribution	\$ 10,763
Interest on net OPEB obligation	-
Amortization of Initial Unfunded Accrued Liability	24,586
Annual OPEB cost (expense)	35,349
Contributions made	(31,609)
Increase in net OPEB obligation	3,740
Net OPEB Obligation – beginning of year	3,740
Less Current Portion	-
Net OPEB Obligation – end of year	\$ 7,480

The Authority's annual OPEB cost, the percentage of the annual OPEB cost contributed to the plan, and the net OPEB obligation for the 2012 fiscal year is as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
September-09	N/A	N/A	N/A
September-10	N/A	N/A	N/A
September-11	\$ 35,349	89%	\$ 3,740
September-12	\$ 35,349	89%	\$ 7,480

FUNDED STATUS AND FUNDING PROGRESS

As of October 1, 2010, the most recent valuation date, the plan was 0.0% funded. The actuarial liability for benefits was \$702,452, and the actuarial value of assets was \$-0-, resulting in an unfunded actuarial accrued liability (UAAL) of \$702,452.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

NOTE 20 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION -CONTINUED

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrences of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contribution of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented in the required supplementary information following the financial statements, presents multiyear trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

EFFECT OF A 1% CHANGE IN HEALTHCARE TREND RATES

In the event of that healthcare trend rates were 1% percent higher than forecast and employee contributions were to increase at the forecast rates, the Actuarial Accrued Liability would increase to \$802,722 or by 14% percent and the corresponding Normal Cost would increase to \$15,369 or by 42% percent.

ACTUARIAL METHODS AND ASSUMPTIONS

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by employer and plan members) and include the types of benefits provided at the time each valuation and the historical pattern of sharing benefit costs between employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

- Actuarial Cost Method
 - Investment Rate of Return
 - Healthcare Trend Rates:
- | | Year | Pre - 65 | Post - 65 |
|------------------|--------------|----------|-----------|
| Initial Trend | October-11 | 10.00% | 10.00% |
| Ultimate Trend | 2016 & Later | 5.00% | 5.00% |
| Grading per Year | | 1.00% | 1.00% |
- General Inflation Assumption:
 - Actuarial Value of Assets:
 - Amortization of UAAL: Amortized as fixed dollar basis over 30 years at transition
 - Remaining Amortization Period:

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

NOTE 20 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION -CONTINUED

Reconciliation of Plan Participation (As of October 1, 2010) Active Employees:

	<u>October-10</u>
Number of Active Employees	1
Average Age - Actives	37
Average Years of Service - Actives	8
Average Expected Future Working	18.5
Number of Retired Employees	2
Average Age - Retirees	68.5

NOTE 21 – RESTRICTED NET ASSETS

The Authority Restricted Net Assets account balance at September 30, 2012 and 2011 is \$392,020 and \$471,625, respectively. The detail of the reserve account balances is as follows:

	<u>September-12</u>	<u>September-11</u>
State Leveraging Funds Receivable	\$ 190,808	\$ 200,808
Prepaid Ammortization of Bond Issue Cost	9,425	10,045
Restricted State Leveraging Funds - Cash	210	178
Less: Accrued Interest Payable	(3,881)	(4,048)
Less: CFP Bond Premium	(3,218)	(3,433)
Total Restricted Net Assets LIH Program	193,344	203,550
HCV Program Restricted Net Assets	198,676	268,075
Total Restricted Net Assets	<u>\$ 392,020</u>	<u>\$ 471,625</u>

The detail of the HCV reserve account balances is as follows:

	<u>HAP Reserve</u>
September 30, 2005 HAP Reserves	\$ -
September 30, 2006 HAP Reserves	948
September 30, 2007 HAP Reserves	194,048
September 30, 2008 HAP Reserves	272,664
September 30, 2009 HAP Reserves	(229,863)
September 30, 2010 HAP Reserves	13,952
September 30, 2011 HAP Reserves	16,326
September 30, 2012 HAP Reserves	(69,399)
Balance September 30, 2012	<u>\$ 198,676</u>

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 21 – RESTRICTED NET ASSETS - CONTINUED

Housing Choice Voucher Program - Reserves

Prior to January 1, 2005 excess funds received from the Annual Budget Amount (ABA) by HUD to the Authority for the payment of housing assistance payments (HAP) were returned to HUD at the end of the Authority's calendar year. In accordance with HUD's PIH Notice 2007-03, starting January 1, 2005 excess funds disbursed by HUD to the Authority for the payment of HAP's that are not utilized are not returned to HUD, but become part of the undesignated fund balance and may only be used to assist additional families up to the number of units under contract. In November 2007, HUD amended this notice and stated that HAP equity account is restricted. The Authority followed HUD direction and transfer the excess funds from unrestricted to restricted net assets during the year.

NOTE 22 – UNRESTRICTED NET ASSETS

The Authority Unrestricted Net Assets account balance at September 30, 2012 is \$1,005,792 and \$1,034,432 for 2011. The detail of the account balance is as follows:

	LIH Program	HCV Program	
	Reserves	Reserves	Total
Balance September 30, 2010	\$ 202,723	\$ 797,503	\$ 1,000,226
Increase During the Year	15,083	35,449	50,532
Transfer Reserves	-	(16,326)	(16,326)
Balance September 30, 2011	217,806	816,626	1,034,432
Decrease During the Year	(42,127)	(55,912)	(98,039)
Transfer from Reserves	-	69,399	69,399
Balance September 30, 2012	\$ 175,679	\$ 830,113	\$ 1,005,792

Housing Choice Voucher Program - Reserves

Administrative fee paid by HUD to the Authority in excess of administrative expenses are also part of the undesignated fund balance and are considered to be administrative fee reserves. Administrative fee reserves accumulated prior to January 1, 2005 are subject to all requirements applicable to administrative fee reserves including, but not limited to, 24 CFR 982.155 – i.e. other housing purposes permitted by state and local law. Excess administrative fees earned in 2005 and subsequent years must be used for activities related to the provision of tenant based rental assistance authorized under Section 8 of the United States Housing Act of 1937, including related development activities.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 22 – UNRESTRICTED NET ASSETS – CONTINUED

	Pre 2004 Unrestricted Reserves	Post 2003 Unrestricted Reserves	Total Unrestricted Reserves
Balance 9/30/2004	\$ 456,637		\$ 456,637
Net Admin. Fee Operating Income for the year ended 9/30/2005	-	65,470	65,470
Balance 9/30/2005	456,637	65,470	522,107
Net Admin. Fee Operating Income for the year ended 9/30/2006		15,764	15,764
Balance 9/30/2006	456,637	81,234	537,871
Net Admin. Fee Operating Income for the year ended 9/30/2007		241,927	241,927
Balance 9/30/2007	456,637	323,161	779,798
Net Admin. Fee Operating Income for the year ended 9/30/2008		(135,664)	(135,664)
Transfer to Restricted		-	-
Balance 9/30/2008	456,637	187,497	644,134
Net Admin. Fee Operating Income for the year ended 9/30/2009		85,770	85,770
Balance 9/30/2009	456,637	273,267	729,904
Net Admin. Fee Operating Income for the year ended 9/30/2010		67,599	67,599
Balance 9/30/2010	\$ 456,637	\$ 340,866	\$ 797,503
Net Admin. Fee Operating Income for the year ended 9/30/2011		19,123	19,123
Balance 9/30/2011	\$ 456,637	\$ 359,989	\$ 816,626
Net Admin. Fee Operating Income for the year ended 9/30/2012		\$ 13,487	\$ 13,487
Balance 9/30/2012	\$ 456,637	\$ 373,476	\$ 830,113

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 23 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Authority purchases commercial insurance. During the year ended September 30, 2012, the Authority's risk management program, in order to deal with the above potential liabilities, purchased various insurance policies for fire, general liability, crime, auto, employee bond, worker's compensation, and public-officials errors omissions. Periodically, but not less than once annually, the Authority conducts a physical inspection of its senior building for the purpose of determining potential liability issues. During the year ended September 30, 2012, the Authority did not reduce insurance coverage's from coverage levels in place as of September 30, 2011. No settlements have exceeded coverage levels in place during 2010, 2011, and 2012.

NOTE 24 - ANNUAL CONTRIBUTIONS BY FEDERAL AGENCIES

Pursuant to the Annual Contribution Contract, HUD makes annual debt service contributions to the Authority for each permanently financed project in the amount equal to the debt service on its bonds, plus, if necessary, an amount to fully amortize the Authority's indebtedness represented by permanent notes or project notes. Accrued HUD contributions for the year ended September 30, 2012 and 2011 were \$ - 0 -.

HUD also contributes an additional operating subsidy approved in the operating budget under the Annual Contribution Contract. Additional operating subsidy contributions for the year ended September 30, 2012 and 2011 were \$182,659 and \$175,864, respectively.

Annual Contributions Contracts for the Section 8 Housing Choice Voucher Program to provide for housing assistance payments to private owners of residential units on behalf of eligible low or very low income families. The programs provide for such payment with respect to existing and moderately rehabilitated housing covering the difference between the maximum rental on a dwelling unit, and the amount of rent contribution by the participating family and related administrative expense. The Authority is also eligible to receive reimbursement for preliminary expenses prior to lease up. HUD contributions for the Housing Choice Voucher for September 30, 2012 and 2011 were \$2,245,884 and \$2,337,249, respectively.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements September 30, 2012

NOTE 25 - CURRENT VULNERABILITY DUE TO CERTAIN CONCENTRATIONS

Statement of Financial Accounting Standards (SFAS) No. 14 requires disclosure in financial statements of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing and Urban Development provided \$2,525,697 to the Authority which represents approximately 89% of the Authority's total revenue for the fiscal year September 30, 2012 and \$2,527,688 which represents approximately 89% for 2011.

The Authority operations are concentrated in the low income housing real estate market. In addition, the Authority operates in a heavily regulated environment. The operations of the Authority are subject to the administrative directives, rules and regulations of federal, state, and local regulatory agencies, including, but not limited to HUD. Such administrative directives, rules, and regulations are subject to change by an act of congress or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

Total financial support by HUD for the year ending September 30, 2012 and 2011 were \$2,525,697 and \$2,527,688, respectively as follows:

		September 30,	
	CFDA#	2012 Expenditures	2011 Expenditures
PHA Owned Housing			
Low Rent Public Housing	14.850	\$ 182,659	\$ 175,864
Public Housing Capital Fund Program	14.872	97,154	14,575
Subtotal		<u>279,813</u>	<u>190,439</u>
<u>Rental Assistance Housing Programs</u>			
Housing Choice Vouchers	14.871	2,245,884	2,337,249
Total Awards		<u>\$ 2,525,697</u>	<u>\$ 2,527,688</u>

NOTE 26 - CONTINGENCIES

Litigation – At September 30, 2012, the Authority was not involved in any threatened litigation.

Grants Disallowances – The Authority participates in federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits performed by the federal government could lead to adjustments for disallowed claims, including amounts already collected, and reimbursement by the Authority for expenditures disallowed under the terms of the grant. The Authority's management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

HOUSING AUTHORITY TOWN OF DOVER

Notes to Financial Statements

September 30, 2012

NOTE 27 – SUBSEQUENT EVENTS

Events that occur after the statement of net assets date but before the financial statements were available to be issued, must be evaluated for recognition or disclosed. The effects of subsequent events that provide evidence about conditions that existed after the statement of net assets date required disclosure in the accompanying notes. Management has evaluated the activity of the Authority thru January 21, 2013; the date which the financial statements were available for issue and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

HOUSING AUTHORITY TOWN OF DOVER
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2012

Programs funded by the U.S. Department of Housing
and Urban Development: Subject to Annual Contribution Contract

	<u>CFDA#</u>	<u>Expenditures</u>
<u>PHA Owned Housing</u>		
Low Rent Public Housing	14.850	\$ 182,659
Public Housing Capital Fund Program	14.872	97,154
Subtotal		<u>279,813</u>
 Rental Assistance Housing Programs		
Housing Choice Vouchers	14.871	<u>2,245,884</u>
Subtotal		<u>2,245,884</u>
 Total Awards		<u><u>\$ 2,525,697</u></u>

Note 1. Presentation:

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Housing Authority Town of Dover. The information in this schedule is presented in accordance with those requirements of OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations. Because the Schedule presents only a selected portion of the operations of Housing Authority Town of Dover, it is not intended to and does not present the financial position, change in net assets, or cash flow of Housing Authority Town of Dover.

Note 2. Summary of Significant Accounting Policies:

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, Cost Principles for Non-profit Organizations, wherein certain types of expenditures are not allowed or limited as to reimbursement.

Note 3. Loans Outstanding:

Housing Authority Town of Dover had Capital Project Bonds payable in the amount of \$195,000, outstanding at September 30, 2012. See Note 18 on page 35 and 36 of this report for full detail.

Note 4. Sub recipients:

Of the federal expenditures presented in the schedule above, The Housing Authority Town of Dover did not provide federal awards to any sub recipients.

HOUSING AUTHORITY TOWN OF DOVER
BUDGETARY COMPARISON SCHEDULE
LOW INCOME HOUSING PROGRAM
FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2012

	Actual Results	Budget Approved Amount	Variance to Budget Positive (Negative)
Revenue:			
Tenant Rental Revenue	\$ 230,690	\$ 239,772	\$ (9,082)
HUD PHA Operating Grants	204,967	166,690	38,277
Other Revenue	33,993	31,186	2,807
Total Revenue	469,650	437,648	32,002
Operating Expenses:			
Administration:			
Administrative Salaries	60,965	55,510	(5,455)
Audit Fee's	4,050	4,990	940
Compensated Absences	114	1,000	886
Employee Benefit Contributions	47,715	46,133	(1,582)
Other Operating Administrative Expenses	60,993	57,647	(3,346)
Total Administrative Expenses	173,837	165,280	(8,557)
Tenant Services:			
Tenant Services Other	1,700	5,000	3,300
Total Tenant Services	1,700	5,000	3,300
Utilities:			
Water	12,559	11,830	(729)
Electricity	102,819	122,000	19,181
Total Utilities	115,378	133,830	18,452
Maintenance:			
Maintenance Labor	8,447	8,019	(428)
Materials	3,535	7,900	4,365
Maintenance Contract Cost	51,335	56,430	5,095
Employee Benefit Contributions	6,507	6,664	157
Total Maintenance	69,824	79,013	9,189
Protective Services:			
Protective Services - Other Cost	4,855	2,000	(2,855)
Total Protective Services	4,855	2,000	(2,855)
Other Operating Expenses:			
Insurance	27,048	28,740	1,692
Extraordinary Maintenance	12,781	136,200	123,419
Payment in Lieu of Taxes	11,531	10,594	(937)
Severance Expenses	426	-	(426)
Total Other Operating Expenses	51,786	175,534	124,174
Total Operating Expenses	417,380	560,657	143,703
Excess Revenue Over Expenses From Operations	52,270	(123,009)	175,279
Other Income and (Expenses):			
Investment Income - Unrestricted	5,065	5,420	(355)
Transfer from Restricted	10,206	-	10,206
Interest Expense and Amortization Costs	(9,783)	-	(9,783)
Building Purchases	(99,885)	-	(99,885)
Total Other Income and (Expenses)	(94,397)	5,420	(355)
Excess Revenue over Expenses (Loss)	\$ (42,127)	\$ (117,589)	\$ 75,462

See accompanying notes to the financial statements.

**HOUSING AUTHORITY TOWN OF DOVER
BUDGETARY COMPARISON SCHEDULE
HOUSING CHOICE VOUCHER PROGRAM
FOR THE TWELVE MONTHS ENDED SEPTEMBER 30, 2012**

	Actual Results	Budget Approved Amount	Variance to Budget Positive (Negative)
Revenue - Annual Contribution Required			
Housing Assistance Payments	\$ 2,004,531	\$ 2,014,560	\$ (10,029)
Ongoing Administrative Fees Earned	241,353	252,682	(11,329)
Fraud Recovery	625	-	48,065
Other Income	48,065	31,777	2,262,797
Total Revenue	2,294,574	2,299,019	2,289,504
Operating Expenses:			
Administration:			
Administrative Salaries	32,827	39,523	6,696
Audit Fee's	4,750	4,990	240
Employee Benefit Contributions	30,875	32,705	1,830
Other Operating Administrative Expenses	108,366	130,360	21,994
Total Administrative Expenses	176,818	207,578	30,760
Tenant Services:			
Tenant Services Salaries	15,000	12,680	(2,320)
Employee Benefit Contributions	13,283	10,492	(2,791)
Total Tenant Services	28,283	23,172	(5,111)
Other Operating Expenses:			
Other General Expenses	78,119	-	(78,119)
Housing Assistance Payments	2,067,708	2,014,560	(53,148)
Total Other Operating Expenses	2,145,827	2,014,560	(131,267)
Total Operating Expenses	2,350,928	2,245,310	(105,618)
Excess Expenses Over Revenue From Operations	(56,354)	53,709	(110,063)
Other Income and (Expenses):			
Investment Income	442	-	442
Transfer From Restrictd HAP Reserves	69,399	-	69,399
Total Other Income and (Expenses)	69,841	-	69,841
Excess Revenue over Expenses (Loss)	\$ 13,487	\$ 53,709	\$ (40,222)

See accompanying notes to the financial statements.

Dover Housing Authority (NJ068)

DOVER, NJ

Entity Wide Balance Sheet Summary

Submission Type: Audited/A-133

Fiscal Year End:

09/30/2012

	Project Total	14.871 Housing Choice Vouchers	Subtotal	Total
111 Cash - Unrestricted	\$261,571	\$822,339	\$1,083,910	\$1,083,910
112 Cash - Restricted - Modernization and Development	\$210		\$210	\$210
113 Cash - Other Restricted		\$283,407	\$283,407	\$283,407
114 Cash - Tenant Security Deposits	\$20,044		\$20,044	\$20,044
115 Cash - Restricted for Payment of Current Liabilities				
100 Total Cash	\$281,825	\$1,105,746	\$1,387,571	\$1,387,571
121 Accounts Receivable - PHA Projects				
122 Accounts Receivable - HUD Other Projects				
124 Accounts Receivable - Other Government		\$16,976	\$16,976	\$16,976
125 Accounts Receivable - Miscellaneous				
126 Accounts Receivable - Tenants				
126.1 Allowance for Doubtful Accounts - Tenants				
126.2 Allowance for Doubtful Accounts - Other		\$0	\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$10,000		\$10,000	\$10,000
128 Fraud Recovery				
128.1 Allowance for Doubtful Accounts - Fraud				
129 Accrued Interest Receivable				
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$10,000	\$16,976	\$26,976	\$26,976
131 Investments - Unrestricted				
132 Investments - Restricted				
135 Investments - Restricted for Payment of Current Liability				
142 Prepaid Expenses and Other Assets	\$38,240		\$38,240	\$38,240
143 Inventories				
143.1 Allowance for Obsolete Inventories				
144 Inter Program Due From	\$0		\$0	\$0
145 Assets Held for Sale				
150 Total Current Assets	\$330,065	\$1,122,722	\$1,452,787	\$1,452,787
161 Land	\$68,000		\$68,000	\$68,000
162 Buildings	\$3,003,938		\$3,003,938	\$3,003,938
163 Furniture, Equipment & Machinery - Dwellings	\$78,309		\$78,309	\$78,309
164 Furniture, Equipment & Machinery - Administration	\$102,467	\$1,866	\$104,333	\$104,333
165 Leasehold Improvements				
166 Accumulated Depreciation	-\$2,504,294	-\$1,866	-\$2,506,160	-\$2,506,160
167 Construction in Progress	\$64,674		\$64,674	\$64,674
168 Infrastructure				
160 Total Capital Assets, Net of Accumulated Depreciation	\$813,094	\$0	\$813,094	\$813,094
171 Notes, Loans and Mortgages Receivable - Non-Current				
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due				
173 Grants Receivable - Non Current	\$180,808		\$180,808	\$180,808
174 Other Assets	\$9,425		\$9,425	\$9,425
176 Investments in Joint Ventures				
180 Total Non-Current Assets	\$1,003,327	\$0	\$1,003,327	\$1,003,327
190 Total Assets	\$1,333,392	\$1,122,722	\$2,456,114	\$2,456,114
311 Bank Overdraft				

See accompanying notes to the financial statements

Dover Housing Authority (NJ068)

DOVER, NJ

Entity Wide Balance Sheet Summary

Submission Type: Audited/A-133

Fiscal Year End:

09/30/2012

	Project Total	14.871 Housing Choice Vouchers	Subtotal	Total
312 Accounts Payable <= 90 Days	\$76,116		\$76,116	\$76,116
313 Accounts Payable >90 Days Past Due				
321 Accrued Wage/Payroll Taxes Payable	\$122		\$122	\$122
322 Accrued Compensated Absences - Current Portion	\$897	\$658	\$1,555	\$1,555
324 Accrued Contingency Liability				
325 Accrued Interest Payable	\$3,881		\$3,881	\$3,881
331 Accounts Payable - HUD PHA Programs				
332 Account Payable - PHA Projects				
333 Accounts Payable - Other Government	\$34,063		\$34,063	\$34,063
341 Tenant Security Deposits	\$20,044		\$20,044	\$20,044
342 Deferred Revenues				
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue Bonds	\$10,000		\$10,000	\$10,000
344 Current Portion of Long-term Debt - Operating Borrowings				
345 Other Current Liabilities				
346 Accrued Liabilities - Other				
347 Inter Program - Due To		\$0	\$0	\$0
348 Loan Liability - Current				
310 Total Current Liabilities	\$145,123	\$658	\$145,781	\$145,781
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$185,000		\$185,000	\$185,000
352 Long-term Debt, Net of Current - Operating Borrowings				
353 Non-current Liabilities - Other	\$3,218	\$84,731	\$87,949	\$87,949
354 Accrued Compensated Absences - Non Current	\$8,072	\$5,926	\$13,998	\$13,998
355 Loan Liability - Non Current				
356 FASB 5 Liabilities				
357 Accrued Pension and OPEB Liabilities	\$4,862	\$2,618	\$7,480	\$7,480
350 Total Non-Current Liabilities	\$201,152	\$93,275	\$294,427	\$294,427
300 Total Liabilities	\$346,275	\$93,933	\$440,208	\$440,208
508.1 Invested In Capital Assets, Net of Related Debt	\$618,094	\$0	\$618,094	\$618,094
511.1 Restricted Net Assets	\$193,344	\$198,676	\$392,020	\$392,020
512.1 Unrestricted Net Assets	\$175,679	\$830,113	\$1,005,792	\$1,005,792
513 Total Equity/Net Assets	\$987,117	\$1,028,789	\$2,015,906	\$2,015,906
600 Total Liabilities and Equity/Net Assets	\$1,333,392	\$1,122,722	\$2,456,114	\$2,456,114

See accompanying notes to the financial statements

Dover Housing Authority (NJ068)
DOVER, NJ
Entity Wide Revenue and Expense Summary

Submission Type: Audited/A-133

Fiscal Year End: 09/30/2012

	Project Total	14.871 Housing Choice Vouchers	Subtotal	Total
70300 Net Tenant Rental Revenue	\$225,947		\$225,947	\$225,947
70400 Tenant Revenue - Other	\$4,743		\$4,743	\$4,743
70500 Total Tenant Revenue	\$230,690	\$0	\$230,690	\$230,690
70600 HUD PHA Operating Grants	\$204,967	\$2,245,884	\$2,450,851	\$2,450,851
70610 Capital Grants	\$74,846		\$74,846	\$74,846
70710 Management Fee				
70720 Asset Management Fee				
70730 Book Keeping Fee				
70740 Front Line Service Fee				
70750 Other Fees				
70700 Total Fee Revenue				
70800 Other Government Grants				
71100 Investment Income - Unrestricted	\$5,065	\$106	\$5,171	\$5,171
71200 Mortgage Interest Income				
71300 Proceeds from Disposition of Assets Held for Sale				
71310 Cost of Sale of Assets				
71400 Fraud Recovery		\$625	\$625	\$625
71500 Other Revenue	\$33,993	\$48,065	\$82,058	\$82,058
71600 Gain or Loss on Sale of Capital Assets				
72000 Investment Income - Restricted		\$336	\$336	\$336
70000 Total Revenue	\$549,561	\$2,295,016	\$2,844,577	\$2,844,577
91100 Administrative Salaries	\$60,965	\$32,827	\$93,792	\$93,792
91200 Auditing Fees	\$4,050	\$4,750	\$8,800	\$8,800
91300 Management Fee				
91310 Book-keeping Fee				
91400 Advertising and Marketing				
91500 Employee Benefit contributions - Administrative	\$47,715	\$30,875	\$78,590	\$78,590
91600 Office Expenses	\$35,467		\$35,467	\$35,467
91700 Legal Expense	\$2,581	\$4,794	\$7,375	\$7,375
91800 Travel	\$637	\$637	\$1,274	\$1,274
91810 Allocated Overhead				
91900 Other	\$22,308	\$102,935	\$125,243	\$125,243
91000 Total Operating - Administrative	\$173,723	\$176,818	\$350,541	\$350,541
92000 Asset Management Fee				
92100 Tenant Services - Salaries		\$15,000	\$15,000	\$15,000
92200 Relocation Costs				
92300 Employee Benefit Contributions - Tenant Services		\$13,283	\$13,283	\$13,283
92400 Tenant Services - Other	\$1,700		\$1,700	\$1,700
92500 Total Tenant Services	\$1,700	\$28,283	\$29,983	\$29,983
93100 Water	\$12,559		\$12,559	\$12,559
93200 Electricity	\$102,819		\$102,819	\$102,819
93300 Gas				
93400 Fuel				
93500 Labor				
93600 Sewer				

See accompanying notes to the financial statements

Dover Housing Authority (NJ068)
DOVER, NJ
Entity Wide Revenue and Expense Summary

Submission Type: Audited/A-133

Fiscal Year End: 09/30/2012

	Project Total	14.871 Housing Choice Vouchers	Subtotal	Total
93700 Employee Benefit Contributions - Utilities				
93800 Other Utilities Expense				
93000 Total Utilities	\$115,378	\$0	\$115,378	\$115,378
94100 Ordinary Maintenance and Operations - Labor	\$8,447		\$8,447	\$8,447
94200 Ordinary Maintenance and Operations - Materials and Other	\$3,535		\$3,535	\$3,535
94300 Ordinary Maintenance and Operations Contracts	\$51,335		\$51,335	\$51,335
94500 Employee Benefit Contributions - Ordinary Maintenance	\$6,507		\$6,507	\$6,507
94000 Total Maintenance	\$69,824	\$0	\$69,824	\$69,824
95100 Protective Services - Labor				
95200 Protective Services - Other Contract Costs	\$4,855		\$4,855	\$4,855
95300 Protective Services - Other				
95500 Employee Benefit Contributions - Protective Services				
95000 Total Protective Services	\$4,855	\$0	\$4,855	\$4,855
96110 Property Insurance	\$9,488		\$9,488	\$9,488
96120 Liability Insurance	\$4,728		\$4,728	\$4,728
96130 Workmen's Compensation	\$7,152		\$7,152	\$7,152
96140 All Other Insurance	\$5,680		\$5,680	\$5,680
96100 Total insurance Premiums	\$27,048	\$0	\$27,048	\$27,048
96200 Other General Expenses	\$426	\$77,768	\$78,194	\$78,194
96210 Compensated Absences	\$114	\$351	\$465	\$465
96300 Payments in Lieu of Taxes	\$11,531		\$11,531	\$11,531
96400 Bad debt - Tenant Rents				
96500 Bad debt - Mortgages				
96600 Bad debt - Other				
96800 Severance Expense				
96000 Total Other General Expenses	\$12,071	\$78,119	\$90,190	\$90,190
96710 Interest of Mortgage (or Bonds) Payable	\$9,334		\$9,334	\$9,334
96720 Interest on Notes Payable (Short and Long Term)				
96730 Amortization of Bond Issue Costs	\$620		\$620	\$620
96700 Total Interest Expense and Amortization Cost	\$9,954	\$0	\$9,954	\$9,954
96900 Total Operating Expenses	\$414,553	\$283,220	\$697,773	\$697,773
97000 Excess of Operating Revenue over Operating Expenses	\$135,008	\$2,011,796	\$2,146,804	\$2,146,804
97100 Extraordinary Maintenance	\$12,781		\$12,781	\$12,781
97200 Casualty Losses - Non-capitalized				
97300 Housing Assistance Payments		\$2,042,801	\$2,042,801	\$2,042,801
97350 HAP Portability-In		\$24,907	\$24,907	\$24,907
97400 Depreciation Expense	\$156,149		\$156,149	\$156,149
97500 Fraud Losses				
97600 Capital Outlays - Governmental Funds				
97700 Debt Principal Payment - Governmental Funds				
97800 Dwelling Units Rent Expense				
90000 Total Expenses	\$583,483	\$2,350,928	\$2,934,411	\$2,934,411

See accompanying notes to the financial statements

Dover Housing Authority (NJ068)
DOVER, NJ
Entity Wide Revenue and Expense Summary

Submission Type: Audited/A-133

Fiscal Year End: 09/30/2012

	Project Total	14,871 Housing Choice Vouchers	Subtotal	Total
10010 Operating Transfer In				
10020 Operating transfer Out				
10030 Operating Transfers from/to Primary Government				
10040 Operating Transfers from/to Component Unit				
10050 Proceeds from Notes, Loans and Bonds				
10060 Proceeds from Property Sales				
10070 Extraordinary Items, Net Gain/Loss				
10080 Special Items (Net Gain/Loss)				
10091 Inter Project Excess Cash Transfer In				
10092 Inter Project Excess Cash Transfer Out				
10093 Transfers between Program and Project - In				
10094 Transfers between Project and Program - Out				
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$33,922	-\$55,912	-\$89,834	-\$89,834
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0
11030 Beginning Equity	\$1,021,039	\$1,084,701	\$2,105,740	\$2,105,740
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors				
11050 Changes in Compensated Absence Balance				
11060 Changes in Contingent Liability Balance				
11070 Changes in Unrecognized Pension Transition Liability				
11080 Changes in Special Term/Severance Benefits Liability				
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents				
11100 Changes in Allowance for Doubtful Accounts - Other				
11170 Administrative Fee Equity		\$830,113	\$830,113	\$830,113
11180 Housing Assistance Payments Equity		\$198,676	\$198,676	\$198,676
11190 Unit Months Available	708	2976	3684	3684
11210 Number of Unit Months Leased	693	2993	3686	3686
11270 Excess Cash	\$113,805		\$113,805	\$113,805
11610 Land Purchases	\$0		\$0	\$0
11620 Building Purchases	\$164,559		\$164,559	\$164,559
11630 Furniture & Equipment - Dwelling Purchases	\$0		\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0		\$0	\$0
11650 Leasehold Improvements Purchases	\$0		\$0	\$0
11660 Infrastructure Purchases	\$0		\$0	\$0
13510 CFFP Debt Service Payments	\$10,172		\$10,172	\$10,172
13901 Replacement Housing Factor Funds	\$0		\$0	\$0

See accompanying notes to the financial statements

**HOUSING AUTHORITY TOWN OF DOVER
STATEMENT AND CERTIFICATION OF
ACTUAL CAPITAL FUND GRANT COST
AS OF SEPTEMBER 30, 2012**

	NJ39068501-08		
	Approved Budget	Actual Cost	Overrun
Operations	\$ 3,507	\$ 3,507	\$ -
Fees and Cost	2,847	2,847	-
Site Improvements	38,700	38,700	-
Collateralization or Debt Service	20,369	20,369	-
Total	<u>\$ 65,423</u>	<u>\$ 65,423</u>	<u>\$ -</u>
Funds Advanced	\$ 65,423		
Funds Expended	65,423		
Excess of Funds Advanced	<u>\$ -</u>		

1. The distribution of cost by project and account classification accompanying the Actual Capital Fund Cost Certificates submitted to HUD for approval were in agreement with the Authority's records.
2. All Capital Fund cost have been paid and all related liabilities have been discharged through payment.
3. The Capital Fund Program 501-08 was completed on January 20, 2012
4. There were no budget overruns noted.

See accompanying notes to the financial statements.



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Certified Public Accountants

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS

(No Reportable Instances of Noncompliance and No Material Weaknesses)

Board of Commissioners
Housing Authority Town of Dover
215 East Blackwell Street
Dover, New Jersey 07801

We have audited the financial statements of the Housing Authority Town of Dover as of and for the fiscal year ended September 30, 2012 and have issued our report thereon dated January 21, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Housing Authority Town of Dover internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Housing Authority Town of Dover's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority Town of Dover financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the audit committee, management, United States Department of Housing and Development, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Hymanson, Parnes & Giampaolo

Date: January 21, 2013



Hymanson, Parnes & Giampaolo

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INDEPENDENT AUDITORS REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

**(Unqualified Opinion on Compliance, No Material Weaknesses or Significant
Deficiencies in Internal Control Over Compliance Identified)**

Board of Commissioners
Housing Authority Town of Dover
215 East Blackwell Street
Dover, New Jersey 07801

Compliance

We have audited the Housing Authority Town of Dover's compliance with the types of compliance requirements described in the OMB Circular A-133 Compliance Supplement that could have a direct and material effect on each of the Housing Authority Town of Dover major federal programs for the fiscal year ended September 30, 2012. The Housing Authority Town of Dover's major federal programs are identified in the summary of the auditors result section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards accepted in the United States of America, the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States, and the U.S. Office of Management and Budgets Circular A-133. Those standards and OMB Circular A-133 required that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority Town of Dover's compliance with those requirements and performing such other procedures as we consider necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Authority's compliance with those requirements.

In our opinion, the Housing Authority Town of Dover complied, in all material respects, with the compliance requirements referred to the above that could have a direct and material effect on each of its major federal program identified in the accompanying schedule of findings and questioned cost for the fiscal year ended September 30, 2012.

Internal Control Over Compliance

The management of the Housing Authority Town of Dover is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit, we considered the Housing Authority Town of Dover's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis.

A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be *material weaknesses*, as defined above.

This report is intended solely for the information and use of the audit committee, management, United States Department of Housing and Development, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Hymanson, Parnes & Giampaolo

Date: January 21, 2013

HOUSING AUTHORITY TOWN OF DOVER

Schedule of Findings and Questioned Cost Year Ended September 30, 2012

Prior Audit Findings

None reported

Summary of Auditor's Results

1. The auditor's report expresses an unqualified opinion on the financial statement of Housing Authority Town of Dover.
2. No significant deficiencies relating to the audit of the financial statements are reported in the REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS.
3. No instances of noncompliance material to the financial statements of Housing Authority Town of Dover were disclosed during the audit.
4. No significant deficiencies relating to the audit of the major federal award programs are reported in the REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133.
5. The auditor's report on compliance for the Housing Choice Voucher Program expressed a Unqualified opinion.
6. No Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 in this Schedule.
7. The program tested as major program were Housing Choice Voucher Program, CFDA#14.871 with expenditures of \$2,245,884.
8. The threshold used for distinguishing between Type A and B programs was \$300,000.
9. Housing Authority Town of Dover qualifie as a low risk auditee.

FINDINGS – FINANCIAL STATEMENT AUDIT

None reported

FINDINGS AND QUESTIONED COST – MAJOR FEDERAL AWARD PROGRAM AUDIT

None reported



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Independent Accountant's Report on Agreed-Upon Procedures

Board of Commissioners
Housing Authority Town of Dover
215 East Blackwell Street
Dover, New Jersey 07801

We have performed the procedure described in the second paragraph of this report, which was agreed to by the Housing Authority Town of Dover and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents. This agree-upon procedures engagement was performed in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart.

We were engaged to perform an audit in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, for the Housing Authority as of and for the fiscal year ended September 30, 2012, and have issued our report thereon dated January 21, 2013. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, our opinion on the fair presentation of the Financial Data Schedule (FDS) dated September 30, 2012, was expressed in relation to the basic financial statements of the Housing Authority taken as a whole.

A copy of the reporting package required by OMB Circular A-133, which includes the auditor's reports, is available in its entirety from the Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of the Housing Authority Town of Dover and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), and is not intended to be and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Hymanson, Parnes & Giampaolo

Date: January 21, 2013

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet and Revenue and Expense (data line items 111 to 13901)	Financial Data Schedule,all CFDA's	<input checked="" type="radio"/>	<input type="radio"/>
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	<input checked="" type="radio"/>	<input type="radio"/>
3	Type of opinion on FDS (data element G3100-040)	Auditor's supplemental report on FDS	<input checked="" type="radio"/>	<input type="radio"/>
4	Audit findings narrative (data element G5200-010)	Schedule of Findings and Questioned costs	<input checked="" type="radio"/>	<input type="radio"/>
5	General information (data element series G2000,G2100,G2200,G9000,G9100)	OMB Data Collection Form*	<input checked="" type="radio"/>	<input type="radio"/>
6	Financial statement report information (data element G3000-010)	Schedule of Findings and Questioned costs,Part 1 and OMB Data Collection Form*	<input checked="" type="radio"/>	<input type="radio"/>
7	Federal program report information (data element G4000-020 to G4000-040)	Schedule of Findings and Questioned costs,Part 1 and OMB Data Collection Form*	<input checked="" type="radio"/>	<input type="radio"/>
8	Type of Compliance Requirement (G4200-020 & G4000-030)	OMB Data Collection Form*	<input checked="" type="radio"/>	<input type="radio"/>
9	Basic financial statements and auditor's reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	<input checked="" type="radio"/>	<input type="radio"/>

<u>Firm Name</u>	Hymanson Parnes & Giampaolo
<u>Employer Identification Number</u>	22-3554220
<u>Date</u>	January 21, 2013
<u>UII#</u>	#66170
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