

Authority Budget of:

ADOPTED COPY

SEP 21 2018

AUG 10 2018

Dover Housing Authority

State Filing Year

2018

APPROVED COPY
ADOPTED COPY

For the Period:

October 1, 2018

to

September 30, 2019

www.doverhousing.org

Authority Web Address

Department Of



**Community
Affairs**

#DOVER-PY12-05RUS2718

Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

DOVER

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM October 1, 2018 TO September 30, 2019

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 9/23/2018

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 9/27/2018

2018 PREPARER'S CERTIFICATION

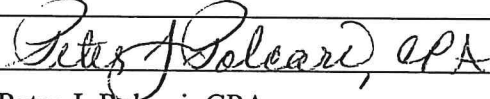
DOVER

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/31/2018 TO: 9/30/2019

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

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

Preparer's Signature:			
Name:	Peter J. Polcari, CPA		
Title:	Fee Accountant		
Address:	216 Sollas Court, Ridgewood, NJ 07450		
Phone Number:	201-650-0618	Fax Number:	973-831-6972
E-mail address	polcarifamily@aol.com		

2018 APPROVAL CERTIFICATION


DOVER

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Dover Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 3rd day of July , 2018.

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

Officer's Signature:			
Name:	Maria Tchinchinian		
Title:	Executive Director		
Address:	215 E Blackwell Street, Dover, NJ 07801		
Phone Number:	973-361-9445	Fax Number:	973-361-6204
E-mail address	admin@doverhousing.org		

INTERNET WEBSITE CERTIFICATION

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

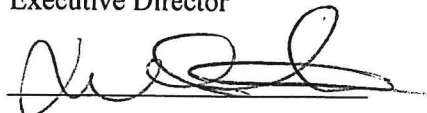
- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying compliance
Title of Officer Certifying compliance

Maria Tchinchinian
Executive Director

Signature



2018 HOUSING AUTHORITY BUDGET RESOLUTION

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

WHEREAS, the Annual Budget and Capital Budget for the Dover Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 has been presented before the governing body of the Dover Housing Authority at its open public meeting of July 3, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 2,871,095, Total Appropriations, including any Accumulated Deficit if any, of \$ 2,858,656 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$52,345 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ -0-; and

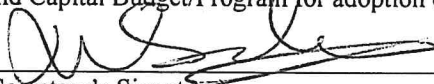
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Dover Housing Authority, at an open public meeting held on July 3, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Dover Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Dover Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 4, 2018.


(Secretary's Signature)

7-3-2018
(Date)

Governing Body Member:	Recorded Vote	Aye	Nay	Abstain	Absent
Gianna Garzon	X				
Betty Inglis	X				
Robin Kline	X				
James Mullin	X				
Michael Piciallo					X
John J. Rich	X				
Thomas Toohey	X				

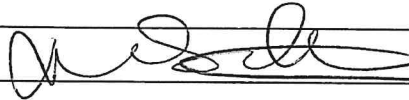
2018 ADOPTION CERTIFICATION

DOVER

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Dover Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 4 day of, September, 2018.

Officer's Signature:			
Name:	Maria Tchinchinian		
Title:	Executive Director		
Address:	215 E Blackwell Street, Dover, NJ 07801		
Phone Number:	973-361-9445	Fax Number:	973-361-6204
E-mail address	admin@doverhousing.org		

RESOLUTION 2018-09-20

2018 ADOPTED BUDGET RESOLUTION

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Dover Housing Authority for the fiscal year beginning October 1, 2018 and ending, September 30, 2019 has been presented for adoption before the governing body of the Dover Housing Authority at its open public meeting of September 4, 2018; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 2,871,095, Total Appropriations, including any Accumulated Deficit, if any, of \$2,858,656 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$52,345 and Total Unrestricted Net Position planned to be utilized of \$ -0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Dover Housing Authority, at an open public meeting held on September 4, 2018 that the Annual Budget and Capital Budget/Program of the Dover Housing Authority for the fiscal year beginning, October 1, 2018 and, ending, September 30, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

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


(Secretary's Signature)

9/4/2018
(Date)

Governing Body Member:	Recorded Vote Aye	Nay	Abstain	Absent
Gianna Garzon				X
Betty Inglis				X
Robin Kline				X
James Mullin	X			
Michael Piciallo	X			
John J. Rich	X			
Thomas Toohey	X			

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS DOVER HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

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

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

The FYE 9/30/2019 budget for the Dover Housing Authority is not significantly different from the FYE 9/30/2018 budget. While some line items have variances of more than ten percent, the dollar amounts are insignificant. Staff Training and Travel are both expected to increase because the Authority is expecting to have commissioners attend the required training courses. Insurance Costs are also expected to rise based on the actual bills received for the current fiscal year. Property, Liability, and Worker's Compensation insurance have all increased. The cost of the protective service contract is expected to decrease as the HA did fire alarm refurbishments during the previous year. As noted on page N-5 Retiree Health Benefits for the "single" participant will be higher because the person was required to change plans when one plan option was dropped. The Dover Housing Authority is committed to operating in a cost efficient manner while continuing to provide essential services to its tenants.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

Anticipated revenues are expected to remain relatively constant when compared to the prior year. HUD operating Subsidy is expected to increase for the Low Income Housing Program as HUD has increased funding nationwide based on Congressional appropriations. The HA also expects increased funding for the Housing Choice Voucher Program as rents in the area continue to rise. In addition, interest income is expected to increase as the HA has changed banking institutions and is receiving a better interest rate. As a result of the increased revenues coupled with the conservative approach toward expenditures, the HA is anticipating a surplus of \$12,439.

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

The local and regional economy is stable. The economy doesn't have a significant impact on the proposed budget because government subsidies and unrestricted net position will be sufficient to offset any decrease in rent that might arise. Capital improvements are not impacted by the local/regional economy since they are funded through HUD's Capital Fund Grants.

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS DOVER HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

The Authority is not budgeting to use Unrestricted Net Position for the FYE September 30, 2019. The Authority has a significant balance in its pre 2004 Section 8 Administrative Fee Reserves that is available for use should the need arise. The use of such funds is permitted by HUD regulations and would be accomplished through equity transfers if required. The Authority, however, has presented a conservative budget and is not anticipating using Unrestricted Net Position during the coming fiscal year.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A – There is no funds transfer required or anticipated.

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

There is no anticipated deficit for the FYE 9/30/2019 nor is there an accumulated deficit for this HA. While there is a significant liability shown for Unfunded Pension Liabilities and OPEB Costs, the Authority has pre 2004 Section 8 Administrative Fee Reserves available should they be required. In addition, the Authority will have significant future pension savings beginning in 2022 when the payment for an early retirement incentive comes to an end. These funds will then be available for other uses.

HOUSING AUTHORITY CONTACT INFORMATION

2018

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

Name of Authority:	Dover Housing Authority		
Federal ID Number:	22-1914193		
Address:	215 E Blackwell Street		
City, State, Zip:	Dover	NJ	07801
Phone: (ext.)	973-361-9444	Fax:	973-361-6204

Preparer's Name:	Peter J. Polcari, CPA		
Preparer's Address:	216 Sollas Court		
City, State, Zip:	Ridgewood	NJ	07450
Phone: (ext.)	201-650-0618	Fax:	973-831-6972
E-mail:	polcarifamily@aol.com		

Chief Executive Officer:	Maria Tchinchinian		
Phone: (ext.)	973-361-9445	Fax:	973-361-6204
E-mail:	admin@doverhousing.org		

Chief Financial Officer:	Gianna Garzon, Treasurer		
Phone: (ext.)	973-361-9445	Fax:	973-361-6204
E-mail:	admin@doverhousing.org		

Name of Auditor:	Anthony Giampaolo, CPA		
Name of Firm:	Hymanson, Parnes, & Giampaolo CPAs		
Address:	467 Middletown-Lincroft Road		
City, State, Zip:	Llincroft	NJ	07738
Phone: (ext.)	732-842-4550	Fax:	732-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

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

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2016 or 2017**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 4
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2016 or 2017**) Transmittal of Wage and Tax Statements: \$166,186
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? NO *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering)
YES *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee?
NO
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? NO
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?
NO*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. NO *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authorities procedures for all employees.** Salaries are set upon hiring an employee and are typically based on comparable positions at other authorities. Annual raises are approved by the Housing Authority's Board of commissioners and are based on merit, standard increases in the industry, and availability of funds.

- 11) Did the Authority pay for meals or catering during the current fiscal year? YES *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.* The HA paid \$1,900 for the senior holiday party, \$428 for the annual reorganization dinner, and \$445 for Board of Commissioner Meetings.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? YES *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.* The Authority paid a total of \$973 for the Executive Director to travel to PHADA's national conference in New Orleans. The following travel costs were incurred: Airfare \$283, Hotel \$322, Parking and Taxi fares \$132, and Meals while away from home \$236.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel NO
 - b. Travel for companions NO
 - c. Tax indemnification and gross-up payments NO
 - d. Discretionary spending account NO
 - e. Housing allowance or residence for personal use NO
 - f. Payments for business use of personal residence NO
 - g. Vehicle/auto allowance or vehicle for personal use NO
 - h. Health or social club dues or initiation fees NO
 - i. Personal services (i.e.: maid, chauffeur, chef) NO
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? YES. Payment for all expenses incurred (in #12 above) required receipts to be presented prior to payment. *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? NO *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? NO *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A - not required for Dover HA *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? NO *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? NO *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

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

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

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

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

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018 Most recent available W-2 and 1099 should be used (**2016 or 2017 Forms**)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 being the most recent calendar year ended).

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

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

For the Period October 1, 2018 to Dover Housing Authority September 30, 2019

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/ 1099)					Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
				Commissioner	Officer	Key Employee	Highest Compensated Employee	Former							
1 John Rich	Chairperson	2 X								NONE					
2 Thomas Toohy	Vice Chair	2 X								NONE					
3 Betty Inglis	Commissioner	2 X								NONE					
4 James Mullin	Commissioner	2 X								NONE					
5 Michael Piciallo	Commissioner	2 X								NONE					
6 Gianna Garzon	Commissioner	2 X								NONE					
7 Robin Kline	Commissioner	2 X								NONE					
8 Maria Tchinchinian	Exec. Director	40			X					Boro of Chatham	Mun clerk	40	88,980	20,532	109,512
9												0	0	0	122,773
10												0	0	0	0
11												0	0	0	0
12												0	0	0	0
13												0	0	0	0
14												0	0	0	0
15												0	0	0	0
Total:													\$ 83,630	\$ 39,143	\$ 122,773
													\$ 107,480	\$ 22,502	\$ 252,755

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

For the Period **Dover Housing Authority** to **September 30, 2019**
October 1, 2018

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage								
Parent & Child	1	18,409	\$ 18,409	1	18,950	\$ -	-	#DIV/0!
Employee & Spouse (or Partner)						18,950	(541)	-2.9%
Family	1	32,798	32,798	1	33,818	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(10,368)			33,818	(1,020)	-3.0%
Subtotal	2		40,839	2		(10,714)	346	-3.2%
						42,054	(1,215)	-2.9%
Commissioners - Health Benefits - Annual Cost								
Single Coverage								
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	0			0				#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage								
Parent & Child	1	17,539	17,539	1	13,734	13,734	3,805	27.7%
Employee & Spouse (or Partner)								#DIV/0!
Family	1	24,242	24,242	1	23,398	23,398	844	3.6%
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	2		41,781	2				#DIV/0!
						37,132	4,649	12.5%
GRAND TOTAL	4		\$ 82,620	4		\$ 79,186	\$ 3,434	4.3%

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

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

Schedule of Accumulated Liability for Compensated Absences

Dover Housing Authority

For the Period

October 1, 2018

to

September 30, 2019

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Maria Tchinchinian	113	\$ 22,063		X	
Kathleen McClendon	134	7,564		X	
LaCretia Burgess	7	874		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 30,501			

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

Schedule of Shared Service Agreements

For the Period

October 1, 2018

Dover Housing Authority
to

September 30, 2019

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

[illegible]

If No Shared Services X this Box

X

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **October 1, 2018** to **September 30, 2019**

	FY 2019 Proposed Budget					FY 2018 Adopted Budget	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations		
	All Operations	All Operations	All Operations	All Operations	All Operations		
REVENUES							
Total Operating Revenues	\$ 475,265	\$ -	\$ 2,360,460	\$ -	\$ 2,835,725	\$ 2,737,133	\$ 98,592 3.6%
Total Non-Operating Revenues	3,370	-	32,000	-	35,370	34,547	823 2.4%
Total Anticipated Revenues	478,635	-	2,392,460	-	2,871,095	2,771,680	99,415 3.6%
APPROPRIATIONS							
Total Administration	198,386	-	281,155	-	479,541	465,361	14,180 3.0%
Total Cost of Providing Services	270,655	-	2,108,460	-	2,379,115	2,303,182	75,933 3.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	469,041	-	2,389,615	-	2,858,656	2,768,543	90,113 3.3%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	469,041	-	2,389,615	-	2,858,656	2,768,543	90,113 3.3%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	469,041	-	2,389,615	-	2,858,656	2,768,543	90,113 3.3%
ANTICIPATED SURPLUS (DEFICIT)	\$ 9,594	\$ -	\$ 2,845	\$ -	\$ 12,439	\$ 3,137	\$ 9,302 296.5%

Revenue Schedule

Dover Housing Authority
For the Period October 1, 2018 to September 30, 2019

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	216744				216,744	229,668	(12,924) -5.6%
Excess Utilities	4956				4,956	4,956	- 0.0%
Non-Dwelling Rental					-	-	- #DIV/0!
HUD Operating Subsidy	215275				215,275	188,000	27,275 14.5%
New Construction - Acc Section 8					-	-	- #DIV/0!
Voucher - Acc Housing Voucher			2360460		2,360,460	2,277,220	83,240 3.7%
Total Rental Fees	436,975	-	2,360,460	-	2,797,435	2,699,844	97,591 3.6%
<i>Other Operating Revenues (List)</i>							
Maintenance Charges to Tenants	250				250	250	- 0.0%
Laundry Income to Tenants	3900				3,900	3,900	- 0.0%
CellTower Revenue	34140				34,140	33,139	1,001 3.0%
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Type in (Grant, Other Rev)					-	-	- #DIV/0!
Total Other Revenue	38,290	-	-	-	38,290	37,289	1,001 2.7%
Total Operating Revenues	475,265	-	2,360,460	-	2,835,725	2,737,133	98,592 3.6%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Capital Funds Used in Operations	1,000				1,000	1,000	- 0.0%
FSS Grant			32,000		32,000	31,777	223 0.7%
Type in					-	-	- #DIV/0!
Type in					-	-	- #DIV/0!
Type in					-	-	- #DIV/0!
Type in					-	-	- #DIV/0!
Total Other Non-Operating Revenue	1,000	-	32,000	-	33,000	32,777	223 0.7%
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	2,370				2,370	1,770	600 33.9%
Penalties					-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Interest	2,370	-	-	-	2,370	1,770	600 33.9%
Total Non-Operating Revenues	3,370	-	32,000	-	35,370	34,547	823 2.4%
TOTAL ANTICIPATED REVENUES	\$ 478,635	\$ -	\$ 2,392,460	\$ -	\$ 2,871,095	\$ 2,771,680	\$ 99,415 3.6%

Prior Year Adopted Revenue Schedule

Dover Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	229,668				229,668
Excess Utilities	4,956				4,956
Non-Dwelling Rental					-
HUD Operating Subsidy	188,000				188,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,277,220		2,277,220
Total Rental Fees	422,624	-	2,277,220	-	2,699,844
<i>Other Revenue (List)</i>					
Maintenance Charges to Tenants	250				250
Laundry Income to Tenants	3900				3,900
CellTower Revenue	33139				33,139
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	37,289	-	-	-	37,289
Total Operating Revenues	459,913	-	2,277,220	-	2,737,133
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Capital Funds Used for Operations	1,000				1,000
FSS Grant			31,777		31,777
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	1,000	-	31,777	-	32,777
<i>Interest on Investments & Deposits</i>					
Interest Earned	1,770				1,770
Penalties					-
Other					-
Total Interest	1,770	-	-	-	1,770
Total Non-Operating Revenues	2,770	-	31,777	-	34,547
TOTAL ANTICIPATED REVENUES	\$ 462,683	\$ -	\$ 2,308,997	\$ -	\$ 2,771,680

Appropriations Schedule

Dover Housing Authority
For the Period October 1, 2018 to September 30, 2019

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages	76,828		89,264		\$ 166,092	\$ 161,248	\$ 4,844 3.0%
Fringe Benefits	71,278		74,187		145,465	133,529	11,936 8.9%
Legal	2,884		5,356		8,240	8,240	- 0.0%
Staff Training	2,000		2,000		4,000	1,500	2,500 166.7%
Travel	1,000		1,000		2,000	1,000	1,000 100.0%
Accounting Fees	17,980		17,980		35,960	34,800	1,160 3.3%
Auditing Fees	5,025		5,025		10,050	10,050	- 0.0%
Miscellaneous Administration*	21,391		86,343		107,734	114,994	(7,260) -6.3%
Total Administration	198,386	-	281,155	-	479,541	465,361	14,180 3.0%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation	9,345				9,345	9,073	272 3.0%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor					-	-	- #DIV/0!
Fringe Benefits					-	-	- #DIV/0!
Tenant Services	4,750				4,750	4,750	- 0.0%
Utilities	122,400				122,400	131,815	(9,415) -7.1%
Maintenance & Operation	85,500				85,500	85,125	375 0.4%
Protective Services	4,000				4,000	4,500	(500) -11.1%
Insurance	33,730				33,730	30,210	3,520 11.7%
Payment in Lieu of Taxes (PILOT)	9,930				9,930	10,281	(351) -3.4%
Terminal Leave Payments	1,000				1,000	1,000	- 0.0%
Collection Losses					-	-	- #DIV/0!
Other General Expense					-	-	- #DIV/0!
Rents			2,108,460		2,108,460	2,026,428	82,032 4.0%
Extraordinary Maintenance					-	-	- #DIV/0!
Replacement of Non-Expendible Equipment					-	-	- #DIV/0!
Property Betterment/Additions					-	-	- #DIV/0!
Miscellaneous COPS*					-	-	- #DIV/0!
Total Cost of Providing Services	270,655	-	2,108,460	-	2,379,115	2,303,182	75,933 3.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	469,041	-	2,389,615	-	2,858,656	2,768,543	90,113 3.3%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve					-	-	- #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
TOTAL APPROPRIATIONS	469,041	-	2,389,615	-	2,858,656	2,768,543	90,113 3.3%
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	469,041	-	2,389,615	-	2,858,656	2,768,543	90,113 3.3%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
TOTAL NET APPROPRIATIONS	\$ 469,041	\$ -	\$ 2,389,615	\$ -	\$ 2,858,656	\$ 2,768,543	\$ 90,113 3.3%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 23,452.05 \$ - \$ 119,480.75 \$ - \$ 142,932.80

Prior Year Adopted Appropriations Schedule

Dover Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 74,584		\$ 86,664		\$ 161,248
Fringe Benefits	65,429		68,100		133,529
Legal	2,884		5,356		8,240
Staff Training	750		750		1,500
Travel	500		500		1,000
Accounting Fees	17,400		17,400		34,800
Auditing Fees	5,025		5,025		10,050
Miscellaneous Administration*	20,534		94,460		114,994
Total Administration	187,106	-	278,255	-	465,361
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	9,073				9,073
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits					-
Tenant Services	4,750				4,750
Utilities	131,815				131,815
Maintenance & Operation	85,125				85,125
Protective Services	4,500				4,500
Insurance	30,210				30,210
Payment in Lieu of Taxes (PILOT)	10,281				10,281
Terminal Leave Payments	1,000				1,000
Collection Losses					-
Other General Expense					-
Rents			2,026,428		2,026,428
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	276,754	-	2,026,428	-	2,303,182
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	463,860	-	2,304,683	-	2,768,543
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	463,860	-	2,304,683	-	2,768,543
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	463,860	-	2,304,683	-	2,768,543
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 463,860	\$ -	\$ 2,304,683	\$ -	\$ 2,768,543

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 23,193.00 \$ - \$ 115,234.15 \$ - \$ 138,427.15

Debt Service Schedule - Principal

Dover Housing Authority

If Authority has no debt X this box

☐

	Fiscal Year Ending in								
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
2007 HMFA BONDS	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 50,000	\$ 135,000
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	10,000	10,000	15,000	15,000	15,000	15,000	15,000	50,000	135,000
LESS: HUD SUBSIDY	10,000	10,000	15,000	15,000	15,000	15,000	15,000	50,000	135,000
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

Dover Housing Authority

If Authority has no debt X this box

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F-7

Net Position Reconciliation

Dover Housing Authority
For the Period October 1, 2018 to September 30, 2019

FY 2019 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 527,143	\$ -	\$ 540,489	\$ -	\$ 1,067,632
483,919				483,919
137,990				137,990
-		39,517		39,517
(94,766)	-	500,972	-	406,206
301,160		129,069		430,229
48,735		26,242		74,977
(1,177)		4,314		3,137
253,952	-	660,597	-	914,549
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 253,952	\$ -	\$ 660,597	\$ -	\$ 914,549

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)

- Less: Invested in Capital Assets, Net of Related Debt (1)
- Less: Restricted for Debt Service Reserve (1)
- Less: Other Restricted Net Position (1)
- Total Unrestricted Net Position (1)
- Less: Designated for Non-Operating Improvements & Repairs
- Less: Designated for Rate Stabilization
- Less: Other Designated by Resolution
- Plus: Accrued Unfunded Pension Liability (1)
- Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)
- Plus: Estimated Income (Loss) on Current Year Operations (2)
- Plus: Other Adjustments (attach schedule)

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

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

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)

- (1) Total of all operations for this line item must agree to audited financial statements.
- (2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.
- (3) Amount may not exceed 5% of total operating appropriations. See calculation below.
Maximum Allowable Appropriation to Municipality/County \$ 23,452 \$ - \$ 119,481 \$ - \$ 142,933
- (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2018

DOVER
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

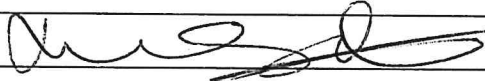
DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

☒ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Dover Housing Authority, on the 3rd day of July, 2018.

OR

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

Officer's Signature:			
Name:	Maria Tchinchinian		
Title:	Executive Director		
Address:	215 E Blackwell Street, Dover, NJ 07801		
Phone Number:	973-361-9445	Fax Number:	973-361-6204
E-mail address	admin@doverhousing.org		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Dover Housing Authority

FISCAL YEAR: FROM: 10/1/2018 TO: 9/30/2019

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

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

Yes. The Capital Budget is prepared with input from the residents of the developments affected and the municipal government, when required. It is also approved by HUD as capital fund subsidies are provided to pay for such costs.

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

Yes. It is done in conjunction with HUD, engineers, and officials.

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

No. HUD only requires a five year plan and the HA has complied with those requirements.

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

NO – N/A

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

The proposed capital projects have no effect on rental income as all funding comes from the HUD capital fund program. The Authority will not be using rental income to pay for the anticipated projects. The projects are needed, however, to continue to provide decent, safe and affordable housing to the population that the HA serves.

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

Yes. All capital fund budgets are required to be submitted to HUD for approval.

Add additional sheets if necessary.

Proposed Capital Budget

Dover Housing Authority
For the Period October 1, 2018 to September 30, 2019

		<i>Funding Sources</i>				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
CFP 2015 & 2016 Elevator Rehab	\$ 46,982				\$ 46,982	
CFP 2016 Reseal Parking Lot	-					
CFP 2017 Appliances	5,363				5,363	
CFP 2018 Reseal Parking Lot	-					
Total	52,345	-	-	-	52,345	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 52,345	\$ -	\$ -	\$ -	\$ 52,345	\$ -

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

5 Year Capital Improvement Plan

Dover Housing Authority

For the Period October 1, 2018 to September 30, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
Public Housing Management							
CFP 2015 & 2016 Elevator Rehab	\$ 46,982	\$ 46,982					
CFP 2016 Reseal Parking Lot	5,000	-	5,000				
CFP 2017 Appliances	25,363	5,363	10,000	10,000			
CFP 2018 Reseal Parking Lot	45,744	-	45,744				
Total	123,089	52,345	60,744	10,000	-	-	-
Section 8							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Housing Voucher							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Other Programs							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 123,089	\$ 52,345	\$ 60,744	\$ 10,000	\$ -	\$ -	\$ -

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

5 Year Capital Improvement Plan Funding Sources

Dover Housing Authority
For the Period October 1, 2018 to September 30, 2019

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
CFP 2015 & 2016 Elevator Reha	\$ 46,982				\$ 46,982	
CFP 2016 Reseal Parking Lot	5,000				5,000	
CFP 2017 Appliances	25,363				25,363	
CFP 2018 Reseal Parking Lot	45,744				45,744	
Total	123,089	-	-	-	123,089	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 123,089	\$ -	\$ -	\$ -	\$ 123,089	\$ -
Total 5 Year Plan per CB-4	\$ 123,089					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

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