

*Authority Budget of:*

**ADOPTED COPY**

***Morris County Housing Authority***

**State Filing Year**

**2018**

**APPROVED COPY**

***For the Period:***

***January 1, 2018***

***to***

***December 31, 2018***

**[www.morrishousingauthority.org](http://www.morrishousingauthority.org)**

**Authority Web Address**

**Department Of**



**Community  
Affairs**

***Division of Local Government Services***

2017 NOV 27 P 3:24  
HOUSING AUTHORITY  
COUNTY OF MORRIS

# **2018 HOUSING AUTHORITY BUDGET**

## **Certification Section**

2018

Housing Authority of the County of Morris

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM Jan. 1, 2018 TO Dec. 31, 2018

For Division Use Only

### CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 10/25/2017

### CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 11/22/2017

# 2018 PREPARER'S CERTIFICATION

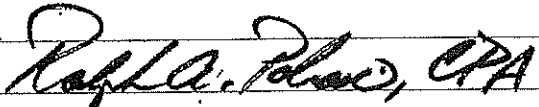
Housing Authority of the County of Morris

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Jan. 1, 2018 TO: Dec. 31, 2018

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

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

Preparer's Signature:			
Name:	Ralph A. Polcar		
Title:	Fee Accountant		
Address:	2035 Hamburg Tpke. -- Unit H, Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	ralph@polcarico.com		

# 2018 APPROVAL CERTIFICATION

Housing Authority of the County of Morris

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    Jan. 1, 2018    **TO:**    Dec. 31, 2018

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Housing Authority of the County of Morris, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 10th day of October, 2017.

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

Officer's Signature:			
Name:	Roberta L. Strater		
Title:	Executive Director		
Address:	99 Ketch Road, Morristown, NJ 07960		
Phone Number:	973-540-0389	Fax Number:	973-540-1914
E-mail address	rstrater@morriscountyha.org		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.morrishousingauthority.org

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

- ☒ A description of the Authority's mission and responsibilities
- ☒ 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.

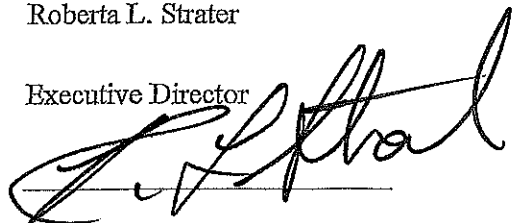
Name of Officer Certifying compliance

Roberta L. Strater

Title of Officer Certifying compliance

Executive Director

Signature



# 2018 HOUSING AUTHORITY BUDGET RESOLUTION

## Housing Authority of the County of Morris

### Resolution 2017-46

**FISCAL YEAR: From January 1, 2018 to December 31, 2018**

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the County of Morris for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 has been presented before the governing body of the Housing Authority of the County of Morris at its open public meeting of October 10, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$10,217,105, Total Appropriations, including any Accumulated Deficit if any, of \$10,101,694 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$945,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$665,000; and

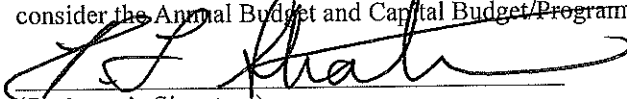
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Housing Authority of the County of Morris, at an open public meeting held on October 10, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority of the County of Morris for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018, is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the County of Morris will consider the Annual Budget and Capital Budget/Program for adoption on November 14, 2017.

  
(Secretary's Signature)

October 10, 2017  
(Date)

Governing Body		Recorded Vote			
Member	Aye	Nay	Abstain	Absent	
Chairman Manfred Ricciardelli, Jr.	X				
Vice-Chairman Linda Schramm				X	
Commissioner Elizabeth Denecke				X	
Commissioner Joseph Dolan				X	
Commissioner Russell Hall	X				
Commissioner Alan Koldewyn	X				
Commissioner Richard Tappen	X				

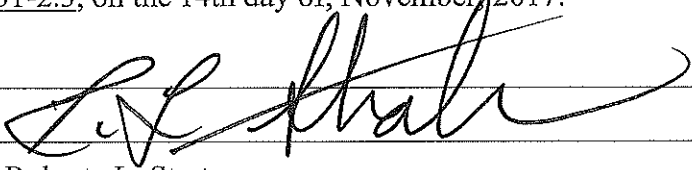
# Housing Authority of the County of Morris

## 2018 ADOPTION CERTIFICATION

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    Jan. 1, 2018    **TO:**    Dec. 31, 2018

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Housing Authority of the County of Morris, pursuant to N.J.A.C. 5:31-2.3, on the 14th day of, November, 2017.

Officer's Signature:			
Name:	Roberta L. Strater		
Title:	Executive Director		
Address:	99 Ketch Road, Morristown, NJ 07960		
Phone Number:	973-540-0389	Fax Number:	973-540-1914
E-mail address	rstrater@morriscountyha.org		



# RESOLUTION 2017 - 48

## 2018 ADOPTED BUDGET RESOLUTION

Housing Authority of the County of Morris

**FISCAL YEAR:**    **FROM:**    Jan. 1, 2018    **TO:**    Dec. 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the County of Morris for the fiscal year beginning Jan. 1, 2018 and ending, Dec. 31, 2018 has been presented for adoption before the governing body of the Housing Authority of the County of Morris at its open public meeting of Nov. 14, 2017; and

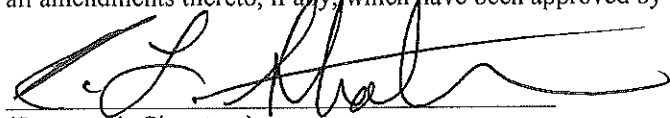
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$10,217,105, Total Appropriations, including any Accumulated Deficit if any, of \$10,101,694 and Total Unrestricted Net Position utilized of \$0 and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$945,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$665,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Housing Authority of the County of Morris, at an open public meeting held on Nov. 14, 2017 that the Annual Budget and Capital Budget/Program of the Housing Authority of the County of Morris for the fiscal year beginning, Jan. 1, 2018 and, ending, Dec. 31, 2018 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

  
(Secretary's Signature)

Nov. 14, 2017  
(Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Chairman Manfred Ricciardelli, Jr.				X
Vice-Chairman Linda Schramm				X
Commissioner Joseph Dolan	X			
Commissioner Russell Hall	X			
Commissioner Alan Koldewyn	X			
Commissioner Richard Tappen	X			

# **2018 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Housing Authority of the County of Morris

## AUTHORITY BUDGET

FISCAL YEAR: FROM: Jan. 1, 2018 TO: Dec. 31, 2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

*Budgeted revenues are anticipated to be adequate to cover projected expenses and cover debt service for calendar year 2018, resulting in a budgeted surplus of operations of \$115,411. Anticipated revenues total \$10,217,105, a decrease of \$27,976, or 0.3% when compared to the prior year budget. Total net appropriations of \$10,101,694 are \$20,525, or 0.2% less than the prior year budget.*

*The following explanations are for the +/- 10% variances for each line item:*

### Revenues

*There are no revenue categories with a +/- 10% variance from the prior fiscal year budget.*

### Expenses

*Legal expenses decreased \$11,875, or 14.9%, to be more in line with actual prior year and current year expenses to date.*

*Staff training expenses decreased \$1,900, or 16.5%, to be more in line with actual prior year and current year expenses to date.*

*Auditing expense increased \$1,251, or 12.8%, to be more in line with the actual prior year expense.*

*Miscellaneous administrative expenses decreased \$38,286, or 23.6%, to be more in line with actual prior year and current year expenses to date. The prior year budget for this expense category was too high based on actual results.*

*Fringe Benefits increased \$35,122, or 17.5%, as the prior year budget expense amount was too low.*

*Extraordinary maintenance decreased \$151,000, or 100%, as all budgeted maintenance costs are included in regular maintenance and operations. This is more in line with prior year actual results.*

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

*The proposed annual budget will have no significant impact on rents or service fees charged. Rental income is based on 30% of adjusted tenant income by federal regulation. Other increases/decreases in budgeted revenue are primarily the result of changes in HUD subsidies. Total revenues have not changed significantly from the prior year. Expense increases are primarily due to normal inflationary increases.*

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

*The local/regional economy is fairly stable and doesn't have a significant impact on the proposed budget.*

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

*The authority has accumulated its reserves over the years and plan to use these funds to make improvements -- see \$665,000 or unrestricted net position utilized in capital fund budget.*

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*

6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68)

*This authority does not have an accumulated deficit per the most recent audited financial statements and does not anticipate a deficit in the proposed budget. The \$930,431 deficit in unrestricted net position (after removing net investment in capital assets and restricted net position from total net position) on page F-8 is the direct result of GASB 45 OPEB and GASB 68 pension liabilities. The Authority would require additional funding from HUD or a new revenue stream to eliminate this deficit.*

# HOUSING AUTHORITY CONTACT INFORMATION

## 2018

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

<b>Name of Authority:</b>	Housing Authority of the County of Morris		
<b>Federal ID Number:</b>	22-2882910		
<b>Address:</b>	99 Ketch Road		
<b>City, State, Zip:</b>	Morristown	NJ	07960
<b>Phone: (ext.)</b>	973-540-0389	<b>Fax:</b>	973-540-1914

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

<b>Chief Executive Officer:</b>	Roberta Strater		
<b>Phone: (ext.)</b>	973-540-0389	<b>Fax:</b>	973-540-1914
<b>E-mail:</b>	<a href="mailto:rstrater@morriscountyha.org">rstrater@morriscountyha.org</a>		

<b>Chief Financial Officer:</b>	Gina Bozzi		
<b>Phone: (ext.)</b>	973-540-0389	<b>Fax:</b>	973-540-1914
<b>E-mail:</b>	<a href="mailto:gbozzi@morriscountyha.org">gbozzi@morriscountyha.org</a>		

<b>Name of Auditor:</b>	Anthony Giampaolo		
<b>Name of Firm:</b>	Hymanson, Parnes & Giampaolo		
<b>Address:</b>	467 Middletown-Lincroft Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	732-842-4550	<b>Fax:</b>	973-842-4551
<b>E-mail:</b>			

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Housing Authority of the County of Morris

**FISCAL YEAR:**    **FROM:**    Jan. 1, 2018    **TO:**    Dec. 31, 2018

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

- 1) Provide the number of individuals employed in calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 25
- 2) Provide the amount of total salaries and wages for calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 1,248,559.99
- 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 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. *All compensation is approved by the Board after annual performance evaluations are performed. **Attach a narrative of your Authority's procedures for all employees.***

## HOUSING AUTHORITY OF THE COUNTY OF MORRIS

### Page N-3 (1 of 2):

10) The Board of Commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increase granted during the fiscal year requires Board approval, at which time, an additional comparability analysis is performed.

#### 11) Meals/catering:

- Longfellow's Sandwich Deli-Morristown, NJ- Sandwiches/salads for each monthly Board meeting at approximately \$132/month.
- Cafe Navona-Rockaway, NJ-Annual Board Meeting-\$1,537.44 annual Board meeting dinner on January 10, 2017.

#### 12) Travel expenses:

- In April 2017, three (3) employees traveled to the NJ/NAHRO Annual Conference in Atlantic City, NJ. The total related costs were \$2,325.00.

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



**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**  
Housing Authority of the County of Morris

**FISCAL YEAR: FROM: Jan. 1, 2018 TO: Dec. 31, 2018**

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

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

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

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

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

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

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

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2017, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2015 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 January 1, 2018 to December 31, 2018  
Morris County Housing Authority

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	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)						
1 Roberts Strater	Executive Director	35	x	x				\$ 475,912	\$	\$	208,755	None				\$ 208,755
2 Lucille Favale	Deputy Exec. Dir.	35	x		x			107,575			125,637	None				125,637
3 Alan Koldewyn	Commissioner					x					0	None				0
4 Richard Tappan	Commissioner					x					0	None				0
5 Elizabeth Denecke	Commissioner					x					0	None				0
6 Joseph Dolan	Commissioner					x					0	None				0
7 Russell F. Hall	Commissioner					x					0	None				0
8 Manfred F. Ricciardelli, Jr.	Commissioner					x					0	None				0
9 Linda Schramm	Commissioner					x					0	None				0
10											0					0
11											0					0
12											0					0
13											0					0
14											0					0
15											0					0
Total:								\$ 283,437	\$	\$	334,392			\$	\$	\$ 334,392

(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

Morris County Housing Authority  
For the Period January 1, 2013 to December 31, 2013

	Annual Cost		Total Cost		# of Covered		Annual Cost		% Increase	
	# of Covered	Estimate per	Estimate	Proposed	Members	Current Year	per Employee	Current Year	Cost	(Decrease)
	(Medical & Rx)	Budget	Budget	Budget	(Medical & Rx)					(Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>										
Single Coverage	3	\$ 11,125	\$ 33,375		3	\$ 10,596		\$ 31,788	\$ 1,587	5.0%
Parent & Child	4	19,048	76,172		4	18,135		77,540	3,632	5.0%
Employee & Spouse (or Partner)										#DIV/0!
Family	12	28,198	338,376		12	26,852		322,224	16,152	5.0%
Employee Cost Sharing Contribution (enter as negative -)			(70,373)					(67,022)	(3,351)	5.0%
Subtotal	19		377,550		19			359,530	18,020	5.0%
<b>Commissioners - Health Benefits - Annual Cost</b>										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	0				0					#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family	2	26,936	53,872		2	25,650		51,300	2,572	5.0%
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	2		53,872		2			51,300	2,572	5.0%
<b>GRAND TOTAL</b>	21		\$ 431,422		21			\$ 410,830	\$ 20,592	5.0%

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



2016 Vacation/Sick Balances

Hourly Rate	Vacation Hours	Sick Hours	30% / 50% of Gross Sick Pay	Vacation Dollar Amount	Sick Dollar Amount	Total Compensation	
Robert L. Strater	183.00	2,781	\$ 129,679.84	\$17,066.82	\$12,000.00	\$28,066.82	11/8/1976
Lucille Favale	126.25	2,422.25	\$ 66,425.65	\$6,924.34	\$12,000.00	\$18,924.34	9/24/1984
Gina Bozzi	46.00	288.25	\$ 4,827.83	\$1,540.89	\$4,827.83	\$6,368.72	9/9/2013
Helen Laurentino	38.00	587.00	\$ 10,319.84	\$1,336.13	\$10,319.84	\$11,655.97	10/7/2002
Ana V. Betancourt	269.48	1,567.50	\$ 15,306.42	\$8,771.45	\$10,500.00	\$19,271.45	10/18/1989
Mabel Ramirez	21.00	5.25	\$ 39.98	\$533.03	\$39.98	\$573.01	2/1/2016
Fred Blackman	149.75	530.25	\$ 3,533.15	\$3,326.04	\$3,533.15	\$6,859.19	6/1/2010
Cristina Cortez	157.25	274.75	\$ 1,255.27	\$2,394.80	\$1,255.27	\$3,650.07	6/8/1997
Angie Adams	44.25	177.00	\$ 768.22	\$640.18	\$768.22	\$1,408.40	2/1/2013
Hypatia Pabon	0.00	208.75	\$ 1,359.03	\$0.00	\$1,359.03	\$1,359.03	4/2/2012
Halal Elgarni	264.50	199.75	\$ 1,813.68	\$8,005.32	\$1,813.68	\$9,819.00	4/17/1995
John Giordano	21.75	53.75	\$ 306.96	\$414.03	\$306.96	\$720.99	3/18/2008
Richard Gray	295.25	499.00	\$ 3,590.96	\$7,082.38	\$3,590.96	\$10,673.34	12/2/2002
Hope D. Summerset	168.50	702.25	\$ 5,667.96	\$4,479.48	\$5,667.96	\$10,147.44	3/17/2008
Giovanna McClendon	198.25	674.75	\$ 6,344.85	\$6,213.99	\$6,344.85	\$12,558.85	2/16/1999
Donald Lowery	107.00	277.00	\$ 1,581.89	\$2,036.85	\$1,581.89	\$3,618.74	8/1/2001
Lekelsa Harris	146.25	664.75	\$ 4,783.80	\$3,508.24	\$4,783.80	\$8,292.04	5/14/2007
Margaret Sanderson	223.25	925.75	\$ 7,049.38	\$5,666.66	\$7,049.38	\$12,716.04	11/14/2000
Stuart Hale	211.75	147.50	\$ 1,303.91	\$6,239.60	\$1,303.91	\$7,543.51	3/2/2011
Angel Vega	23.50	278.00	\$ 1,852.37	\$621.95	\$1,852.37	\$2,374.32	7/6/2010
Andre Jones	35.00	116.00	\$ 618.29	\$621.84	\$618.29	\$1,240.12	3/4/2013
Kelly Stephens	201.97	849.25	\$ 8,292.81	\$6,574.03	\$8,292.81	\$14,866.83	4/29/1996
Denise Stoops	201.67	1,749.00	\$ 15,880.50	\$6,103.72	\$10,500.00	\$16,603.72	11/13/1989
Glenn Treier	310.73	2,040.25	\$ 18,524.98	\$9,404.51	\$10,500.00	\$19,904.51	10/31/1988
\$0.00			\$ -	\$0.00	\$0.00	\$0.00	
TOTAL	3,442.35	18,019.00	\$ 8 = 2,552.4	\$109,406.29	\$120,810.18	\$0.00	
	430.30	Maximum	PHS		maximum		
Vacation/Sick Total		Sick Hrs.		\$109,406.29	sick pay	\$230,216.47	

NOTE: 2015 FREEHOLDERS RECEIVE 50% OF THEIR SICK TIME WITH A MAXIMUM OF \$12K  
NON-FREEHOLDERS RECEIVE 30% OF THEIR SICK TIME WITH A MAXIMUM OF \$10.5K

<u>PROJECT NAME</u>	<u>Percentages Used</u>	<u>Vacation &amp; Sick</u>	<u>Sub-total Charge to PR</u>	<u>FICA #4540</u>	<u>Debit</u>	<u>Total</u>	<u>#213510</u>	<u>#FYE 2015</u>	<u>Total</u>
FICA RATE	8.50%		4110 /4101 /4102						
Voucher Program	24.95%		\$57,431.35		\$4,881.66	\$62,313.01	\$52,986.20		\$9,326.81
Others MORRIS MEWS	20.44%		\$47,051.01		\$3,959.34	\$51,050.34	\$51,125.47		\$-75.13
Public Housing	54.58%		\$125,662.15		\$10,680.43	\$136,342.58	\$161,410.76		\$-25,078.18
recap:	TOTAL:	\$230,134.50			\$19,561.43	\$249,695.93	\$285,522.43		\$-15,826.50

PD5# 323 = 224,969  
 PD5# 354 = 224,727  
 Total = 449,696

## Schedule of Shared Service Agreements

For the Period

December 31, 2018

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  
January 1, 2018  
Morris County Housing Authority  
to  
December 31, 2018

FY 2018 Proposed Budget									
REVENUES	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	FY 2017 Adopted Budget	Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
Total Operating Revenues	\$ 2,233,423	\$ -	\$ 6,184,416	\$ 1,562,278	\$ 10,080,117	\$ 10,109,994	\$ 10,109,994	\$ (29,877)	-0.3%
Total Non-Operating Revenues	44,294	-	34,294	58,400	136,988	135,087	135,087	1,901	1.4%
Total Anticipated Revenues	2,277,717	-	6,218,710	1,720,678	10,247,105	10,245,081	10,245,081	(27,976)	-0.3%
APPROPRIATIONS									
Total Administration	703,522	-	664,507	350,957	1,718,986	1,699,752	1,699,752	19,234	1.1%
Total Cost of Providing Services	1,563,311	-	5,505,744	908,052	7,977,107	8,016,866	8,016,866	(39,759)	-0.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	133,882	122,630	122,630	11,252	9.2%
Total Operating Appropriations	2,266,833	-	6,170,251	1,259,009	9,829,975	9,839,248	9,839,248	(9,273)	-0.1%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	271,719	282,971	282,971	(11,252)	-4.0%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	271,719	282,971	282,971	(11,252)	-4.0%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,266,833	-	6,170,251	1,259,009	10,101,694	10,122,219	10,122,219	(20,525)	-0.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,266,833	-	6,170,251	1,259,009	10,101,694	10,122,219	10,122,219	(20,525)	-0.2%
ANTICIPATED SURPLUS (DEFICIT)	\$ 10,884	\$ -	\$ 48,459	\$ 461,669	\$ 115,411	\$ 122,862	\$ 122,862	\$ (7,451)	-6.1%



**Morris County Housing Authority**

For the Period      January 1, 2018      to      December 31, 2018

E-2

# Prior Year Adopted Revenue Schedule

Morris County Housing Authority

*FY 2017 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,703,933			465,624	2,169,557
Excess Utilities	10,500				10,500
Non-Dwelling Rental					-
HUD Operating Subsidy	534,064			1,156,465	1,690,529
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			6,123,348		6,123,348
Total Rental Fees	2,248,497	-	6,123,348	1,622,089	9,993,933
<i>Other Revenue (List)</i>					
Laundry & Misc.	35811			14,000	49,811
Consulting - Dover Housing Authority					-
Fraud Recovery			36,250		36,250
Incoming Portability - Admin. Fees			30,000		30,000
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	35,811	-	66,250	14,000	116,061
Total Operating Revenues	2,284,308	-	6,189,598	1,636,089	10,109,994
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Family Self Sufficiency Program	34,294		34,294		68,587
Congregate Services Program (State-NJ)				47,000	47,000
Type in					-
Type in					-
Type in					-
Type in					-
<i>Other Non-Operating Revenues</i>	34,294	-	34,294	47,000	115,587
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	6,500		1,000	12,000	19,500
Penalties					-
Other					-
Total Interest	6,500	-	1,000	12,000	19,500
Total Non-Operating Revenues	40,794	-	35,294	59,000	135,087
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 2,325,101	\$ -	\$ 6,224,892	\$ 1,695,089	\$ 10,245,081

# Appropriations Schedule

Morris County Housing Authority  
For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations All Operations
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	437,865		421,604	211,132	\$ 1,070,601	\$ 1,032,652	\$ 37,949 3.7%
Fringe Benefits	140,743		164,030	87,151	391,924	361,429	30,495 8.4%
Legal	29,270		30,800	7,930	68,000	79,875	(11,875) -14.9%
Staff Training	5,000		3,000	1,600	9,600	11,500	(1,900) -16.5%
Travel	6,000		3,000	2,500	11,500	12,300	(800) -6.5%
Accounting Fees	19,440		9,720	3,240	32,400	30,000	2,400 8.0%
Auditing Fees	3,805		4,513	2,682	11,000	9,750	1,251 12.8%
Miscellaneous Administration*	61,399		27,840	34,722	123,961	162,247	(38,286) -23.6%
Total Administration	703,522	-	664,507	350,957	1,718,986	1,699,752	19,234 1.1%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	44,747			175,276	220,023	213,615	6,409 3.0%
Salary & Wages - Maintenance & Operation	209,612			141,989	351,601	340,195	11,406 3.4%
Salary & Wages - Protective Services					-	-	#DIV/0!
Salary & Wages - Utility Labor	40,000				40,000	40,000	- 0.0%
Fringe Benefits	104,995			130,961	235,956	200,834	35,122 17.5%
Tenant Services	-			30,000	30,000	32,000	(2,000) -6.3%
Utilities	379,738			159,168	538,906	586,950	(48,044) -8.2%
Maintenance & Operation	520,090			171,093	691,183	640,000	51,183 8.0%
Protective Services					-	-	#DIV/0!
Insurance	124,000			39,565	163,565	158,000	5,565 3.5%
Payment in Lieu of Taxes (PILOT)	133,979				133,979	128,200	5,779 4.5%
Terminal Leave Payments					-	-	#DIV/0!
Collection Losses	6,150				6,150	6,800	(650) -9.6%
Other General Expense				60,000	60,000	64,000	(4,000) -6.3%
Rents			5,505,744		5,505,744	5,455,272	50,472 0.9%
Extraordinary Maintenance					-	151,000	(151,000) -100.0%
Replacement of Non-Expendible Equipment					-	-	#DIV/0!
Property Betterment/Additions					-	-	#DIV/0!
Miscellaneous COPS*					-	-	#DIV/0!
Total Cost of Providing Services	1,563,311	-	5,505,744	908,052	7,977,107	8,016,866	(39,759) -0.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	133,882	122,630	11,252 9.2%
Total Operating Appropriations	2,266,833	-	6,170,251	1,259,009	9,829,975	9,839,248	(9,273) -0.1%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	271,719	282,971	(11,252) -4.0%
Operations & Maintenance Reserve					-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	#DIV/0!
Municipality/County Appropriation					-	-	#DIV/0!
Other Reserves					-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	271,719	282,971	(11,252) -4.0%
TOTAL APPROPRIATIONS	2,266,833	-	6,170,251	1,259,009	10,101,694	10,122,219	(20,525) -0.2%
<b>ACCUMULATED DEFICIT</b>							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,266,833	-	6,170,251	1,259,009	10,101,694	10,122,219	(20,525) -0.2%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 2,266,833	\$ -	\$ 6,170,251	\$ 1,259,009	\$ 10,101,694	\$ 10,122,219	\$ (20,525) -0.2%

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

5% of Total Operating Appropriations \$ 113,341.66 \$ - \$ 308,512.55 \$ 62,950.45 \$ 491,498.76

# Prior Year Adopted Appropriations Schedule

Morris County Housing Authority

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 417,136		\$ 397,693	\$ 217,823	\$ 1,032,652
Fringe Benefits	145,998		139,193	76,238	361,429
Legal	30,364		41,960	7,551	79,875
Staff Training	5,000		5,000	1,500	11,500
Travel	6,000		4,800	1,500	12,300
Accounting Fees	14,520		11,616	3,864	30,000
Auditing Fees	3,375		4,000	2,375	9,750
Miscellaneous Administration*	51,528		78,147	32,572	162,247
Total Administration	673,921	-	682,409	343,423	1,699,752
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	43,444		20,000	150,171	213,615
Salary & Wages - Maintenance & Operation	219,129		8,213	112,853	340,195
Salary & Wages - Protective Services	-		-	-	-
Salary & Wages - Utility Labor	40,000		-	-	40,000
Fringe Benefits	105,901		2,875	92,058	200,834
Tenant Services	3,000		-	29,000	32,000
Utilities	421,932		-	165,018	586,950
Maintenance & Operation	475,000		-	165,000	640,000
Protective Services	-		-	-	-
Insurance	115,000		11,000	32,000	158,000
Payment In Lieu of Taxes (PILOT)	128,200		-	-	128,200
Terminal Leave Payments	-		-	-	-
Collection Losses	6,800		-	-	6,800
Other General Expense	4,000		5,000	55,000	64,000
Rents	-		5,455,272	-	5,455,272
Extraordinary Maintenance	60,000		-	91,000	151,000
Replacement of Non-Expendible Equipment	-		-	-	-
Property Betterment/Additions	-		-	-	-
Miscellaneous COPS*	-		-	-	-
Total Cost of Providing Services	1,622,406	-	5,502,360	892,101	8,016,866
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	122,630
Total Operating Appropriations	2,296,327	-	6,184,769	1,235,523	9,839,248
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	282,971
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	282,971
TOTAL APPROPRIATIONS	2,296,327	-	6,184,769	1,235,523	10,122,219
<b>ACCUMULATED DEFICIT</b>					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,296,327	-	6,184,769	1,235,523	10,122,219
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,296,327	\$ -	\$ 6,184,769	\$ 1,235,523	\$ 10,122,219

\* 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 \$ 114,816.33 \$ - \$ 309,238.43 \$ 61,776.16 \$ 491,962.41

# Debt Service Schedule - Principal

If Authority has no debt X this box

Morris County Housing Authority

Fiscal Year Ending in

	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022	2023	Thereafter	Total Principal Outstanding
Morris Mews (NCSR Sec 8)	\$ 109,260	\$ 119,510	\$ 130,721	\$ 142,983	\$ 156,396	\$ 171,067	\$ 187,114	\$ 1,725,965	\$ 2,633,756
Cong Housing Program	13,370	14,372	15,449	16,607	17,851	19,189	20,628	447,669	551,765
CFP Debt Leveraging	10,000	10,000	10,000	10,000	15,000	15,000	15,000	65,000	140,000
TOTAL PRINCIPAL	132,630	143,882	156,170	169,590	189,247	205,256	222,742	2,238,634	3,325,521
LESS: HUD SUBSIDY	10,000	10,000	10,000	10,000	15,000	15,000	15,000	65,000	140,000
NET PRINCIPAL	\$ 122,630	\$ 133,882	\$ 146,170	\$ 159,590	\$ 174,247	\$ 190,256	\$ 207,742	\$ 2,173,634	\$ 3,185,521

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

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

# Debt Service Schedule - Interest

Morris County Housing Authority

If Authority has no debt X this box

	Adopted Budget Year 2017	Proposed Budget Year 2018	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2019	2020	2021	2022	2023		
Morris Mews (NCSR Sec 8)	242,437	232,188	220,977	208,715	195,302	180,631	164,584	560,071	1,762,468
Cong Housing Program	40,534	39,531	38,454	37,296	36,052	34,714	33,275	239,601	458,923
CFP Debt Leveraging	7,155	6,690	6,190	5,690	5,065	4,315	3,565	6,755	38,270
<b>TOTAL INTEREST</b>	<b>290,126</b>	<b>278,409</b>	<b>265,621</b>	<b>251,701</b>	<b>236,419</b>	<b>219,660</b>	<b>201,424</b>	<b>806,427</b>	<b>2,259,661</b>
<b>LESS: HUD SUBSIDY</b>	<b>7,155</b>	<b>6,690</b>	<b>6,190</b>	<b>5,690</b>	<b>5,065</b>	<b>4,315</b>	<b>3,565</b>	<b>6,755</b>	<b>38,270</b>
<b>NET INTEREST</b>	<b>\$ 282,971</b>	<b>\$ 271,719</b>	<b>\$ 259,431</b>	<b>\$ 246,011</b>	<b>\$ 231,354</b>	<b>\$ 215,345</b>	<b>\$ 197,859</b>	<b>\$ 799,672</b>	<b>\$ 2,221,391</b>

# Net Position Reconciliation

Morris County Housing Authority

For the Period

January 1, 2018

to

December 31, 2018

## FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 17,237,048	\$ -	\$ (976,299)	\$ 2,065,980	\$ 18,326,729
Less: Invested in Capital Assets, Net of Related Debt (1)	17,214,104		22,449	1,293,912	18,530,465
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	151,790		36,614	538,291	726,695
Total Unrestricted Net Position (1)	(128,846)	-	(1,035,362)	233,777	(930,431)
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)	2,189,197		1,615,239	1,379,712	5,184,148
Plus: Estimated Income (Loss) on Current Year Operations (2)					-
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	2,060,351	-	579,877	1,613,489	4,253,717
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	665,000	665,000
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	665,000	665,000
<b>REJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	\$ 2,060,351	\$ -	\$ 579,877	\$ 948,489	\$ 3,588,717

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

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

**Housing Authority of the County of Morris**

**HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM**



# 2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

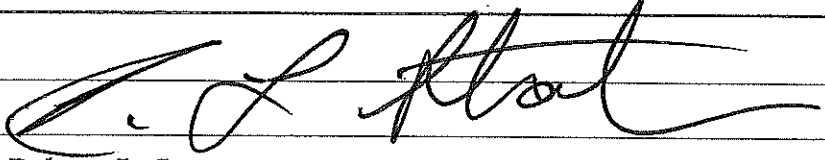
Housing Authority of the County of Morris

**FISCAL YEAR:**    **FROM:**    Jan. 1, 2018    **TO:**    Dec. 31, 2018

☒ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Housing Authority of the County of Morris, on the 14<sup>th</sup> day of November, 2017.

**OR**

☐ It is hereby certified that the governing body of the Housing Authority of the County of Morris 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:	Roberta L. Strater		
Title:	Executive Director		
Address:	99 Ketch Road, Morristown, NJ 07960		
Phone Number:	973-540-0389	Fax Number:	973-540-1914
E-mail address	rstrater@morriscountyha.org		

# 2018 CAPITAL BUDGET/PROGRAM MESSAGE

## Housing Authority of the County of Morris

FISCAL YEAR: FROM: Jan. 1, 2018 TO: Dec. 31, 2018

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

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

*Yes – Reviewed and approved by municipal government and residents of the developments affected.*

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

*Yes*

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

*Yes – In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment.*

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

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

*As previously noted, rental income is governed by federal regulations and is equal to 30% of adjusted tenant income. Since the local economy is fairly stable, it is not anticipated that tenant incomes and resultant rents will differ significantly from the prior period. All planned capital projects are funded by HUD's capital fund program and will not be affected by fluctuations in rental income. The proposed capital projects are considered necessary to maintain the dwelling rents at budgeted levels.*

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

*Yes – All capital fund budgets have been approved by HUD.*

*Add additional sheets if necessary.*

# Proposed Capital Budget

Morris County Housing Authority  
For the Period January 1, 2018 to December 31, 2018

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Doors	\$ 130,000				\$ 130,000	
Windows	150,000				150,000	
Type in Description	-					
Type in Description	-					
Total	280,000	-	-	-	280,000	-
<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>						
Siding	600,000	\$ 600,000				
Air Conditioner Units	25,000	25,000				
Common Room Furniture	35,000	35,000				
Restroom Counters	5,000	5,000				
Total	665,000	665,000	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 945,000</b>	<b>\$ 665,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280,000</b>	<b>\$ -</b>

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

Morris County Housing Authority  
For the Period January 1, 2018 to December 31, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2018	2019	2020	2021	2022	2023
<i>Public Housing Management</i>							
Doors	\$ 130,000	\$ 130,000					
Windows	150,000	150,000					
Type In Description	-	-					
Type In Description	-	-					
Total	280,000	280,000	-	-	-	-	-
<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>							
Siding	600,000	600,000					
Air Conditioner Units	25,000	25,000					
Common Room Furniture	35,000	35,000					
Restroom Counters	5,000	5,000					
Total	665,000	665,000	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 945,000</b>	<b>\$ 945,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

## 5 Year Capital Improvement Plan Funding Sources

Morris County Housing Authority

For the Period January 1, 2018 to December 31, 2018

		<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>						
Doors	\$	130,000				\$ 130,000
Windows		150,000				150,000
Type in Description		-				
Type in Description		-				
Total		280,000	-	-	-	280,000
<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>						
Siding		600,000	\$ 600,000			
Air Conditioner Units		25,000	25,000			
Common Room Furniture		35,000	35,000			
Restroom Counters		5,000	5,000			
Total		665,000	665,000	-	-	-
<b>TOTAL</b>	\$	<b>945,000</b>	<b>\$ 665,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280,000</b>
Total 5 Year Plan per CB-4	\$	945,000				
Balance check			- If amount is other than zero, verify that projects listed above match projects listed on CB-4.			

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