

LOCAL GOVT SERVICES

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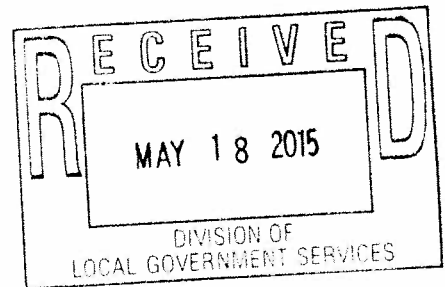
# New Brunswick Housing Authority Budget

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

**Department Of**



**Community  
Affairs**



Division of Local Government Services

**2016 HOUSING AUTHORITY BUDGET**

**Certification Section**

2016

New Brunswick  
HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM 07/01/15 TO 06/30/2016

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: C.M. Zyzanski Date: 2/1/16

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: Christie M. Zyzanski Date: 5/2/16

# 2016 PREPARER'S CERTIFICATION

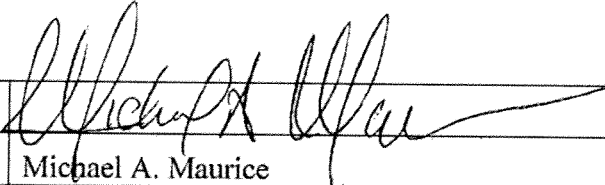
New Brunswick

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/15 TO: 06/30/2016

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:	Michael A. Maurice		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike – Suite H Wayne, NJ 07470		
Phone Number:	973-831-6970	Fax Number:	973-831-6972
E-mail address	mike@polcarico.com		

# 2016 APPROVAL CERTIFICATION

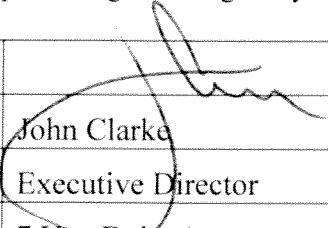
## New Brunswick

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**    07/01/15    **TO:**    06/30/2016

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 New Brunswick Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 22 day of April, 2015.

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:	John Clarke		
Title:	Executive Director		
Address:	7 Van Dyke Avenue New Brunswick, NJ 08901		
Phone Number:	732-745-5157	Fax Number:	
E-mail address	jclarke@nbnjha.org		

# INTERNET WEBSITE CERTIFICATION

<b>Authority's Web Address:</b>	www.newbrunswickhousing.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

John Clarke

Title of Officer Certifying compliance

Executive Director

Signature

# 2016 HOUSING AUTHORITY BUDGET RESOLUTION

New Brunswick

**FISCAL YEAR: FROM: 07/01/15 TO: 06/30/2016**

WHEREAS, the Annual Budget and Capital Budget for the New Brunswick Housing Authority for the fiscal year beginning, 07/01/15 and ending, 06/30/16 has been presented before the governing body of the New Brunswick Housing Authority at its open public meeting of \_\_\_April 22, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 14,305,392, Total Appropriations, including any Accumulated Deficit if any, of \$ 14,247.353 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,338,676 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 New Brunswick Housing Authority, at an open public meeting held on April 22, 2015 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the New Brunswick\_ Housing Authority for the fiscal year beginning, 07/01/15 and ending, 06/30/2016 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 New Brunswick Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 24, 2015.

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

4/22/15  
\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
<b>Cupano</b>				<b>x</b>
<b>Jones</b>	<b>x</b>			
<b>Brangman</b>				<b>x</b>
<b>Giorgianni</b>	<b>x</b>			
<b>Gonzalez</b>	<b>x</b>			
<b>Wolde</b>	<b>x</b>			
<b>Caldwell</b>	<b>x</b>			

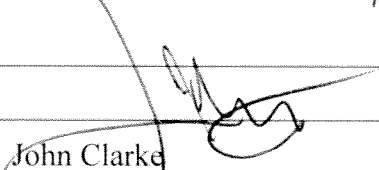
# 2016 ADOPTION CERTIFICATION

## New Brunswick

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/15 TO: 06/30/2016

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 New Brunswick Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 24<sup>th</sup> day of, February, 2016.

Officer's Signature:			
Name:	John Clarke		
Title:	Executive Director		
Address:	7 Van Dyke Avenue New Brunswick, NJ 08901		
Phone Number:	732-745-5157	Fax Number:	732-253-7799
E-mail address	jclarke@nbnjha.org		



# 2016 ADOPTED BUDGET RESOLUTION

New Brunswick

## HOUSING AUTHORITY

FISCAL YEAR: FROM: 07/01/15 TO: 06/30/2016

WHEREAS, the Annual Budget and Capital Budget/Program for the New Brunswick Housing Authority for the fiscal year beginning July 1, 2015 and ending, June 30, 2016 has been presented for adoption before the governing body of the New Brunswick Housing Authority at its open public meeting of February 24, 2016; 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 \$ 14,305,3921, Total Appropriations, including any Accumulated Deficit, if any, of \$14,247,353 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$574,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of New Brunswick Housing Authority, at an open public meeting held on February 24, 2016 that the Annual Budget and Capital Budget/Program of the New Brunswick Housing Authority for the fiscal year beginning, 07/1/15 and, ending, 6/30/16 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)

2/24/16  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Jones	✓			
Simpson	✓			
Ovando	✓			
Caldwell	✓			
Cupano				✓
Giorgianni	✓			
Wolde	✓			

NBHA RESOLUTION 2016 – 2/24 # 5

Resolution Adopting the Returned State Budget for the Housing Authority of the City of New Brunswick and Authorizing Final Submission

WHEREAS, the Housing Authority has developed the State of New Jersey Budget for 2015; and


WHEREAS, the Budget was prepared by the Fee Accountant and reviewed by Finance Administrator and Director of Operations and has been reviewed and recommended for adoption by the Executive Director; and

WHEREAS, the Budget was approved by the Board of Commissioners for the Housing Authority of the City of New Brunswick (NBHA) and submitted to the State of New Jersey; and

WHEREAS, the Budget was approved by the State of New Jersey on 2/1/16 and returned to the NBHA for adoption and final submission to the State of New Jersey.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby adopts the State approved Budget and authorizes final submission to the State of New Jersey.

Passed on this 24th day of February, 2016 (See attached Vote Box)

  
\_\_\_\_\_  
YIRGU WOLDE, Chairperson

  
\_\_\_\_\_  
JOHN CLARKE, Executive Director  
And Secretary to the Board

NBHA RESOLUTION 2016 - 2/24 # 5

Resolution Adopting the Returned State Budget for the Housing Authority of the City of New Brunswick and Authorizing Final Submission

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
CUPANO						✓
JONES	✓		✓			
SIMPSON		✓	✓			
GIORGIANNI			✓			
CALDWELL			✓			
OVANDO			✓			
CHAIRPERSON WOLDE			✓			

# **2015 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS New Brunswick

## AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/15 TO: 06/30/2016

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2014 adopted budget. Explain any variances over +/-10% for each line item. 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 the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority.
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% from the current year adopted budget.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
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.
5. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget?
6. The proposed budget must not reflect an anticipated deficit from 2015 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.
7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.
8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information.

New Brunswick Housing Authority  
N-1 Attachment  
June 30, 2016 - Budget

**Question One**

Total Interest:

Total Interest is less than the current year's adopted budget due to a decrease in principal invested and a reclassification of line items of where the Authority's insurance dividend was budgeted.

Fringe Benefits

Fringe Benefits is reduced due to the retirement of two employees and one resignation. during the prior year, the Deputy Director retired as well as the senior inspector.

Additionally, the HCV coordinator resigned.

Insurance and Protective Services.

These line items were not budgeted for in the prior year.

**Question Two**

Revenues are anticipated to remain stable and consistent based on low and moderate income population and HUD funding levels.

**Question Three**

The local economy is anticipated to remain stable with no anticipated changes.

**Question Four**

N/A

**Question Five**

Yes

**Question Six**

Yes

**Question Seven**

See attached Schedule

**Question Eight**

See Attached

# HOUSING AUTHORITY CONTACT INFORMATION 2016

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

<b>Name of Authority:</b>	New Brunswick Housing Authority		
Address:	7 Van Dyke Avenue		
City, State, Zip:	New Brunswick	NJ	08901
Phone: (ext.)	732-745-5157	Fax:	

<b>Preparer's Name:</b>	Michael Maurice, CPA		
Preparer's Address:	2035 Hamburg Turnpike		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6970	Fax:	
E-mail:	mike@polcarico.com		

<b>Chief Executive Officer:</b>	John Clarke		
Phone: (ext.)	732-745-0517	Fax:	
E-mail:	Jclarke@nbnjha.org		

<b>Chief Financial Officer:</b>	Mark Roedelbronn		
Phone: (ext.)	732-745-0517	Fax:	
E-mail:	mroedellbronn@nbnjha.org		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## New Brunswick

FISCAL YEAR: FROM: 07/01/15 TO: 06/30/2016

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 20
- 2) Provide the amount of total salaries and wages for calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,337,534
- 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: N/A
- 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? 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 narrative.*
- 11) Did the Authority pay for meals or catering during the current fiscal year? NO *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.*



New Brunswick Housing Authority

Question 11 page N-3

June 30, 2016

TRAINING & TRAVEL EXPENSE FOR 2015

	<u>PER DEIM</u>	<u>HOTEL</u>	<u>REGISTRATION</u>	<u>TRANSPORT</u>	<u>TOTAL</u>
Nahro National Conference Tampa, FL 7/15-7/17/14	\$ 231.80	\$ 311.36	\$ 495.00	\$ 248.00	\$ 1,286.16
Phada Legislative Conference Washington, DC 9/7 - 9/9/14	\$ 105.87	\$ 730.52	\$ 310.00	\$ 395.86	\$ 1,542.25
Commissioner Training Martha's Vinyard, MA 9/14-9/17/14	\$ 400.00	\$ 822.75	\$ 550.00	\$ 502.28	\$ 2,275.03
New Jersey Governor Conference on Housing Atlantic City, NJ 9/21 - 9/23/14	\$ -	\$ 297.49	\$ -	\$ -	\$ 297.49
NJAHRA & NJ-NAHRO Conference Atlantic City, NJ 11/18 - 11/20/14	\$ 8.42	\$ 463.98	\$ 450.00	\$ 2.75	\$ 925.15
NJ-NAHRA Annual Meeting Edison, NJ 12/11/14	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
PHADA National Conference St.Petersburg, FL 1/24 - 1/28/15	\$ 228.56	\$ 864.00	\$ 440.00	\$ 386.45	\$ 1,919.01
NAHRO Legislative Conference Washington, DC 3/14 - 3/17/15	\$ -	\$ 843.88	\$ 475.00	\$ 486.45	\$ 1,805.33
	<u>\$ 974.65</u>	<u>\$ 4,333.98</u>	<u>\$ 2,770.00</u>	<u>\$ 2,021.79</u>	<u>\$ 10,100.42</u>

**HOUSING AUTHORITY INFORMATIONAL  
QUESTIONNAIRE (CONTINUED)  
New Brunswick**

**FISCAL YEAR: FROM: 07/01/15 TO: 06/30/2016**

- 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  YES
  - 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.*
- 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?  Yes  *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.*

New Brunswick Housing Authority  
Question 13 page N-3 (2-2)

13. Vehicle/Auto Allowance- Executive Director, John Clarke \$500 dollars monthly

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

\_\_\_\_\_  
(Name)

**FISCAL YEAR: FROM:**

**TO:**

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

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

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

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

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

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

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

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 being the most recent calendar year ended).

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

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

New Brunswick Housing Authority

For the Period July 1, 2015 to June 30, 2016

Name	Title	Position		Reportable Compensation from Authority (W-2/ 1099)			Average Hours per Week Dedicated to Position	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	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.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	
1 Caldwell	Chairman	5 X																
2 Gonzalez	Vice Chairman	5 X																
3 Giorgianni	2nd Vice Chairman	5 X																
4 Brangman	Commissioner	5 X																
5 Cupano	Commissioner	5 X																
6 Jones	Commissioner	5 X																
7 Wolde	Commissioner	5 X																
8 Clarke	Executive Director	40	X	X			155,062	30,477	38,607	224,146								
9 Roedelbronn	Director of Opera	40	X				84,000		16,369	100,369								
0																		
1																		
2																		
3																		
4																		
5																		
Total:											\$ 239,062	\$ -	\$ 30,477	\$ 54,976	\$ 324,515	\$ 287,509	\$ 57,502	\$ 669,526

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

# Schedule of Health Benefits - Detailed Cost Analysis

New Brunswick Housing Authority  
 For the Period July 1, 2015 to June 30, 2016

	Annual Cost		Total Cost Estimate	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate Proposed Budget						
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	2	\$ 10,557	\$ 21,114	3	\$ 10,557	\$ 31,671	\$ (10,557)	-33.3%
Parent & Child	4	17,144	68,576	4	17,144	68,576	-	0.0%
Employee & Spouse (or Partner)	5	18,815	94,075	5	18,815	94,075	-	0.0%
Family	6	25,449	152,694	6	25,449	152,694	-	0.0%
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	17		336,459	18		347,016	(10,557)	-3.0%
<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	8	6,015	48,120	8	6,015	48,120	-	0.0%
Parent & Child	3	13,117	39,351	3	13,117	39,351	-	0.0%
Employee & Spouse (or Partner)	6	13,238	79,428	6	13,238	79,428	-	0.0%
Family	2	22,176	44,352	2	22,176	44,352	-	0.0%
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	19		211,251	19		211,251	-	0.0%
<b>GRAND TOTAL</b>	<b>36</b>		<b>\$ 547,710</b>	<b>37</b>		<b>\$ 558,267</b>	<b>\$ (10,557)</b>	<b>-1.9%</b>

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

Yes  
 Yes

New Brunswick Housing Authority  
 Schedule of Accumulated Liability for Compensated Absences  
 July 1, 2015 to June 30, 2016

No.	Individual	Vacation	Sick	Total
1	Buckley, Denise	14,229	8,521	22,750
2	Butler, Samson	1,034	273	1,307
3	Cherence, Michael	3,221	805	4,026
4	Clarke, John	16,214	4,910	21,124
5	Davis, Steven	232	306	538
6	Eato White, Andrea	4,215	1,811	6,026
7	Figueroa, Ealizabeth	8,246	965	9,211
8	Ford, Michael	5,522	776	6,298
9	Jaffri, Shahid	13,544	6,432	19,976
10	Jones, Glen	3,438	1,102	4,540
11	Ramo, Clarimar	3,247	147	3,394
12	Roedelbronn, Mark	6,291	4,147	10,438
13	Russell, James	2,526	430	2,956
14	Shah, Alka	4,518	3,976	8,494
15	Shannon, Quran	-	121	121
16	Sweeney, Richard	361	217	578
17	Toto, Daniel	2,361	763	3,124
18	Weeks, Duran	1,513	1,159	2,672
	<b>Total</b>	<b>90,712</b>	<b>36,856</b>	<b>127,568</b>

## Schedule of Shared Service Agreements

New Brunswick Housing Authority

June 30, 2016

July 1, 2015

to

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
New Brunswick Housing Authority	Middletown Housing Authority	Policy and Case Management		12/1/2014	6/1/2015	8,000
New Brunswick Housing Authority	Franklin township Housing Authority	Staffing and Case Management		3/1/2015	2/28/2016	70,000



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**2016 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

**Instructions:**

Input requested information in highlighted boxes only. Information input into yellow boxes will automatically fill throughout the rest of the workbook. Please round to the nearest whole dollar. No pennies.

Name:	<b>New Brunswick Housing Authority</b>	
Period Begin (i.e.: January 1, 2015):		July 1, 2015
Period End (i.e.: December 31, 2015):		June 30, 2016
Operation 1:	<b>Public Housing Management</b>	
Operation 2:	<b>Section 8</b>	
Operation 3:	<b>Housing Voucher</b>	
Operation 4:	<b>Other Programs</b>	

# 2016 Budget Summary

For the Period **New Brunswick Housing Authority**  
 July 1, 2015 to June 30, 2016

	Proposed Budget			Current Year Adopted Budget		\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year		
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations			Total All Operations	All Operations
<b>REVENUES</b>									
Total Operating Revenues	\$ 3,302,006	\$ -	\$ 10,387,816	\$ 601,870	\$ 14,291,692	\$ 14,138,258	\$ 153,434	1.1%	
Total Non-Operating Revenues	11,500	-	2,200	-	13,700	3,200	10,500	328.1%	
Total Anticipated Revenues	3,313,506	-	10,390,016	601,870	14,305,392	14,141,458	163,934	1.2%	
<b>APPROPRIATIONS</b>									
Total Administration	1,493,862	-	783,533	550,442	2,827,837	2,833,778	(5,941)	-0.2%	
Total Cost of Providing Services	1,815,900	-	9,598,816	4,800	11,419,516	11,274,233	145,283	1.3%	
Net Principal Payments on Debt Service in Lieu of Depreciation	[REDACTED]	-	-	-	-	-	-	#DIV/0!	
Total Operating Appropriations	3,309,762	-	10,382,349	555,242	14,247,353	14,108,011	139,342	1.0%	
Net Interest Payments on Debt	-	-	-	-	-	-	-	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	3,309,762	-	10,382,349	555,242	14,247,353	14,108,011	139,342	1.0%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	3,309,762	-	10,382,349	555,242	14,247,353	14,108,011	139,342	1.0%	
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 3,744	\$ -	\$ 7,667	\$ 46,628	\$ 58,039	\$ 33,447	\$ 24,592	73.5%	

## 2016 Revenue Schedule

### New Brunswick Housing Authority

For the Period July 1, 2015 to June 30, 2016

	Proposed Budget				Current Year			\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Adopted Budget Total All Operations	Proposed vs. Current Year	Proposed vs. Current Year	Proposed vs. Current Year
<b>OPERATING REVENUES</b>									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	1,307,540	-	-	-	1,307,540	1,290,000	17,540	1.4%	
Excess Utilities	17,500	-	-	-	17,500	18,000	(500)	-2.8%	
Non-Dwelling Rental	24,840	-	-	-	24,840	24,840	-	0.0%	
HUD Operating Subsidy	1,710,834	-	-	-	1,710,834	1,705,828	5,006	0.3%	
New Construction - Acc Section 8	-	-	-	-	-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher	-	-	9,598,816	-	9,598,816	9,557,520	41,296	0.4%	
<b>Total Rental Fees</b>	<b>3,060,714</b>	<b>-</b>	<b>9,598,816</b>	<b>-</b>	<b>12,659,530</b>	<b>12,596,188</b>	<b>63,342</b>	<b>0.5%</b>	
<i>Other Operating Revenues (List)</i>									
Other Revenue 1 CFP Oper/Admin Fee	95,292	-	774,000	-	869,292	818,092	51,200	6.3%	
Other Revenue 2 Fraud Recovery	-	-	15,000	-	15,000	15,000	-	0.0%	
Other Revenue 3 Management Fees	146,000	-	-	486,841	632,841	560,841	72,000	12.8%	
Other Revenue 4 Redevel Income	-	-	-	115,029	115,029	148,137	(33,108)	-22.3%	
<b>Total Other Revenue</b>	<b>241,292</b>	<b>-</b>	<b>789,000</b>	<b>601,870</b>	<b>1,632,162</b>	<b>1,542,070</b>	<b>90,092</b>	<b>5.8%</b>	
<b>Total Operating Revenues</b>	<b>3,302,006</b>	<b>-</b>	<b>10,387,816</b>	<b>601,870</b>	<b>14,291,692</b>	<b>14,138,258</b>	<b>153,434</b>	<b>1.1%</b>	
<b>NON-OPERATING REVENUES</b>									
<i>Grants &amp; Entitlements (List)</i>									
Grant #1	-	-	-	-	-	-	-	#DIV/0!	
Grant #2	-	-	-	-	-	-	-	#DIV/0!	
Grant #3	-	-	-	-	-	-	-	#DIV/0!	
Grant #4	-	-	-	-	-	-	-	#DIV/0!	
<b>Total Grants &amp; Entitlements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<i>Local Subsidies &amp; Donations (List)</i>									
Local Subsidy #1	-	-	-	-	-	-	-	#DIV/0!	
Local Subsidy #2	-	-	-	-	-	-	-	#DIV/0!	
Local Subsidy #3	-	-	-	-	-	-	-	#DIV/0!	
Local Subsidy #4	-	-	-	-	-	-	-	#DIV/0!	
<b>Total Local Subsidies &amp; Donations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<i>Interest on Investments &amp; Deposits</i>									
Investments	1,000	-	1,200	-	2,200	3,200	(1,000)	-31.3%	
Security Deposits	-	-	-	-	-	-	-	#DIV/0!	
Penalties	-	-	-	-	-	-	-	#DIV/0!	
Other Investments	10,500	-	1,000	-	11,500	-	11,500	#DIV/0!	
<b>Total Interest</b>	<b>11,500</b>	<b>-</b>	<b>2,200</b>	<b>-</b>	<b>13,700</b>	<b>3,200</b>	<b>10,500</b>	<b>328.1%</b>	
<i>Other Non-Operating Revenues (List)</i>									
Other Non-Operating #1	-	-	-	-	-	-	-	#DIV/0!	
Other Non-Operating #2	-	-	-	-	-	-	-	#DIV/0!	
Other Non-Operating #3	-	-	-	-	-	-	-	#DIV/0!	
Other Non-Operating #4	-	-	-	-	-	-	-	#DIV/0!	
<b>Other Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Total Non-Operating Revenues</b>	<b>11,500</b>	<b>-</b>	<b>2,200</b>	<b>-</b>	<b>13,700</b>	<b>3,200</b>	<b>10,500</b>	<b>328.1%</b>	
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,313,506</b>	<b>\$ -</b>	<b>\$ 10,390,016</b>	<b>\$ 601,870</b>	<b>\$ 14,305,392</b>	<b>\$ 14,141,458</b>	<b>\$ 163,934</b>	<b>1.2%</b>	

## 2016 Revenue Schedule

### New Brunswick Housing Authority

For the Period July 1, 2015 to June 30, 2016

	<i>Current Year Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Dwelling Rental	1,290,000	-	-	-	1,290,000
Excess Utilities	18,000	-	-	-	18,000
Non-Dwelling Rental	24,840	-	-	-	24,840
HUD Operating Subsidy	1,705,828	-	-	-	1,705,828
New Construction - Acc Section 8	-	-	-	-	-
Voucher - Acc Housing Voucher	-	-	9,557,520	-	9,557,520
Total Rental Fees	3,038,668	-	9,557,520	-	12,596,188
<i>Other Operating Revenues (List)</i>					
Other Revenue 1 CFP Operating	74,072	-	744,020	-	818,092
Other Revenue 2 Fraud Recovery	-	-	15,000	-	15,000
Other Revenue 3 Management Fees	74,000	-	-	486,841	560,841
Other Revenue 4	-	-	-	148,137	148,137
Total Other Revenue	148,072	-	759,020	634,978	1,542,070
Total Operating Revenues	3,186,740	-	10,316,540	634,978	14,138,258
<b>NON-OPERATING REVENUES</b>					
<i>Grants &amp; Entitlements (List)</i>					
Grant #1					-
Grant #2					-
Grant #3					-
Grant #4					-
Total Grants & Entitlements	-	-	-	-	-
<i>Local Subsidies &amp; Donations (List)</i>					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
Total Local Subsidies & Donations	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Investments	2,200	-	1,000	-	3,200
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	2,200	-	1,000	-	3,200
<i>Other Non-Operating Revenues (List)</i>					
a					-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Other Non-Operating Revenues	-	-	-	-	-
Total Non-Operating Revenues	2,200	-	1,000	-	3,200
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,188,940</b>	<b>\$ -</b>	<b>\$ 10,317,540</b>	<b>\$ 634,978</b>	<b>\$ 14,141,458</b>

## 2016 Appropriations Schedule

### New Brunswick Housing Authority

For the Period July 1, 2015 to June 30, 2016

	Proposed Budget				Total All Operations	Current Year Adopted Budget Total All Operations	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	\$ 295,000		\$ 210,900	\$ 338,442	\$ 844,342	\$ 929,982	\$ (85,640)	-9.2%
Fringe Benefits	430,000		107,000	170,000	707,000	539,307	167,693	31.1%
Legal	20,000		-	-	20,000	28,000	(8,000)	-28.6%
Staff Training	2,000		2,000	8,000	12,000	23,000	(11,000)	-47.8%
Travel				14,000	14,000	14,000	-	0.0%
Accounting Fees	30,000		10,000	-	40,000	45,000	(5,000)	-11.1%
Auditing Fees	8,500		5,500	-	14,000	13,500	500	
Miscellaneous Administration*	708,362		448,133	20,000	1,176,495	1,240,989	(64,494)	-5.2%
Total Administration	1,493,862	-	783,533	550,442	2,827,837	2,833,778	(5,941)	-0.2%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	290,200				290,200	289,200	1,000	0.3%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	165,000				165,000	210,813	(45,813)	-21.7%
Tenant Services					-	-	-	#DIV/0!
Utilities	900,000			4,800	904,800	884,800	20,000	2.3%
Maintenance & Operation	254,700				254,700	258,900	(4,200)	-1.6%
Protective Services	2,000				2,000	4,000	(2,000)	-50.0%
Insurance	114,000				114,000	24,000	90,000	375.0%
Payment in Lieu of Taxes (PILOT)	40,000				40,000	35,000	5,000	14.3%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	50,000				50,000	-	50,000	#DIV/0!
Other General Expense					-	-	-	#DIV/0!
Rents			9,598,816		9,598,816	9,557,520	41,296	0.4%
Extraordinary Maintenance					-	10,000	(10,000)	-100.0%
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	1,815,900	-	9,598,816	4,800	11,419,516	11,274,233	145,283	1.3%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	-	#DIV/0!
Total Operating Appropriations	3,309,762	-	10,382,349	555,242	14,247,353	14,108,011	139,342	1.0%
<b>NON-OPERATING APPROPRIATIONS</b>								
Net Interest Payments on Debt					-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	3,309,762	-	10,382,349	555,242	14,247,353	14,108,011	139,342	1.0%
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	3,309,762	-	10,382,349	555,242	14,247,353	14,108,011	139,342	1.0%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 3,309,762	\$ -	\$ 10,382,349	\$ 555,242	\$ 14,247,353	\$ 14,108,011	\$ 139,342	1.0%

\* 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    \$ 165,488.10    \$ -    \$ 519,117.45    \$ 27,762.10    \$ 712,367.65

NEW BRUNSWICK HOUSING AUTHORITY  
FISCAL YEAR JUNE 30, 2016 STATE BUDGET FORM  
PAGE F-4 SUPPLEMENTAL INFORMATION REQUIRED

MISCELLANEOUS ADMINISTRATIVE COSTS - PUBLIC HOUSING MANAGEMENT

TELEPHONE	\$ 19,000
POSTAGE & DELEVERY	6,400
MARKETING	2,000
MEMBERSHIPS & DUES	7,000
REGISTRATION	1,500
OFFICE SUPPLIES	10,200
PAYROLL SERVICE FEES	10,000
NATIONAL TENANT NETWORK	500
MANAGEMENT FEES	155,048
BOOKKEEPING FEES	23,220
ASSET MANAGEMENT FEE	30,960
COPIER LEASE	7,000
PHASE OUT OF AMP-2 SUBSIDY - FINAL YEAR PD TO COCC	34,944
SUBSIDY PASSED TO TAX CREDIT ENTITY - AMP-3	262,200
AMP-3 ADMINISTRATIVE FEE - PAID TO COCC	22,800
SUBSIDY PASSED TO TAX CREDIT ENTITY - AMP-4	106,343
AMP-3 ADMINISTRATIVE FEE - PAID TO COCC	9,247
	<u>\$ 708,362</u>

## 2016 Appropriations Schedule

New Brunswick Housing Authority  
For the Period July 1, 2015 to June 30, 2016

	<i>Current Year Adopted Budget</i>				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 359,940		\$ 195,600	\$ 374,442	\$ 929,982
Fringe Benefits	268,307		86,000	185,000	539,307
Legal	25,000		3,000		28,000
Staff Training			2,000	21,000	23,000
Travel	3,000		2,000	9,000	14,000
Accounting Fees	45,000				45,000
Auditing Fees	8,500			5,000	13,500
Miscellaneous Administration*	764,156		445,333	31,500	1,240,989
Total Administration	1,473,903	-	733,933	625,942	2,833,778
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	289,200				289,200
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	210,813				210,813
Tenant Services					-
Utilities	880,000			4,800	884,800
Maintenance & Operation	258,900				258,900
Protective Services	4,000				4,000
Insurance	24,000				24,000
Payment in Lieu of Taxes (PILOT)	35,000				35,000
Terminal Leave Payments					-
Collection Losses					-
Other General Expense					-
Rents			9,557,520		9,557,520
Extraordinary Maintenance	10,000				10,000
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,711,913	-	9,557,520	4,800	11,274,233
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	3,185,816	-	10,291,453	630,742	14,108,011
<b>NON-OPERATING APPROPRIATIONS</b>					
Net Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	3,185,816	-	10,291,453	630,742	14,108,011
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	3,185,816	-	10,291,453	630,742	14,108,011
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other	-	-	-	-	-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 3,185,816	\$ -	\$ 10,291,453	\$ 630,742	\$ 14,108,011

\* 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    \$ 159,290.81    \$ -    \$ 514,572.65    \$ 31,537.10    \$ 705,400.56



NEW BRUNSWICK HOUSING AUTHORITY  
FISCAL YEAR JUNE 30, 2016 STATE BUDGET FORM  
PAGE F-5 SUPPLEMENTAL INFORMATION REQUIRED

MISCELLANEOUS ADMINISTRATIVE COSTS - PUBLIC HOUSING MANAGEMENT

TELEPHONE	\$ 19,300
POSTAGE & DELEVERY	6,250
MARKETING	2,000
MEMBERSHIPS & DUES	6,500
REGISTRATION	1,500
OFFICE SUPPLIES	10,200
PAYROLL SERVICE FEES	10,000
NATIONAL TENANT NETWORK	500
MANAGEMENT FEES	155,048
BOOKKEEPING FEES	23,220
ASSET MANAGEMENT FEE	30,960
COPIER LEASE	7,000
PHASE OUT OF AMP-2 SUBSIDY - PD TO COCC	75,000
SUBSIDY PASSED TO TAX CREDIT ENTITY - AMP-3	269,100
AMP-3 ADMINISTRATIVE FEE - PAID TO COCC	22,800
SUBSIDY PASSED TO TAX CREDIT ENTITY - AMP-4	115,500
AMP-3 ADMINISTRATIVE FEE - PAID TO COCC	9,278
	<u>\$ 764,156</u>

# 5 Year Debt Service Schedule - Principal

## New Brunswick Housing Authority

*Fiscal Year Beginning in*

	Current Year (2014)	2015	2016	2017	2018	2019	2020	Thereafter	Total Principal Outstanding
Capital Fund Leveraging	\$ 110,000	\$ 120,000	\$ 120,000	\$ 130,000	\$ 130,000	\$ 140,000	\$ 145,000	\$ 935,000	\$ 1,720,000
Debt Issuance #2 - See Attached	110,000	120,000	120,000	130,000	130,000	140,000	145,000	935,000	1,720,000
Debt Issuance #3 - See Attached	110,000	120,000	120,000	130,000	130,000	140,000	145,000	935,000	1,720,000
Debt Issuance #4	-	-	-	-	-	-	-	-	-
<b>OTAL PRINCIPAL</b>	<b>\$ 110,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 140,000</b>	<b>\$ 145,000</b>	<b>\$ 935,000</b>	<b>\$ 1,720,000</b>
<b>ESS: HUD SUBSIDY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET PRINCIPAL</b>	<b>\$ 110,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 140,000</b>	<b>\$ 145,000</b>	<b>\$ 935,000</b>	<b>\$ 1,720,000</b>

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

Bond Rating	AAA	<b>Moody's</b>	<b>Standard &amp; Poors</b>
Year of Last Rating		<b>Fitch</b>	

New Brunswick Housing Authority  
 Debt Service Schedule  
 June 30, 2016 Budget

Note: The New Brunswick Housing Authority includes in its financial statements its Business Activities Program which is the activities of the Redevelopment Authority which shares the same employees and board. The Redevelopment Authority has issued debt as conduit debt on behalf of Rutgers University and a project in the City of New Brunswick called Golden Triangle.

The Principal and interest on all this debt is paid for from escrow accounts. Payments are made by the Organizations for whom the debt was issued to the escrow account. The New Brunswick Housing and Redevelopment Agencies do not budget for these payments as the net effect of all revenues and expenses is zero.

Conduit Debt - All Principal and Interest is paid for by the Agencies for whom the debt benefited.

<u>Debt Issuance #2</u>	<u>Principal of Bonds Outstanding</u>	<u>Current Portion</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Thereafter</u>
Easton Avenue (Rutgers) Series 1992	1,005,000	70,000	70,000	75,000	80,000	85,000	625,000
Series 2011	23,440,000	2,880,000	3,025,000	3,175,000	3,330,000	3,500,000	7,530,000
<u>Debt Issuance #3</u>							
Golden Triangle	1,810,000	590,000	605,000	615,000			

# 5 Year Debt Service Schedule - Interest

## New Brunswick Housing Authority

*Fiscal Year Beginning in*

	2015	2016	2017	2018	2019	2020	Thereafter	Total Interest Payments Outstanding
Debt Issuance #1	\$ 81,411	\$ 71,970	\$ 66,610	\$ 60,924	\$ 55,125	\$ 49,001	\$ 137,162	\$ 517,870
Debt Issuance #2	77,078							
Debt Issuance #3	81,411	71,970	66,610	60,924	55,125	49,001	137,162	517,870
Debt Issuance #4	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST</b>	<b>159,900</b>	<b>143,940</b>	<b>133,220</b>	<b>121,848</b>	<b>110,250</b>	<b>98,002</b>	<b>274,324</b>	<b>1,029,964</b>
<b>LESS: HUD SUBSIDY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INTEREST</b>	<b>\$ 159,900</b>	<b>\$ 143,940</b>	<b>\$ 133,220</b>	<b>\$ 121,848</b>	<b>\$ 110,250</b>	<b>\$ 98,002</b>	<b>\$ 274,324</b>	<b>\$ 1,029,964</b>

# 2015 Net Position Reconciliation

## New Brunswick Housing Authority

For the Period July 1, 2015 to June 30, 2016

	<u>Proposed Budget</u>
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	
Less: Invested in Capital Assets, Net of Related Debt (1)	5,852,196
Less: Restricted for Debt Service Reserve (1)	6,185,989
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	171,533
Less: Designated for Non-Operating Improvements & Repairs	(505,326)
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)	389,430
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>	<u>(115,896)</u>
Unrestricted Net Position Utilized to Balance Proposed Budget	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-
Appropriation to Municipality/County (3)	-
Total Unrestricted Net Position Utilized in Proposed Budget	-
<b>ROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	<u>\$ (115,896)</u>

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 \$ 165,488

1) 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.

New Brunswick Housing Authority

Budget Narrative for page F-8

The New Brunswick Housing Authority is submitting this narrative to describe the actions implement to reduce the deficit unrestricted net position of \$115,896.

The Authority has implemented both a cost reduction program and has entered into business agreements with other authorities to increase revenues in its effort to reduce the deficit unrestricted net position over the next three years. As more fully described on schedules F-2 and F-4 the Authority has budgeted for a projected surplus of \$58,039. The previous three years unrestricted net position reflects one - time costs for retiring employees for compensated absences.

The Authority has entered into inter-local agreements with two additional authorities to provide management and inspection services which are reflected in the projected surplus. The additional revenue is expected to be \$146,000.

2016  
**New Brunswick**

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2016 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM


## New Brunswick

FISCAL YEAR: FROM: 07/01/15 TO: 06/30/16

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 New Brunswick Housing Authority, on the 25 day of March, 2015.

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:	John Clarke		
Title:	Executive Director		
Address:	7 Van Dyke Avenue New Brunswick, NJ 08901		
Phone Number:	732-745-5157	Fax Number:	
E-mail address	jclarke@nbnjha.org		



# 2016 CAPITAL BUDGET/PROGRAM MESSAGE

## New Brunswick Housing Authority

FISCAL YEAR: FROM: 07/01/15 TO: 06/30/16

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? No.
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?  
The Housing Authority prepares a 1 year and 5 year plan
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.
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 Capital Fund Grants serve to modernize and improve the dwelling units of the tenants. The units must meet HUD's requirements for occupancy and are inspected by REAC every two years.
6. Have the projects been reviewed and approved by HUD? Yes.

*Add additional sheets if necessary.*

# 2015 Proposed Capital Budget

New Brunswick Housing Authority      to      June 30, 2016  
 For the Period      July 1, 2015

	Estimated Total Cost	Funding Sources				Other Sources
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	
CFP GRANT 2011	\$ 24,000				\$ 24,000	
CFP GRANT 2012	100,000				100,000	
CFP GRANT 2013	75,000				75,000	
CFP GRANT 2014	75,000				75,000	
RFP GRANT - 502-09	200,000				200,000	
RFP GRANT - 502-10	100,000				100,000	
RFP GRANT -502-11	-				-	
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 574,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 574,000</b>	<b>\$ -</b>

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

# 5 Year Capital Improvement Plan

New Brunswick Housing Authority

For the Period July 1, 2015 to June 30, 2016

	Fiscal Year Beginning in				
	2016	2017	2018	2019	2020
<b>Estimated Total Cost</b>					
CFP GRANT 2011	\$ 24,594				
CFP GRANT 2012	139,924	594			
CFP GRANT 2013	306,650	39,924			
CFP GRANT 2014	566,373	100,000	131,650		
RFP GRANT - 502-09	310,330	125,000	100,000	266,373	
RFP GRANT - 502-10	309,336	110,330	-	-	
RFP GRANT -502-11	255,469	100,000	109,336	-	
<b>TOTAL</b>	<b>\$ 1,912,676</b>	<b>\$ 575,848</b>	<b>\$ 440,986</b>	<b>\$ 321,842</b>	<b>\$ -</b>
<b>Current Year Proposed Budget</b>	<b>\$ 24,000</b>	<b>\$ 594</b>	<b>\$ 100,000</b>	<b>\$ 100,000</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

New Brunswick Housing Authority  
 For the Period July 1, 2015 to June 30, 2016

	Funding Sources					
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
CFP GRANT 2011	\$ 24,594				\$ 24,594	
CFP GRANT 2012	139,924				139,924	
CFP GRANT 2013	306,650				306,650	
CFP GRANT 2014	566,373				566,373	
RFP GRANT - 502-09	310,330				310,330	
RFP GRANT - 502-10	309,336				309,336	
RFP GRANT -502-11	255,469				255,469	
<b>TOTAL</b>	<b>\$ 1,912,676</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,912,676</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 1,912,676					
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.