

LOCAL GOVT SERVICES

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# 2015 Long Branch

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## Housing Authority Budget

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

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**Department Of**

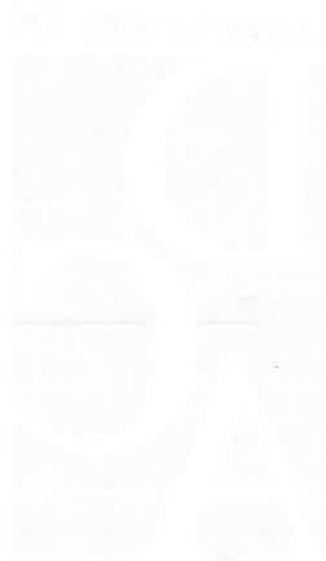


**Community  
Affairs**

Division of Local Government Services

# **2015 HOUSING AUTHORITY BUDGET**

## **Certification Section**



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2015

Long Branch

(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM 07/01/2015 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: Amended Date: \_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_

# 2015 PREPARER'S CERTIFICATION

Long Branch


(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/2015 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:	Cindy Toy		
Title:	Comptroller		
Address:	2 Hope Lane, Long Branch, NJ 07740		
Phone Number:	732-571-6632	Fax Number:	732-222-1809
E-mail address	ctoy@lbhousing.org		

# 2015 APPROVAL CERTIFICATION

Long Branch

(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/2015 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 Long Branch Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 20th 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:	Tyrone Garrett		
Title:	Executive Director		
Address:	2 Hope Lane, Long Branch, NJ 07740		
Phone Number:	732-222-3747 ext 115	Fax Number:	732-222-1809
E-mail address	tgarrett@lbhousing.org		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.lbhousing.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

Tyrone Garrett

Title of Officer Certifying compliance

Executive Director

Signature

# 2015 HOUSING AUTHORITY BUDGET RESOLUTION

**Long Branch**  
(Name)

RESOLUTION #	<u>04-03-2015</u>
DATE	<u>04-20-2015</u>
ITEM #	<u>#5</u>

**FISCAL YEAR: FROM: 07/01/2015 TO: 06/30/2016**

WHEREAS, the Annual Budget and Capital Budget for the Long Branch Housing Authority for the fiscal year beginning, 7/1/2015 and ending, 06/30/2016 has been presented before the governing body of the Long Branch Housing Authority at its open public meeting of 4/20/2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 15,272,013 , Total Appropriations, including any Accumulated Deficit if any, of \$ 15,803,262 and Total Unrestricted Net Position utilized of \$ 170,957 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 815,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

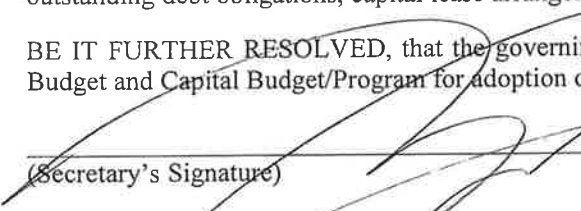
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Long Branch Housing Authority, at an open public meeting held on 4/20/2015 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2015 and ending, 6/30/2016 is hereby approved; and

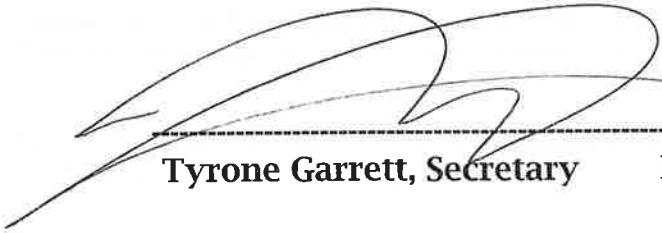
BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service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

BE IT FURTHER RESOLVED, that the governing body of the Long Branch Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 5/18/2015 .

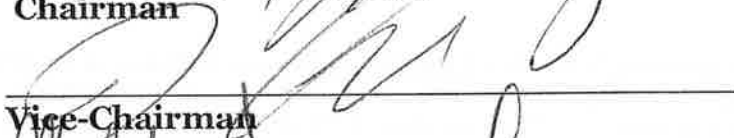
  
 (Secretary's Signature)
 
4/20/15  
 (Date)


Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Carl Jennings	X			
Donald Covin	X			
Michael Winnick	X			
Carmen Rivera	X			
Yvonne Russell-Mann	X			
Dorthia Johnson	X			
Andres Mejer	X			


RESOLUTION # 04-03-2015  
DATE 04-20-2015  
ITEM # #5

 4/20/15  
\_\_\_\_\_  
Tyrone Garrett, Secretary      Date

 \_\_\_\_\_  
Chairman      Carl Jennings


 \_\_\_\_\_  
Vice-Chairman      Donald Covin

 \_\_\_\_\_  
Commissioner      Michael Winnick

 \_\_\_\_\_  
Commissioner      Carmen Rivera

 \_\_\_\_\_  
Commissioner      Yvonne Russell-Mann

 \_\_\_\_\_  
Commissioner      Dorthia Johnson,

 \_\_\_\_\_  
Commissioner      Andres Mejer



# 2015 ADOPTION CERTIFICATION

## Long Branch

(Name)

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/2015 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 Long Branch Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 18<sup>th</sup> day of, May, 2015.

Officer's Signature:			
Name:	Tyrone Garrett		
Title:	Executive Director		
Address:	2 Hope Lane, Long Branch, NJ 07740		
Phone Number:	732-222-3747 ext 115	Fax Number:	732-222-1809
E-mail address	tgarrett@lbhousing.org		

# 2015 ADOPTED BUDGET RESOLUTION

## Long Branch

(Name)

## HOUSING AUTHORITY

FISCAL YEAR: FROM: 07/01/2015 TO: 06/30/2016

WHEREAS, the Annual Budget and Capital Budget/Program for the Long Branch Housing Authority for the fiscal year beginning 7/1/2015 and ending, 6/30/2016 has been presented for adoption before the governing body of the Long Branch Housing Authority at its open public meeting of 5/18/2015; 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 \$ 15,272,013, Total Appropriations, including any Accumulated Deficit, if any, of \$ 15,803,262 and Total Unrestricted Net Position utilized of \$ 170,957; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 815,000 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Long Branch Housing Authority for the fiscal year beginning 7/1/2015 and ending, 6/30/2016 has been presented for adoption before the Housing Authority, at an open public meeting held on 5/18/2015 that the Annual Budget and Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2015 and, ending, 6/30/2016 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)

\_\_\_\_\_  
(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent
Carl Jennings				
Donald Covin				
Michael Winnick				
Carmen Rivera				
Yvonne Russell-Mann				
Dorthia Johnson				
Andres Mejer				

# **2015 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

**2015 HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
Long Branch  
(Name)**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 07/01/2015 TO: 06/30/2016**

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

1. Complete a brief statement on the 2015 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.

In addition to manage the Public Housing Projects and Housing Choice Voucher Program, the Authority has been actively engaging in redevelopment activities for the low-income housing community. There are 8 completed mixed-finance projects since 2006 and 4 in the planning stages. Depending on the various stages of these projects, the Authority brings in additional income from development and management. The Authority also benefits from the redevelopment to diversify its housing portfolio between Public Housing ACC units, Tax Credit units, Voucher and Market Rate units. In doing so, there is less risk as compared to depending 100% on HUD subsidy.

Line item explanation: see attachment.

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.

The Authority entered inter-local service agreements with two other housing authorities to provide management, maintenance, and redevelopment services. The total revenue is \$485,000.

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 Authority is exploring potential development projects in cooperation with local hospital and university. If these projects were successful, they will generate development revenue, job opportunities, and property management capacity for the Authority.

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

The Authority is planning to use \$23,503 from Housing Choice Program and \$147,454 from Other Programs for a total of \$170,957. The main reason is that the Authority has to put in predevelopment costs for the mixed-finance projects before the developer fee is received. The redevelopment team are

engaged in pre-development activities such as tenant relocation, site planning, and grant application. These costs are supported by developer fee earned in prior years. The Unrestricted Net Position (UNP) as of June 30, 2014 is \$16,932,920. The proposed utilization is about 1% of total UNP which will not cause any financial stress to the Authority. Based on the timing of new development projects, we are expecting to receive developer fee in the coming two years.

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?

Yes, annual operating budget is prepared by consolidating the individual budgets of Asset Management Projects, Housing Choice Program, Central Office Cost Center, and Subsidiaries of Other programs.

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.

For 2015 budget, the Accrued OPEB liability of \$365,063 is reported in Fringe Benefits line item. After adjusting for the non-cash charge of OPEB expense, the net cash flow for 2015 is \$4,771. There is no accumulated deficit from prior years' budgets.

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.

The existing rate structure is set up according to HUD rent calculation and tenant charge guidelines.

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.

N/A

# HOUSING AUTHORITY CONTACT INFORMATION 2015

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

<b>Name of Authority:</b>	Long Branch		
Address:	2 Hope Lane		
City, State, Zip:	Long Branch	NJ	07740
Phone: (ext.)	732-222-3747	Fax:	732-222-1809

<b>Preparer's Name:</b>	Cindy Toy		
Preparer's Address:	2 Hope Lane		
City, State, Zip:	Long Branch	NJ	07740
Phone: (ext.)	732-222-3747 ext 132	Fax:	732-222-1809
E-mail:	ctoy@lbhousing.org		

<b>Chief Executive Officer:</b>	Tyrone Garrett		
Phone: (ext.)	732-222-3747 ext 115	Fax:	732-222-1809
E-mail:	tgarrett@lbhousing.org		

<b>Chief Financial Officer:</b>	Cindy Toy		
Phone: (ext.)	732-222-3747 ext 132	Fax:	732-222-1809
E-mail:	ctoy@lbhousing.org		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Long Branch

(Name)

FISCAL YEAR: FROM: 07/01/2015 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 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 70
- 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: \$2,698,981
- 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? 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? NoIf 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.

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## Long Branch

(Name)

FISCAL YEAR: FROM: 07/01/2015 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 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.*
- 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.*



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

**Long Branch**

(Name)

**FISCAL YEAR: FROM: 07/01/2015 TO: 06/30/2016**

*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)

Long Branch Housing Authority

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

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend								
1 Tyrone Garrett	Exe Director	40													226,980	
2 Carl Jennings	Chairman	1 x													15,000	
3 Donald Covin	Vice Chairman	1 x														
4 Michael Winnick		1 x														
5 Carmen Rivera		1 x														
6 Yvonne Russell-Mann		1 x														
7 Dorthia Johnson		1 x														
8 Andres Mejer	Assist ED	35			x				15,000						154,604	
9 Randy Phillips	Assist ED-mainter	35			x				15,000						141,928	
10 Lou Carretta	Comptroller	35			x				15,000						164,242	
11 Cindy Toy	Chief of Staff	35			x				15,000						124,394	
12 Daniel Gibson																
13																
14																
15																
Total:									\$ 737,148	\$ -	\$ -	\$ -	\$ 75,000	\$ 812,148		
														\$ 117,000	\$ 12,000	\$ 139,000

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

Long Branch Housing Authority  
For the Period July 1, 2015 to June 30, 2016

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	8	\$ 905	\$ 7,240	12	\$ 866	\$ 10,392	\$ (3,152)	-30.3%
Parent & Child	9	1,551	13,959	9	1,390	12,510	1,449	11.6%
Employee & Spouse (or Partner)	12	1,809	21,708	10	1,800	18,000	3,708	20.6%
Family	9	2,469	22,221	10	2,331	23,310	(1,089)	-4.7%
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	38		65,128	41		64,212	916	1.4%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage	0			0				#DIV/0!
Parent & Child	0			0				#DIV/0!
Employee & Spouse (or Partner)	0			0				#DIV/0!
Family	0			0				#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	6	516	3,096	6	486	2,916	180	6.2%
Parent & Child	1	817	817	1	770	770	47	6.1%
Employee & Spouse (or Partner)	3	1,000	3,000	3	950	2,850	150	5.3%
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	10		6,913	10		6,536	377	5.8%
<b>GRAND TOTAL</b>	<b>48</b>		<b>\$ 72,041</b>	<b>51</b>		<b>\$ 70,748</b>	<b>\$ 1,293</b>	<b>1.8%</b>

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

# Schedule of Accumulated Liability for Compensated Absences

Long Branch Housing Authority

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

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

				<i>Legal Basis for Benefit</i> <i>(check applicable items)</i>		
Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement	
see attached detail		\$ 193,889 x				
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 193,889</b>				

# Schedule of Shared Service Agreements

For the Period Long Branch Housing Authority to June 30, 2016  
July 1, 2015

*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
Long Branch Housing Authority	Asbury Park Housing Authority	Inter-government service		5/1/2015	4/30/2016	405,000
Long Branch Housing Authority	Red Bank Housing Authority	Inter-government service		1/1/2015	12/31/2015	80,000

**2015 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

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## 2015 Budget Summary

For the Period **Long Branch Housing Authority**  
 July 1, 2015 to June 30, 2016

	Proposed Budget			Total All Operations	Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher				
<b>REVENUES</b>							
Total Operating Revenues	\$ 4,930,650	\$ -	\$ 9,934,000	\$ 14,989,650	\$ 15,394,171	\$ (404,521)	-2.6%
Total Non-Operating Revenues	3,600	-	278,763	282,363	3,650	278,713	7636.0%
Total Anticipated Revenues	4,934,250	-	9,934,000	15,272,013	15,397,821	(125,808)	-0.8%
<b>APPROPRIATIONS</b>							
Total Administration	2,674,941	-	812,118	4,011,076	3,753,762	257,314	6.9%
Total Cost of Providing Services	2,520,038	-	9,244,948	11,792,186	12,320,132	(527,946)	-4.3%
Net Principal Payments on Debt Service in Lieu of Depreciation							#DIV/0!
Total Operating Appropriations	5,194,979	-	10,057,066	15,803,262	16,073,894	(270,632)	-1.7%
Net Interest Payments on Debt				0		0	#DIV/0!
Total Other Non-Operating Appropriations							#DIV/0!
Total Non-Operating Appropriations				0		0	#DIV/0!
Accumulated Deficit							#DIV/0!
Total Appropriations and Accumulated Deficit	5,194,979	-	10,057,066	15,803,262	16,073,894	(270,632)	-1.7%
Less: Total Unrestricted Net Position Utilized			23,503	170,957		170,957	#DIV/0!
Net Total Appropriations	5,194,979	-	10,033,563	15,632,305	16,073,894	(441,589)	-2.7%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ (260,729)	\$ -	\$ (99,563)	\$ (360,292)	\$ (676,073)	\$ 315,781	-46.7%





# 2015 Budget Summary

Long Branch Housing Authority  
July 1, 2015 to June 30, 2016

For the Period

	Proposed Budget			Current Year		% Increase (Decrease) Proposed vs. Current Year
	Section 8	Housing Voucher	Other Programs	Adopted Budget	All Operations	
	Public Housing Management	Total All Operations	Total All Operations	Total All Operations	All Operations	All Operations
<b>REVENUES</b>						
Total Operating Revenues	\$ 4,930,650	\$ -	\$ 125,000	\$ 15,394,171	\$ (404,521)	-2.6%
Total Non-Operating Revenues	3,600	-	278,763	3,650	278,713	7636.0%
Total Anticipated Revenues	4,934,250	9,934,000	403,763	15,397,821	(125,808)	-0.8%
<b>APPROPRIATIONS</b>						
Total Administration	2,674,941	812,118	524,017	3,753,762	257,314	6.9%
Total Cost of Providing Services	2,520,038	9,244,948	27,200	12,320,132	(527,946)	-4.3%
Net Principal Payments on Debt Service in Lieu of Depreciation	[REDACTED]	-	-	-	-	#DIV/0!
Total Operating Appropriations	5,194,979	[REDACTED]	551,217	16,073,894	(270,632)	-1.7%
Net Interest Payments on Debt	-	-	0	-	0	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	0	-	0	#DIV/0!
Accumulated Deficit	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	5,194,979	[REDACTED]	551,217	16,073,894	(270,632)	-1.7%
Less: Total Unrestricted Net Position Utilized	-	23,503	147,454	170,957	170,957	#DIV/0!
Net Total Appropriations	5,194,979	[REDACTED]	403,763	16,073,894	(441,589)	-2.7%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ (260,729)	\$ (99,563)	\$ -	\$ (676,073)	\$ 315,781	-46.7%

## 2015 Revenue Schedule

Long Branch Housing Authority  
 For the Period July 1, 2015 to June 30, 2016

	<i>Proposed Budget</i>				<i>Current Year Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Current Year</i>	<i>% Increase (Decrease) Proposed vs. Current Year</i>	
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	879,293			879,293	897,109	(17,816)	-2.0%	
Excess Utilities	2,000			2,000	2,000	-	0.0%	
Non-Dwelling Rental	65,000		10,000	75,000	65,000	10,000	15.4%	
HUD Operating Subsidy	1,681,941			1,681,941	1,542,665	139,276	9.0%	
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			9,880,000	9,880,000	10,374,936	(494,936)	-4.8%	
<b>Total Rental Fees</b>	<b>2,628,234</b>	<b>-</b>	<b>9,880,000</b>	<b>10,000</b>	<b>12,518,234</b>	<b>12,881,710</b>	<b>(363,476)</b>	<b>-2.8%</b>
<i>Other Operating Revenues (List)</i>								
Other Revenue -Fraud repaymt			16,000	16,000	20,000	(4,000)	-20.0%	
Other Revenue -Port-In HAP			38,000	38,000	60,000	(22,000)	-36.7%	
Other Revenue -COCC fee & CFP trsf	1,817,416			1,817,416	1,727,461	89,955	5.2%	
Other Revenue -Developer/MGT fee	485,000		115,000	600,000	705,000	(105,000)	-14.9%	
<b>Total Other Revenue</b>	<b>2,302,416</b>	<b>-</b>	<b>54,000</b>	<b>115,000</b>	<b>2,471,416</b>	<b>2,512,461</b>	<b>(41,045)</b>	<b>-1.6%</b>
<b>Total Operating Revenues</b>	<b>4,930,650</b>	<b>-</b>	<b>9,934,000</b>	<b>125,000</b>	<b>14,989,650</b>	<b>15,394,171</b>	<b>(404,521)</b>	<b>-2.6%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Grants &amp; Entitlements (List)</i>								
Grant -CFP admin			275,763	275,763	-	275,763	#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>275,763</b>	<b>275,763</b>	<b>-</b>	<b>275,763</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	3,600			3,600	3,650	(50)	-1.4%	
Security Deposits				-	-	-	#DIV/0!	
Penalties				-	-	-	#DIV/0!	
Other Investments				-	-	-	#DIV/0!	
<b>Total Interest</b>	<b>3,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,600</b>	<b>3,650</b>	<b>(50)</b>	<b>-1.4%</b>
<i>Other Non-Operating Revenues (List)</i>								
Other Non-Fund Raising			3,000	3,000	-	3,000	#DIV/0!	
Other Non-Operating #2				-	-	-	#DIV/0!	
Other Non-Operating #3				-	-	-	#DIV/0!	
Other Non-Operating #4				-	-	-	#DIV/0!	
<b>Total Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>	<b>3,000</b>	<b>#DIV/0!</b>
<b>Total Non-Operating Revenues</b>	<b>3,600</b>	<b>-</b>	<b>-</b>	<b>278,763</b>	<b>282,363</b>	<b>3,650</b>	<b>278,713</b>	<b>7636.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,934,250</b>	<b>\$ -</b>	<b>#####</b>	<b>\$ 403,763</b>	<b>#####</b>	<b>\$ 15,397,821</b>	<b>\$ (125,808)</b>	<b>-0.8%</b>



## 2015 Revenue Schedule

### Long Branch Housing Authority

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

	<i>Proposed Budget</i>				<i>Current Year Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Current Year</i>	<i>% Increase (Decrease) Proposed vs. Current Year</i>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	879,293			879,293	897,109	(17,816)	-2.0%	
Excess Utilities	2,000			2,000	2,000	-	0.0%	
Non-Dwelling Rental	65,000		10,000	75,000	65,000	10,000	15.4%	
HUD Operating Subsidy	1,681,941			1,681,941	1,542,665	139,276	9.0%	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher				9,880,000	10,374,936	(494,936)	-4.8%	
Total Rental Fees	2,628,234	-	9,880,000	10,000	12,518,234	12,881,710	(363,476)	-2.8%
<i>Other Operating Revenues (List)</i>								
Other Revenue -Fraud repymt			16,000	16,000	20,000	(4,000)	-20.0%	
Other Revenue -Port-In HAP			38,000	38,000	60,000	(22,000)	-36.7%	
Other Revenue -COCC fee & CFP trsf	1,817,416			1,817,416	1,727,461	89,955	5.2%	
Other Revenue -Developer/MGT fee	485,000			115,000	600,000	(105,000)	-14.9%	
Total Other Revenue	2,302,416	-	54,000	115,000	2,471,416	(41,045)	-1.6%	
Total Operating Revenues	4,930,650	-	9,934,000	125,000	14,989,650	15,394,171	(404,521)	-2.6%
<b>NON-OPERATING REVENUES</b>								
<i>Grants &amp; Entitlements (List)</i>								
Grant -CFP admin				275,763	275,763	-	#DIV/0!	
Grant #2				-	-	-	#DIV/0!	
Grant #3				-	-	-	#DIV/0!	
Grant #4				-	-	-	#DIV/0!	
Total Grants & Entitlements	-	-	-	275,763	275,763	-	#DIV/0!	
<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!	
Total Local Subsidies & Donations	-	-	-	-	-	-	#DIV/0!	
<i>Interest on Investments &amp; Deposits</i>								
Investments	3,600			3,600	3,650	(50)	-1.4%	
Security Deposits				-	-	-	#DIV/0!	
Penalties				-	-	-	#DIV/0!	
Other Investments				-	-	-	#DIV/0!	
Total Interest	3,600	-	-	-	3,600	(50)	-1.4%	
<i>Other Non-Operating Revenues (List)</i>								
Other Non-Fund Raising				3,000	3,000	-	#DIV/0!	
Other Non- Operating #2				-	-	-	#DIV/0!	
Other Non-Operating #3				-	-	-	#DIV/0!	
Other Non-Operating #4				-	-	-	#DIV/0!	
Total Non-Operating Revenues	-	-	-	3,000	3,000	-	#DIV/0!	
Total Non-Operating Revenues	3,600	-	-	278,763	282,363	3,600	7636.0%	
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,934,250</b>	<b>\$ -</b>	<b>\$ 9,934,000</b>	<b>\$ 403,763</b>	<b>\$ 15,272,013</b>	<b>\$ 15,397,821</b>	<b>\$ (125,808)</b>	<b>-0.8%</b>

## 2014 Revenue Schedule

### Long Branch Housing Authority

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

#### Current Year 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	897,109				897,109
Excess Utilities	2,000				2,000
Non-Dwelling Rental	41,000			24,000	65,000
HUD Operating Subsidy	1,542,665				1,542,665
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			10,374,936		10,374,936
Total Rental Fees	2,482,774	-	10,374,936	24,000	12,881,710
<i>Other Operating Revenues (List)</i>					
Other Revenue -Fraud repymt			20,000		20,000
Other Revenue -Port-In HAP			60,000		60,000
Other Revenue -COCC mgt fee	1,727,461				1,727,461
Other Revenue -Developer/MGT fee	455,000			250,000	705,000
Total Other Revenue	2,182,461	-	80,000	250,000	2,512,461
Total Operating Revenues	4,665,235	-	10,454,936	274,000	15,394,171
<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	3,600			50	3,650
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	3,600	-	-	50	3,650
<i>Other Non-Operating Revenues (List)</i>					
a					-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Total Non-Operating Revenues					-
Total Non-Operating Revenues	3,600	-	-	50	3,650
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,668,835</b>	<b>\$ -</b>	<b>\$ 10,454,936</b>	<b>\$ 274,050</b>	<b>\$ 15,397,821</b>



# 2014 Revenue Schedule

## Long Branch Housing Authority

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

### Current Year 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	897,109				897,109
Excess Utilities	2,000				2,000
Non-Dwelling Rental	41,000			24,000	65,000
HUD Operating Subsidy	1,542,665				1,542,665
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			10,374,936		10,374,936
<b>Total Rental Fees</b>	<b>2,482,774</b>	-	<b>10,374,936</b>	<b>24,000</b>	<b>12,881,710</b>
<i>Other Operating Revenues (List)</i>					
Other Revenue -Fraud repymt			20,000		20,000
Other Revenue -Port-in HAP			60,000		60,000
Other Revenue -COCC mgt fee	1,727,461				1,727,461
Other Revenue -Developer/MGT fee	455,000			250,000	705,000
<b>Total Other Revenue</b>	<b>2,182,461</b>	-	<b>80,000</b>	<b>250,000</b>	<b>2,512,461</b>
<b>Total Operating Revenues</b>	<b>4,665,235</b>	-	<b>10,454,936</b>	<b>274,000</b>	<b>15,394,171</b>
<b>NON-OPERATING REVENUES</b>					
<i>Grants &amp; Entitlements (List)</i>					
Grant #1					-
Grant #2					-
Grant #3					-
Grant #4					-
<b>Total Grants &amp; Entitlements</b>	-	-	-	-	-
<i>Local Subsidies &amp; Donations (List)</i>					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
<b>Total Local Subsidies &amp; Donations</b>	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Investments	3,600			50	3,650
Security Deposits					-
Penalties					-
Other Investments					-
<b>Total Interest</b>	<b>3,600</b>	-	-	<b>50</b>	<b>3,650</b>
<i>Other Non-Operating Revenues (List)</i>					
a					-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
<b>Other Non-Operating Revenues</b>	-	-	-	-	-
<b>Total Non-Operating Revenues</b>	<b>3,600</b>	-	-	<b>50</b>	<b>3,650</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,668,835</b>	<b>\$ -</b>	<b>#####</b>	<b>\$ 274,050</b>	<b>#####</b>

## 2015 Appropriations Schedule

Long Branch Housing Authority  
For the Period 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>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	\$ 1,330,941		\$ 302,182	\$ 267,605	\$ 1,900,728	\$ 1,833,418	\$ 67,310 3.7%
Fringe Benefits	749,550		271,807	113,912	1,135,269	904,571	230,698 25.5%
Legal	43,500		4,300	18,000	65,800	70,500	(4,700) -6.7%
Staff Training	22,000		3,000	2,000	27,000	25,000	2,000 8.0%
Travel	23,000		1,500	2,500	27,000	23,000	4,000 17.4%
Accounting Fees	110,000			1,000	111,000	101,200	9,800 9.7%
Auditing Fees	7,500		4,062	3,000	14,562	14,500	62
Miscellaneous Administration*	388,450		225,267	116,000	729,717	781,573	(51,856) -6.6%
Total Administration	2,674,941		812,118	524,017	4,011,076	3,753,762	257,314 6.9%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	76,173				76,173	150,304	(74,131) -49.3%
Salary & Wages - Maintenance & Operation	620,143				620,143	510,164	109,979 21.6%
Salary & Wages - Protective Services	125,590				125,590	254,862	(129,272) -50.7%
Salary & Wages - Utility Labor					-	-	#DIV/0!
Fringe Benefits	548,032				548,032	651,406	(103,374) -15.9%
Tenant Services	8,500			3,000	11,500	53,300	(41,800) -78.4%
Utilities	462,150				462,150	481,450	(19,300) -4.0%
Maintenance & Operation	299,650			15,000	314,650	140,750	173,900 123.6%
Protective Services					-	-	#DIV/0!
Insurance	113,500		36,948	3,200	153,648	99,650	53,998 54.2%
Payment in Lieu of Taxes (PILOT)	44,700				44,700	49,066	(4,366) -8.9%
Terminal Leave Payments	9,500				9,500	9,500	-
Collection Losses	1,500				1,500	1,500	-
Other General Expense	210,600				210,600	210,600	-
Rents			9,208,000	6,000	9,214,000	9,707,580	(493,580) -5.1%
Extraordinary Maintenance					-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	#DIV/0!
Property Betterment/Additions					-	-	#DIV/0!
Miscellaneous COPS*					-	-	#DIV/0!
Total Cost of Providing Services	2,520,038		9,244,948	27,200	11,792,186	12,320,132	(527,946) -4.3%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	#DIV/0!
Total Operating Appropriations	5,194,979		10,057,066	551,217	15,803,262	16,073,894	(270,632) -1.7%
<b>NON-OPERATING APPROPRIATIONS</b>							
Net Interest Payments on Debt					0	-	0 #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					0	-	0 #DIV/0!
<b>TOTAL APPROPRIATIONS</b>	5,194,979		10,057,066	551,217	15,803,262	16,073,894	(270,632) -1.7%
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	5,194,979		10,057,066	551,217	15,803,262	16,073,894	(270,632) -1.7%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation					-	-	#DIV/0!
Other			23,503	147,454	170,957	-	170,957 #DIV/0!
Total Unrestricted Net Position Utilized			23,503	147,454	170,957	-	170,957 #DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,194,979		\$ #####	\$ 403,763	#####	\$ 16,073,894	\$ (441,589) -2.7%

\* 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 \$ 259,748.95 \$ - ##### \$ 27,560.85 #####



Journal of Applied Linguistics  
Volume 45, Number 1

## 2015 Appropriations Schedule

### Long Branch Housing Authority

For the Period 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 All Operations
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	\$ 1,330,941		\$ 302,182	\$ 267,605	\$ 1,900,728	\$ 1,833,418	\$ 67,310 3.7%
Fringe Benefits	749,550		271,807	113,912	1,135,269	904,571	230,698 25.5%
Legal	43,500		4,300	18,000	65,800	70,500	(4,700) -6.7%
Staff Training	22,000		3,000	2,000	27,000	25,000	2,000 8.0%
Travel	23,000		1,500	2,500	27,000	23,000	4,000 17.4%
Accounting Fees	110,000			1,000	111,000	101,200	9,800 9.7%
Auditing Fees	7,500		4,062	3,000	14,562	14,500	62
Miscellaneous Administration*	388,450		225,267	116,000	729,717	781,573	(51,856) -6.6%
Total Administration	<u>2,674,941</u>	-	<u>812,118</u>	<u>524,017</u>	<u>4,011,076</u>	<u>3,753,762</u>	<u>257,314</u> 6.9%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	76,173				76,173	150,304	(74,131) -49.3%
Salary & Wages - Maintenance & Operation	620,143				620,143	510,164	109,979 21.6%
Salary & Wages - Protective Services	125,590				125,590	254,862	(129,272) -50.7%
Salary & Wages - Utility Labor					-	-	#DIV/0!
Fringe Benefits	548,032				548,032	651,406	(103,374) -15.9%
Tenant Services	8,500			3,000	11,500	53,300	(41,800) -78.4%
Utilities	462,150				462,150	481,450	(19,300) -4.0%
Maintenance & Operation	299,650			15,000	314,650	140,750	173,900 123.6%
Protective Services					-	-	#DIV/0!
Insurance	113,500		36,948	3,200	153,648	99,650	53,998 54.2%
Payment in Lieu of Taxes (PILOT)	44,700				44,700	49,066	(4,366) -8.9%
Terminal Leave Payments	9,500				9,500	9,500	-
Collection Losses	1,500				1,500	1,500	-
Other General Expense	210,600				210,600	210,600	-
Rents		9,208,000		6,000	9,214,000	9,707,580	(493,580) -5.1%
Extraordinary Maintenance					-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	#DIV/0!
Property Betterment/Additions					-	-	#DIV/0!
Miscellaneous COPS*					-	-	#DIV/0!
Total Cost of Providing Services	<u>2,520,038</u>	-	<u>9,244,948</u>	<u>27,200</u>	<u>11,792,186</u>	<u>12,320,132</u>	<u>(527,946)</u> -4.3%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	#DIV/0!
Total Operating Appropriations	<u>5,194,979</u>	-	<u>10,057,066</u>	<u>551,217</u>	<u>15,803,262</u>	<u>16,073,894</u>	<u>(270,632)</u> -1.7%
<b>NON-OPERATING APPROPRIATIONS</b>							
Net Interest Payments on Debt					0	-	0 #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	-	-	-	-	0	0	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	<u>5,194,979</u>	-	<u>10,057,066</u>	<u>551,217</u>	<u>15,803,262</u>	<u>16,073,894</u>	<u>(270,632)</u> -1.7%
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<u>5,194,979</u>	-	<u>10,057,066</u>	<u>551,217</u>	<u>15,803,262</u>	<u>16,073,894</u>	<u>(270,632)</u> -1.7%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation					-	-	#DIV/0!
Other			23,503	147,454	170,957	-	170,957 #DIV/0!
Total Unrestricted Net Position Utilized	-	-	<u>23,503</u>	<u>147,454</u>	<u>170,957</u>	-	<u>170,957</u> #DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<u>\$ 5,194,979</u>	-	<u>\$ 10,033,563</u>	<u>\$ 403,763</u>	<u>\$ 15,632,305</u>	<u>\$ 16,073,894</u>	<u>\$ (441,589)</u> -2.7%

\* 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    \$ 259,748.95    \$ -    \$ 502,853.30    \$ 27,560.85    \$ 790,163.10

## 2014 Appropriations Schedule

### Long Branch Housing Authority

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

*Current Year Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 1,298,034		\$ 387,625	\$ 147,759	\$ 1,833,418
Fringe Benefits	616,460		238,184	49,927	904,571
Legal	40,500		10,000	20,000	70,500
Staff Training	22,000		1,000	2,000	25,000
Travel	20,000		1,000	2,000	23,000
Accounting Fees	100,800			400	101,200
Auditing Fees	7,500		4,000	3,000	14,500
Miscellaneous Administration*	478,113		228,460	75,000	781,573
Total Administration	2,583,407	-	870,269	300,086	3,753,762
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	130,304			20,000	150,304
Salary & Wages - Maintenance & Operation	510,164				510,164
Salary & Wages - Protective Services	254,862				254,862
Salary & Wages - Utility Labor					-
Fringe Benefits	641,406			10,000	651,406
Tenant Services	18,300			35,000	53,300
Utilities	481,450				481,450
Maintenance & Operation	126,500		2,000	12,250	140,750
Protective Services					-
Insurance	85,650		12,000	2,000	99,650
Payment in Lieu of Taxes (PILOT)	49,066				49,066
Terminal Leave Payments	9,500				9,500
Collection Losses	1,500				1,500
Other General Expense	210,600				210,600
Rents			9,707,580		9,707,580
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,519,302	-	9,721,580	79,250	12,320,132
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	5,102,709	-	10,591,849	379,336	16,073,894
<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>	5,102,709	-	10,591,849	379,336	16,073,894
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	5,102,709	-	10,591,849	379,336	16,073,894
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other	-	-	-	-	-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,102,709	-	\$ 10,591,849	\$ 379,336	\$ 16,073,894

\* 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    \$ 255,135.45    \$ -    \$ 529,592.45    \$ 18,966.80    \$ 803,694.70



## 2014 Appropriations Schedule

Long Branch Housing Authority  
 For the Period July 1, 2015 to June 30, 2016

*Current Year Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 1,298,034		\$ 387,625	\$ 147,759	\$1,833,418
Fringe Benefits	513,460		238,184	49,927	801,571
Legal	40,500		10,000	20,000	70,500
Staff Training	22,000		1,000	2,000	25,000
Travel	20,000		1,000	2,000	23,000
Accounting Fees	100,800			400	101,200
Auditing Fees	7,500		4,000	3,000	14,500
Miscellaneous Administration*	478,113		228,460	75,000	781,573
Total Administration	2,480,407	-	870,269	300,086	3,650,762
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	130,304			20,000	150,304
Salary & Wages - Maintenance & Operation	510,164				510,164
Salary & Wages - Protective Services	254,862				254,862
Salary & Wages - Utility Labor					-
Fringe Benefits	744,406			10,000	754,406
Tenant Services	18,300			35,000	53,300
Utilities	481,450				481,450
Maintenance & Operation	126,500		2,000	12,250	140,750
Protective Services					-
Insurance	85,650		12,000	2,000	99,650
Payment in Lieu of Taxes (PILOT)	49,066				49,066
Terminal Leave Payments	9,500				9,500
Collection Losses	1,500				1,500
Other General Expense	210,600				210,600
Rents			9,707,580		9,707,580
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,622,302	-	9,721,580	79,250	12,423,132
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	5,102,709	-	#####	379,336	16,073,894
<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>	5,102,709	-	#####	379,336	16,073,894
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	5,102,709	-	#####	379,336	16,073,894
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other	-	-	-	-	-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,102,709	\$ -	#####	\$ 379,336	#####

\* 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	\$ 255,135.45	\$ -	#####	\$ 18,966.80	#####
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# 5 Year Debt Service Schedule - Principal

Long Branch Housing Authority

*Fiscal Year Beginning in*

	2015	2016	2017	2018	2019	2020	Thereafter	Total Principal Outstanding
Debt Issuance #1	\$ 100,000							\$ 100,000
Debt Issuance #2		100,000						100,000
Debt Issuance #3			105,000					105,000
Debt Issuance #4				105,000				105,000
<b>TOTAL PRINCIPAL</b>	<b>100,000</b>	<b>100,000</b>	<b>105,000</b>	<b>105,000</b>	<b>115,000</b>	<b>120,000</b>	<b>755,000</b>	<b>1,400,000</b>
LESS: HUD SUBSIDY								
<b>NET PRINCIPAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**Moody's**

**Standard & Poors**

Bond Rating

Year of Last Rating

1991-1992  
1992-1993  
1993-1994

1994-1995  
1995-1996  
1996-1997

# 5 Year Debt Service Schedule - Principal

## Long Branch Housing Authority

	<i>Fiscal Year Beginning in</i>							Total Principal Outstanding	
	Current Year (2014)	2015	2016	2017	2018	2019	2020		Thereafter
Debt Issuance #1	\$ 95,000	\$ 100,000	\$ 100,000	\$ 105,000	\$ 105,000	\$ 115,000	\$ 120,000	\$ 755,000	\$ 1,400,000
Debt Issuance #2									
Debt Issuance #3									
Debt Issuance #4									
<b>TOTAL PRINCIPAL</b>	95,000	100,000	100,000	105,000	105,000	115,000	120,000	755,000	1,400,000
<b>LESS: HUD SUBSIDY</b>	95,000	100,000	100,000	105,000	105,000	115,000	120,000	755,000	1,400,000
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

	<b>Moody's</b>	<b>Fitch</b>	<b>Standard &amp; Poors</b>
Bond Rating	Aa3		
Year of Last Rating	4/23/2007		



# 5 Year Debt Service Schedule - Interest

## Long Branch Housing Authority

*Fiscal Year Beginning in*

Current Year (2014)	2015	2016	2017	2018	2019	2020	Thereafter	Total Interest Payments Outstanding	Total Interest Payments Outstanding	Total Interest Payments Outstanding	Total Interest Payments Outstanding
\$ 62,840	\$ 58,681	\$ 54,306	\$ 49,712	\$ 45,009	\$ 39,978	\$ 34,310	\$ 139,098	\$ 421,094	\$ 421,094	\$ 421,094	\$ 421,094
62,840	58,681	54,306	49,712	45,009	39,978	34,310	139,098	421,094	421,094	421,094	421,094
62,840	58,681	54,306	49,712	45,009	39,978	34,310	139,098	421,094	421,094	421,094	421,094
\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0

Debt Issuance #1  
 Debt Issuance #2  
 Debt Issuance #3  
 Debt Issuance #4

**TOTAL INTEREST**  
**LESS: HUD SUBSIDY**  
**NET INTEREST**

2015-2016  
 2016-2017  
 2017-2018  
 2018-2019  
 2019-2020  
 2020-2021  
 2021-2022  
 2022-2023  
 2023-2024  
 2024-2025

# 2015 Net Position Reconciliation

Long Branch 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>	<b>Total All Operations</b>
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 31,939,400
Less: Restricted for Debt Service Reserve (1)	13,653,735
Less: Other Restricted Net Position (1)	2,942,222
Total Unrestricted Net Position (1)	<u>15,343,443</u>
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)	1,634,905
Plus: Estimated Income (Loss) on Current Year Operations (2)	(45,428)
Plus: Other Adjustments (attach schedule)	-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<u>16,932,920</u>
Unrestricted Net Position Utilized to Balance Proposed Budget	170,957
Unrestricted Net Position Utilized in Proposed Capital Budget	-
Appropriation to Municipality/County (3)	-
Total Unrestricted Net Position Utilized in Proposed Budget	<u>170,957</u>
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	<u>\$ 16,761,963</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 \$ 259,749

(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.

2015  
LONG BRANCH  
(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2015 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

**Long Branch**

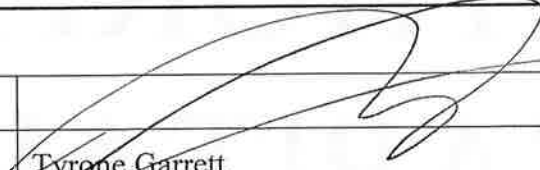
(Name)

**FISCAL YEAR: FROM: 07/01/2015 TO: 06/30/2016**

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 Long Branch Housing Authority, on the 20<sup>th</sup> day of April, 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:	Tyrone Garrett		
Title:	Executive Director		
Address:	2 Hope Lane, Long Branch, NJ 07740		
Phone Number:	732-222-3747 ext 115	Fax Number:	732-222-1809
E-mail address	tgarrett@lbhousing.org		

# 2015 CAPITAL BUDGET/PROGRAM MESSAGE

## Long Branch Housing Authority (Name)

FISCAL YEAR: FROM: 07/01/2015 TO: 06/30/2016

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.
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.
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.  
There is no change on the schedule of rents / user charges.
6. Have the projects been reviewed and approved by HUD?  
Yes.

*Add additional sheets if necessary.*

# 2015 Proposed Capital Budget

Long Branch Housing Authority  
 For the Period July 1, 2015 to June 30, 2016

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Admin & management improvement	\$ 291,000				\$ 291,000	
Architect & engineering	65,000				65,000	
Sidewalk repair	35,000				35,000	
Vacant unit turnover	100,000				100,000	
Dwelling structure improvement	224,000				224,000	
CCTV	50,000				50,000	
Dwelling equipment & CCTV	50,000				50,000	
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 815,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 815,000</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

Long Branch Housing Authority

July 1, 2015 to June 30, 2016

For the Period

Fiscal Year Beginning in

	Estimated Total Cost	Current Year					
		Proposed Budget	2016	2017	2018	2019	2020
Admin & management improve	\$ 1,561,000	\$ 291,000	\$ 270,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Architect & engineering	390,000	65,000	65,000	65,000	65,000	65,000	65,000
Sidewalk repair	210,000	35,000	35,000	35,000	35,000	35,000	35,000
Vacant unit turnover	600,000	100,000	100,000	100,000	100,000	100,000	100,000
Dwelling structure improver	1,344,000	224,000	224,000	224,000	224,000	224,000	224,000
CCTV	300,000	50,000	50,000	50,000	50,000	50,000	50,000
Dwelling equipment & CCTV	300,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>TOTAL</b>	<b>\$ 4,705,000</b>	<b>\$ 815,000</b>	<b>\$ 794,000</b>	<b>\$ 774,000</b>	<b>\$ 774,000</b>	<b>\$ 774,000</b>	<b>\$ 774,000</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

Long Branch Housing Authority

For the Period

July 1, 2015

to

June 30, 2016

## Funding Sources

Estimated Total Cost	Renewal & Replacement			
	Unrestricted Net Position Utilized	Reserve	Authorization	Debt
	Capital Grants	Other Sources		
Admin & management improve	\$ 1,561,000		\$ 1,561,000	
Architect & engineering	390,000		390,000	
Sidewalk repair	210,000		210,000	
Vacant unit turnover	600,000		600,000	
Dwelling structure improver	1,344,000		1,344,000	
CCTV	300,000		300,000	
Dwelling equipment & CCTV	300,000		300,000	
<b>TOTAL</b>	<b>\$ 4,705,000</b>		<b>\$ -</b>	<b>\$ 4,705,000</b>
Total 5 Year Plan per CB-4	\$ 4,705,000		\$ -	\$ -
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.



Attachment

N-1.1

Budget Line Item Variance Explanations

## N-1.1

·Non-Dwelling Rental: The \$10,000 revenue from other programs is for the rental of community room.

·Other Revenue-Fraud repymt: This revenue is reduced gradually every year due to less fraudulent reporting from tenants.

·Other Revenue-Port-In HAP: revenue is reduced due to less Port-In vouchers received from other housing authorities.

·Other Revenue-Developer/MGT fee: The developer fee fluctuates based on the number of mixed-finance projects awarded by HMFA and HUD. Currently, there is one under construction and there are four in the pipeline for next year.

·Total Non-Operating Revenues: Capital Fund Program administration expense & revenue are increased by the same amount of \$275,000 due to increasing activities of modernization and redevelopment projects.

·Fringe Benefits-Admin: The increase is due to hiring two admin staff, higher health insurance cost increase, and additional reporting of OPEB liability.

·Travel: Training and Travel increase is to keep up with the Tax Credit Compliance Certification and redevelopment activities.

·Salary & Wages – Tenant Services: Cost decrease is due to reduction of one staff.

·Salary & Wages – Maintenance: Cost increase is due to hiring of new temp staff since the Authority has to support the maintenance operations of two other housing authorities.

·Salary & Wages – Protective Services: Cost decrease is due to reduction of one full-time staff and restructuring of security guard shifts.

·Fringe Benefits – cost of providing services: The benefit cost is lower because of reduction of full-time staff.

·Tenant Services: Tenant service costs are lower because they are shared by Tax Credit Project Partnerships.

·Maintenance & Operation: Main causes of higher cost are the Bed Bug extermination at senior buildings and larger purchase of snow removal supplies for winter season.

·Insurance: Higher auto insurance from more company vehicles and higher liability insurance from the non-traditional housing business activities.

Attachment

N-3.10

Compensation Determining Process

## N-3.10

1. The Board of Commissioners do not receive compensation from the Housing Authority.
2. The compensation for the Officer is reviewed and approved by the board annually. HUD compensation guideline and a study of compensation data for comparable positions in similarly sized entities are used for reference. Annual performance evaluation by the board is conducted. There is a written employment contract approved by the board.
3. The step increase raise for the highest compensated employees is recommended by the executive director and approved by the board. The annual inflation adjustment is approved by the board and is applied to all employees.

Attachment

N-3.12

Travel expense paid



Rutgers Course	New Brunswick, NJ	3/6 - 5/6/2014	Natalie Turner	Deputy Executive Director	Attend the course	1080	*	255	TC	Reg. Chrgs is the Course fee for 2 courses
HDI Conference (Reimbursable)	Washington, DC	5/15-16/2014	Michael Winnick	Commissioner, Board of Commissioners	Attend the Conference	595	595.11	340	COCC	
PHADA Conference	New Orleans, LA	5/31 - 6/4/2014	Tyrone Garrett	Executive Director	Attend the Conference	465	348.54	425	COCC	
			Carl Jennings	Chairman, Board of Commissioners	Attend the Conference	440	647.33	425	COCC	
			Yvonne Russell-Mann	Commissioner, Board of Commissioners	Attend the Conference	440	810.68	425	COCC	
			Carmen Rivera	Commissioner, Board of Commissioners	Attend the Conference	440	609	425	COCC	
			Dorothy Johnson	Commissioner, Board of Commissioners	Attend the Conference	440	696	425	COCC	
			Daniel Gibson	Chief of Staff	Attend the Conference	440	870	510	S8	
CLPIA Summer Meeting	Los Angeles, CA	6/18-20/2014	Dorothy Annedu	Social Worker	Attend the Conference	440	696	425	S8	
			Tyrone Garrett	Executive Director	Attend the Meeting	700	777.85	340	COCC	
HAG Insurance Meeting (Reimbursable)	Norfolk, VA	6/25-29/2014	Christopher Pugliese	Aide to Executive Director	Attend the Meeting	700	853.69	340	S8	
			Tyrone Garrett	Executive Director	Attend the Meeting	*	636.14	340	COCC	
			Anthony Greene	Leased Housing Specialist	Attend the Meeting	*	430.08	340	S8	Received a reimbursement for \$1238.75

Attachment

N-6

Compensated Absence Schedule



LONG BRANCH HOUSING AUTHORITY  
EMPLOYEE LEAVE ACCRUAL  
FOR THE FYE 6/30/14  
YE03

NAME	Comp Absence DAYS	Comp absence AMOUNT
AMATO, D	11	1,967.73
AMEDU-FREEMAN, D	13	3,923.00
ANDERSON,B	29	8,143.25
BANKS S	10	1,680.32
CAMPIONE C	14	3,919.00
DRAKEFORD, T	12	2,917.00
GARRETT, T	24	16,972.65
GIBSON,D	31	11,038.41
GREENE, A	30	6,281.18
HICKS,N	23	3,082.94
MERCADO I	32	9,904.19
MORALES, T	31	3,483.71
MORRELL S	34	10,273.23
NORMANDIA, L	17	3,419.29
PAREKH,L	39	9,161.73
PHILLIPS R	27	13,184.19
PUGLIESE,C	24	5,083.27
STANDARD W	6	844.00
TAYLOR,L	33	4,252.94
TOY C	25	12,847.71
TURNER N	14	4,177.00
WALKER, C	42	6,598.90
YOUNG C	41	8,847.00
ARCE III, M	2	491.00
ASTACIO JR, D	20	2,927.00
BROWN, C	14	1,813.00
CARRETTA L	31	12,169.38
DAVIS,D	25	3,157.00
GORDEN P	21	3,391.00
HASKINS V	45	8,575.75
KING S	2	487.00
LEBRON K	1	393.00
NARVAEZ, I	25	2,902.33
RODRIGUEZ J	6	761.50
SCALZO J	5	683.53
TABUADA, P	36	4,134.91
TOTAL	795	193,889.04

Attachment

F-4

Miscellaneous Administration Expense Schedule

Long Branch Housing Authority  
Miscellaneous Administration Breakdown  
F-4 Attachment

<b>PUBLIC HOUSING PROGRAM</b>	<u>AMOUNT</u>
TELEPHONE / NETWORK	39,500
OFFICE SUPPLIES	44,000
SUNDRIES	30,000
PH PROJECT MGT FEE TO COCC	135,930
BOOKKEEPING FEE TO COCC	19,020
ASSET MGT FEE TO COCC	120,000
<b>TOTAL</b>	<b><u>\$ 388,450</u></b>

<b>OTHER PROGRAMS</b>	
REDEVELOPMENT CONSULTANT	<b>\$ 116,000</b>

Attachment

N-4

Excess Compensation Breakdown

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Long Branch Housing Authority  
Excess Compensation Schedule  
N-4 Attachment  
Fiscal Year 06-30-2016

Tyrone Garrett salary breakdown

Funding source	Amount	Comment
HUD	\$ 152,000	Central office cost center fee revenue from Public Housing and Housing Choice programs
Non-HUD	\$ 26,000	Developer fee revenue from subsidiary Maestro CDC
Non-HUD	\$ 33,980	Management fee revenue from Tax Credit Projects
Total	<u>\$ 211,980</u>	

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
BUREAU OF AUTHORITY REGULATION  
TRENTON, N.J.

CERTIFICATION OF AMENDED 2015 BUDGET

**LONG BRANCH HOUSING AUTHORITY**

It is hereby certified that the amendment attached hereto complies with the requirements of law, and approval is given pursuant to N.J.A.C. 5:31-2.8.

Department of Community Affairs  
Division of Local Government Services  
Christine Zopicchi, Assistant Director

By C.M. Zopicchi  
For: Timothy J. Cunningham, Director

Date 10/21/15

Attachment

RESOLUTION #	09-02-2015
DATE	09-21-2015
ITEM #	#3

**RESOLUTION TO APPROVE 2015 DCA BUDGET AMENDMENT**

**WHEREAS**, the local municipal budget for the year 2015 was approved on the 20<sup>th</sup> of April, 2015; and


**WHEREAS**, it is desired to amend said approved budget per DCA review to change the "Total Unrestricted Net Position utilized" from \$170,957 to \$531,249 so that the "Total Net Appropriations" would be equal to "Total Anticipated Revenues".

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners approves the following amendments to the approved budget of 2015.

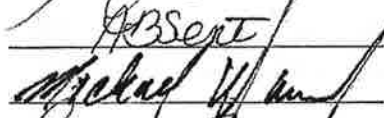
**BE IT FURTHER RESOLVED**, that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for certification of the 2015 local municipal budget so amended.


  
Tyrone Garrett, Secretary

Date


  
Donald Covin, Chairman

~~ABSENT~~  
Carl Jennings, Vice-Chairman

  
Michael Winnick, Commissioner

  
Carmen Rivera, Commissioner

  
Yvonne Russell-Mann, Commissioner

  
Dorthia Johnson, Commissioner

~~ABSENT~~  
Andres Mejer, Commissioner

**2015 Revenue Schedule**

Long Branch Housing Authority  
For the Period July 1, 2015 to June 30, 2016

	Proposed Budget				Current Year	\$ Increase	% Increase	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Adopted Budget	(Decrease)	(Decrease)	
					Total All Operations	Proposed vs. Current Year	Proposed vs. Current Year	
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	879,293			879,293	897,109	(17,816)	-2.0%	
Excess Utilities	2,000			2,000	2,000	-	0.0%	
Non-Dwelling Rental	65,000			10,000	65,000	10,000	15.4%	
HUD Operating Subsidy	1,681,941				1,542,665	139,276	9.0%	
New Construction - Acc Section 8 Voucher - Acc Housing Voucher							#DIV/0!	
Total Rental Fees	2,628,234		9,880,000	10,000	12,518,234	(494,936)	-4.8%	
<i>Other Operating Revenues (List)</i>								
Other Revenue - Fraud repaymt			16,000	16,000	20,000	(4,000)	-20.0%	
Other Revenue - Port-in HAP			38,000	38,000	60,000	(22,000)	-36.7%	
Other Revenue - COCC fee & CFP tsrf	1,817,416			1,817,416	1,727,461	89,955	5.2%	
Other Revenue - Developer/MGT fee	485,000		115,000	600,000	705,000	(105,000)	-14.9%	
Total Other Revenue	2,302,416		54,000	115,000	2,471,416	(41,045)	-1.6%	
Total Operating Revenues	4,930,650		9,934,000	125,000	14,989,650	(404,521)	-2.6%	
<b>NON-OPERATING REVENUES</b>								
<i>Grants &amp; Entitlements (List)</i>								
Grant - CFP admin				275,763	275,763	-	#DIV/0!	
Grant #2							#DIV/0!	
Grant #3							#DIV/0!	
Grant #4							#DIV/0!	
Total Grants & Entitlements				275,763	275,763	-	#DIV/0!	
<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!	
Total Local Subsidies & Donations							#DIV/0!	
<i>Interest on Investments &amp; Deposits</i>								
Investments	3,600			3,600	3,650	(50)	-1.4%	
Security Deposits							#DIV/0!	
Penalties							#DIV/0!	
Other Investments							#DIV/0!	
Total Interest	3,600			3,600	3,650	(50)	-1.4%	
<i>Other Non-Operating Revenues (List)</i>								
Other Non-Fund Raising				3,000	3,000	-	#DIV/0!	
Other Non-Operating #2							#DIV/0!	
Other Non-Operating #3							#DIV/0!	
Other Non-Operating #4							#DIV/0!	
Other Non-Operating Revenues				3,000	3,000	-	#DIV/0!	
Total Non-Operating Revenues	3,600			278,763	282,363	3,650	7636.0%	
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 4,934,250	\$ -	\$ 9,934,000	\$ 403,763	\$ 15,272,013	\$ 15,397,821	\$ (125,808)	-0.8%



**2015 Appropriations Schedule**

Long Branch Housing Authority  
For the Period 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>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	\$ 1,330,941		\$ 302,182	\$ 267,605	\$ 1,900,728	\$ 1,833,418	\$ 67,310 3.7%
Fringe Benefits	749,550		271,807	113,912	1,135,269	904,571	230,698 25.5%
Legal	43,500		4,300	18,000	65,800	70,500	(4,700) -6.7%
Staff Training	22,000		3,000	2,000	27,000	25,000	2,000 8.0%
Travel	23,000		1,500	2,500	27,000	23,000	4,000 17.4%
Accounting Fees	110,000			1,000	111,000	101,200	9,800 9.7%
Auditing Fees	7,500		4,062	3,000	14,562	14,500	62
Miscellaneous Administration*	388,450		225,267	116,000	729,717	781,573	(51,856) -6.6%
<b>Total Administration</b>	<b>2,674,941</b>		<b>812,118</b>	<b>524,017</b>	<b>4,011,076</b>	<b>3,753,762</b>	<b>257,314 6.9%</b>
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	76,173				76,173	150,304	(74,131) -49.3%
Salary & Wages - Maintenance & Operation	620,143				620,143	510,164	109,979 21.6%
Salary & Wages - Protective Services	125,590				125,590	254,862	(129,272) -50.7%
Salary & Wages - Utility Labor							#DIV/0!
Fringe Benefits	548,032				548,032	651,406	(103,374) -15.9%
Tenant Services	8,500			3,000	11,500	53,300	(41,800) -78.4%
Utilities	462,150				462,150	481,450	(19,300) -4.0%
Maintenance & Operation	299,650			15,000	314,650	140,750	173,900 123.6%
Protective Services							#DIV/0!
Insurance	113,500		36,948	3,200	153,648	99,650	53,998 54.2%
Payment in Lieu of Taxes (PILOT)	44,700				44,700	49,066	(4,366) -8.9%
Terminal Leave Payments	9,500				9,500	9,500	0.0%
Collection Losses	1,500				1,500	1,500	0.0%
Other General Expense	210,600				210,600	210,600	0.0%
Rents			9,208,000	6,000	9,214,000	9,707,580	(493,580) -5.1%
Extraordinary Maintenance							#DIV/0!
Replacement of Non-Expendible Equipment							#DIV/0!
Property Betterment/Additions							#DIV/0!
Miscellaneous COPS*							#DIV/0!
<b>Total Cost of Providing Services</b>	<b>2,520,038</b>		<b>9,244,948</b>	<b>27,200</b>	<b>11,792,186</b>	<b>12,320,132</b>	<b>(527,946) -4.3%</b>
Net Principal Payments on Debt Service In Lieu of Depreciation							#DIV/0!
<b>Total Operating Appropriations</b>	<b>5,194,979</b>		<b>10,057,066</b>	<b>551,217</b>	<b>15,803,262</b>	<b>16,073,894</b>	<b>(270,632) -1.7%</b>
<b>NON-OPERATING APPROPRIATIONS</b>							
Net Interest Payments on Debt					0	0	#DIV/0!
Operations & Maintenance Reserve							#DIV/0!
Renewal & Replacement Reserve							#DIV/0!
Municipality/County Appropriation							#DIV/0!
Other Reserves							#DIV/0!
<b>Total Non-Operating Appropriations</b>					<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>TOTAL APPROPRIATIONS</b>	<b>5,194,979</b>		<b>10,057,066</b>	<b>551,217</b>	<b>15,803,262</b>	<b>16,073,894</b>	<b>(270,632) -1.7%</b>
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>5,194,979</b>		<b>10,057,066</b>	<b>551,217</b>	<b>15,803,262</b>	<b>16,073,894</b>	<b>(270,632) -1.7%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation							#DIV/0!
Other	260,729		123,066	147,454	531,249	531,249	#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>	<b>260,729</b>		<b>123,066</b>	<b>147,454</b>	<b>531,249</b>	<b>531,249</b>	<b>#DIV/0!</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 4,934,250</b>		<b>\$ 9,934,000</b>	<b>\$ 403,763</b>	<b>\$ 15,272,013</b>	<b>\$ 16,073,894</b>	<b>\$ (801,881) -5.0%</b>

\* 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 \$ 259,748.95 \$ 502,853.30 \$ 27,560.85 \$ 790,163.10

## 2015 Appropriations Schedule

	From				To			
	Public Housing	Housing Voucher	Other Programs	Total Operations	Public Housing	Housing Voucher	Other Programs	Total Operations
<b>OPERATING APPROPRIATIONS</b>								
Administration	2,674,941	812,118	524,017	4,011,076	2,674,941	812,118	524,017	4,011,076
Cost of Providing Services	2,520,038	9,244,948	27,200	11,792,186	2,520,038	9,244,948	27,200	11,792,186
<b>TOTAL APPROPRIATIONS</b>	5,194,979	10,057,066	551,217	15,803,262	5,194,979	10,057,066	551,217	15,803,262
<b>UNRESTRICTED NET POSITION UTILIZED</b>		23,503	147,454	170,957	260,729	123,066	147,454	531,249
<b>TOTAL NET APPROPRIATIONS</b>	5,194,979	10,033,563	403,763	15,632,305	4,934,250	9,934,000	403,763	15,272,013

## 2015 Net Position Reconciliation

	FROM	TO
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	<b>Total All Operations</b>	<b>Total All Operations</b>
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 31,939,400	\$ 31,939,400
Less: Restricted for Debt Service Reserve (1)	13,653,735	13,653,735
Less: Other Restricted Net Position (1)	2,942,222	2,942,222
Total Unrestricted Net Position (1)	-	-
Less: Designated for Non-Operating Improvements & Repairs	15,343,443	15,343,443
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)	1,634,905	1,634,905
Plus: Estimated Income (Loss) on Current Year Operations (2)	(45,428)	(45,428)
Plus: Other Adjustments (attach schedule)	-	-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>16,932,920</b>	<b>16,932,920</b>
Unrestricted Net Position Utilized to Balance Proposed Budget	170,957	531,249
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-
Appropriation to Municipality/County (3)	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	170,957	531,249
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	<b>\$ 16,761,963</b>	<b>\$ 16,401,671</b>

