

**State Filing Year**

**2017**

**APPROVED COPY**

**Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017**

Start Year

End Year

**2017**

**2018**

Fiscal Year

*Authority Budget of:*

*Long Branch Housing Authority*

*For the Period:*

*July 1, 2017*

*to*

*June 30, 2018*

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

Authority Web Address

**Department Of**



**Community  
Affairs**

*Division of Local Government Services*

APPROVED COPY

# **2017 HOUSING AUTHORITY BUDGET**

## **Certification Section**



2017

Long Branch

(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM 07/01/2017 TO 06/30/2018

*For Division Use Only*

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Paul D. Cwent CPA, RMA Date: 5/10/2017

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2017 PREPARER'S CERTIFICATION

**Long Branch**

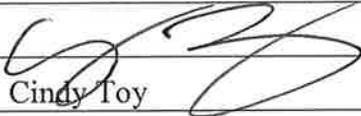
(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: 07/01/2017 TO: 06/30/2018

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

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

Preparer's Signature:			
Name:	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		

# 2017 APPROVAL CERTIFICATION

Long Branch

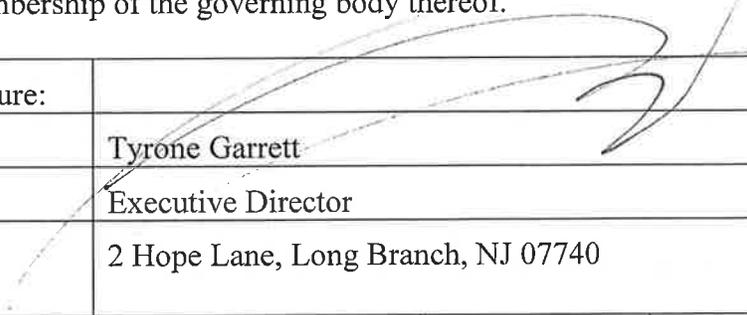
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/2017 TO: 06/30/2018

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Long Branch Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 17th day of April, 2017.

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

Officer's Signature:			
Name:	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

<b>Authority's Web Address:</b>	www.lbhousing.org
---------------------------------	-------------------

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

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

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

Name of Officer Certifying compliance

Tyrone Garrett

Title of Officer Certifying compliance

Executive Director

Signature

# 2017 HOUSING AUTHORITY BUDGET RESOLUTION

**Long Branch**  
(Name)

RESOLUTION #	<u>04-04-2017</u>
DATE	<u>04-17-2017</u>
ITEM #	<u># 5</u>

**FISCAL YEAR: FROM: 07/01/2017 TO: 06/30/2018**

WHEREAS, the Annual Budget and Capital Budget for the Long Branch Housing Authority for the fiscal year beginning, 7/1/2017 and ending, 06/30/2018 has been presented before the governing body of the Long Branch Housing Authority at its open public meeting of 4/17/2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 17,165,399 , Total Appropriations, including any Accumulated Deficit if any, of \$ 16,844,317 and Total Unrestricted Net Position utilized of \$320,802 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 988,344 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 4/17/2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2017 and ending, 6/30/2018 is hereby approved; and

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

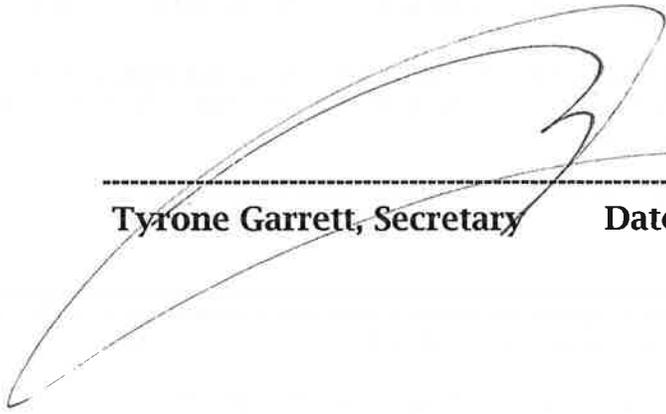
BE IT FURTHER RESOLVED, that the governing body of the Long Branch Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 5/15/2017 .

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

4.17.17  
(Date)

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

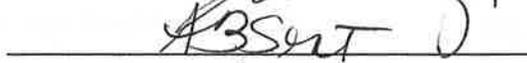
RESOLUTION #	04-04-2017
DATE	04-17-2017
ITEM #	#5

 4.17.17

-----  
Tyrone Garrett, Secretary      Date

 Donald Covin, Chairman

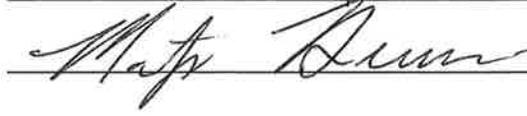
 Carl Jennings, Vice-Chairman

 Michael Winnick Commissioner

 Yvonne Russell-Mann Commissioner

 Dorthia Johnson, Commissioner

 Andres Mejer Commissioner

 Maritza Berrios, Commissioner

# 2017 ADOPTION CERTIFICATION

## Long Branch

(Name)

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM: 07/01/2017 TO: 06/30/2018**

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Long Branch Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 15<sup>th</sup> day of, May, 2017.

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		

# 2017 ADOPTED BUDGET RESOLUTION

## Long Branch (Name) HOUSING AUTHORITY

FISCAL YEAR: FROM: 07/01/2017 TO: 06/30/2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Long Branch Housing Authority for the fiscal year beginning 7/1/2017 and ending, 6/30/2018 has been presented for adoption before the governing body of the Long Branch Housing Authority at its open public meeting of 5/15/2017; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 17,165,399, Total Appropriations, including any Accumulated Deficit, if any, of \$ 16,844,317 and Total Unrestricted Net Position utilized of \$ 320,802; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 988,344 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 7/1/2017 and ending, 6/30/2018 has been presented for adoption before the Housing Authority, at an open public meeting held on 5/15/2017 that the Annual Budget and Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2017 and, ending, 6/30/2018 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

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

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

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

# **2017 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

**2017 HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
Long Branch  
(Name)**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 07/01/2017 TO: 06/30/2018**

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget. 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 9 completed mixed-finance projects since 200 and 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.

In order to provide sustaining revenue and continuing growth, the Authority has contracted with tax credit management partners to provide management and maintenance services at 9 tax credit sites. The revenue compensates the decrease from HUD subsidy.

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 government. 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 utilization of unrestricted net position is caused by the unfunded OPEB accrued liability of \$507,380.

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 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

For 2017 budget, the Accrued OPEB liability of \$507,380 is reported in Misc Admin line item. After adjusting for the non-cash charge of OPEB expense, the net cash flow for 2017 is \$186,578. 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 2017

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: 07/01/2017 TO: 06/30/2018

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

- 1) Provide the number of individuals employed in calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 85
- 2) Provide the amount of total salaries and wages for calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$2,836,413.32
- 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: 07/01/2017 TO: 06/30/2018

- 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: 07/01/2017 TO: 06/30/2018**

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

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

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

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

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

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

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

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

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

For the Period July 1, 2017 to Long Branch Housing Authority June 30, 2018

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Total Compensation from Authority	Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend								
1 Tyrone Garrett	Exe Director	35										20	\$ -	\$ -	\$ 213,085	
2 Carl Jennings	Chairman	1 x	x									40	\$ 105,000	\$ 12,000	\$ 117,000	
3 Donald Covin	Vice Chairman	1 x										1	\$ -	\$ -	\$ 0	
4 Michael Winnick	Commissioner	1 x										5	\$ -	\$ -	\$ 0	
5 Carmen Rivera	Commissioner	1										-	\$ -	\$ -	\$ 0	
6 Yvonne Russell-Mann	Commissioner	1 x										-	\$ -	\$ -	\$ 0	
7 Dorthia Johnson	Commissioner	1 x										0	\$ 0	\$ 0	\$ 0	
8 Andres Mejer	Commissioner	1 x										0	\$ 0	\$ 0	\$ 0	
9 Lou Carretta	Assist ED-maint	37.5							15,000			0	\$ 0	\$ 0	\$ 131,643	
10 Cindy Toy	Comptroller	35							15,000			0	\$ 0	\$ 0	\$ 146,877	
11 Daniel Gibson	Chief of Staff	35							15,000			0	\$ 0	\$ 0	\$ 116,085	
12												0	\$ 0	\$ 0	\$ 0	
13												0	\$ 0	\$ 0	\$ 0	
14												0	\$ 0	\$ 0	\$ 0	
15												0	\$ 0	\$ 0	\$ 0	
Total:									\$ 607,690	\$ 60,000	\$ 547,690	\$ 105,000	\$ 12,000	\$ 724,690		

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

# Schedule of Health Benefits - Detailed Cost Analysis

Long Branch Housing Authority

For the Period July 1, 2017 to June 30, 2018

	# of Covered Members (Medical & Rx)		Annual Cost Estimate Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)		Annual Cost per Employee Current Year		Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Current Year	Proposed Budget	Current Year		Current Year	Current Year					
<b>Active Employees - Health Benefits - Annual Cost</b>												
Single Coverage	4		\$ 11,256		\$ 45,024	6		\$ 11,424		\$ 68,544	\$ (23,520)	-34.3%
Parent & Child	14		20,424		285,936	11		20,436		224,796	61,140	27.2%
Employee & Spouse (or Partner)	8		23,724		189,792	11		22,836		251,196	(61,404)	-24.4%
Family	7		31,824		222,768	4		31,860		127,440	95,328	74.8%
Employee Cost Sharing Contribution (enter as negative - )					(48,306)					(47,592)	(714)	1.5%
<b>Subtotal</b>	<b>33</b>				<b>695,214</b>	<b>32</b>				<b>624,384</b>	<b>70,830</b>	<b>11.3%</b>
<b>Commissioners - Health Benefits - Annual Cost</b>												
Single Coverage	0				-					-	-	#DIV/0!
Parent & Child	0				-					-	-	#DIV/0!
Employee & Spouse (or Partner)	0				-					-	-	#DIV/0!
Family	0				-					-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )												#DIV/0!
<b>Subtotal</b>	<b>0</b>				<b>-</b>	<b>0</b>				<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Retirees - Health Benefits - Annual Cost</b>												
Single Coverage	6		9,660		57,960	4		10,512		42,048	15,912	37.8%
Parent & Child						1		10,272		10,272	(10,272)	-100.0%
Employee & Spouse (or Partner)	4		14,400		57,600	4		21,240		84,960	(27,360)	-32.2%
Family												#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )												#DIV/0!
<b>Subtotal</b>	<b>10</b>				<b>115,560</b>	<b>9</b>				<b>137,280</b>	<b>(21,720)</b>	<b>-15.8%</b>
<b>GRAND TOTAL</b>	<b>43</b>				<b>\$ 810,774</b>	<b>41</b>				<b>\$ 761,664</b>	<b>\$ 49,110</b>	<b>6.4%</b>

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

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

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





**2017 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

---

---

# SUMMARY

Long Branch Housing Authority  
 July 1, 2017 to June 30, 2018

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		
<b>REVENUES</b>								
Total Operating Revenues	\$ 3,553,503	\$ -	\$ 10,598,870	\$ 2,944,526	\$ 17,096,899	\$ 16,005,030	\$ 1,091,869	6.8%
Total Non-Operating Revenues	68,500	-	-	68,500	3,000	-	65,500	2183.3%
Total Anticipated Revenues	3,622,003	-	10,598,870	2,944,526	17,165,399	16,008,030	1,157,369	7.2%
<b>APPROPRIATIONS</b>								
Total Administration	2,078,680	-	618,389	1,188,493	3,885,562	4,032,193	(146,631)	-3.6%
Total Cost of Providing Services	1,816,836	-	10,027,770	1,114,149	12,958,755	12,310,737	648,018	5.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,895,516	-	10,646,159	2,302,642	16,844,317	16,342,930	501,387	3.1%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	3,895,516	-	10,646,159	2,302,642	16,844,317	16,342,930	501,387	3.1%
Less: Total Unrestricted Net Position Utilized	273,513	-	47,289	-	320,802	334,900	(14,098)	-4.2%
Net Total Appropriations	3,622,003	-	10,598,870	2,302,642	16,523,515	16,008,030	515,485	3.2%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ 641,884	\$ 641,884	\$ (0)	\$ 641,884	-188789511.8%

## Revenue Schedule

### Long Branch Housing Authority

For the Period July 1, 2017 to June 30, 2018

### FY 2018 Proposed Budget

FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
------------------------	--	---

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	882000				882,000	879,293	2,707	0.3%
Excess Utilities	5400				5,400	5,000	400	8.0%
Non-Dwelling Rental	112400				112,400	121,000	(8,600)	-7.1%
HUD Operating Subsidy	1334298				1,334,298	1,498,588	(164,290)	-11.0%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			10571870		10,571,870	10,505,900	65,970	#DIV/0! 0.6%
<b>Total Rental Fees</b>	<b>2,334,098</b>	<b>-</b>	<b>10,571,870</b>	<b>-</b>	<b>12,905,968</b>	<b>13,009,781</b>	<b>(103,813)</b>	<b>-0.8%</b>
<i>Other Operating Revenues (List)</i>								
Other Revenue -Fraud repymt & Port-In			27000		27,000	20,000	7,000	35.0%
Other Revenue -insurance dividend	37000				37,000	34,000	3,000	8.8%
Other Revenue -COCC fee & CFP trsf	794905				794,905	908,044	(113,139)	-12.5%
Other Revenue -Developer/MGT fee	150000			2944526	3,094,526	1,758,205	1,336,321	76.0%
Other Revenue - CFP Admin	237500				237,500	275,000	(37,500)	-13.6%
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>1,219,405</b>	<b>-</b>	<b>27,000</b>	<b>2,944,526</b>	<b>4,190,931</b>	<b>2,995,249</b>	<b>1,195,682</b>	<b>39.9%</b>
<b>Total Operating Revenues</b>	<b>3,553,503</b>	<b>-</b>	<b>10,598,870</b>	<b>2,944,526</b>	<b>17,096,899</b>	<b>16,005,030</b>	<b>1,091,869</b>	<b>6.8%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
Fund raising					-	3,000	(3,000)	-100.0%
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>(3,000)</b>	<b>-100.0%</b>
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	68,500				68,500	-	68,500	#DIV/0!
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Interest</b>	<b>68,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,500</b>	<b>-</b>	<b>68,500</b>	<b>#DIV/0!</b>
<b>Total Non-Operating Revenues</b>	<b>68,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,500</b>	<b>3,000</b>	<b>65,500</b>	<b>2183.3%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,622,003</b>	<b>\$ -</b>	<b>\$ 10,598,870</b>	<b>\$ 2,944,526</b>	<b>\$ 17,165,399</b>	<b>\$ 16,008,030</b>	<b>\$ 1,157,369</b>	<b>7.2%</b>

# Prior Year Adopted Revenue Schedule

## Long Branch Housing Authority

### FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	879293				879,293
Excess Utilities	5000				5,000
Non-Dwelling Rental	101000			20,000	121,000
HUD Operating Subsidy	1498588				1,498,588
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			10,505,900		10,505,900
<b>Total Rental Fees</b>	<b>2,483,881</b>	-	<b>10,505,900</b>	<b>20,000</b>	<b>13,009,781</b>
<i>Other Revenue (List)</i>					
Other Revenue -Fraud repymt			20,000		20,000
Other Revenue -insurance dividend	34000				34,000
Other Revenue -COCC fee & CFP trsf	908044				908,044
Other Revenue -Developer/MGT fee	1245000			513,205	1,758,205
Other Revenue - CFP Admin				275,000	275,000
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
<b>Total Other Revenue</b>	<b>2,187,044</b>	-	<b>20,000</b>	<b>788,205</b>	<b>2,995,249</b>
<b>Total Operating Revenues</b>	<b>4,670,925</b>	-	<b>10,525,900</b>	<b>808,205</b>	<b>16,005,030</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Other Fund Raising				3,000	3,000
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
<b>Total Other Non-Operating Revenues</b>	-	-	-	<b>3,000</b>	<b>3,000</b>
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned					-
Penalties					-
Other					-
<b>Total Interest</b>	-	-	-	-	-
<b>Total Non-Operating Revenues</b>	-	-	-	<b>3,000</b>	<b>3,000</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,670,925</b>	<b>\$ -</b>	<b>\$ 10,525,900</b>	<b>\$ 811,205</b>	<b>\$ 16,008,030</b>

## Appropriations Schedule

Long Branch Housing Authority  
For the Period July 1, 2017 to June 30, 2018

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>		<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
	<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>Proposed vs. Adopted</b>	<b>Proposed vs. Adopted</b>
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	974,786		296,006	802,873	\$ 2,073,665	\$ 1,847,982	\$ 225,683	12.2%
Fringe Benefits	487,394		148,003	243,020	878,417	1,176,349	(297,932)	-25.3%
Legal	47,000		2,000	10,000	59,000	65,800	(6,800)	-10.3%
Staff Training	14,000		2,500	12,500	29,000	28,000	1,000	3.6%
Travel	10,500		2,500	12,500	25,500	28,000	(2,500)	-8.9%
Accounting Fees	30,000			400	30,400	134,000	(103,600)	-77.3%
Auditing Fees	7,500		7,000	5,000	19,500	45,062	(25,562)	-56.7%
Miscellaneous Administration*	507,500		160,380	102,200	770,080	707,000	63,080	8.9%
Total Administration	2,078,680	-	618,389	1,188,493	3,885,562	4,032,193	(146,631)	-3.6%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	45,803			98,296	144,099	126,900	17,199	13.6%
Salary & Wages - Maintenance & Operation	179,384			462,260	641,644	595,000	46,644	7.8%
Salary & Wages - Protective Services	114,778			132,366	247,144	197,075	50,069	25.4%
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	132,550			293,327	425,877	360,202	65,675	18.2%
Tenant Services	10,000				10,000	13,000	(3,000)	-23.1%
Utilities	439,200			1,000	440,200	486,950	(46,750)	-9.6%
Maintenance & Operation	172,900		15,500	45,000	233,400	320,250	(86,850)	-27.1%
Protective Services					-	-	-	#DIV/0!
Insurance	125,000		35,000	81,900	241,900	187,000	54,900	29.4%
Payment in Lieu of Taxes (PILOT)	52,720				52,720	114,700	(61,980)	-54.0%
Terminal Leave Payments	8,500		2,000		10,500	9,000	1,500	16.7%
Collection Losses	2,000				2,000	1,500	500	33.3%
Other General Expense	534,001		240,400		774,401	210,600	563,801	267.7%
Rents			9,734,870		9,734,870	9,688,560	46,310	0.5%
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	1,816,836	-	10,027,770	1,114,149	12,958,755	12,310,737	648,018	5.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,895,516	-	10,646,159	2,302,642	16,844,317	16,342,930	501,387	3.1%
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#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>	3,895,516	-	10,646,159	2,302,642	16,844,317	16,342,930	501,387	3.1%
<b>ACCUMULATED DEFICIT</b>					-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	3,895,516	-	10,646,159	2,302,642	16,844,317	16,342,930	501,387	3.1%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other	273,513		47,289		320,802	334,900	(14,098)	-4.2%
Total Unrestricted Net Position Utilized	273,513		47,289		320,802	334,900	(14,098)	-4.2%
<b>TOTAL NET APPROPRIATIONS</b>	\$ 3,622,003	\$ -	\$ 10,598,870	\$ 2,302,642	\$ 16,523,515	\$ 16,008,030	\$ 515,485	3.2%

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

5% of Total Operating Appropriations      \$ 194,775.80      \$ -      \$ 532,307.95      \$ 115,132.10      \$ 842,215.85

## Prior Year Adopted Appropriations Schedule

### Long Branch Housing Authority

#### FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 1,405,262		\$ 342,720	\$ 100,000	\$ 1,847,982
Fringe Benefits	860,999		295,350	20,000	1,176,349
Legal	43,500		4,300	18,000	65,800
Staff Training	5,000		3,000	20,000	28,000
Travel	21,500		1,500	5,000	28,000
Accounting Fees	70,000		4,000	60,000	134,000
Auditing Fees	36,000		4,062	5,000	45,062
Miscellaneous Administration*	410,000		241,000	56,000	707,000
Total Administration	2,852,261	-	895,932	284,000	4,032,193
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	126,900				126,900
Salary & Wages - Maintenance & Operation	570,000			25,000	595,000
Salary & Wages - Protective Services	197,075				197,075
Salary & Wages - Utility Labor					-
Fringe Benefits	355,202			5,000	360,202
Tenant Services	10,000			3,000	13,000
Utilities	486,950				486,950
Maintenance & Operation	300,250			20,000	320,250
Protective Services					-
Insurance	135,000		37,000	15,000	187,000
Payment in Lieu of Taxes (PILOT)	114,700				114,700
Terminal Leave Payments	9,000				9,000
Collection Losses	1,500				1,500
Other General Expense	210,600				210,600
Rents			9,688,560		9,688,560
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,517,177	-	9,725,560	68,000	12,310,737
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	5,369,438	-	10,621,492	352,000	16,342,930
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	5,369,438	-	10,621,492	352,000	16,342,930
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	5,369,438	-	10,621,492	352,000	16,342,930
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other	205,308		95,592	34,000	334,900
Total Unrestricted Net Position Utilized	205,308	-	95,592	34,000	334,900
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,164,130	\$ -	\$ 10,525,900	\$ 318,000	\$ 16,008,030

\* 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	\$ 268,471.92	\$ -	\$ 531,074.60	\$ 17,600.00	\$ 817,146.52
--------------------------------------	---------------	------	---------------	--------------	---------------

# Debt Service Schedule - Principal

Long Branch Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022	2023	Thereafter	Total Principal Outstanding
Series 2004 HMFA Bond	\$ 105,000	\$ 105,000	\$ 115,000	\$ 120,000	\$ 125,000	\$ 135,000	\$ 135,000	\$ 365,000	\$ 1,100,000
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
<b>TOTAL PRINCIPAL</b>	105,000	105,000	115,000	120,000	125,000	135,000	135,000	365,000	1,100,000
<b>LESS: HUD SUBSIDY</b>	105,000	105,000	115,000	120,000	125,000	135,000	135,000	365,000	1,100,000
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

# Debt Service Schedule - Interest

Long Branch Housing Authority

If Authority has no debt X this box

		<i>Fiscal Year Ending in</i>								
		Proposed Budget Year 2018	2019	2020	2021	2022	2023	Thereafter	Total Interest Payments Outstanding	
	Adopted Budget Year 2017	54,306								
	Series 2004 HMFA Bond	49,712	45,009	39,978	34,310	28,317	21,973	25,968	245,267	
	Type in Issue Name	49,712	45,009	39,978	34,310	28,317	21,973	25,968	245,267	
	Type in Issue Name	49,712	45,009	39,978	34,310	28,317	21,973	25,968	245,267	
	Type in Issue Name	-	-	-	-	-	-	-	-	
	<b>TOTAL INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-	
	<b>NET INTEREST</b>	-	-	-	-	-	-	-	-	

# Net Position Reconciliation

Long Branch Housing Authority  
 For the Period July 1, 2017 to June 30, 2018

## FY 2018 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 16,966,820	\$ -	\$ (517,056)	\$ 7,758,043	\$ 24,207,807
11,104,806		13,607	3,279,287	14,397,700
2,883		392,816	1,695,697	2,091,396
5,859,131	-	(923,479)	2,783,059	7,718,711
5,983,663		1,268,231		7,251,894
2,363,859		482,949		2,846,808
(205,308)		(95,592)	(34,000)	(334,900)
14,001,345	-	732,109	2,749,059	17,482,513
273,513	-	47,289	-	320,802
-	-	-	-	-
-	-	-	-	-
273,513	-	47,289	-	320,802
\$ 13,727,832	\$ -	\$ 684,820	\$ 2,749,059	\$ 17,161,711

### TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)

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

### UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

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

Total Unrestricted Net Position Utilized in Proposed Budget

### PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

(4)

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

\$ 194,776 \$ - \$ 532,308 \$ 115,132 \$ 842,216

(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.

2017  
LONG BRANCH  
(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

**Long Branch**

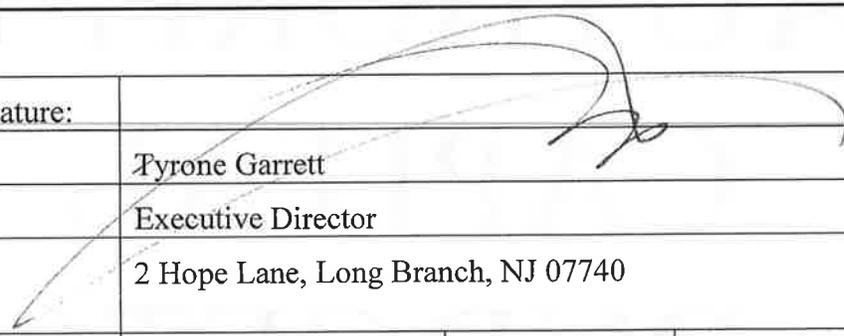
(Name)

**FISCAL YEAR: FROM: 07/01/2017 TO: 06/30/2018**

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Long Branch Housing Authority, on the 17th day of April, 2017.

**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		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## Long Branch Housing Authority

(Name)

FISCAL YEAR: FROM: 07/01/2017 TO: 06/30/2018

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

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

# Proposed Capital Budget

## Long Branch Housing Authority

For the Period July 1, 2017 to June 30, 2018

### Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Operation	\$ 168,000				\$ 168,000	
Grant administration & Management	237,500				237,500	
Dwelling structure improvement	423,048				423,048	
CFFP debt service	159,796				159,796	
Total	988,344	-	-	-	988,344	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Choice Neighborhood planning grant	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 988,344</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 988,344</b>	<b>\$ -</b>

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

# 5 Year Capital Improvement Plan

## Long Branch Housing Authority

For the Period July 1, 2017 to June 30, 2018

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year					
		2018	2019	2020	2021	2022	2023
<i>Public Housing Management</i>							
Operation	\$ 968,000	\$ 168,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
Grant administration & Management	1,337,500	237,500	220,000	220,000	220,000	220,000	220,000
Dwelling structure improvement	2,248,048	423,048	365,000	365,000	365,000	365,000	365,000
CFFP debt service	909,796	159,796	150,000	150,000	150,000	150,000	150,000
Total	<u>5,463,344</u>	<u>988,344</u>	<u>895,000</u>	<u>895,000</u>	<u>895,000</u>	<u>895,000</u>	<u>895,000</u>
<i>Section 8</i>							
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Housing Voucher</i>							
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Other Programs</i>							
Choice Neighborhood planning grant	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Type in Description	-	-	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>	<u><u>\$ 5,463,344</u></u>	<u><u>\$ 988,344</u></u>	<u><u>\$ 895,000</u></u>				

*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, 2017 to June 30, 2018

### Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Operation	\$ 968,000				\$ 968,000	
Grant administration & Management	1,337,500				1,337,500	
Dwelling structure improvement	2,248,048				2,248,048	
CFFP debt service	909,796				909,796	
Total	5,463,344	-	-	-	5,463,344	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Choice Neighborhood planning grant	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,463,344</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,463,344</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<b>\$ 5,463,344</b>					
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

- HUD Operating Subsidy: Subsidy is reduced by Federal Government.
- Other Revenue-Fraud repymt: Fraud collection is increased slightly as a result of stringent income verification procedures.
- Other Revenue-Fraud repayment & Port-in rent payment: The housing authority will not absorb port-in vouchers this year so the revenue received from other housing authorities is projected to increase by \$8,000.
- Other Revenue-COCC fee & CFP trsf: Capital fund is going to be reduced by HUD so the CFP transfer to operation will be reduced accordingly.
- Other Revenue-Developer/MGT fee: The revenue is increased by the cash flow sharing from the tax credit projects.
- Other Revenue CFP admin: Capital fund is going to be reduced by HUD so the CFP administration and soft cost budget will be reduced accordingly.
- Fund raising revenue: There will be no fund raising activity this year.
- Interest earned: As a result of the cash flow distribution from the tax credit projects, we start to receive interest revenue from the long term mortgage receivable that housing authority contributed for the development.
- Admin salary & wages: Salary is increased due to RAD redevelopment and consulting service from housing authority's subsidiary.
- Admin fringe benefits: budget is lower due to the reduction of 3 staff.
- Legal: budget is lower because the majority of the legal expense is paid from the mixed finance development budget.
- Accounting fees: the accounting fees from tax credit projects are paid by the ownership entity of the tax credit properties.
- Auditing fees: the auditing fees from tax credit projects are paid by the ownership entity of the tax credit properties.
- Salary & wages – tenant services: tenant service staff is increased in order to provide more programs at community center.
- Salary & wages-Protective services: The number of senior projects which are required to have on-site security guard service has increased from 3 to 4.
- Fringe Benefits: The increase is due to salary budget increase.
- Tenant services: Expenses are decreased slightly due to HUD subsidy cut.
- Maintenance & operation: Due to HUD subsidy cut, most of the preventive maintenance are allocated to capital fund.

·Insurance: Higher auto insurance and liability insurance are caused by the non-traditional housing business activities of the agency's subsidiary.

·Payment in lieu of taxes (PILOT): PILOT from Tax credit projects are paid by the ownership entity of the tax credit properties.

·Terminal leave payments: Retirement is projected to increase slightly.

·Collection loss: It is projected to increase slightly.

·Other general expense: Subsidy payment to the ownership entity of the tax credit properties is increased per regulation of operations.

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

---

---

Convention	Location	Travel Date	Name	Title	Purpose of Travel	Registration Fee	Hotel Cost	Travel Exp.	Per Diem	Misc. Reim	Funding Program
NUAPSHR Conference	Atlantic City, NJ	7/5-8/2015	Dorthea Johnson Janice Stathum	Commissioner President, Res	Attend the Conference Attend the Conference	285	409.98	-	340 255		COCC COCC
NAHRO Conference	Austin, Texas	7/31/15-8/1/15	Carl Jennings	Chairman	Attend the Conference	475	756	334.57	340		COCC
HAIG Conference	Burlington, VI	8/10-13/15	Tyrone Garrett	Executive	Attend the Conference	125	795.87	-	340		MC
Building Bridges 2015	Washington, D.C.	9/30 - 10/2	Tyrone Garrett	Executive	Attend Gala Dinner						
HAIG Conference	Cleveland, Ohio	9/22-25/2015	Tyrone Garrett Anthony Greene	Executive Leased Housir	Attend the Conference Attend the Conference		344.34 344.34	737.2 700.27	340 340		COCC S8
HAIG - NACD Board	Washington, D.C.	9/27 - 10/2	Tyrone Garrett	Executive	Attend the Conference		1393.47	227.8	425		COCC
PHADA	Washington, D.C.	9/12-15/15	Tyrone Garrett	Executive	Attend the Conference	310	831.27	153.9	340		COCC
NAHRO National Conference	Los Angeles, CA	10/14-18/15	Chris Campione	Modernizator	Attend the Conference	495	1245.78	465.2	340		COCC
MARC NAHRO Board Meeting	Los Angeles, CA	10/14-19/15	Tyrone Garrett	Executive	Attend the Meeting		548.74	529.2	340		COCC
NJHMFA (Workshop+Exam)	Trenton, NJ	10/21-23/15	Leah Taylor Tiffany Morales Sophia Banks	Housing Manag Housing Manag Office Manag	Attend the Course Attend the Course Attend the Course	555 555 555			75 75 75		All Sites All Sites All Sites
Governor's Conference	Atlantic City, NJ	10/26-28/15	Tyrone Garrett Michael Winnick Donald Covin Rose Ann Joyce	Executive Commissioner Vice-Chairmar Attend the Conference	Attend the Conference	199 199	390.32 281.32	-	170 170		MC MC/COCC
Quadel TC Training	New York, NY	10/27-29/15	Natalie Turner Takia Walker Brandy Lynch Lisa Normandia Anthony Greene	Asst. Housing Manag Interim Direct Housing Manag Leased Housir	Attend the Course Attend the Course Attend the Course Attend the Course Attend the Course	525 525 525 525 525		18 18 18 18 18	75 75 75 75 75		SV/G2 W1/W2/W3 G1/G2 PE S8
HAI Finalist Interview	Hartford, CT	11/1-3/15	Tyrone Garrett	Executive	Attend the Conference	0	317.4	0	340		COCC
PHADA Retreat	Charleston, SC	11/8-10/15	Tyrone Garrett	Executive	Attend the Conference		406.33	336.2	255		COCC
NIJLM	Atlantic City, NJ	11/17-18/15	Carl Jennings Donald Covin	Chairman Vice-Chairmar	Attend the Conference Attend the Conference	55	486.36 281.73	-	170		COCC MC
AHF Live	Chicago, IL	11/18-20/15	Tyrone Garrett	Executive	Attend the Conference		226	353.18	255		MC
HAIG Conference	Miami, FL	11/29- 12/5	Tyrone Garrett	Executive	Attend the Conference		606.81	656.2	340		MC
Freeport Meeting	Chicago, IL	12/6-7/15	Tyrone Garrett	Executive	Attend the Meeting		150.16	319.63	170		MC
Tax Credit Specialist (Online Certification)		12/8-11/15	Takia Walker Brandy Lynch Natalie Turner	Housing Manag Interim Direct Asst. Executiv	Attend the Course Attend the Course Attend the Course	618 618 618					W1/W2/W3 G1/G2 SV/PE
Certified Credit Compliance Professional CSP Certification	Online Certification		Cindy Toy Vishruti Mehta Anthony Greene Takia Walker Natalie Turner	Comptroller Sr. Accountan Leased Housir Housing Manag Asst. Executiv	Attend the Training Attend the Training Attend the Training Attend the Training Attend the Training	479 479 479 479 479					All Sites All Sites All Sites All Sites All Sites

Convention	Location	Travel Date	Name	Title	Purpose of Travel	Registration Fee	Hotel Cost	Travel Exp.	Per Diem	Misc. Reim	Funding Program
PHADA 2016	Miami, FL	1/10-13/16	Thomas Sahlin	Assistant Com	Attend the Training	480	-	-	-	-	All Sites
			Tyrone Garrett	Executive Dire	Attend the Conference	440	1067.85	295.69	305	MC	
			Donald Covin	Vice-Chairman	Attend the Conference	440	854.28	329.58	350	MC	
			Carl Jennings	Chairman, Box	Attend the Conference	440	1114.86	329.58	350	COCC	
			Yvonne Russell-Ma	Commissioner	Attend the Conference	440	854.28	326.2	350	COCC	
HAIG	Hartford, CT	2/22-23/16	Tyrone Garrett	Executive Dire	Attend the Conference	-	134.55	-	170	MC	
Walk To D.C.	Washington, D.C.	2/25-26/16	Tyrone Garrett	Executive Dire	Attend the Conference	350	204.96	-	170	MC	
Certified Occupancy Training	Flushing, NY	3/7-9/16	Natalie Turner	Asst. Executive	Attend the Training	406.42	406.42	29.65	255	255	All TC
			Takia Walker	Housing Mans	Attend the Training	417.8	417.8	56.65	255	255	All TC
			Brandy Lynch	Interim Direct	Attend the Training	417.8	417.8	-	255	255	All TC
Freeport Presentation	Chicago, IL	3/10-12/16	Tyrone Garrett	Executive Dire	Attend the Presentation	-	372.48	445.38	170	MC	
B.O.S.	MA, Baltimore	3/15-17/16	Takia Walker	Housing Mans	Attend the Course	437.31	437.31	25.65	285	285	All TC
			Brandy Lynch	Interim Direct	Attend the Course	437.31	437.31	-	285	285	All TC
			Lisa Normandia	Housing Mans	Attend the Course	437.31	437.31	-	285	285	All TC
Housing Tax Credits #101	Boston, MA	3/16-18/16	Cindy Toy	Comptroller	Attend the Workshop	535.5	681.17	310.15	212.5	212.5	MC
			Vishruti Mehta	Sr. Accountant	Attend the Workshop	535.5	573.06	-	212.5	212.5	MC
HAIG	SFO, CA	3/27 - 4/1/16	Tyrone Garrett	Executive Dire	Attend the Conference	646.78	646.78	712.2	425	425	MC
			Sophia Banks	Office Managr	Attend the Conference	780.02	780.02	597.2	340	340	CO
			Allison Toy	Quality Contr	Attend the Conference	627	627	719.34	340	340	CO
			Anthony Greene	Leased Housir	Attend the Conference	471.17	471.17	551.07	340	340	S8
CLPHA (RAD)	Washington, DC	4/5-7/16	Sophia Banks	Office Managr	Attend the Conference	100	342.36	-	170	170	COCC
			Rose Ann Joyce	Vice-Chairper	Attend the Conference	100	342.35	-	170	170	MC
Nahro, 2016	Washington, DC	4/10-13/16	Donald Covin	Vice-Chairman	Attend the Conference	475	899.48	-	340	340	MC
NYSFHADA	Verona, NY	4/12-14/16	Tyrone Garrett	Executive Dire	Attend the Conference	-	152	-	255	255	COCC
			Sophia Banks	Office Managr	Attend the Conference	385	403.13	-	255	255	All TC
MARC NAHRO	Atlantic City, NJ	4/24-27/16 4/25/2016	Tyrone Garrett	Executive Dire	Attend the Conference	395	419.54	-	85	85	MC
			Sophia Banks	Office Managr	Attend the Conference	250	152.57	-	340	340	MC
			Donald Covin	Vice-Chairman	Attend the Conference	545	417.78	-	340	340	MC
Urban AM Presentation	Seracuse, NY	5/18/2016	Tyrone Garrett	Executive Dire	Attend the Presentation	-	-	345.2	-	-	MC
A community United Reception	New York, NY	5/19/2016	Sophia Banks	Office Managr	Attend the Reception	-	-	49.75	-	-	MC
PHADA	Vegas, Nevada	5/22-25/16	Tyrone Garrett	Executive Dire	Attend the Conference	440	873.6	531.7	467.5	467.5	MC
			Sophia Banks	Office Managr	Attend the Conference	465	470.81	441.09	425	425	MC
NJHMFA	Trenton, NJ	6/2/2016	Anthony Greene	Leased Housir	Attend the Course	215	-	-	25	25	S8
			Leah Taylor	Housing Mans	Attend the Course	215	-	-	25	25	HM
			Tiffany Morales	Housing Mans	Attend the Course	215	-	-	25	25	KT
			Lisa Normandia	Housing Mans	Attend the Course	-	-	-	25	25	PE
			Paid by Conifer								
HAIG (Reimbursable)	Whitefish, Montana	6/19-25/16	Tyrone Garrett	Executive Dire	Attend the Conference	-	1232.1	906.19	595	595	MC
			Allison Toy	Quality Contr	Attend the Conference	-	883.56	1035.2	340	340	HM
			Anthony Greene	Leased Housir	Attend the Conference	-	662.67	975.2	340	340	S8

Convention	Location	Travel Date	Name	Title	Purpose of Travel	Registration Fee	Hotel Cost	Travel Exp.	Per Diem	Misc. Reim	Funding Program
Fair Housing ( Online Course)		6/10/2016	Takia Walker	Housing Manr	Attend the Course	79					W1

Attachment

N-6

Compensated Absence Schedule

---

---

LONG BRANCH HOUSING AUTHORITY  
 EMPLOYEE LEAVE ACCRUAL  
 FOR THE FYE 6/30/16  
 N-6 Attachment

<b>NAME</b>	<b>Comp Absence DAYS</b>	<b>Comp absence AMOUNT</b>
AMATO, D	8	4276
AMEDU-FREEMAN, D	30	9452
BANKS S	5	2142
COX, T	5	1987
GARRETT, T	30	18718
GIBSON,D	22	12301
GREENE, A	12	7905
HICKS,N	13	5445
LYNCH,B	15	2776
BLANCO I	54	10039
MEHTA, V	4	4301
MORALES, T	11	1298
MORRELL S	67	11015
NORMANDIA, L	5	797
PAREKH,L	27	9146
SAHLIN, T	4	4434
STANDARD W	7	2427
TAYLOR,L	17	6198
TOY, A	1	743
TOY C	13	10273
TURNER N	44	9590
WALKER, T	36	2561
YOUNG C	25	1914
ARCE III, M	5	673
ASTACIO JR, D	24	864
BROWN, C	14	659
CARRETTA L	103	12401
DAVIS,D	52	1763
HASKINS V	71	8450
KING S	4	459
LAWS, J	2	196
MARINO D	46	1913
NARVAEZ, I	10	1029
ROCKHILL A	71	1915
RODRIGUEZ J	8	2132
TABUADA, P	13	4826
<b>PAYROLL TOTAL</b>	<b>874</b>	<b>177017</b>

Attachment

F-4

Miscellaneous Administration Expense Schedule

---

---

Long Branch Housing Authority  
 Miscellaneous Administration Breakdown  
 F-4 Attachment

	<b>PUBLIC HOUSING</b>	<b>HOUSING VOUCHER</b>	<b>OTHER PROGRAMS</b>	<b>TOTAL</b>
TELEPHONE / NETWORK	39,500	20,000		\$ 59,500
OFFICE SUPPLIES	36,000	10,000		\$ 46,000
SUNDRIES	37,000	18,000	102,200	\$ 157,200
OPEB & PENSION LIABILITY	395,000	112,380		\$ 507,380
<b>TOTAL</b>	<b>\$ 507,500</b>	<b>\$ 160,380</b>	<b>\$ 102,200</b>	<b>\$ 770,080</b>

