

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019

Long Branch

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM 07/01/2019 TO 06/30/2020

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. Cvet CPA, RMA Date: 7/15/2019

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cvet CPA, RMA Date: 8/5/2019

2019 PREPARER'S CERTIFICATION

Long Branch

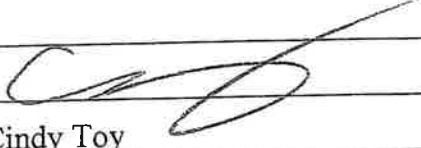
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

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		

2019 APPROVAL CERTIFICATION

Long Branch

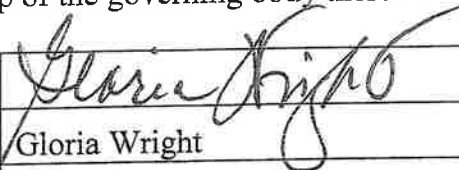
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

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 May, 2019.

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:	Gloria Wright		
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	gwright@lbhousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

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

Gloria Wright

Title of Officer Certifying compliance

Executive Director

Signature



2019 HOUSING AUTHORITY BUDGET RESOLUTION

Long Branch
(Name)

RESOLUTION #	05-08-2019
DATE	05-20-2019
ITEM #	9

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

WHEREAS, the Annual Budget and Capital Budget for the Long Branch Housing Authority for the fiscal year beginning, 7/1/2019 and ending, 06/30/2020 has been presented before the governing body of the Long Branch Housing Authority at its open public meeting of 5/20/2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 13,975,581 , Total Appropriations, including any Accumulated Deficit if any, of \$ 13,942,413 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$833,300 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

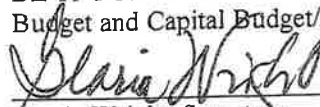
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 5/20/2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2019 and ending, 6/30/2020 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 6/17/2019 .



Gloria Wright, Secretary
Executive Director


(Date) May 20, 2019

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Carl Jennings	✓			
Andres Mejer				
Donald Covin	✓			
Michael Winnick	✓			
Maritza Berrios	✓			
Dorthia Johnson	✓			
Nekesha Marshall	✓			

Motion: Marshall
 Moved: Winnick
 Second: Gloria Wright
 Secretary

Resolution 05-08-2019

 May 20 2019
Gloria Wright, Secretary Date
Executive Director



Carl Jennings, Chairperson



Andres Mejer, Vice-Chairperson



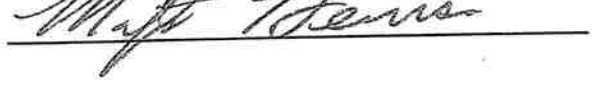
Donald Covin, Commissioner



Michael Winnick, Commissioner



Nekesha Marshall, Commissioner



Dorthia Johnson, Commissioner



Maritza Berrios, Commissioner


2019 ADOPTION CERTIFICATION

Long Branch
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

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 15th day of July, 2019.

Officer's Signature:			
Name:	Gloria Wright		
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	gwright@lbhousing.org		

2019 ADOPTED BUDGET RESOLUTION

RESOLUTION #	07-06-2019
DATE	07-15-2019
ITEM #	7

Long Branch
(Name)

HOUSING AUTHORITY

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Long Branch Housing Authority for the fiscal year beginning 7/1/2019 and ending, 6/30/2020 has been presented for adoption before the governing body of the Long Branch Housing Authority at its open public meeting of 7/15/2019; and

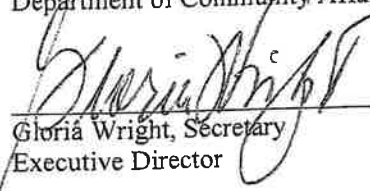
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 14,135,559, Total Appropriations, including any Accumulated Deficit, if any, of \$ 14,102,391 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 673,572 and Total Unrestricted Net Position planned to be utilized of \$ 0;

NOW, THEREFORE BE IT RESOLVED, by the governing body of Long Branch Housing Authority for the fiscal year beginning 7/1/2019 and ending, 6/30/2020 has been presented for adoption before the Housing Authority, at an open public meeting held on 7/15/2019 that the Annual Budget and Capital Budget/Program of the Long Branch Housing Authority for the fiscal year beginning, 7/1/2019 and, ending, 6/30/2020 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, N.J. Department of Community Affairs.



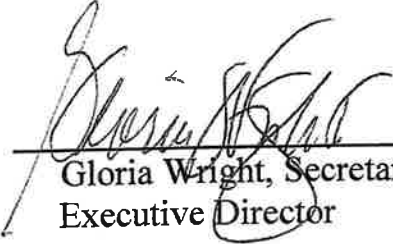
Gloria Wright, Secretary
Executive Director




(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Carl Jennings	✓			
Andres Mejer				
Donald Covin	✓			
Michael Winnick				
Maritza Berrios	✓			
Dorthia Johnson	✓			
Nekesha Marsha	✓			

Resolution 07-06-2019



Gloria Wright, Secretary
Executive Director



Date



Carl Jennings, Chairman



Nekesha Marshall, Vice-Chairwomen



Donald Covin, Commissioner



Dorthia Johnson, Commissioner



Maritza Berrios, Commissioner

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS Long Branch

AUTHORITY BUDGET

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

·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% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

·Line item explanation: see attachment.

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.

There is no utilization of Unrestricted Net Position in the proposed Annual Budget.

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

There is no sources of funds transferred to the County/Municipality as a budget subsidy or a shared service.

6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68, 45)**

The Authority as of June 30, 2018 reported accrued pension (GASB 68) and OPEB (GASB 75) liability amounts as follows:

Accrued OPEB Liability	\$12,136,451
<u>Accrued Pension Liability</u>	<u>\$ 6,754,756</u>
Total Liability	\$18,891,207

The Unrestricted Net Position is \$2,121,589. There is no deficit.

HOUSING AUTHORITY CONTACT INFORMATION 2019

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

Name of Authority:	Long Branch Housing Authority		
Federal ID Number:	21-6000746		
Address:	2 Hope Lane		
City, State, Zip:	Long Branch	NJ	07740
Phone: (ext.)	732-222-3747	Fax:	732-222-1809

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

Chief Executive Officer:	Gloria Wright		
Phone: (ext.)	732-222-3747 x 115	Fax:	732-222-1809
E-mail:	gwright@lbhousing.org		

Chief Financial Officer:	Cindy Toy		
Phone: (ext.)	732-222-3747 x 132	Fax:	732-222-1809
E-mail:	ctoy@lbhsouing.org		

Name of Auditor:	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

FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 88
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018)Transmittal of Wage and Tax Statements: \$2,810,446.09
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? no If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? no If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee?
no
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? no
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?
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 a narrative of your Authorities procedures for all employees.***
- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- First class or charter travel no
 - Travel for companions no
 - Tax indemnification and gross-up payments no
 - Discretionary spending account no
 - Housing allowance or residence for personal use no
 - Payments for business use of personal residence no
 - Vehicle/auto allowance or vehicle for personal use no
 - Health or social club dues or initiation fees no
 - Personal services (i.e.: maid, chauffeur, chef) no
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? no If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? no If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? no If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? no If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

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

Long Branch

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

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, 2019, 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, 2019, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, 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 June 30, 2020																	
		Reportable Compensation from Authority (W-2/ 1099)																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
		For the Period July 1, 2019 to June 30, 2020																	
		Average Hours per Week Dedicated to Position																	
		Position																	
		Highest Compensated Employee																	
		Key Employee																	
		Officer																	
		Commissioner																	
		Former																	
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	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	
1	Gloria Wright	35	x					\$ 101,091			\$ 15,000	\$ 116,091	none		0	0	0	\$ 116,091	
2	Carl Jennings		x					0	0	0	0	0	0	City of Long Branch	Dir of Recreation	40	100,500	15,000	115,500
3	Donald Covin		x					0	0	0	0	0	0	Long Branch Board of President		10	0	0	0
4	Michael Winnick		x					0	0	0	0	0	0	none		0	0	0	0
5	Dorothy Johnson		x					0	0	0	0	0	0	none		0	0	0	0
6	Andres Mejer		x					0	0	0	0	0	0	none		0	0	0	0
7	Maritza Berrios		x					0	0	0	0	0	0	none		0	0	0	0
8	Nekesha Marshall		x					0	0	0	0	0	0	none		0	0	0	0
9	Lou Carretta	38	x					117,589	0	0	15,000	132,589	0	City of Long Branch	Library staff	40	39,710	15,000	54,710
10	Cindy Toy	35	x					137,832	0	0	15,000	152,832	0	City of Long Branch		0	0	132,589	
11								0	0	0	0	0	0	none		0	0	0	0
12								0	0	0	0	0	0	none		0	0	0	0
13								0	0	0	0	0	0	none		0	0	0	0
14								0	0	0	0	0	0	none		0	0	0	0
15								0	0	0	0	0	0	none		0	0	0	0
Total:								\$ 356,512	\$ -	\$ -	\$ 45,000	\$ 401,512				\$ 140,210	\$ 30,000	\$ 571,722	

(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, 2019 to June 30, 2020

	Annual Cost		# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate Proposed Budget							
Active Employees - Health Benefits - Annual Cost									
Single Coverage	5	\$ 11,962	3	\$ 11,412	\$ 59,810	3	\$ 34,236	\$ 25,574	74.7%
Parent & Child	13	21,634	12	21,624	281,241	12	259,488	21,753	8.4%
Employee & Spouse (or Partner)	7	23,209	9	24,084	162,464	9	216,756	(54,292)	-25.0%
Family	9	32,370	6	26,460	291,326	6	158,760	132,566	83.5%
Employee Cost Sharing Contribution (enter as negative -)					(105,412)			(105,412)	#DIV/0!
Subtotal	34		30		689,429	30	669,240	20,189	3.0%
Commissioners - Health Benefits - Annual Cost									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)									#DIV/0!
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	0		0			0			#DIV/0!
Retirees - Health Benefits - Annual Cost									
Single Coverage	7	3,153	6	7,944	22,073	6	47,664	(25,591)	-53.7%
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)	5	11,729	5	18,888	58,644	5	94,440	(35,796)	-37.9%
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	12		11		80,717	11	142,104	(61,387)	-43.2%
GRAND TOTAL	46		41		\$ 770,146	41	\$ 811,344	\$ (41,198)	-5.1%

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

Schedule of Accumulated Liability for Compensated Absences

Long Branch Housing Authority

For the Period

July 1, 2019

to

June 30, 2020

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
See attached detail		\$ 156,600			
Total liability for accumulated compensated absences at beginning of current year		\$ 156,600			

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

Schedule of Shared Service Agreements

For the Period Long Branch Housing Authority to June 30, 2020
July 1, 2019

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	Red Bank Housing Authority	Financial, Operational management, Redevelopment		1/1/2018	12/31/2018	\$ 90,000

If No Shared Services X this Box

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Long Branch Housing Authority
 July 1, 2019 to June 30, 2020

For the Period

	FY 2020 Proposed Budget				FY 2019 Adopted Budget		% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		All Operations All Operations
REVENUES								
Total Operating Revenues	\$ 3,667,127	\$ -	\$ 9,951,255	\$ 482,728	\$ 14,101,110	\$ 16,299,520	\$ (2,198,410)	-13.5%
Total Non-Operating Revenues	34,449	-	-	34,449	68,072	68,072	(33,623)	-49.4%
Total Anticipated Revenues	3,701,576	-	9,951,255	482,728	14,135,559	16,367,592	(2,232,033)	-13.6%
APPROPRIATIONS								
Total Administration	1,757,614	-	608,806	164,750	2,531,170	3,558,197	(1,027,027)	-28.9%
Total Cost of Providing Services	1,914,243	-	9,339,000	158,000	11,411,243	12,698,421	(1,287,178)	-10.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	120,000	115,000	5,000	4.3%
Total Operating Appropriations	3,671,857	-	9,947,806	322,750	14,062,413	16,371,618	(2,309,205)	-14.1%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	39,978	45,009	(5,031)	-11.2%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	39,978	45,009	(5,031)	-11.2%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	3,671,857	-	9,947,806	322,750	14,102,391	16,416,627	(2,314,236)	-14.1%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	3,671,857	-	9,947,806	322,750	14,102,391	16,416,627	(2,314,236)	-14.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ 29,719	\$ -	\$ 3,449	\$ 159,978	\$ 33,168	\$ (49,035)	\$ 82,203	-167.6%

2019
LONG BRANCH
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

Long Branch

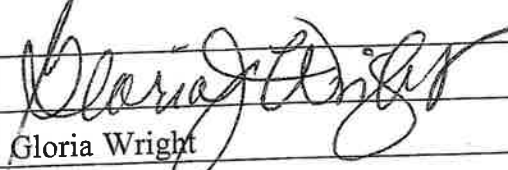
(Name)

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

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 20th day of May, 2019.

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:	Gloria Wright		
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	gwright@lbhousing.org		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Long Branch Housing Authority

FISCAL YEAR: FROM: 07/01/2019 TO: 06/30/2020

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, 2019 to June 30, 2020

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Dwelling structure improvement	\$ 673,572				\$ 673,572	
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	673,572	-	-	-	673,572	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 673,572	\$ -	\$ -	\$ -	\$ 673,572	\$ -

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, 2019

to

June 30, 2020

Fiscal Year Beginning in

	<u>Estimated Total Cost</u>	<u>Current Budget</u>					
		<u>Year 2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
<i>Public Housing Management</i>							
Dwelling structure improvemen	\$ 3,049,317	\$ 673,572	\$ 512,957	\$ 624,450	\$ 410,065	\$ 411,968	\$ 416,305
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	<u>3,049,317</u>	<u>673,572</u>	<u>512,957</u>	<u>624,450</u>	<u>410,065</u>	<u>411,968</u>	<u>416,305</u>
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	<u>\$ 3,049,317</u>	<u>\$ 673,572</u>	<u>\$ 512,957</u>	<u>\$ 624,450</u>	<u>\$ 410,065</u>	<u>\$ 411,968</u>	<u>\$ 416,305</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, 2019 to June 30, 2020

		<i>Funding Sources</i>				
<u>Estimated Total Cost</u>		<u>Unrestricted Net Position Utilized</u>	<u>Renewal & Replacement Reserve</u>	<u>Debt Authorization</u>	<u>Capital Grants</u>	<u>Other Sources</u>
<i>Public Housing Management</i>						
Dwelling structure improvemer	\$ 3,049,317				\$ 3,049,317	
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	<u>3,049,317</u>	-	-	-	3,049,317	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	<u>\$ 3,049,317</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,049,317</u>	<u>\$ -</u>
Total 5 Year Plan per CB-4	<u>\$ 3,049,317</u>					
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

Appropriation Line Item Variance Explanations

Attachment

N-1.1

Appropriation Line Item Variance Explanations

N-1.1

- Admin salary & wages: Salary is reduced due to staff downsizing.
- Legal: The legal budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Training & Travel: The training & travel budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Accounting fees: The accounting budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Auditing fees: The auditing budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Misc. Administration: The misc. admin. budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Salary & wages- Maintenance & Operation: The maintenance salary budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Fringe Benefits: The fringe benefit budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Tenant Services: The tenant service budget is reduced by \$2,000 based on 2018 actual spending.
- Maintenance & Operation: The maintenance budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Insurance: The insurance budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.
- Terminal leave Payments: The budget is reduced due to staff downsizing.
- Other General expense: The other general expense budget from component units is not included in this budget. There is no major change in the budget for Public Housing Management and Housing Voucher programs.

Attachment

N-1.2

Revenue Line Item Variance Explanations

N-1.2

- Excess Utilities: More tenants sign up for air conditioners and microwave ovens.
- Non-Dwelling Rental: cell tower rental is under negotiation and is likely to be reduced.
- Other Revenue-insurance dividend: The dividend from Worker's compensation insurance is reduced.
- Other Revenue-COCC fee & CFP trsf: The operation surplus from Tax Credit projects is reduced due to higher maintenance expenses and developer equity distribution. So the COCC fee from Tax Credit projects is reduced accordingly.
- Other Revenue-developer/management fee: the revenue earned from component units is removed from the budget reporting.
- ROSS grant: ROSS grant is awarded for three years from 2019 to 2022. The annual amount for grant revenue and expense is \$79,750.

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 is followed. There is a written employment contract approved by the board.
3. The step increase from promotion and increased responsibilities for employees is recommended by the executive director and approved by the personnel committee of the board. Employee evaluation is done every 6 months. The annual inflation adjustment is approved by the board and is applied to all employees.

Attachment

N-3.11

Meal Expense Report

Attachment

N-3.12

Travel expense paid

Attachment

N-4

Excess Compensation Breakdown

Attachment

N-6

Compensated Absence Schedule

Attachment

F-4

Miscellaneous Administration Expense Schedule

Attachment

F-2

Other Non-Funding Raising Revenue from Other Programs

Other Non-Funding Raising Revenue from Other Program \$3,000

Donation income to support the scholarship program of Executive Director, Tyrone Garrett. The detail deposit from 2015 is attached.

Attachment

F-2

Grant-CFP Admin Revenue from Other Programs

Grant-CFP Admin Revenue of \$275,763 is from 2019 Capital Fund Program Grant. The revenue is the sum of line items of 1406 Operations (\$247,086) and 1410 Administration (\$28,677).

Attachment

CB-3

Capital Fund Program Agreement