

State Filing Year

2017

ADOPTED COPY

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

Start Year

End Year

Fiscal Year

2017

-

2017

Authority Budget of:

JAN 27 2017

Garfield Housing Authority

For the Period:

April 1, 2017

to

March 31, 2018

www.garfieldhousing.org

Authority Web Address

Department Of



Community
Affairs

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LOCAL GOVT SERVICES

Division of Local Government Services

2017 HOUSING AUTHORITY BUDGET

Certification Section

2017

Garfield

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM 4/01/2017 TO 3/31/2018

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 3/13/2017

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 3/29/2017

2017 PREPARER'S CERTIFICATION

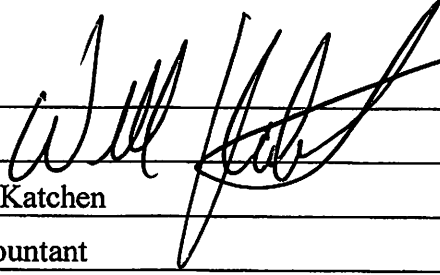
Garfield Housing Authority (Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM:4/1/2017 TO:3/31/2018

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

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

Preparer's Signature:			
Name:	William Katchen		
Title:	Fee Accountant		
Address:	Suite 303, 596 Anderson Avenue, Cliffside Park, NJ 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	bill@katchencpa.com		

2017 APPROVAL CERTIFICATION


Garfield Housing Authority (Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:4/1/2017** **TO:3/31/2018**

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Garfield Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 23 day of January, 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:	Martin Geisler		
Title:	Executive Director		
Address:	71 Daniel P. Conte Court, Garfield, NJ 07026		
Phone Number:	973-340-4170	Fax Number:	973-773-7804
E-mail address	marty@garfieldhousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.garfieldhousing.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

Martin Geisler

Title of Officer Certifying compliance

Executive Director

Signature




2017 ADOPTION CERTIFICATION

Garfield
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM:4/1/2017 TO:3/31/2018

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Garfield Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 20 day of, March, 2017.

Officer's Signature:			
Name:	Martin Geisler		
Title:	Executive Director		
Address:	70 Daniel P. Conte Court		
Phone Number:	973-340-4170	Fax Number:	973-773-7804
E-mail address	marty@garfieldhousing.org		

LOCAL GOVT SERVICES
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2017 ADOPTED BUDGET RESOLUTION

Garfield Housing Authority (Name) HOUSING AUTHORITY

FISCAL
YEAR:

FROM:4/1/2017

TO:3/31/2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Garfield Housing Authority for the fiscal year beginning April 1, 2017 and ending, March 31, 2018 has been presented for adoption before the governing body of the Garfield Housing Authority at its open public meeting of March 20, 2017; and

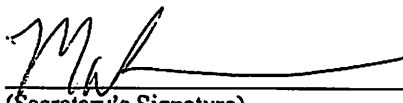
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 3,457,381, Total Appropriations, including any Accumulated Deficit, if any, of \$3,534,050 and Total Unrestricted Net Position utilized of \$76,669; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$575,409 and Total Unrestricted Net Position planned to be utilized of \$ _____ 0 _____; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Garfield Housing Authority, at an open public meeting held on March 20, 2017 that the Annual Budget and Capital Budget/Program of the Garfield Housing Authority for the fiscal year beginning, 4/1/2017 and, ending, 3/31/2018 is hereby adopted and shall constitute appropriations for the purposes stated; and

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



(Secretary's Signature)

3/20/17
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Dabal	✓			
Ribaudo	✓			
Susino	✓			
Giacomrro	✓			
Barckett				✓
Puzio				✓
Quiles	✓			

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Garfield Housing Authority (Name)

AUTHORITY BUDGET

FISCAL
YEAR:

FROM:4/1/2017

TO:3/31/2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). The budget is similar to the current year's with increases in part time maintenance staffing to accomplish needed work items. Based on the expected level of funding from HUD, the Authority anticipates utilizing \$76,669 in surplus versus \$10,865 in the current year to balance the budget.
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget. The budget is comparable to the current year's with increases in part time maintenance staffing to accomplish needed work items.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
The local economy is stable.
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. HUD funding is expected to be comparable to the current level of 90% resulting in lower funding than the Authority is entitled to under the HUD operating formula.
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.).
None.
6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68)
The Authority's anticipated deficit is due to accounting for both GASB # 68 and OPEB.

HOUSING AUTHORITY CONTACT INFORMATION 2017

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

Name of Authority:	Garfield Housing Authority		
Federal ID Number:	22-6002883		
Address:	71 Daniel P. Conte Court		
City, State, Zip:	Garfield	NJ	07026
Phone: (ext.)	973-340-4170	Fax:	973-772-7804

Preparer's Name:	William Katchen, CPA		
Preparer's Address:	Suite 303, 596 Anderson Avenue		
City, State, Zip:	Cliffside Park	NJ	07010
Phone: (ext.)	201-943-4449	Fax:	201-943-5099
E-mail:	bill@katchencpa.com		

Chief Executive Officer:	Martin Geisler		
Phone: (ext.)	973-340-4170	Fax:	973-772-7804
E-mail:	marty@garfieldhousing.org		

Chief Financial Officer:	William Katchen, CPA		
Phone: (ext.)	201-943-4449	Fax:	201-943-5099
E-mail:	bill@katchencpa.com		

Name of Auditor:	Michael Maurice, CPA		
Name of Firm:	Polcari and Company		
Address:	2035 Hamburg Turnpike, Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6969	Fax:	973-831-6972
E-mail:	polcari@optonline.net		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Garfield Housing Authority (Name)

FISCAL
YEAR:

FROM:4/1/2017

TO:3/31/2018

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 47
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 1,175,554
- 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: 7
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at http://fds.state.nj.us/njdca_prod/fdssearch.aspx before answering) Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee?
No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?
No*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Board review and HUD required comparability study.

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

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

Garfield Housing Authority
(Name)

**FISCAL
YEAR:**

FROM:4/1/2017

TO:3/31/2018

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

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

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

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

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

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

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

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

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

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

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

For the Period **April 1, 2017** to **Garfield Housing Authority** to **March 31, 2018**

Name	Title	Average Hours per Week Dedicated to Position	Position					Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member 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	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	Key Employee Officer	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)								
1 Noel Quiles	Chairperson		X								\$ -	None				\$ -	
2 Edward Puzio	Vice Chairperson		X								0	NJPERS	Retired		58,859	58,859	
3 Edward Daibal	Commissioner		X								0	None				0	
4 Marie Barckett	Commissioner		X								0	None				0	
5 Richard Giacomarro	Commissioner		X								0	NJPERS	Retired		31,497	31,497	
6 Rosemarie Ribaudo	Commissioner		X								0	NJPERS	Retired		27,276	27,276	
7 Judith Susino	Commissioner		X								0	None				0	
8 Martin Geisler	Executive Director			X				164,574		57,600	222,174	None				222,174	
9 Colleen Day	Ass't. Executive Director			X				104,667		36,634	141,301	None				141,301	
10											0					0	
11											0					0	
12											0					0	
13											0					0	
14											0					0	
15											0					0	
Total:							#####	\$ -	\$ -	\$ 94,234	\$ 363,475				\$ 117,632	\$ -	\$ 481,107

(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

Garfield Housing Authority
For the Period April 1, 2017 to March 31, 2018

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	4	\$ 11,862	\$ 47,448	4	\$ 11,873	\$ 47,492	\$ (44)	-0.1%
Parent & Child			-	1	40,879	40,879	(40,879)	-100.0%
Employee & Spouse (or Partner)	2	23,722	47,444	2	23,745	47,490	(46)	-0.1%
Family	6	33,093	198,558	6	33,126	198,756	(198)	-0.1%
Employee Cost Sharing Contribution (enter as negative -)			(11,161)			(11,161)	-	0.0%
Subtotal	12		282,289	13		323,456	(41,167)	-12.7%
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		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	3	6,510	19,530	3	6,485	19,455	75	0.4%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	5	18,790	93,950	5	18,772	93,860	90	0.1%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!
Subtotal	8		113,480	8		113,315	165	0.1%
GRAND TOTAL	20		\$ 395,769	21		\$ 436,771	\$ (41,002)	-9.4%

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

Yes or No

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

Yes or No

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

Schedule of Accumulated Liability for Compensated Absences

Garfield Housing Authority
 For the Period April 1, 2017 to March 31, 2018

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

*Legal Basis for Benefit
(check applicable items)*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Schedule Attached		\$ 136,485		X	
Total liability for accumulated compensated absences at beginning of current year		\$ <u>136,485</u>			

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

Schedule of Shared Service Agreements

For the Period Garfield Housing Authority
April 1, 2017 to March 31, 2018

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

If No Shared Services X this Box X

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Garfield Housing Authority
For the Period April 1, 2017 to March 31, 2018

	FY 2017 Proposed Budget				FY 2016 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
REVENUES								
Total Operating Revenues	\$ 3,333,511	\$ -	\$ -	\$ 113,970	\$ 3,447,481	\$ 3,454,625	\$ (7,144)	-0.2%
Total Non-Operating Revenues	9,900	-	-	-	9,900	9,900	-	0.0%
Total Anticipated Revenues	<u>3,343,411</u>	<u>-</u>	<u>-</u>	<u>113,970</u>	<u>3,457,381</u>	<u>3,464,525</u>	<u>(7,144)</u>	<u>-0.2%</u>
APPROPRIATIONS								
Total Administration	887,130	-	-	80,000	967,130	983,310	(16,180)	-1.6%
Total Cost of Providing Services	2,532,950	-	-	33,970	2,566,920	2,492,080	74,840	3.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,420,080	-	-	113,970	3,534,050	3,475,390	58,660	1.7%
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	3,420,080	-	-	113,970	3,534,050	3,475,390	58,660	1.7%
Less: Total Unrestricted Net Position Utilized	76,669	-	-	-	76,669	10,865	65,804	605.7%
Net Total Appropriations	<u>3,343,411</u>	<u>-</u>	<u>-</u>	<u>113,970</u>	<u>3,457,381</u>	<u>3,464,525</u>	<u>(7,144)</u>	<u>-0.2%</u>
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>

Revenue Schedule

Garfield Housing Authority
 For the Period April 1, 2017 to March 31, 2018

	FY 2017 Proposed Budget				FY 2016 Adopted Budget		<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted
						All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	2317560				2,317,560	2,315,910	1,650	0.1%
Excess Utilities	35860				35,860	35,860	-	0.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	850091				850,091	854,445	(4,354)	-0.5%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
Total Rental Fees	3,203,511	-	-	-	3,203,511	3,206,215	(2,704)	-0.1%
<i>Other Operating Revenues (List)</i>								
Late charges and prorations	130000		113970		243,970	248,410	(4,440)	-1.8%
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!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Total Other Revenue	130,000	-	-	113,970	243,970	248,410	(4,440)	-1.8%
Total Operating Revenues	3,333,511	-	-	113,970	3,447,481	3,454,625	(7,144)	-0.2%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Total Other Non-Operating Revenue					-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	9,900				9,900	9,900	-	0.0%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	9,900	-	-	-	9,900	9,900	-	0.0%
Total Non-Operating Revenues	9,900	-	-	-	9,900	9,900	-	0.0%
TOTAL ANTICIPATED REVENUES	\$ 3,343,411	\$ -	\$ -	\$ 113,970	\$ 3,457,381	\$ 3,464,525	\$ (7,144)	-0.2%

Prior Year Adopted Revenue Schedule

Garfield Housing Authority

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	2,315,910				2,315,910
Excess Utilities	35,860				35,860
Non-Dwelling Rental					-
HUD Operating Subsidy	854,445				854,445
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	3,206,215	-	-	-	3,206,215
<i>Other Revenue (List)</i>					
Late charges and prorations	130000			118,410	248,410
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)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	130,000	-	-	118,410	248,410
Total Operating Revenues	3,336,215	-	-	118,410	3,454,625
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	9,900				9,900
Penalties					-
Other					-
Total Interest	9,900	-	-	-	9,900
Total Non-Operating Revenues	9,900	-	-	-	9,900
TOTAL ANTICIPATED REVENUES	\$ 3,346,115	\$ -	\$ -	\$ 118,410	\$ 3,464,525

Appropriations Schedule

Garfield Housing Authority
 For the Period April 1, 2017 to March 31, 2018

	FY 2017 Proposed Budget				FY 2016 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	
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	426,350			55,000	\$ 481,350	\$ 498,080	\$ (16,730)	-3.4%
Fringe Benefits	267,880			25,000	292,880	292,330	550	0.2%
Legal	30,600				30,600	30,600	-	0.0%
Staff Training	15,000				15,000	15,000	-	0.0%
Travel	12,000				12,000	12,000	-	0.0%
Accounting Fees	35,400				35,400	35,400	-	0.0%
Auditing Fees	8,500				8,500	8,500	-	0.0%
Miscellaneous Administration*	91,400				91,400	91,400	-	0.0%
Total Administration	887,130			80,000	967,130	983,310	(16,180)	-1.6%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	24,000			33,970	57,970	63,810	(5,840)	-9.2%
Salary & Wages - Maintenance & Operation	634,480				634,480	511,450	123,030	24.1%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	40,250				40,250	40,250	-	0.0%
Fringe Benefits	401,820				401,820	401,000	820	0.2%
Tenant Services	11,400				11,400	11,400	-	0.0%
Utilities	571,870				571,870	620,020	(48,150)	-7.8%
Maintenance & Operation	506,000				506,000	506,000	-	0.0%
Protective Services					-	-	-	#DIV/0!
Insurance	140,000				140,000	140,000	-	0.0%
Payment in Lieu of Taxes (PILOT)	174,130				174,130	169,150	4,980	2.9%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	10,000				10,000	10,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents					-	-	-	#DIV/0!
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	19,000				19,000	19,000	-	0.0%
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	2,532,950			33,970	2,566,920	2,492,080	74,840	3.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,420,080			113,970	3,534,050	3,475,390	58,660	1.7%
NON-OPERATING APPROPRIATIONS								
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!
TOTAL APPROPRIATIONS	3,420,080			113,970	3,534,050	3,475,390	58,660	1.7%
ACCUMULATED DEFICIT					-	-	58,660	1.7%
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,420,080			113,970	3,534,050	3,475,390	58,660	1.7%
UNRESTRICTED NET POSITION UTILIZED					-	-	-	#DIV/0!
Municipality/County Appropriation					76,669	10,865	65,804	605.7%
Other	76,669				76,669	10,865	65,804	605.7%
Total Unrestricted Net Position Utilized	76,669				76,669	10,865	65,804	605.7%
TOTAL NET APPROPRIATIONS	\$ 3,343,411	\$ -	\$ -	\$ 113,970	\$ 3,457,381	\$ 3,464,225	\$ (7,144)	-0.2%

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

5% of Total Operating Appropriations \$ 171,004.00 \$ - \$ - \$ 5,698.50 \$ 176,702.50

Prior Year Adopted Appropriations Schedule

Garfield Housing Authority

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 443,080			\$ 55,000	\$ 498,080
Fringe Benefits	267,330			25,000	292,330
Legal	30,600				30,600
Staff Training	15,000				15,000
Travel	12,000				12,000
Accounting Fees	35,400				35,400
Auditing Fees	8,500				8,500
Miscellaneous Administration*	91,400				91,400
Total Administration	903,310	-	-	80,000	983,310
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	25,400			38,410	63,810
Salary & Wages - Maintenance & Operation	511,450				511,450
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	40,250				40,250
Fringe Benefits	401,000				401,000
Tenant Services	11,400				11,400
Utilities	620,020				620,020
Maintenance & Operation	506,000				506,000
Protective Services					-
Insurance	140,000				140,000
Payment in Lieu of Taxes (PILOT)	169,150				169,150
Terminal Leave Payments					-
Collection Losses	10,000				10,000
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment	19,000				19,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,453,670	-	-	38,410	2,492,080
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	3,356,980	-	-	118,410	3,475,390
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	3,356,980	-	-	118,410	3,475,390
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,356,980	-	-	118,410	3,475,390
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other	10,865				10,865
Total Unrestricted Net Position Utilized	10,865	-	-	-	10,865
TOTAL NET APPROPRIATIONS	\$ 3,346,115	\$ -	\$ -	\$ 118,410	\$ 3,464,525

* 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	\$ 167,849.00	\$ -	\$ -	\$ 5,920.50	\$ 173,769.50
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Debt Service Schedule - Principal

If Authority has no debt X this box

X

Garfield Housing Authority

	Fiscal Year Ending in							
	Proposed Budget Year 2017	2018	2019	2020	2021		2022	Thereafter
Type in Issue Name								\$
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
TOTAL PRINCIPAL								-
LESS: HUD SUBSIDY								-
NET PRINCIPAL	\$	-	-	-	-	-	-	-
	\$	-	-	-	-	-	-	-
	\$	-	-	-	-	-	-	-

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

Moody's	Fitch	Standard & Poors

Bond Rating
Year of Last Rating

Net Position Reconciliation

Garfield Housing Authority
For the Period April 1, 2017 to March 31, 2018

FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 7,563,431	\$ -	\$ -	\$ 11,072	\$7,574,503
Less: Invested in Capital Assets, Net of Related Debt (1)	9,583,016				9,583,016
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(2,019,585)	-	-	11,072	(2,008,513)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	3,051,582				3,051,582
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	674,734				674,734
Plus: Estimated Income (Loss) on Current Year Operations (2)	(10,865)				(10,865)
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,695,866	-	-	11,072	1,706,938
Unrestricted Net Position Utilized to Balance Proposed Budget	76,669	-	-	-	76,669
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	76,669	-	-	-	76,669
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 1,619,197	\$ -	\$ -	\$ 11,072	\$1,630,269

(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	\$ 171,004	\$ -	\$ -	\$ 5,699	\$ 176,703
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(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.